

# Innovative Career Academy

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## Parent - Student Handbook

### 2026-2027

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**INNOVATIVE**  
— **CAREER ACADEMY**

3845 East 131<sup>st</sup> Street  
Cleveland, OH 44120

\* \* \* NOTICE \* \* \*

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

Innovative Career Academy is a student-centered organization delivering excellence in education. Our Team is committed to our students, ages 14 -21, our communities, and each other. We believe that our cohesion and morale help us to achieve excellence in our schools. Our commitment to our students and our dedication to impacting their education through innovative methods makes us unique.

At Innovative Career Academy, we believe the following:

- Every student deserves an opportunity for a quality education
- Our students are the most important people at our school
- Student success is determined by teamwork between home, student and school
- We use data to inform our decisions and measure our success

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## **Introduction**

Innovative Career Academy (the “School”) is a special place for students. You will develop important academic, work, social, emotional well-being, and self-sufficiency skills that will allow you to be successful in life, on the job and with your continuing education.

You can graduate from Innovative Career Academy with a state recognized High School diploma, well prepared to live as a productive and responsible citizen in your community. You will leave feeling confident of your abilities and prepared to find a good job, enter a trade, an apprenticeship, or attend a post-secondary educational program.

You will work hard and learn to give your best effort on your own behalf. Everyone at Innovative Career Academy is treated with respect. We require and demand a commitment from you— not just in following the School’s rules—but also in striving to reach your fullest potential.

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This Handbook contains important information that you are responsible for knowing. 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, or court-appointed guardian. If you have any questions about this Handbook, please contact the School’s Principal.

### **School Hours**

Breakfast: 8:00 – 8:30 a.m.

Instructional Start Time: 8:30 a.m.

Student Marked Tardy After: 8:35 a.m.

Instructional End Time: 3:00 p.m.

## **A. Admission Information**

### **A. Enrollment**

Applications are accepted any time of the year at Innovative Career Academy. The following are general admissions procedures for Innovative Career Academy:

1. Complete an Innovative Career Academy application and return it to the School. If you have a copy of your transcript, this should also be attached. If you do not have a copy of your transcript, you and/or your parent/guardian will sign a "Request for Records" form for the last school that you attended. Your records will only be used to verify existing credits.
2. In order to complete your enrollment application, you will also be required to submit copies of your Birth Certificate, Immunization Record, and proof of residence, such as a monthly utility bill, lease, or mortgage statement. A photo ID may also be required.
3. Once you have submitted your enrollment application and any other required documentation, you will be required to come for a tour of the facility where staff can answer any questions you may have.

4. As a student of ICA, you will be scheduled for the STAR Assessment
5. In the event that enrollment exceeds capacity, Innovative Career Academy will perform a blind, random lottery in compliance with the Board's policy, to determine which students are enrolled and which students

are placed on a waiting list (in order of their selection). Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences will be given to existing students, siblings of existing students, and students that reside in the district in which the School is located.

6. **New Enrollments:** Any new family wanting to enroll their child into Innovative Career Academy is required to come for an interview with their child/ren to meet with the Principal and Student Success Coach prior to being accepted into the school. Failure to attend this meeting will prevent your child from being enrolled.

#### **B. Fee**

There is no tuition fee or tuition of any kind at Innovative Career Academy.

#### **C. Non-Discrimination Policy**

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Innovative Career Academy 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.

#### **D. Student Immunizations**

All new students are required to submit a copy of their Immunization Records within the first 14 days that they are enrolled. No student shall be permitted to remain in school for more than 14 days if the student has not met the minimum immunization requirements.

If a student's Immunization Records have not been received by the School by the 15th day of enrollment, the student will be released from School and will not be able to attend until he/she can submit his/her medical records from their last school of attendance or primary physician or until he/she can prove that he/she has begun the Immunization process meaning that the he/she has been immunized against mumps, rubeola, rubella, and chicken pox, and if the student has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and meningococcal disease, the student has received at least the first dose of the immunization sequence, and presents written evidence to the School Principal of each subsequent dose required to obtain immunization at the intervals prescribed by the Principal of health. A student who has been released for not submitting a copy of his/her Immunization Records will be counted, as an unexcused absence while the student is not attending school.

A student whose physician certifies in writing that an immunization against any disease is medically contradicted is not required to be immunized.

The minimum immunization requirements for a student, grades 9-12, may be found at the following website: [www.odh.ohio.gov](http://www.odh.ohio.gov) or by inquiring at the School.

### **E. Re-Enrollment**

Students who have withdrawn from Innovative Career Academy during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Any variation to this process requires Principal approval.

### **F. Annually Required Documents**

At the beginning of each school year the School will distribute and collect the following forms and documents from all students who have rolled over from the previous school year:

- ☐ Current school year Board-approved Parent/Student Handbook (no collection necessary)
- ☐ Current school year Board-approved School Calendar (no collection necessary)
- ☐ Income Verification Form – must be completed, signed by the parent or student (if over 18), and collected
- ☐ Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18), and collected
- ☐ Title One Compact – must be completed, signed by the parent or student (if over 18), and collected for both school wide and targeted schools
- ☐ Family Education Services (FES) consent forms (if applicable) must be completed, signed by the parent or student (if over 18), and collected
- ☐ Free and Reduced Lunch Form (if applicable) must be completed, signed by the parent or student (if over 18), and collected
- ☐ Parent / Student Contract
- ☐ Ohio Core Opt-Out Form
- ☐ Allergy Action Plan – In emergency circumstances, based on the nature of the allergy and severity of the illness, staff members may administer allergy medication. Please refer to the food and allergy policy for further details.

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

It is the Parent/Guardian/Student's responsibility to inform the School office of any change of address or phone number. Any other relevant information must also be updated in the office. If you have a change of address, you are required to bring the corrected student information and proof of residency documentation to the School office. If there is a change of custody for the student, you are required to bring the corrected student information, including the current custody order, to the School office.

### **H. Non-Sectarian School**

Innovative Career Academy is a public, non-sectarian school.

## **II. Student Responsibilities**

### **A. Code of Conduct**

Innovative Career Academy recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. The Code of Conduct is intended to standardize procedures to guarantee the rights of every student at Innovative Career Academy.

Students at Innovative Career Academy are required to know the Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the rules of Innovative Career Academy is very important. Corporal punishment is not permitted. No employee should threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the Code of Conduct apply to any conduct that occurs:

1. On School grounds during the school day or immediately before or after school hours;
2. On School grounds at any other time when the School is being used by a school group;
3. On or off School grounds at any school activity, function or event; and
4. Traveling to and from School, including actions on any school or public conveyance; and
5. On the Internet on School grounds or off School grounds if it affects the learning environment.

Under this Code of Conduct, the following definitions will apply:

Student: A person, adult or minor, enrolled in Innovative Career Academy

Parent: (a) Official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Ohio government case workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required); (b) For dependent adult student, ages 18-20, parent, guardian, etc. with whom he/she lives; or (c) For married and independent adult students ages 18- 20 and for all students 21 years old or above, the student himself/herself.

Personnel: Any official, employee, volunteer or person charged with carrying out the work of the School.

The following behaviors are considered OFFENSES at Innovative Career Academy and will result in corrective action, potentially including a suspension, expulsion, or withdrawal, in accordance with law and at the discretion of the Principal.

1. Truancy – absent without permission from the School
2. Dress Code Violation – not dressed according to the Innovative Career Academy dress code which includes hats, bonnets, dew rags, etc. (Please see dress code section)
3. Disruption – interfering with school policies or classroom routine
4. Cheating – copying someone else's work or in any way trying to take credit for work not done by the student himself/herself
5. Profane Language – use of profane or unacceptable language
6. Sexual Misconduct – including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, etc. The prominent display of "hickeys" or passion marks is prohibited.
7. Smoking – smoking of any kind, including e-cigarettes, or any other use

- of tobacco in the school building and on school grounds is strictly prohibited
8. Sleeping – activity which results in student non-performance
  9. Disobedience to the lawful instructions of a teacher – disobeying the lawful instructions of the principal, a teacher, or other staff member of Innovative Career Academy.
  10. Possession of prohibited items – Students may not have cellular phones or pagers, (these items must be checked in with the teacher upon arrival time), or food or beverages in unauthorized areas.
  11. Non-completion of assigned activities – failure to finish academic work
  12. Failure to provide name or identification to School personnel – refusal to provide  
Innovative Career Academy personnel with his/her name identification, or other necessary information including, but not limited to: current phone number, address, etc.
  13. Theft – taking the property of another without right or permission
  14. Fighting or violence – participating in physical contact and/or verbal abuse with one or more students or personnel
  15. Vandalism – purposeful destruction of school or student property
  16. Gang Activities – participating in gang activities
  17. Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance which includes vapes of any kind (nicotine or THC), cigarettes, e-cigarettes, marijuana, or gummies with THC.
  18. Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, knives etc. and look alikes of any item listed above
  19. Wrongful conduct – actions that impede, obstruct, interfere with or violate Innovative Career Academy’s mission, philosophy, and regulations
  20. Destruction and or intentional harm to person or property
  21. Sexual harassment, misconduct, and or improper language or inappropriate touching or sexting
  22. Disrespect of the rights of others or other’s property – willful destruction or rudeness towards others (School personnel, students, visitors, guests)
  23. Harassment, Intimidation, or Bullying behavior whether in the classroom, on school property, to and from school, or at school- sponsored events, is expressly forbidden.
  24. Violation of School policy
  25. Any other behaviors or actions that the Principal deems, in his or her sole discretion, a disruption to the educational environment or as an offense which may result in corrective action.

## **B. Dress Code**

### **General Guidelines:**

1. No head coverings are permitted, including but not limited to: hats, caps,

- hoods, bandanas, or sunglasses are allowed to be worn in the School, unless previously authorized by School personnel.
2. No Nike or other brand name “ski masks” to be worn in or around the building. They must be removed
  3. No Meta glasses, smart watches, smart rings, in which a student can create audio or video recording during school hours.
  4. Each student must maintain a neat, clean, professional appearance at all times. No shirts allowed making reference to drug, tobacco, weapons, sexual connotations or any other inappropriate messages.
  5. The Principal may make exceptions to the dress code based on physical disability or other conditions.
  6. Students not conforming to the dress code may not be admitted to class and may be deemed absent.

All Students that attend Innovative Career Academy must adhere to the dress code policy as stated.

### C. Attendance Policy

**All students must participate in 27.5 hours per week or average 5.5 hours per day when school is in session. The required attendance of students shall conform to the minimum standards prescribed by State Law.**

**If the student needs to miss school, the student or parent/guardian (if student is under 18) must call the School on or before the day of the absence by 9 am and a written excuse must be sent to school upon the student’s return.**

#### **Definition of Terms**

**Compulsory school age:** A child between 6 and 18 years of age is "of compulsory school age" and must attend school each day. A child under 6 years of age who has been enrolled in kindergarten also shall be considered "of compulsory school age."

**Average Daily Attendance (ADA):** A schoolwide measurement that shows the total hours *all* students attended school divided by the total hours *all* students could have attended the school year. It is an indicator of how many students typically show up each day. Average Daily Attendance tends to mask chronic absence and can make it difficult to see when a school or district has an attendance issue.

**Chronic Absence:** Missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.

**Excused Absence:** Innovation Carrer Academy acknowledges there are times when a student simply cannot be at school and considers the noted factors to be reasonable excuses for time missed at school:

**Religious Expression:** A student may have up to three days excused for religious expression. To receive these days, the building principal must receive written notice from the student’s parent or guardian within 14 days of the beginning of the school year or within 14 days of the student’s enrollment date. A student absent in this way may still participate in after-school activities. The student will also receive reasonable accommodations for any academic requirement or testing missed.

A non-exhaustive list of major religious holidays, festivals, and religious observations is available on the district’s website.

**Postsecondary Visitation:** Students are encouraged to explore postsecondary options (such as technical college or university), and sometimes this must happen during the school day. Parents and guardians must coordinate with their child’s building administrator to receive approval and discuss accommodations before each visit. With building approval, each student will be marked as “present” for school for up to three days each school year.

**Extracurricular Activities:** In-state events sponsored by the district may be considered instructional opportunities for students. The superintendent or designee may determine under what conditions these opportunities allow for a participating student to be marked as “present” for school.

**Habitual Truancy:** Any student who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year, unless the student’s district or school determines the student and student’s family are making satisfactory progress in improving the student’s attendance at school. However, if the student and the student’s family cease to continue making progress in improving the student’s attendance, a complaint in the juvenile court shall be filed.

**Out-of-School Suspension:** A disciplinary action that removes or excludes a student from their usual educational setting. This is different from in-school suspension, which may include an alternative learning opportunity for a student in a different setting and still may be counted as present.

Truancy shall not be the sole reason for a student’s suspension or expulsion.

### 1. Excused Absences

**Excused absences require written documentation such as a doctor's note, verification from the court or employer, or any other documentation as stated below. All students are required to submit written documentation regarding excused absences to Innovative Career Academy within 3 days of returning to school. An excused absence or 8 will be granted if the student is not in school for the following reasons:**

- a. Medical appointment (with appropriate written documentation)
- b. Under a doctor’s care (with appropriate written documentation)
- c. Automotive (with appropriate tow truck or repair shop receipt)
- d. Scheduled road test for a driver’s license (with appropriate written documentation)
- e. Employment (which cannot be conducted outside of school hours and with appropriate written documentation from employer)
- f. Death of an immediate family member (with appropriate written documentation)
- g. Personal Illness (with appropriate written documentation)
- h. Court appearance (with appropriate written documentation)
- i. Appointments that cannot be scheduled outside of school hours (case workers, probation officer, signing a lease) and with appropriate written documentation
- j. Other absences as deemed appropriate by the Principal
- k. Students can miss up to 10 days of school with a parent note, any further absences require further documentation as described above.

**Any prolonged absence due to illness or other documented reason will also be excused.**

### 1. Unexcused Absences

**Unexcused absences include the following:**

- a. Any absence where a student fails to provide appropriate written documentation of the absence within three days.
- b. Leaving school early without proper authorization
- c. Each day that a student is late without appropriate documentation and for any other unexcused absence defined by the School Principal

**Any student whose unexcused absences exceed 72 consecutive hours of learning opportunities will be automatically withdrawn from school as required by Ohio Revised Code. Students may be permitted to re-enroll in the School after attending a scheduled meeting with the Principal.**

## 1. Truancy Policy

**Under Ohio law, a child must attend school between the ages of 6 and 18 years old. Unless a student under the age of 18 has a legitimate excuse for missing school, he or she must attend school. Absences without a legitimate reason can result in consequences for the parent or guardian as well as for the student.**

**Innovative Career Academy will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant. A student will be considered a “habitual truant” if he or she is absent without a legitimate reason for:**

- 30 or more consecutive hours;
- 42 or more hours in one school month; or
- 72 or more hours in a school year.

**The student’s continued absence and/or failure to participate and make satisfactory progress may require the School to file a complaint in juvenile court, naming both the student and the student’s parent, guardian, or other person having care of the student and alleging that the student is an unruly child based on habitual truancy.**

**If a student is a truant and the parent, guardian, or other person having care of the student has failed to cause the student’s attendance, the School may require the parent, guardian or other person having care of the student to attend an educational program for the purpose of encouraging parental involvement in compelling the attendance of the child at school.**

## D. Suspension & Expulsion Procedures

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

The Principal may suspend a student. Prior to suspending a student, the principal must do both of the following:

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student. If the proposed suspension is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the School may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation; and
2. Provide the student an opportunity to appear at an informal hearing before the principal and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

Within one school day after the time of the student’s suspension, the principal shall also provide written notice of suspension to the parent/guardian of the student and the treasurer of the Board of Principals. The notice shall contain:

1. The reasons for the suspension;
2. Notice of the right of the student, or student’s parent/guardian/custodian to appeal to the Board of Principals or the Board’s designee;

3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Principals or the Board's designee to be heard against the suspension;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of Principals of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the Principal within five (5) school days of the written notice of suspension. The Principal shall immediately forward this written appeal to the Board of Principals and Board of Principals' appeal hearing designee.

If there are fewer than ten school days remaining, the out-of-school suspension may not be applied to the following school year, but the school leader may require the student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining period of the suspension.

**Expulsion.** Except as specifically provided for by statute, the principal may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the school are not permitted to participate in extracurricular activities or be on any school property. Expulsions may extend into the following school year.

Only the principal may expel a student. No student shall be expelled unless prior to the expulsion, the Principal does both of the following:

1. The Principal shall give the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Principal or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the principal grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is granted, the principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the principal may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.
2. the student and parent, guardian, or custodian an opportunity to appear in person before the Principal or his/her designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

Within one school day after the time of the student's expulsion, the Principal shall also provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board of

Principals. The notice shall contain:

1. The reasons for the expulsion;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Principals or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Principals or the Board's designee to be heard against the expulsion;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of Principals of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the principal within fourteen (14) calendar days of the written notice of expulsion. The Principal shall immediately forward this written appeal to the Board of Principals and Board of Principals' appeal hearing designee.

If the Principal expels a student for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

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

Expulsion proceedings will be pursued against a student who has committed an act warranting expulsion even if the student has withdrawn from school for any reason after the incident giving rise to the hearing, but before the hearing or decision to expel. If after the hearing, the student would have been expelled for a period of time had the student remained in school, the expulsion will be for the same length of time as on a student who has not withdrawn from school.

**Weapons Expulsion.** A student must be expelled for one year for:

1. Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for school, school extra-curricular activities or school related events).
2. A student may be expelled for one year for:
  - Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the

School or on School Property.

- Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other school program or activity which firearm was initially brought onto the property by another person.
- Bringing a knife to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or which the school is a participant.
- Possession of a knife at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the school is a participant which knife was initially brought onto the property by another person.
- Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
- Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

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

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

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

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

- (1) A violation of section 2923.122 of the Revised Code;
- (2) A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of

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

**Disabilities Compliance.** The School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Individual with Disabilities Education Improvement Act of 2004. Discipline procedures for students having a disability, will follow the procedures outlined in the Individuals with Disabilities Education Improvement Act of 2004 or such successor or replacement law.

#### **E. Emergency Removal**

Per Section 3313.66 of the Ohio Revised Code, the Principal may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds of the School if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

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

#### **F. Withdrawal Policies and Procedures**

##### **1. Mandatory Withdrawals – 72 Consecutive Hours**

Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the School with documentation of approved excused absences.

##### **2. Mandatory Withdrawals – Students Age 22 and Older**

A student must be graduated during the school year of his or her 22nd birthday or, he/she will be withdrawn from Innovative Career Academy. The appropriate withdrawal letters will be sent to the student if he/she is not ready for graduation.

##### **3. Voluntary Withdrawals**

If a parent wishes to withdraw his/her student or an adult student wishes to withdraw from Innovative Career Academy, he/she must notify the School.

### **G. Parent & Student Surveys**

Parents and students are asked to complete a Parent & Student Satisfaction Survey as well as any other School surveys deemed appropriate by the School's Principal.

In addition, upon Graduation, students will be asked to complete a survey regarding their future plans.

## **III. Academics**

### **A. The Curriculum**

The curriculum is a combination of academics, life skills preparation and employability skills instruction. Each student works on an individualized computer program, teacher led lessons, participates in small group sessions and completes independent work to earn credits for graduation and pass any mandatory state testing. Students also have access to electronic educational software programs and the internet for their academic lessons and vocational exploration. One-on-one and small group tutoring is also available if needed.

Students receive an individual academic and career plan (based upon their academic needs and vocational/employment plans).

### **B. Academic Sessions**

Students are required to participate in 7 hours of school activity per day (21 hours per week). Work can be completed Monday Through Friday. Students can earn participation time by attending scheduled class times, small group support time, mentor periods with guidance counselor and Success coach, work experience and flex credit approved activities.

Students who work or volunteer can earn up to 120 hours if enrolled in work study, Students may earn a lifetime maximum of four (4) work credits that are counted toward the five (5) elective credits for graduation. There is a limit of two (2) work credits earned per school year. Exceptions to this requirement are only permitted after the school administration performs an in-depth review of the student's individual circumstances, and approval is obtained from the Principal.

### **C. Grading**

Each student is required to complete weekly academic activities on the computer or in class. In addition, workbooks, newspapers, magazines and resource materials are available for student use while completing assignments. Students will be given grades based on the following schedule;

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

#### **D. Progress Reports**

Progress Reports are issued to each student every nine (9) weeks. Progress Reports can be requested by parents or guardians at any time.

#### **E. Conferences / Mentoring**

Parents/Students can expect weekly contact by our mentoring staff (Guidance Counselor/Success Coach). Please inform the mentor if you would like to set up a conference with a teacher. Feel free to contact Principal Smith anytime.

#### **F. Transferring Credits**

Student credits from former high schools transfer to Innovative Career Academy. A “Request for Records” will be sent to the student’s school. If a student has an official transcript, it is recommended that he/she attach it to the initial application or submit it to the main office.

Note: An official transcript has a raised seal. Innovative Career Academy *must have* an official transcript in order for a student to graduate.

#### **G. College Credit Plus**

The College Credit Plus Program is available for eligible students interested in completing college courses while enrolled in the School. More information can be obtained through Principal Smith. The School does not award high school credit for post- secondary courses any portion of which were taken during a period of expulsion imposed by the School.

#### **H. Graduation Requirements**

**In order to graduate, a student must satisfy all of the following requirements:**

- Achieve all of the state required academic credits
- Pass all required End-of-course assessments; Algebra 1 and English 2 assessment with a score of 684. Students entering ninth grade for the first time in 2014-2015 or later may satisfy industry credential and workforce readiness requirements, or earn “remediation-free” scores in English and mathematics on a nationally recognized college admission exam in lieu of passing the required End-of-course exams;
- Pass all required state assessments such as the Ohio Graduation Test.
- Complete Success Plan

#### **Academic Credits Required:**

| Subject | Ohio Core<br>Beginning with class of<br>2014 |
|---------|----------------------------------------------|
|---------|----------------------------------------------|

|                       |               |
|-----------------------|---------------|
| English Language Arts | 4             |
| Mathematics           | 4             |
| Science               | 3             |
| Social Studies        | 3             |
| Health                | $\frac{1}{2}$ |
| Physical Education    | $\frac{1}{2}$ |
| Fine Arts             | 1             |
| Electives             | 5*            |

\*Includes the equivalent of 1 credit of Technology/Arts/Foreign Language/Business or other core area course beyond the above-listed requirements.

The Ohio Core graduation requirements will be followed for students who are first-time freshmen in the school year 2010-2011. Components of the Ohio Core requirements include Algebra II or equivalent as part of the math requirement, Financial Literacy and Economics as part of another course or as a standalone course, and 2 semesters of Fine Arts in grades 7-12. Ohio Core also requires that Science is taught with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information. In addition to the previous Science requirement of 1 credit of Physical Science and 1 credit of Life Science, 1 credit of Advanced Science is now required. The previous requirement of  $\frac{1}{2}$  credit of American History and  $\frac{1}{2}$  credit of American Government are both included in the Ohio Core requirement for Social Studies.

**Students may opt-out of the Ohio Core by following the State of Ohio's Opt-Out Provision. The student (and parent, if student is under 18) must sign a form indicating the student (and parent, if student is under 18) understands that opting out requires the student to attend a junior college or community college for at least one semester prior to attending most 4-year state colleges and attend required career counseling provided by the School.**

### **I. Credit Flexibility Plan Option**

Innovative Career Academy offers the Credit Flexibility Program (CFP) to all students. However, the following prerequisites for participation apply:

- ☐ Students who enroll with less than four (4) academic core credits may participate in the CFP only after completing one full core academic credit in Innovative Career Academy.
- ☐ All other students may participate in the CFP at any time.

Senate Bill 311 (the Ohio Core legislation) raised the graduation requirements for high school students, with the goal of increasing the number of students who are ready to meet the demands of our global and technological age. Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. The plan is designed to customize learning around students' interests and needs.

Students may earn credits by:

Completing coursework;

- ☐ Testing out of or demonstrating mastery of core content; or

☐

Pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).

- ☐ Credit flexibility is intended to motivate and increase student learning by allowing:
  - o Access to more learning resources, especially real-world experiences;
  - o Customization around individual student needs; and
  - o Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.

### **1. Process to Initiate a Plan**

Any student can initiate a plan to complete credit utilizing credit flexibility by submitting a written request to the guidance counselor and principal. Plans may be received from the first day of school through the last day of February for consideration for the current school year. Plans received after March 1 will be considered for the following school year. The guidance counselor will then create a formal individual student Credit Flexibility Plan (CFP).

#### **Plan Requirements**

Each Credit Flexibility Plan must include:

- ☐ Course content and academic standards components
- ☐ How the student will demonstrate proficiency
- ☐ What types of assessments and/or educational programs will be used to demonstrate proficiency
- ☐ Progress measures and dates
- ☐ Due date for the completion of the CFP
- ☐ Grade determination (most courses will be assigned letter grades, but all course grading must follow the grade plan for the standard course with the same name)
- ☐ Consequences of failing work or non-completion of the CFP
- ☐ Designated Highly Qualified Teacher of record and administrative staff member who will monitor the plan
- ☐ The names and signatures of student, parent (if student is a minor), teacher of record, and administrative staff member
- ☐ Cost, if any, that must be assumed by the student (most cases cannot require cost)
- ☐ An appeal process for this CFP

### **2. Roles and Responsibilities**

Students utilizing an approved CFP may earn:

- ☐ Credit in courses that count toward high school graduation requirements
- ☐ Credit in a course not currently offered at the high school if the student provides a mutually acceptable course of study or educational program
- ☐ Simultaneous credit in multiple courses if standards are mastered from more than one course
- ☐ Partial credit for a course

A student will be marked present for attendance purposes if the student is working on the CFP off-

site, such as participating in an internship, and reports to that location daily rather than the School.

Any student participating in the College Credit Plus Program who is enrolled in a college course as part of the CFP and drops or fails that course must then pay for the course himself.

Staff responsible for monitoring the CFP will:

- ☐ Regularly check progress and proficiency according to the CFP
- ☐ Provide detailed report of progress measures and achievement in regular mailings to students and parents
- ☐ Provide warning to the student who may not be on track to complete the course that credit will not be earned if the student does not take measures to successfully complete the course prior to the CFP becoming officially cancelled
- ☐ Work collaboratively with the student behind on deadlines to establish steps to get the student back on track for successful course completion

The School is required to:

- ☐ Keep accurate records of all students currently working on CFPs
  - ☐ Track student/plan progress
  - ☐ Store CFP progress records in one location
  - ☐ File completed CFPs in one location and a copy in the student's academic file
  - ☐ Communicate updates on CFP progress with students and families regularly, to coincide with published progress reports and/ or report card distribution
- € School staff will schedule meetings, at least quarterly, to review progress of CFP with students and their families
- € Forward the CFP and progress information to the transfer school if a withdrawing student wishes to take their CFP with them to his or her next school. It will be the decision of the transfer school how much, if any of the CFP, they will accept.
- € A student may appeal any Credit Flexibility Plan that is denied by submitting a written request by email to:

Innovative Career Academy Credit Flexibility  
Appeals  
Tsmith3@icacad.org

#### **IV. School Facilities**

##### **A. Hours of Operation**

Innovative Career Academy opens at 8 a.m. and closes at 3:00 p.m. Monday - Friday. If you need to contact the School after hours, voice mail is available.

### **B. Tobacco Use and Eating**

Using tobacco in any form, including smoking e-cigarettes, is prohibited.

### **C. 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 for their child to follow in case there is no one home to meet him/her. Parents should make these arrangements beforehand and instruct the child on what he/she is to do. The school cannot make any such decisions.

### **D. Emergency School Closings**

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

### **E. 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. Students who drive, should park their cars up front against the gate. Students who drive should follow all safety procedures of the parking lot, being careful to observe their speed in the parking lot and the streets that surround the school.

### **F. Visitors**

Visitors are required (for the safety and security of everyone) to report to the school office before their visit to the 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.

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

Visitors are asked not to attempt an impromptu parent – teacher conference, particularly while students are in the classroom.

The school reserves the right to deny access to anyone, including parents, to the school facility and grounds.

### **G. 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 parental consent, 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. Staff only will chaperone trips.

#### **H. Cell Phones**

The school understands that students come to school with cellphones for a variety of reasons. Students who have phone must follow the cell phone policy and procedures. If the student does not comply with the policy, they are subject to discipline.

#### **I. Backpacks, Desks, Lockers and Other Personal Storage Areas**

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

Upon authorization of the search team, including the administrator or designee, backpacks, desks, and other personal storage areas may be searched at any time for any reason. The search team may at any time, which reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein.

### **V. Safety**

#### **A. Harassment, Intimidation, Bullying**

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

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

#### **B. Prohibited Gang Activity**

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

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

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

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

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

### **C. Drug-Free School**

In accordance with federal law, Innovative Career Academy prohibits the use, possession, concealment or distribution of drugs by students on School grounds, in the School building, on School property, or at School sponsored events to ensure a Drug Free School. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by Ohio law, or any substance that could be considered a “look alike.” Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from Innovative Career Academy.

### **D. Weapon-Free School**

Innovative Career Academy is a weapons-free School. No student, at any time, for any reason, will knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on property of Innovative Career Academy or at any Innovative Career Academy sponsored event held away from School grounds. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from Innovative Career Academy.

## **VI. Confidentiality of Records**

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

### **A. Student Principaly Information**

Principaly Information may consist of the following as defined by state and federal

law: Name

Address

☐ Telephone listing

☐ Electronic mail address

☐ Date and place of birth

☐ Major field of study

☐ Grade level

☐ Participation in officially recognized activities and sports

☐ Weight and height of members of athletic teams

☐

☐

☐

☐

☐

Dates of attendance  
Date of graduation  
Awards received

The School has not designated any personally identifiable information as Principally information and will not include such information in school publications, recognition lists, programs or student Principalties or give such information to third parties without parental consent or as otherwise required by law (such as military recruiters.).

## **B. Audio-Visual Information**

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

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

## **C. Release of Student Records**

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

1. The right to inspect and review the student's education records within forty-five (45) days after the day the School receives a request for access.  
Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.  
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 of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA

authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

- A “school official” is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including but not limited to management company/operator employees, health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
  - A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

#### **D. Non-Custodial Parent Records Access and Release**

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

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

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

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

The stepparent does not have access to the stepchild’s records unless the stepparent has adopted

the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

Innovative Career Academy, parent and non-custodial parent must act in accordance with the Board of Principal's Student Records Policy when addressing student records issues.

#### **E. Release of Information to Military Recruiters**

There are currently two federal laws that require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three Principally information categories – names, addresses, and telephone listings. Innovative Career Academy will provide the requested information to military recruiters unless a parent or guardian has advised, in writing, that they do not wish to have Innovative Career Academy release this information. If you do not want Innovative Career Academy to disclose Principally information from your child's education records to military recruiters, you must notify Innovative Career Academy in writing.

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

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

**Rights Afforded by the PPRA.** The PPRA affords emancipated minors and students of age eighteen (18) and older (Eligible Students) and Parent/Guardians of minors certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

The right to provide consent before students is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:

- political affiliations or beliefs of the student or student's parent
- mental or psychological problems of the student or student's family
- sex 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/Guardian
- 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 collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

The right to inspect, upon request and before administration or use, of the following:

- 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

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

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

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

- collection, disclosure, or use of personal information for marketing, sales or other distribution
- administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

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

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

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

## **VII. Child Find**

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

School districts across the state of Ohio are also participating in this effort to identify disabilities such as autism, deaf-blindness, hearing impairment, deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, traumatic brain injury, and/or visual impairment including blindness.

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

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

Innovative Career Academy will contact the parents or guardians of the child to find out if an evaluation is needed. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving special education and related services.

### **What will happen when you contact your local school?**

The School will ask for information about the child, asking such questions as: What is the problem? What has already been done about the problem? What background information is available? This information may be collected in several ways including interviews, observation, screening, and testing. This information may be obtained from parents and the student, or from other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

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

### **What are your rights as a parent?**

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

1. review their child's records;
2. refuse permission to release information (except as required by, or permitted by law to be released); and
3. request that information they believe to be inaccurate, misleading, or in

violation of their child's privacy or other rights be changed. The district has a process to resolve disagreements about information collected.

### **VIII. Parent's Right to Know Teacher Qualifications**

Innovative Career Academy will annually notify parents of their right to know. A parent or guardian may request the following professional qualifications of each of their classroom teachers;

- ☐ Licensure and certification information
- ☐ Emergency or provisional status
- ☐ Educational background
- ☐ Qualifications of Instructional Aides (if applicable)

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

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

1. Information. Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home; parent newsletters; parent/teacher conferences; and informal personal and telephone conferences.
2. Annual Title I Meeting. Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at the School during flexible dates and times. Additionally, parents rights and Title I requirements will be discussed. Additionally, parents should contact the Principal about ways to be involved at the School including the process for providing input regarding Title I planning and the parent involvement policy.
3. Curriculum. The School provides a high-quality curriculum to enable our students to meet high standards and prepare for the state graduation exam. The School shares these results with parents and provides an explanation of the results with parents during the course of the school year.
4. Board of Principals Meetings. The Board of Principals meets numerous times throughout the year to review the state of the School. Board meeting dates and times are posted on the school's website and published in the local newspaper. All parents and guardians are invited to attend Board meetings and can receive a Board meeting calendar upon request.

### **X. Complaint Procedure**

A student or parent may file a written complaint that should be submitted to a teacher or the Principal. If the matter cannot be resolved informally by the Teacher and/or Principal, the steps in resolving the complaint should adhere to this Complaint Policy and Procedure.

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

Complaints received directly by the Board, Sponsor or Ohio Department of Education shall be handled in accordance with these procedures.

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

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

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

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

## **XI. Work Permit Policy**

A critical component of Innovative Career Academy Education Model is the employability skills training and employment of our students. Pursuant to Ohio Law, any student who is a minor, at least sixteen years old, and who desires to work may do so through a validly issued Age and Schooling Certificate (work permit). The Ohio Department of Commerce, Division of Labor and Worker Safety Wage and Hour (hereinafter referred to as "Wage and Hour") has granted to Innovative Career Academy the authority to issue and revoke such Age and Schooling Certificates for its students.

Any student may request an Age and Schooling Certificate who is at least sixteen years of age

If a student is eligible to receive an Age and Schooling Certificate, that student may begin the Age and Schooling Permitting Process described below:

### **A. The Work Permit Process**

1. If the student is a qualified applicant as described above, he/she shall be given an Application to obtain Innovative Career Academy Age and Schooling Certificate. The student and his/her parent/guardian shall complete the form in the following manner:
  - a. The parent/guardian must complete the Student Information Section.
  - b. The employer shall complete the Employer's Agreement Section.
  - c. The student's physician must complete the Physical Examination Section.
2. Once the aforementioned sections of the Application are complete and reviewed by the Principal, the Principal may complete the School records section.
3. Once the certificate is complete, the student shall sign the section titled "Signature of Minor." The Age and Schooling Certificate shall be issued to the student.
4. When the Age and Schooling Certificate is fully executed, the white original form shall be sent to the employer and the student may be employed.

It is important to note that the Age and Schooling Certificate issued to the student is employment and employer specific, and as such, a new Application and Age and Schooling Certificate must be submitted and procured respectively for each new different employment opportunity of the student. In addition, at the termination of any previous employment relationship, Innovative Career Academy must secure the return of the employer's original Age and Schooling Certificate and a reason for termination, which when obtained shall be kept in the student's file at the Innovative Career Academy.

#### **B. Revocation of the Age and Schooling Certificate**

The right of a student to work does not come without responsibility. Innovative Career Academy reserves the right to revoke the student's Age and Schooling Certificate if the following occurs: the student's academic achievement falls below an acceptable level; the student does not meet the minimum attendance requirement of Innovative Career Academy; the student violates Innovative Career Academy's Parent/Student Handbook, Code of Conduct, or other School rules, regulations, policies and/or procedures; or the Principal believes that the employment represented by the Age and Schooling Certificate is jeopardizing the student's education.

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

Innovative Career Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following staff members have been designated to handle inquiries regarding non-discrimination policies; and can advise you on the specific civil rights grievance procedure.

##### **Title IX Coordinator**

Tina Smith

[tsmith3@gvhighschool.org](mailto:tsmith3@gvhighschool.org)

216-259-9009

##### **Section 504 Coordinator**

Deana Rosales

[drosales@gvhighschool.org](mailto:drosales@gvhighschool.org)

216-259-9009

# Innovative Career Academy

**Innovative Career Academy**  
Parent/Student Handbook Contract  
2023-2024

Student's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_  
(If student is under 18 years of age)

I/We have read and understood all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support Innovative Career Academy's rules and regulations, **INCLUDING THE CODE OF CONDUCT AND ALL OTHER POLICIES**, as outlined in the Parent/Student Handbook.

We recognize that although this Parent/Student Handbook reflects the current policies of Innovative Career Academy, it may be necessary to make changes from time to time to best serve the needs of Innovative Career Academy and its students.

Agreed by:

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

\_\_\_\_\_  
Parent/Guardian's Signature (if student is under 18 years of age) Date

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

**\*\*\*Not receiving this signed Agreement will be considered cause for student dismissal. \*\*\***

# Innovative Career Academy

## Opt-Out of Ohio Core Waiver Form

By signing below, I acknowledge that my student will not have to meet the Ohio Core graduation requirements but will have to meet the Innovative Career Academy required credits to graduate and complete employability counseling. I further acknowledge that my student may not be accepted to a state 4-year college and may have to attend a community or junior college for at least one semester prior to attending a 4-year college.

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|              |           |      |
|--------------|-----------|------|
| Student name | Signature | Date |
|--------------|-----------|------|

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|             |           |      |
|-------------|-----------|------|
| Parent name | Signature | Date |
|-------------|-----------|------|

**Innovative Career Academy  
Media Release**

**STUDENT INFORMATION FORM**

TO BE COMPLETED BY PARENT, GUARDIAN or ADULT STUDENT: Please print clearly:

\_\_\_\_\_  
Name of Participating Student

\_\_\_\_\_  
Age

\_\_\_\_\_  
School

\_\_\_\_\_  
City/Town/Zip

\_\_\_\_\_  
Grade

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

I/We grant permission to the School and its Board Members, Management Company, employees, agents and representatives to use such materials for the promotion of the program and to use this student's name, photographic likeness, alone or in a group, in any publication, document, TV production, video or to release said name or likeness to any media outlets including, but not limited to, newspapers, magazines or TV stations for publicity and/or recognition purposes and/or to use this student's name and/or photographic likeness, alone or in a group, on the official web site of the School and/or Management Company.

I agree that I and/or my child shall have no right, title, or interest in any photo or videotape covered by this agreement and waive any right to compensation for such use. I release the School, its Board members, the Management Company, employees, agents, representatives and all organizations and individuals related to the School from any and all liabilities or damages that result from the use of this student's name and/or photographic likeness as described above.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.

PLEASE RETURN THIS FORM TO THE SCHOOL.

## **Appendix 1**

### **Safe School Policy**

The Board of Principals of the School prohibits violence including harassment, intimidation, bullying or any gang related activity. The School is a drug-free and weapon-free school, and does not tolerate the above-mentioned behavior whether in the classroom, on school property, or at school-sponsored events, as it is expressly forbidden.

The Harassment, Intimidation, Bullying, and Title IX Policy of Innovative Career Academy (the "School"), an Ohio non-profit corporation and tax-exempt organization, has been established to set forth requirements established by the United States Department of Education, the Ohio Department of Education, and the Ohio Revised Code, with respect to school policies prohibiting harassment, intimidation or bullying.

### **Article I: Harassment, Intimidation, and Bullying**

#### **Section I: Policy**

1. It is the policy of the School that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden.
2. The disciplinary procedure for any student guilty of harassment, intimidation, or bullying shall not infringe on any student's rights under the first amendment to the Constitution of the United States.
3. The School's administration shall semiannually provide the president of the board of Principals a written summary of all reported incidents and post the summary on its web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232q, as amended.
4. The School's policy on harassment, intimidating and bullying shall appear 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. Information regarding the policy shall be incorporated into employee training materials.
5. Any School employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in this policy.
6. Except as provided in paragraph five (5) above, nothing in this section prohibits a victim from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.
7. This policy does not create a new cause of action or a substantive legal right for any person.
8. 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.
9. 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 appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

## **Section II: Definitions**

1. Harassment, intimidation or bullying means either of the following:
  - a. Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - i. Causes mental or physical harm to the other student;
    - ii. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - b. Violence within a dating relationship.
2. Harassment, intimidation or bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
  - a. Causes mental or physical harm to the other student/school personnel; and
  - b. is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.
3. 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 the motivation, either admitted or appropriately inferred.
4. A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by The School.

## **Section III: Types of Conduct**

1. 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:
  - a. Physical violence and/or attacks;
  - b. threats, taunts and intimidation through words and/or gestures;
  - c. extortion, damage or stealing of money and/or possessions;
  - d. exclusion from the peer group or spreading rumors; and
  - e. 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:
    - i. Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
    - ii. sending abusive or threatening instant messages;
    - iii. using camera phones to take embarrassing photographs of students and posting them online;
    - iv. using websites to circulate gossip and rumors to other students; and

- v. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### **Section IV: Complaint Process**

1. Publication of the prohibition against harassment, intimidation and bullying and related procedures.
  - a. 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 students at the School. In addition, information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:
    - i. Harassment, intimidation, or bullying behavior by any student/school personnel at the School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
      1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
      2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

#### **Section V: Complaints**

1. Formal complaints
  - a. Students, 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 principal for review and action in accordance with Section 7 of this policy.
2. Informal complaints
  - a. Students, parents or guardians and school personnel may make informal 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 informal 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 an informal 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 principal for review and action in accordance with Section 7 of this policy.

3. Anonymous complaints

- a. Students who make informal 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 anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (i) does not disclose the source of the complaint, and (ii) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

4. False complaints

- a. Students are prohibited from deliberately making false reports of harassment, intimidation or bullying. Any complaints made or reports filed alleging harassment, intimidation or bullying, as provided in this policy, found to be false will be disciplined according to current school disciplinary procedure(s) established and implemented and being consistent with due process rights of all students involved, including the student(s) making such false claims. If it is found that a student made deliberately false claim(s) of harassment, intimidation, or bullying the student is subject to the full range of disciplinary consequences in accordance with Section 7 of this policy and being consistent with due process rights of the student making such false claims.

## **Section VI: School Personnel Responsibilities and Intervention Strategies**

1. Teachers and other school staff

- a. Teachers and other school staff who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or their 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 their designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal and/or their designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal and/or their designee.
- b. In addition to addressing both informal and formal 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 ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying."

2. Administrator responsibilities

a. Investigation

- i. The principal and/or their designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal and/or their 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.
- ii. Notwithstanding the foregoing, when a student making an informal 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.

b. Remedial actions

- i. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal and/or their 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.
- ii. Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying," 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. The following sets forth possible interventions for building principals to enforce the board of Principals prohibition against "harassment, intimidation or bullying."

c. Non-disciplinary interventions

- i. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.
- ii. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

d. Disciplinary interventions

- i. When acts of harassment, intimidation and bullying are verified, or a false claim alleging the same is substantiated, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
- ii. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
- iii. Expulsion may be imposed only after a hearing before the board of Principals or an impartial hearing officer designated by the board of Principals in accordance with board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

### 3. Intervention strategies

#### a. General

- i. In addition to the prompt investigation of complaints of harassment, intimidation or bullying and direct intervention when such prohibited acts are verified, other board actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:
  - 1. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents or school personnel;
  - 2. planned professional development programs addressing targeted individuals' problems, including what is safe and acceptable Internet use;
  - 3. data collection to document victim problems to determine the nature and scope of the problem;
  - 4. use of peers to help ameliorate the plight of victims and include them in group activities;
  - 5. avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
  - 6. awareness and involvement on the part of all school personnel and parents with regard to victim problems;
  - 7. an attitude that promotes communication, friendship, assertiveness skills and character education;
  - 8. modeling by school personnel of positive, respectful and supportive behavior toward students;
  - 9. creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines);
  - 10. employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and
  - 11. form harassment, intimidation and bullying task forces, programs and other initiatives involving volunteers, parents, law enforcement and community members.

#### b. Intervention strategies for protecting victims

- i. Supervise and discipline offending students fairly and consistently;

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

### **Section VII: Reporting Obligations**

1. Report to the parent or guardian of the perpetrator
  - a. If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal and/or their 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.
2. Reports to the victim and his/her parent or guardian
  - a. If after investigation, acts of bullying against a specific student are verified, the building principal and/or their 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.
3. List of verified acts of harassment, intimidation or bullying
  - a. It is a requirement that the School administrators semiannually provide the president of the board of Principals a written summary of all reported incidents and post the summary on the School website. 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.
  - b. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law such as the nondiscrimination, suspension/expulsion, due process, violent and aggressive behavior, hazing, discipline/punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts.

### **Section VIII: Police and Child Protective Services**

1. 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's Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.
2. In addition to, or instead of filing a harassment, intimidation or bullying complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

### **Section IX: Training**

1. Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other school policies, procedures and rules at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer and parent handbooks.
2. Information regarding the policy on harassment, intimidation and bullying behavior shall be incorporated into employee and volunteer training materials and with direct contact with students. Time spent by school employees in the training, workshops or courses shall apply toward any state or school mandated continuing education requirements.
3. School personnel members are encouraged to address the issue of harassment, intimidation and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student or school personnel, even if such conduct does not meet the formal definition of “harassment, intimidation or bullying.”

*Policy References: ORC §§3313.666, 3313.667*

## **Article II: Title IX Compliance**

### **Section I: General Notice of Non-Discrimination**

The School provides an equal opportunity for all students to learn regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or other legally protected category. It is the intention of the School to comply with Title IX of the Education Amendments Act of 1972.

### **Section II: Title IX Coordinator**

The Principal shall designate a Compliance Officer/Title IX Coordinator (the “Title IX Coordinator”) and is responsible for leading investigations into any complaint alleging noncompliance with Title IX. The Title IX Coordinator’s contact information, must be made available to all students, employees, parents or legal guardians, and applicants for admission and employment. The Title IX Coordinator’s contact information must also be displayed in a conspicuous location on the School’s website.

The Coordinator should be involved with the drafting a revision of all policies and procedures to ensure that they comply with the requirements of Title IX.

### **Section III: Postings**

The School shall publish a notice in a conspicuous location on the School’s website which shall contain the following information:

- The General Notice of Non-Discrimination and Board adopted grievance process and policy;
- A statement stating that any person may make a report at any time to a School employee;
- A statement stating that any questions regarding Title IX and the School’s policy may be referred to the Title IX Coordinator;
- Contact information for the Title IX Coordinator including name/title, office address, telephone number, and email; and
- All Title IX materials used to train the Coordinator and School personnel must be published to the School’s website.

### **Section IV: Title IX Grievance Procedure**

The Title IX Grievance Procedure below is meant to provide for timely and equitable resolution of complaints. The School shall respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent. This means that the School’s response will not be considered unreasonable in light of the known circumstances.

Any individual may report allegations of sex discrimination, including sexual harassment (victim or third-party), by any means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time by using the contact information listed for the Title IX Coordinator.

A School employee or School official receives notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator.

#### **Subsection A: Grievance Process for Complaints Not Alleging Sexual Harassment**

##### **Level I**

If a student or employee (the “grievant”) believes there is a Title IX grievance, they may present the grievance to the Coordinator. The alleged grievance shall be investigated by the Title IX Coordinator and they shall meet with the

grievant and attempt to resolve the matter informally. The decision on the grievance shall be delivered orally to the grievant.

## **Level II**

If the grievant believes that the grievance has not been resolved appropriately, they may make a statement in writing of the alleged grievance to the Governing Authority of the School. This statement must be filed within ten (10) days of the date of the Title IX Coordinator's decision. The statement shall state the nature of the alleged grievance and the relief sought. If the grievant is a student, the Coordinator shall assist in the preparation of the statement and submission to the Governing Authority within the appropriate time frame.

The Board or its designee (1-3 members of the Board) shall make a decision on the grievance and shall give that decision in writing to the Title IX Coordinator and the grievant.

## **Level III**

If the grievant is not satisfied with the decision of the Governing Authority, they may appeal it to the Office of Civil Rights. A complaint should be filed in writing and sent to Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611. Any such written complaint must be filed within one hundred eighty (180) days from the date of the alleged discrimination.

## **Subsection B : Grievance Process for Complaints of Sexual Harassment**

### **Definitions**

For purposes of this grievance process,

*"Complainant"* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*"Formal complaint"* means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the School with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator.

*"Respondent"* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

*"Sexual harassment"* means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

*"Supportive measures"* means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal

complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The School must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **Training**

Any individual designated by the School as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. In addition, these individuals shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment, the scope of the School's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The School will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, and that decision-makers receive training on any technology to be used at a live hearing, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **Presumption of No Responsibility**

Throughout this grievance procedure, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. In addition, the School shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The School must comply with this grievance process before the imposition of any disciplinary sanctions, or other actions that are not supportive measures, against a respondent.

The investigation of the grievance shall include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness. The standard of evidence to be used to determine responsibility will be the clear and convincing evidence standard.

### **Good Cause Delay**

There may be a temporary delay of the grievance process or a limited extension of time-frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause

may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

### **Level I – Response to Report**

Upon receiving a report of sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The School will maintain as confidential any supportive measures provided before or after the filing of a formal complaint or where no formal complaint has been filed, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures.

### **Level II – Formal Complaint**

Upon receipt of a formal complaint (or later as additional allegations become known), the School will provide the following written notice to the parties who are known:

(A) Notice of the School's grievance process that complies with this section, including any informal resolution process.

(B) Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must also inform the parties of any provision in the School's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the School decides to investigate allegations about the complainant or respondent that are not included in the foregoing notice provided, the School must provide notice of the additional allegations to the parties whose identities are known.

The School may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Investigation:**

The Title IX Coordinator or his/her designated investigator will investigate the allegations in a formal complaint. When investigating a formal complaint and throughout the grievance process, the Title IX Coordinator or his/her designated investigator must:

(A) Remain neutral and impartial during the investigative process, and must not have a conflict of interest for or against complainant(s) or respondent(s);

(B) Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the School and not on the parties provided that the School cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or

assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the School obtains that party's voluntary, written consent to do so for a grievance process (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the School must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

(C) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

(D) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

(E) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the School may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

(F) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

(G) Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the School does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the School must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) business days to submit a written response, which the investigator will consider prior to completion of the investigative report;

(H) Keep party and witness identities confidential except as permitted by law or the Family Educational Rights and Privacy Acts (FERPA); and

(I) Create an investigative report within thirty (30) business days of receipt of a formal complaint that fairly summarizes relevant evidence and, at least ten (10) business days prior to a time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

### **Question and Answer Period**

After the School has sent the investigative report to the parties, the Title IX Coordinator or his/her designated investigator shall submit the investigative report to the **Regional Vice President** as decision-maker to reach a determination regarding responsibility. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator(s).

Before reaching a determination regarding responsibility, the **Regional Vice President** must afford each party five (5) business days to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. However, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The **Regional Vice**

**President** must explain to the party proposing the questions any decision to exclude a question as not relevant.

### Dismissal

The School must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the School's education program or activity, or did not occur against a person in the United States, then the School must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX. However, such a dismissal does not preclude action under another provision of the School's code of conduct.

The School may also dismiss the formal complaint or any allegations therein, if at any time during the investigation: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the School; or specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the School will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties.

### Determination Regarding Responsibility

The **Regional Vice President** as decision-maker must issue a written determination regarding responsibility within fifteen (15) business days of the conclusion of the question and answer period.

The written determination must include:

- (A) Identification of the allegations potentially constituting sexual harassment;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the School's code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the complainant; and
- (F) The School's procedures and permissible bases for the complainant and respondent to appeal.

The School must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the School provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

If a determination of responsibility for sexual harassment has been made against a respondent, the School will provide remedies to a complainant. The Title IX Coordinator is responsible for effective implementation of any remedies. Possible remedies to the complainant that the School may implement include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain

areas of the campus, and other similar measures or individualized services offered as may be appropriate and reasonably available, without fee or charge to the complainant, that are designed to restore or preserve equal access to the School's education program or activity, to protect the safety of the complainant or the School's educational environment, or to deter sexual harassment.

Possible disciplinary sanctions the School may implement following any determination of responsibility by the respondent may include: suspension, expulsion, reprimand, documenting the occurrence in the personnel file, referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, termination of employment, or any other disciplinary measures outlined in the School's code of conduct or Staff Handbook.

### **Level III – Appeal to Executive Vice President Natalee Long**

Either the complainant or respondent, or their parent or guardian, may appeal from a determination regarding responsibility or from a dismissal of a formal complaint, or any allegations therein. Any such appeal shall be in the form of a written statement challenging the outcome, and be received by the Title IX Coordinator within ten (10) business days of the determination.

The appeal may be on one or more of the following bases:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The Title IX Coordinator shall give the written appeal to an **Executive Vice President Natalee Long** for decision.

Within three (3) business days of receipt, the Title IX Coordinator shall also provide notice to the other party in writing that the appeal was filed. The other party shall then be provided five (5) business days to submit a written statement in support of, or challenging, the outcome.

Within fifteen (15) business days after the time for the other party to submit a written statement has passed, the **Executive Vice President Natalee Long** shall issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

For all appeals, the School must ensure that the decision-maker(s) for the appeal: (i) not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent; (ii) receive training on the definition of sexual harassment, the scope of the School's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; (iii) receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant; and (iv) receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

### **Office for Civil Rights**

If the student (or their parent or guardian) or employee is not satisfied with the grievance process determination, he or she may appeal it to the Office for Civil Rights.

A student (or their parent or guardian) or employee who believes there is a basis for a grievance related to Title IX may

file a written complaint with the Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611. Any such written complaint must be filed within one hundred eighty (180) days from the date of the alleged discrimination, or, if this grievance procedure is utilized, within sixty (60) days after the last act of the grievance process.

### **Informal Resolution Process**

The School may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.

Similarly, the School may not require the parties to participate in an informal resolution process, and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the School may facilitate an informal resolution process that does not involve a full investigation and adjudication, provided that the School:

(A) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

(B) Obtains the parties' voluntary, written consent to the informal resolution process; and

(C) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Any such informal resolution process should not exceed ten (10) business days.

### **Emergency Removal**

Nothing in this grievance procedure precludes the School from removing a respondent from the School's education program or activity on an emergency basis, provided that the School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. However, this provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

### **Administrative Leave**

Nothing in this grievance procedure precludes the School from placing a non-student employee respondent on administrative leave during the pendency of a grievance process. However, this provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

### **Recordkeeping**

The School must maintain for a period of seven years records of:

(A) Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve

equal access to the School's education program or activity;

(B) Any appeal and the result therefrom;

(C) Any informal resolution and the result therefrom; and

(D) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The School must make these training materials publicly available on its website, or if the School does not maintain a website the School must make these materials available upon request for inspection by the public.

For each response to a report or formal complaint of sexual harassment in an education program or activity, the School must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the School must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the School's education program or activity. If the School does not provide a complainant alleging sexual harassment with supportive measures, then the School must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the School in the future from providing additional explanations or detailing additional measures taken.

### **Retaliation Prohibited**

Neither the School, nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this grievance procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding in this grievance procedure. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this grievance procedure, constitutes retaliation.

The School must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination complaints not alleging sexual harassment. The exercise of rights protected under the First Amendment does not constitute prohibited retaliation under this grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of this grievance procedure does not constitute prohibited retaliation under this grievance procedure, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

*See 34 CFR part 106*

**Appendix A**  
**Formal Complaint of Sexual Harassment**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of the Individuals Involved in the Incident:**

\_\_\_\_\_

**Date and Location of the Alleged Incident:** \_\_\_\_\_

**Description of Conduct Constituting Sexual Harassment:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I acknowledge that the information I have provided is not false. Further, I acknowledge that if I knowingly make a false statement or submit false information, it will be in violation of the School's Bullying, Harassment, and Intimidation Policy.**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*

**Harassment, Intimidation, Bullying, and Title IX Policy Acknowledgement**

This is to acknowledge receipt of Innovative Career Academy's policy concerning harassment, intimidation and bullying. I have carefully read and understand the policy and procedures contained in the policy concerning harassment, intimidation and bullying and acknowledge that it applies to me both in my present capacity and in any future position I may hold with the school and/or board of Principals. I will comply with all said policies and procedures as set forth in the policy concerning harassment, intimidation and bullying. I understand that I should immediately report any violation of this policy.

I understand this will be filed in my official personnel folder and/or board member folder.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\*\*\*\*\*

## **Appendix 2**

### **Internet Safety Policy**

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.

It is the policy of the School to: (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 and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

#### **Access to Inappropriate Material**

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

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of the Innovative Career Academy Information Technology Team or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy. By using the filter program, as well as staff monitoring student use, the School is attempting to provide a safe and secure medium by which students can use the Internet, World Wide Web, electronic mail, chat rooms and other forms of direct electronic communications.

To the extent reasonable, steps are taken to promote the safety and security of users of the School online computer network. Other inappropriate network usage that the School

intends to eliminate includes the following:

- ☐ Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- ☐ Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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

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

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

- ☐ Altering system technology, including but not limited to, software or hardware;
- ☐ Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- ☐ Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the School believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable;
- ☐ Using technology resources for commercial, political, or other unauthorized purposes since 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, profanity, vulgar statements, or discriminating remarks;
- ☐ Interfering with others' use of technology;
- ☐ Installation of software without consent of the School;
- ☐ Allowing anyone else to use an account other than the account holder; and
- ☐ Other unlawful or inappropriate behavior;

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

The user must also know and further agrees that:

- ☐ Should the user transfer a file, shareware, or software that infects the equipment, the user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- ☐ Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs; and
- ☐ Violation of this Internet Safety Policy is also a violation of the School Code of

Conduct and may result in any in other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

### **Definitions**

CIPA defines the above referenced terms as follows: A minor is anyone under the age of 17.

“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, United States Code;
2. Child Pornography, as that term is defined in section 1226 of title 18, United States Code; or
3. “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, sex or excretion;
  - 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.

“Sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## Appendix 3

### **FOOD ALLERGY POLICY**

The Board of Principals (the “Board”) of the School recognizes that peanut and other food allergies may pose a severe or life threatening risk to students. In accordance with Section 3313.719 of the Ohio Revised Code, the Board has adopted this Food Allergy Policy (the “Policy”) in consultation with parents, school employees, school volunteers, students and community members to establish procedures for identifying, accommodating and reducing the likelihood of severe allergic reactions among students with known food allergies while at school.

#### **I. PARENT/STUDENT RESPONSIBILITY**

- A. Parents of students, or students age eighteen (18) or older, with allergies are required to notify the School of any known allergies at the beginning of each school year or upon learning of such allergy if the school year has already begun. Such notice may be provided in response to School enrollment forms completed by the student if over 18 or the student’s parent or guardian, or by other acceptable means such as timely, written notice to the School’s Principal or the Board.
- B. Parents of students with life threatening allergies must:
  - 1. Ensure that the student has access to emergency medications during School hours, if prescribed;
  - 2. Execute any appropriate forms, including an Emergency Authorization Form, Medication Distribution Form, and/or Food Allergy Action Plan (the “Plan”), as required;
  - 3. Obtain written approval from the student’s physician permitting the student to carry and use an epinephrine injector to treat anaphylaxis, if applicable and in accordance with the School’s policy on Medication Administration and/or Asthma Inhalers and Other Prescribed Medications; and
  - 4. Cooperate with the School to formulate the Plan, as referenced herein (Section II.A).
  - 5. Provide current emergency contact information and update regularly.

- C. All Parents are responsible to educate their student about managing his or her allergy at school, including but not limited to:
  - 1. Safe and unsafe foods;
  - 2. Strategies for avoiding exposure to unsafe foods;
  - 3. Symptoms of allergic reactions;
  - 4. How and when to tell an adult that he or she is having an allergy-related problem; and

## II. SCHOOL RESPONSIBILITY

- A. The School will develop a Plan for students with life threatening allergies.

The Plan must address (1) what actions will be taken to avoid exposure at the School, and (2) what actions will be taken in the event of student exposure. The Plan will be developed through consultation between the student's parents or legal guardians, the recommendations of the student's physician or allergist, and the School. Once created, this Plan will be reviewed and updated by School staff, when appropriate.

- B. The School will share the Plan with appropriate School staff. All staff who interact with the student on a regular basis should understand food allergies, be able to recognize symptoms, and should know what to do in an emergency.
- C. With the consent of the student's parents or legal guardian, the Plan may provide a mechanism for the School to provide notice to the student's classmates and/or the parents or legal guardian of the student's classmates regarding a life threatening food allergy in the classroom.
- D. The School will follow the procedures detailed in its approved Medication Administration Policy and/or Asthma Inhalers and Other Prescribed Medications policy as outlined in the Parent/Student Manual and Board Policy Manual.

## **FOOD ALLERGY ACTION PLAN**

NAME OF SCHOOL: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TEACHER: \_\_\_\_\_

Asthmatic: ☐ Yes \* ☐ No (\* High risk for severe reaction)

ALLERGY TO: \_\_\_\_\_

**\* \* \* IMPORTANT NOTICE:** In accordance with policy, School staff should **NOT** administer any medications. Students are permitted to carry and self-administer certain medications, such as epinephrine. School staff should only administer medications in emergency situations, where the student is unable to self-administer, the exigency of the circumstances requires immediate action, and treatment is provided in strict accordance with the procedures set forth below.

|                                                                |
|----------------------------------------------------------------|
| If a food allergen has been ingested, but there are NO SYM     |
|                                                                |
| MOUTH Itching and swelling of the lips, tongue or mouth.       |
|                                                                |
| THROAT tightness in the throat, hoarseness, and hacking c      |
|                                                                |
| SKIN Hives, itchy rash, and/or swelling about the face or e    |
|                                                                |
| GUT Nausea, abdominal cramps, vomiting, and/or diarrhea        |
|                                                                |
| LUNG Shortness of breath, repetitive coughing, and/or whe      |
|                                                                |
| HEART "Thready" pulse, "passing out."                          |
|                                                                |
| OTHER:                                                         |
|                                                                |
| If reaction is progressive (several of the above areas affecte |

SYMPTOMS

DOSAGE

SIG  
N  
S  
O  
F  
A  
N  
A  
L  
L  
E  
R  
G  
I  
C  
R  
E  
A  
C  
T  
I  
O  
N  
A  
N  
D  
T  
R  
E  
A  
T  
M  
E  
N

T  
P  
R  
O  
C  
E  
D  
U  
R  
E

[To be completed by physician authorizing treatment]

☐

☐

Epinephrine Inject intramuscularly (check one) ☐ EpiPen ☐ Epi-Pen Jr. ☐ Twinject 0.3 ☐ Twinject 0.15mg

#### CONTACT

1. Emergency Medical Response System (ask for advanced life support) by calling 9-1-1. (State that an allergic reaction has been treated and additional epinephrine may be needed).

2. Parent/Guardian or emergency contacts at listed below.

3. Dr. \_\_\_\_\_ at \_\_\_\_\_

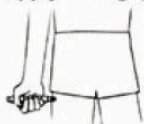
| EMERGENCY CONTACTS |  | TRAINED STAFF MEMBERS |  |
|--------------------|--|-----------------------|--|
| 1.                 |  | 1.                    |  |
| Relation:          |  | Room:                 |  |
| Phone:             |  | 2.                    |  |
| 2.                 |  | Room:                 |  |
| Relation:          |  | 3.                    |  |
| Phone:             |  | Room:                 |  |
| 3.                 |  |                       |  |
| Relation:          |  |                       |  |
| Phone:             |  |                       |  |

#### EpiPen® and EpiPen® Jr. Directions

- Pull off gray activation cap.



- Hold black tip near outer thigh (always apply to thigh).



- Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10. Remove the EpiPen® unit and massage the injection area for 10 seconds.

#### DIRECTIONS

ONCE EpiPen® OR  
TWINJECT™ IS USED,

**CALL 911**

Take the used, safely  
repackaged EpiPen unit with  
you to the Emergency Room.

Plan to stay for observation at  
the Emergency Room for at  
least 4 hours.

#### Twinject® 0.3 mg and Twinject® 0.15 mg Directions



- Remove caps labeled "1" and "2."

- Place rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.



**SECOND DOSE ADMINISTRATION:**  
If symptoms don't improve after  
10 minutes, administer second dose:

- Unscrew rounded tip. Pull syringe from barrel by holding blue collar at needle base.
- Slide yellow collar off plunger.
- Put needle into thigh through skin, push plunger down all the way, and remove.



BY: PARENT/GUARDIAN

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

BY: STUDENT'S PHYSICIAN

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE