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Parent - Student Handbook

2026-2027

Lake Erie College Preparatory School

www.lakeerieprep.org

MISSION

It is the mission of Lake Erie College Preparatory School to prepare our students for a college preparatory high-school, that will ensure success and graduation from 4-year college or institute of higher learning.

VISION

- **I AM A LEADER**
- **I AM A LIFE-LONG LEARNER**
- **I WILL CHANGETHE WORLD**

Three Pillars

Staff, students, and parents will work together to help each student reach his or her full potential in academic achievement and moral maturity. Toward this end, staff will make every effort to keep students focused on the following character virtues:

RESPONSIBILITY: To take ownership of one's decisions and learn to comprehend the consequences of those actions. Personal accountability is central to responsibility. In teaching responsibility, faculty and staff will emphasize the importance of studying as a means of achieving educational goals, staying attentive in class, walking quietly in the halls, raising hands as opposed to yelling at adults for attention, and thinking about lifelong goals.

RELENTLESSNESS: To demonstrate understanding when it comes to overcoming barriers in school, at home, and in society at large. Hard work and constancy will be emphasized, and special attention will be paid to those students who demonstrate the ability to study hard and overcome deficits or deficiencies in learning. As students get older, they will develop the judgment to decide when to apply relentlessness in other areas of life.

RESPECT: To demonstrate an understanding and value for oneself, education as a path to a greater life,

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and all other persons. Teachers and faculty will help students learn what it means to care for oneself, their academics, and all other human life. In all grades, emphasis will be placed on the following:

- No tolerance for violence of any kind
- No tolerance for discrimination of any kind
- No tolerance for vulgar or obscene language
- Cordiality when speaking to adults and fellow students (thank you; yes ma'am, no sir, etc.) ¬ Personal hygiene
- Valuing school materials, supplies, and meals

Showing respect helps to support healthy relationships and obedience to the right authorities. When everyone demonstrates respect for themselves and others, a safe, clean, and disciplined environment is the result. This definition of respect is fully in line with the mission.

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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 pursuant to Section 3321.042 of the Revised 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 and Workforce.

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Introduction

Lake Erie College Preparatory School (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, foster caregiver, or caretaker. 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.

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 at the sole discretion of the Board.

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.

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: 8:00 a.m.
Instructional End Time: 3:30 p.m.

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

I. Admission Information

The school will not charge tuition. Admission to the School is open to any student who resides in any district in the State of Ohio. Applications are accepted any time of the year.

A. Preference of Admission

State law requires that the school does not exceed the capacity restrictions set forth for its programs, classes, grade levels or facilities. Priority enrollment will first be given to returning students, students who reside in the district in which the school is located, children of full-time staff members of the school, and siblings of returning students. Pursuant to the Board's Open Enrollment, Admissions and Residency Policy, the Principal shall determine whether an enrollment lottery is necessary and determine all procedures, including application deadlines, to be followed. Students inquiring about enrollment during the year will be enrolled if space permits or added to a wait list (based on priority enrollment requirements, lottery selections if applicable, or first come first serve Kindergarten Entrance.

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Children entering the kindergarten program must be five years of age on or before September 30th. The School may also admit to kindergarten any student whose fifth birthday falls between October 1st and December 31st, provided that said student is determined to be kindergarten ready by the Principal based upon the School's policy regarding early entrance for kindergarten.

B. 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 their 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
    - Last Report Card, when appropriate

Annual Verification Information:

- Parent are required to provide the School with proof of residency/Address Verification annually and **any time** a change of address, residency, or custody occurs. 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 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.
- 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.

C. Re-Enrollment

In order to confirm placement and maintain priority enrollment status in a proceeding year, parents must state their intention to have their child/student be re-enrolled each school year and complete any documentation that may be required by the School. It is the responsibility of the parent to inform the School of any changes to their residency or contact information.

D. 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, gender identity, homelessness, or a physical, mental, emotional or learning disability. The School will also not discriminate in its pupil admissions policies or practices whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

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E. 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 15th 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 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.

F. 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 following the rules; and
- Accepting responsibility for their behavior.

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

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

- On School grounds during the school day or immediately before or after school hours.
- On School grounds at any other time when the School is being used by a School group.
- On or off School grounds at any School activity, function, or event.
- Traveling to and from School, including actions on any school bus, van, or public conveyance.
- Occurring off School grounds if, in the sole discretion of the Principal, the conduct may affect the learning environment.
- 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

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offense(s). The following are examples of, but are not limited to, behavior which is a violation of the Student Code of Conduct:

- Tardiness – Arriving later than scheduled time as provided in Handbook*
- 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 and look-alike substances, including vaporizers and electronic cigarettes
- 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 including counterfeit and look-alikes – Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994."
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas – Any destructive device, including a bomb, a grenade, or a rocket
- Unwelcome Sexual Conduct – Unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment, i.e., pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity
- Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined in the School's Policy on Harassment, Intimidation, and Bullying (**Appendix 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, 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 counterfeit, look-alikes, 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

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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

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

C. Dress Code

All students are expected to come to School in clean and properly fitting attire 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 compliance with these requirements.

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.

School administration may make changes to the dress code during the school year. School administration will first notify parents in writing that the changes are to be made. Students are expected to comply with such changes. The Principal, or their designee, retains sole discretion in determining whether a student is not in compliance with the dress code.

The teacher and instructional aide are the prime enforcers of the dress code. Occasionally, the Principal may have a building "dress-down" day when students and staff may dress down (in a reasonable fashion). The Principal may provide additional information or requirements regarding such a "dress-down" day.

The student dress code is as follows:

Pants: Black pants or Bermuda shorts are permitted. NO denim or sweatpants are allowed. Additionally, no student shall wear yoga pants, leggings, or similar-item clothing without permitted shorts or a skirt above. Black skirts are permitted so long as they are no more than 1-inch above the student's knee.

Jumpers: A black jumper with a simulated vest top attached to the skirt is permitted in grades EK-5. The skirt length must be no more than 1-inch above the student's knee.

Shirts/Tops: Full buttoned-down WHITE collared shirts, whether long sleeve or short, are permitted. Students may wear a Lake Erie Preparatory shirt or sweatshirt on approved Spirit days. No hoodies are permitted.

Underclothes: At no point should any underclothing/undergarment be visible, including, but not limited to, boxers, briefs, underwear, or undershirts. ALL undergarments shall stay under the clothing at all times.

Shoes/Socks: Students are **ONLY** permitted to wear **SOLID BLACK or Black and WHITE shoes (School (dress or casual shoes), Vans, Keds, Canvas style shoe, Converse)** shoes. At no time are Crocs, slippers, open-toed or open-heeled shoes, sandals, flip flops or similar footwear permitted. Solid black or solid white socks must be worn at all times.

Accessories: The following are examples of accessories pertaining to the dress code.

- Jewelry – One stud earring per ear and wristwatches are the only permitted jewelry.

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- All make-up is prohibited, including glitter. Possessing unopened or unused make-up will still be grounds for discipline.
- Hair – Any items styled into a student's hair must remain secured throughout the day. If any part of the item (such as beads) falls out, the student will be asked to remove the rest, place in a baggie, and take home. Hairbrushes and combs, and similar items, may only be used in the restrooms.
- Belts - Only solid-black belts, with small buckles, are permitted. Belts should be worn correctly and tight at the student's waist at all times.
- Tattoos – Real or fake/temporary tattoos which are visible are against the dress code. Tattoos should remain covered at all times during the school day.
- No hats, headscarves, or other head coverings are permitted except as may be appropriate for religious observances.

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 their child will be absent. Calls are to be made to the School office.
- 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 may be given to keep a dental/doctor/behavioral 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.
- **A student will be retained** in their present grade level if they have 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) 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.

An absence may be "excused" if the student or their parent provides the Principal with verification, if any, in the manner and timeframe determined to be satisfactory in the sole discretion of the Principal. Where appropriate, the School may require written documentation. The term "excused" may refer to any absence from a class based on the following:

- Illness of the student
- Illness in the family necessitating the presence of the student
- Medical, Behavioral, or Dental appointment

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- Death of a relative
- Quarantine of the home (limited to the length of the quarantine as determined by the proper health officials)
- Religious observance consistent with the truly held religious beliefs of the student or their family
- 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
- Absences due to military deployment activities of a parent
- An emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence.

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

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

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

E. Religious Accommodation

Pursuant to the Board's Religious Accommodations Policy, students are permitted up to three Religious Expression Days each school year in order to take holidays for reasons of a faith, religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. In order for a student to receive an excused absence and alternative accommodations for examinations or other academic requirements missed due to a Religious Expression Day, the student's parent must provide the Principal with written notice of the specific dates of the Religious Expression Days the student intends to take. Such notice must be submitted no later than 14 days after the school year begins, or no later than 14 days after the student transfers into the School after the beginning of the school year.

F. Truancy

Generally

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

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

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:

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

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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:

- Within seven days of the triggering absence, the School will:
  - 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. The team may also include a School psychologist, counselor, or social worker.
  - Make three meaningful attempts to secure the parent'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.)
- Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
- 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.)
- 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 parent alleging that 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 and Workforce 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 their designee to inform the student and parent of the violation and to notify the Juvenile Court.

G. Tardy Policy

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.

Tardiness is only excused for the same reasons as absences.

H. Suspension, Expulsion, Removal and Exclusion

The following suspension, expulsion, removal and exclusion options are available to the School. More information related to suspension and expulsion, including information about required notices, appeal rights, and disabilities compliance, can be found in the School's Suspension and Expulsion Policies which are available at the School office or upon request.

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- **In-School Suspension:** Student attends School and serves the suspension in a supervised learning environment where the student shall be permitted to complete classroom assignments for at least partial credit as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Out-of-School Suspension:** Removal of a student from School for up to ten (10) school days. The student will have the opportunity to complete any classroom assignments missed due to the suspension and shall receive at least partial credit for such completed and returned assignments, as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Expulsion:** Removal of a student for a period not to exceed the greater of eighty (80) school days or the number of days remaining in the semester or term. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year, the expulsion may extend into the following school year.
- **Weapons' Expulsion:** Mandatory one (1) year expulsion for bringing a firearm on school property. Removal of a student for up to one (1) year for certain offenses involving firearms, knives capable of causing serious bodily injury, violent acts that are criminal offenses, and bomb threats.
- **Imminent & Severe Endangerment Expulsion:** Removal of a student for up to one hundred and eighty (180) school days for actions that pose imminent and severe endangerment to the health and safety of other students or School employees. Students must meet conditions developed by the School prior to being reinstated.
- **Emergency Removal:** Immediate removal of a student due to their presence posing a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The student will be returned to curricular and/extracurricular activities the next school day unless out-of-school suspension or expulsion processes are initiated.
- **Permanent Exclusion:** Permanent exclusion of a student, sixteen (16) years old or older, from any public school in the state based on the student committing certain criminal offenses.

In addition, the School reserves the right to enact alternative disciplinary actions, as determined on a case-by-case basis by the Principal or their designee, including but not limited to: detention, restitution, parent conferences, assigned seating, revocation of privileges, and implementing behavior plans or contracts.

Students that are subject to an active out-of-school suspension, expulsion, or removal, and those students who have been permanently excluded from school, are not permitted to attend classes, participate in extracurricular activities, or be on any School property. This prohibition is only excused upon the prior written permission of the Principal for purposes which the Principal, or their designee, determine the student must be able to be on School property.

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 Individuals 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.

I. 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 and the parent should tell the School what new school the

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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 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 of the learning opportunities provided to the student and have not provided verification of approved excused absences. The student's parent will be sent a notification in accordance with the Truancy Policy. 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. Parental Notification Regarding Child Sexual Abuse and Sexual Violence Prevention Curriculum

The law requires the School to include in the curriculum for students in grades K-6 developmentally appropriate instruction in child sexual abuse prevention, including information on available counseling and resources for children who are sexually abused. A parent may request a student be excused from such instruction upon a written request submitted to the Principal or their designee.

Additionally, the law requires students receive developmentally appropriate instruction in sexual violence prevention education beginning in the 7th grade. A parent may request the opportunity to examine the materials used for such instruction by submitting a written request to the Principal. Additionally, a parent may request a student be excused from such instruction upon a written request submitted to the Principal or their designee.

C. 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 students 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 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, they 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.

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D. 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).

E. 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. See the School Calendar for these dates.

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.

F. 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 and teacher availability.

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.

G. 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.

H. Credit Flexibility

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

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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

School days and vacations are provided in the School Calendar.

B. Illness

Parents are encouraged to examine their child each morning before sending them 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 them. Parents should make these arrangements beforehand and instruct the child on what 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 unless closure is a result of a publicly announced government order. 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. The School may also have a delayed start-time due to weather or other unforeseen emergencies; information will be shared in a similar manner as described above.

In the event that the School building will be closed but students are required to participate in lessons via the School's Online Day Plan, the School will notify parents through a School Messenger message, the

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School's website, social media outlets, and/or through email, text, or another electronic messaging system that the Online Day Plan is in effect.

F. 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.

G. 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 behaviors
- 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
- Any other school safety related concerns

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 may apply for free breakfast/lunch through the School office. Information for the free 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 such free meals.

J. Recess

When scheduled, students are expected to participate in outdoor recess activities during the school day – weather permitting. Parents must ensure that the student has the appropriate clothing with them 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).

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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. 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 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.

Visitors that cause a disruption of the educational environment or present a risk to the safety or wellbeing of the School's students and/or staff may be excluded from the School facility at the discretion of the Principal or their designee. 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.

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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 to assist in organizing and chaperoning field trips.

Please note: To be considered as a chaperone, it is required that you obtain a BCI/FBI check with no disqualifying offenses prior to participating in any School activity.

R. Classroom Parties

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

S. Cell Phones

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

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 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, School property may be searched at any time for any reason.

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The Principal or their designee may at any time, with reasonable suspicion that evidence will be obtained indicating the student's violation of either the law or School rules, authorize School personnel to conduct a search of a student or their backpacks and other personal property, and the contents therein . However, no strip searches may be conducted by School personnel. The Principal, or their designee, may call upon the assistance of the local police authorities to conduct a search of a student or a student's personal property.

W. Pesticide Notice and Log Policy

In accordance with Ohio law, parents, 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 takes 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, they 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 as notice of the incident.

B. Health Clinic

When available, the School nurse or health aide handles all non-emergency first aid; otherwise, reasonable first aid issues will be handled by other School personnel. All students are required to have an Emergency Medical 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. It is the responsibility of each parent to make necessary updates to this form should any arise.

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, that the medication be administered to the student. In addition, the School will not administer any prescription medication unless it also receives a signed prescriber/physician approval containing the information listed below. It is the responsibility of the parent to track the amount of medication kept at School and to provide necessary refills.

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Per Ohio Revised Code Section 3313.716 students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms at the School.

Per Ohio Revised Code Section 3313.718(B) and 3314.03(A)(11)(d) students may be permitted to carry and use an epinephrine auto-injector to treat anaphylaxis (an intense allergic reaction). In order for a student to properly possess or use an epinephrine auto injector at the School written approval from the student's physician and parent must be signed and received by the School.

For medications, asthma inhalers and epinephrine auto injectors, written approval by the student's physician must include all information as detailed herein below or as indicated on the Food Allergy Action Plan, if applicable. If a student has or develops a serious food allergy, the parent must complete a Food Allergy Action Plan.

"Written Approval" hereunder must include the following information, as appropriate:

- The name and address of the student
- The name of the School and class in which the student is enrolled
- The name of the medication and the dosage to be administered or the name and dose of the medication contained in the inhaler or auto injector
- The times or intervals at which each dosage of the medication is to be administered
- The date the administration of the medication is to begin
- The date the administration of the medication is to cease (if applicable)
- The circumstances in which the auto injector should be used
- Acknowledgement that the physician has determined that the student is capable of possessing and using auto injector appropriately and has provided the student with training in the proper use
- Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency as well as one or more phone numbers at which the parent, guardian or other person having care or charge of student can be reached in an emergency
- Written instructions outlining procedures to follow if the medication does not provide adequate relief
- A list of adverse reactions that may occur if an individual for whom the medication was not intended uses the medication
- At least one emergency telephone number for contacting the physician and one number for contacting the parent
- Any other special instructions

Should any information regarding the medication change, the parent must submit a revised written statement. All medications must be in the prescribed container. Parents are responsible for keeping a record of the amount of available medicine provided to the School and for sending more medicine as necessary.

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.

Any medication which may be legally sold without a prescription and administered without the instruction of a prescriber (an "over-the-counter drug") may be administered to students upon a written request by the parent. The request must be signed by the parent and must also include the name of the student, the name

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of the medication, the dose (which is not to exceed the recommended amount), and the reasons such medication is to be administered. Over-the-counter medication must be delivered to the School by the parent in its sealed, original container. Students are prohibited from having over-the-counter medications on their person, in their personal bag, their locker, or their desk.

Properly trained School staff may administer epinephrine in an emergency situation, in accordance with the Written Approval and/or the student's Food Allergy Action Plan when emergency medical service providers are not immediately available, and the exigency of the circumstance requires immediate action. School staff will immediately request assistance from an emergency medical service provider whenever a student is administered epinephrine at the School or at an activity, event, or program sponsored by the school. This request for medical assistance applies whether the student self-administers the medication, or a School staff member administers it to the student.

The School has adopted a separate policy regarding diabetic students. If a student is diabetic the student or the parent, guardian or other person having care or charge of the student should notify the Principal.

E. Seizure Action Plan

The Board has adopted a Seizure Action Plan Policy to help support students who have an active seizure disorder. If the student has, or develops, an active seizure disorder, parents are required to notify the Principal so that the School and parent can create an individualized Seizure Action Plan.

F. Food Allergy Action Plan

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

G. Health Screening

All kindergarten, first, third, fifth, and seventh graders, or such grades as may be required by the Ohio Department of Health, will be offered vision and hearing screenings.

All students enrolling for the first time in either kindergarten or first grade must be screened for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1st.

In addition, Ohio law requires certain students to be screened for indicators of dyslexia.

H. 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 gases or vapors
- potentially injurious light radiation
- welding, milling, sawing, drilling, turning, shaping, cutting, grinding, buffing

I. 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

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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 Principal.

J. Reporting Child Abuse / Neglect

When any staff member suspects the abuse or neglect of a student, they will first notify the Principal or their designee. The staff member will then call the local reporting agency in the presence of the Principal or their designee. 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.

K. 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's adopted policy. The Board's policy is available from the School office and is posted on the School's website.

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.

L. 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.
- 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 their 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;

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- 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 their 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.

M. 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.

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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 definition, will be reviewed and the perpetrator will be subjected to appropriate disciplinary consequences.

N. 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
- 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.

O. 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 up to and including expulsion from the School. When required by state law, the School will also notify law enforcement officials.

P. Weapon-Free School

No student at any time, for any reason shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon or considered a "look-alike" weapon in or on property of the School, school bus, or at 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.).

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- 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.).

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.

C. 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.. 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.

D. Student Directory Information

While FERPA permits schools to adopt a 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 unless the student's parent(s) inform the School in writing not to release such information.

E. Family Education Rights and Privacy Act of 1974 (FERPA)

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

- 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 a written request to the Principal, or appropriate school official, that identifies the record(s) they wish to inspect. The Principal, or appropriate school official, will make arrangements for access and notify the parent

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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.

- 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 Principal, or appropriate school official, clearly identifying the part of the education 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.
- 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 a School Official with a legitimate educational interest in the education record. A “School Official” is a person employed, contracted, or volunteering at the School in an administrative, supervisory, academic or support staff position (whether paid or unpaid), 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’s Threat Assessment Team; transportation providers and/or drivers; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); and a person serving on the Board. A School Official has a "legitimate educational interest" in an education record when the School Official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the School Official is performing a task that is specified in their 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; providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; and any other purpose that the Board deems necessary as related to a student's education.
- 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

- The School intends to forward any and all education records to another school which has requested such records for the purpose of the student’s potential enrollment at that school. The student’s parents, or eligible student, upon request, may receive copies of the records disclosed and have the opportunity to request a hearing to challenge the content of the record. The School has the discretion of which education records to disclose to the potential new school and FERPA does not provide parents, or an eligible student, the right to prevent such disclosure or prevent the School from communicating general information about the student to the school in which the student seeks to or intends to enroll.

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

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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 themself 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:
    - Political affiliations or beliefs of the student or student's parent
    - Mental or psychological problems of the student or student's family
    - Sexual behavior or attitudes
    - Illegal, antisocial, self-incriminating, or demeaning behavior
    - Critical appraisals of others with whom respondents have close family relationships
    - Legally recognized privileged relationships, such as with lawyers, doctors, or clergy
    - Religious practices, affiliations, or beliefs of the student or parent
    - 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:
    - Any other Protected Information Survey, regardless of funding
    - 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
    - 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

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- The right to inspection, upon request and before administration or use, of the following:
  - Protected Information Surveys of students
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  - 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 parents. 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 their rights have been violated may file a complaint to the following:

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

VII. Child Find

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

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

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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 so, will obtain consent to perform 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 Education and Workforce, or refer to the publication, *A Guide to Parent Rights in Special Education*. Available at www.education.ohio.gov.

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:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- 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
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

IX. Parent Involvement Policy

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

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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 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 of Directors 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, gender identity, 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
Jamie Speziale-Albu, Principal
14405 St. Clair Ave., Cleveland, OH
(216) 453.4556

Section 504 Coordinator
Trisha Weisbarth
4850 Pearl Rd., Cleveland, OH
tweisbarth@accelschools.com
(216) 741-2991

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.

Homeless students will be provided services comparable to other students in the School including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education
- Programs for gifts and talented students
- School nutrition programs

The School has designated the **Principal and Office Manager** to be the School liaisons for homeless students (each a "School Liaison"). The School shall display the contact information for the School Liaison

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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.

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 their 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
SY '26-27

_____ Grade: _____
Student's Name (PRINT)

_____
Parent's/Guardian's Name (PRINT)

We have read and understand all the information contained in this manual including student code of conduct, internet usage 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 Parent/Student 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. 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.

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Media Release
STUDENT INFORMATION FORM

Please print clearly:

_____ _____
Name of Participating Student Age

_____ _____
School Grade

_____ _____
City/State/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.

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APPENDIX 1

Lake Erie PREPARATORY SCHOOL

Internet Safety Policy

The Board of Directors has adopted the following policy with respect to Internet safety. The School shall employ technology protection measures that: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including but not limited to "hacking", and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information regarding minors; and (d) comply with the Children's Internet Protection Act. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of the state or federal laws dealing with students' and employees' rights to privacy;
2. Using obscene, profane, lewd, rude, inflammatory, threatening, derogatory, or other language that may be offensive to another user;
3. Reposting (forwarding) personal communication without the author's prior consent;
4. Copying commercial software in violation of copyright law;
5. Harassing another person;
6. Posting false or defamatory information;
7. Plagiarizing information found on the Internet;
8. Using the network for financial gain, for commercial activity or for any illegal activity;
9. Accessing, viewing, and/or transmitting inappropriate material;
10. Damaging technology devices or systems;
11. Using technology to disrupt the educational process, or in violation of this policy;
12. Unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
13. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.

To the extent practicable, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may only be disabled by an authorized person and only for bona fide research or other lawful purposes.

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Additionally, it shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act. To the extent feasible, the School shall take steps to promote the safety and security of users of the School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

The School will provide age-appropriate training for students who use the School's Internet facilities. The training provided will be designed to promote the School's commitment to:

a. The standards and acceptable use of Internet services as set forth herein;
b. Student safety with regard to:
    i. Safety on the Internet;
    ii. Appropriate behavior while online, on social networking Websites, and in chat rooms; and
    iii. Cyberbullying awareness and response
c. Compliance with the Children's Internet Protection Act

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through School's network will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The School is not responsible for the accuracy or quality of the information obtained through the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the School harmless from any losses sustained as the result of misuse of the system by user.

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.

A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School may refuse to reinstate. Violation of this Policy may include the user permitting another to use his or her account or password to access the computer network or Internet, including any user whose access bas been denied or terminated.

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DEFINITIONS

For purposes of this Policy:

A "minor" is anyone under the age of 18.

"Harmful to minors" means any picture, image, graphic image file or other visual depiction that: (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

"Technology Protection Measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in Section 1460 of Title 18 of the United States Code;
2. Child Pornography, as that term is defined in Section 1226 of Title 18 of the United States Code; or
3. "Harmful to minors."

"Sexual act" and "sexual contact" have the meanings given such terms in Section 2246 of Title 18 of the United States Code.

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Appendix 2 – *(Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy)*

ANTI-HARASSMENT, ANTI-INTIMIDATION or ANTI-BULLYING POLICY

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SCHOLARIUM AD VITAM

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ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

I. Introduction

It is the policy of the Board of Directors that any form of Harassment, Intimidation, or Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored events, or online via the Web, is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

A. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.

B. It is imperative that Harassment, Intimidation, or Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

II. Definition of Terms

A. "Harassment, Intimidation or Bullying" means either of the following:

1. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student more than once and the behavior both:

a. Causes mental or physical harm to the other student; and

b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

2. Violence within a dating relationship.

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

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C. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.

D. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or organized by the School or on behalf of the School.

III. Types of Conduct

A. Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;

2. Threats, taunts and intimidation through words and/or gestures;

3. Extortion, damage or stealing of money and/or possessions;

4. Exclusion from the peer group or spreading rumors; and

5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:

(a) Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);

(b) Sending abusive or threatening instant messages or email;

(c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,

(d) Using Web sites to circulate gossip and rumors to other students; and

(e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

IV. Publication of Policy

A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.

1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.

V. Complaints

A. Written Complaints

1. Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

B. Verbal Complaints

1. Students, parents or guardians and school personnel may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

C. Protection of Person Filing Complaint

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1. Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying. The School will follow appropriate intervention strategies for protecting a victim or other person from additional harassment, intimidation or bullying, and from retaliation following a report, including anonymous reporting.

D. False Complaint

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

VI. School Personnel Responsibilities

A. Teachers and Other School Staff

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

2. In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of

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ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "Harassment, Intimidation or Bullying."

B. Administrator Responsibilities

1. Investigation

(a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

(b) Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial Actions

(a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

(b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or

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Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

VII. Reporting Obligations

A. The parent or guardian of any student involved in a prohibited incident will be notified in writing and, to the extent permitted by state and federal laws governing student privacy, will have access to any written reports pertaining to the prohibited incident.

B. Report to the Parent or Guardian of the Perpetrator

1. If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

C. Reports to the victim and his/her parent of guardian

1. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.

D. List of verified acts of Harassment, Intimidation or Bullying

1. A requirement that the School administrator semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law. The disciplinary action for any student guilty of harassment, intimidation,

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or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States.

VIII. Police and Child Protective Services

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The School must also investigate for the purpose of determining whether there has been a violation of the School Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.

IX. Training

The School agrees to provide appropriate staff and volunteer training in the implementation of the above policy and prevention of harassment, intimidation and bullying in the School. The School will provide annual age-appropriate instruction to students on this policy, if there are sufficient state or federal funds for it.

X. Publication of the Prohibition Against Harassment, Intimidation and Bullying

At least once each year, a written statement in substantially the form attached hereto as Exhibit A, describing the policy and the consequences for violations of the policy must be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

In addition, the policy shall appear in the student handbook and in any publication that sets forth the comprehensive rules, procedures, and standards of conduct of the School.

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Exhibit A

ANNUAL NOTICE OF ANTI-BULLYING, ANTI-INTIMIDATION AND ANTI-HARASSMENT POLICY

It is the policy of the School that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via Electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.

Harassment, Intimidation or Bullying means either any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once which causes mental or physical harm to the other student and creates an intimidating, threatening or abusive educational environment for the other student. Harassment, Intimidation or Bullying is also defined to include violence within a dating relationship.

Students who believe they have been harassed or bullied by fellow students or School employees are encouraged to promptly report such incidents to a school staff member or administrator.

Complaints will be documented and investigated in accordance with the School's policy.

Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, shall promptly notify the building principal and/or his/her designee and shall promptly file a written, incident report concerning the events witnessed.

Additional provisions of the policy may be found in the Parent/Student handbook or obtained from the School office at any time.

Appendix 3

LOCKER SEARCH POLICY

This policy authorizes principals or their designees to do the following:

A. Search any pupil's locker and the contents of the locker that is searched if the principal or designee reasonably suspects that the locker or its contents contains evidence of a pupil's violation of a criminal statute or of a school rule;

B. Search any pupil's locker and the contents of any pupil's locker at any time if the board of education posts in a conspicuous place in each school building that has lockers available for use by pupils a notice that the lockers are the property of the board of education and that the lockers and the contents of all the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

Legal Authority: R.C. 3313.20