

Toledo SMART Elementary School

Student and Family Handbook

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

ORC 3314.041

Table of Contents

SECTION	PAGE
Chapter 1 – The School	1
Chapter 2 – Who We Are	4
Chapter 3 – Student Conduct	4
Chapter 4 – Academics	9
Chapter 5 – Safety and Security	11
Chapter 6 – General School Information and Policies	12
Student and Family Handbook Statement of Understanding and Acknowledgement	16
Family and School Contract	17
Student Code of Conduct	18
Policy – Attendance	21
Policy - Promotion, Placement, and Retention	25
Policy - Safe School Environment	28

Chapter 1: The School

Mission

The School will provide each student with an individual learning path filled with growth, opportunity, and challenge. The students will be prepared as responsible, innovative, community-oriented leaders with the goal of achieving 1.5 to 2 years of growth in core academic, personal and interpersonal skills each school year.

Student Competencies

At the center of our culture will be the ***Student Competencies: Communication, Teamwork, Creativity, Self-Discipline, and Organization***. Teachers will explicitly teach behaviors related to these competencies at all times, as a part of the regular academic program. These competencies are critical for students to develop into well rounded children and strong academic performers.

Students will be evaluated throughout the year on all these competencies. The goal will be for every student to see growth in these areas in addition to their academic success. These competencies will allow each student to increase their skills in areas that will make them more successful students and grow into successful adults. Parents will be provided reports that show the growth of each child within these areas.

Vision

The School will prepare each child to achieve at the highest level possible and to have the widest range of opportunities for education after eighth grade at the School.

Our mission requires that we develop in all students the foundational skills, core content knowledge, critical-thinking ability, and personal characteristics necessary to succeed in demanding high schools on their way to college. We can only accomplish this through a highly structured and disciplined environment in which rigorous instruction drives every classroom and frequent assessments allow us to ensure every student is receiving the ongoing academic support necessary for success. Our educational philosophy and program are built on four **Core Values**.

Core Values

Core Value 1: All students have the ability to achieve academic excellence.

We understand that many students will enter the School perhaps as much as two to three grade levels behind. It is our duty to provide the expectations, structures, and supports that will allow them to efficiently and effectively strengthen any academic weaknesses and advance forward.

The *expectations* we provide: all students are college bound - everyone. We expect students to behave well and work hard. We expect students, families, and staff to be accountable to each other for maintaining high expectations. All members of the school community will sign a contract of commitment, a pledge to do all in their power and whatever is necessary to achieve academic success. We expect families to attend annual family orientations and participate in parent conferences throughout the year. Progress reports will be distributed at the mid-point of each quarter and report cards will be issued at the end of each quarter. We expect students to arrive at school on time, attend classes prepared to work and learn, and complete homework assignments thoughtfully, carefully, and on time.

The *structures* we provide: all students participate in a highly disciplined school environment based upon respect and accountability for one's actions, participate in an extended school day, an extended school year, and complete challenging homework every night.

The *supports* we provide: all students receive extended class instruction in literacy and math, tutoring sessions, and Homework Academy daily.

Core Value 2: All students thrive in a highly disciplined school environment.

A highly disciplined school environment will allow students to learn and teachers to teach. It is our responsibility to implement a culture of discipline, respect, and hard work every minute of every day. School staff will explicitly teach values like respect, citizenship, and hard work. The school culture will make it "cool" to do well – and to help others. The School will have clear, high expectations for student conduct and a strict discipline policy. Through clear rules and constant positive reinforcement, all School students will learn to take responsibility for themselves, their school, and their community. Older students will be expected to provide leadership to their younger peers by modeling hard work and respectful behavior.

Core Value 3: All students must be prepared to excel in demanding high schools on their way to selective colleges.

Many of our students will be the first members of their families to attend college, and so the path to higher education will be a long and strenuous climb. A school can encourage, cajole, and prepare a student academically, but ultimately success relies on a student's internal belief in and commitment to his or her own success. To place our students firmly on the long climb to college, we will explicitly and pro-actively instill perseverance and courage in each of our students. In order to fulfill our long-term goal of having students enter and succeed in demanding high schools and colleges, we will inculcate commitments to enthusiasm, hard work, and achievement with no excuses.

Core Value 4: All students deserve outstanding teachers that produce outstanding results.

Teachers' attitudes and actions critically influence student performance. A teacher who moves too quickly through curriculum, or who ignores the needs of a struggling student, shows favoritism to another, or complete apathy towards the subject material diminishes the possibility of success for many of their students. Outstanding teachers have an uncompromising desire to see their students excel, challenge all of their students to do their best, learn the most, and see the world through new eyes. Outstanding teachers have mastery in and passion for their content areas and instill such passion in their students, and they are prepared with strong lessons every day and with frequent assessments to ensure they have a close and clear understanding of what their students are learning. These are the teachers the School will recruit.

Experience with educating students in high-poverty environments and a track record of successful, measurable results in the classroom will be key characteristics our teachers must possess. A belief that every student can learn, and that standards-driven lessons and assessments are supportive of learning are also key. The ideal candidate will be willing to work hard to give students discipline, boundaries, and challenges, and to work as a member of a mission-driven team relentless about academic results.

The School will support its teachers in many ways. Teachers will be trained in a two-week summer orientation prior to the start of the school year. Professional development time will be part of the school's weekly and annual schedule. Meetings between the Dean of Students and teachers will be held regularly to exchange ideas, concerns, and supports. Collaborative subject area teams will have daily opportunities to observe and learn from their colleagues. Planning time will be incorporated into each teacher's daily schedule.

The School will never use any one instructional approach in isolation, as we believe it is important to encourage teachers to devise the most comprehensive methods to deliver the best educational outcomes for students. Curriculum will be standards-driven, and we will ensure that all students meet specific national, state, and school standards required before progressing into higher grades. We believe that standards provide a clear and useful framework by which to measure real student progress and hold teachers accountable for student performance.

Chapter 2: Who We Are

Board of Directors

The Board of Trustees (hereinafter "Board") of the School is a diverse, passionate group of committed citizens who have dedicated their experience and credibility to this project. Board members include community leaders, organizers, and business leaders.

Chapter 3: Student Conduct

Philosophy & Intentions

Students of the School will abide by a strict **Student Code of Conduct** based on the philosophy that classroom respect and order are essential for academic progress, that students benefit from the explicit teaching of acceptable behavior, and that having immediate and clear consequences for seemingly minor infractions guarantees that major infractions will not take place. Students, parents, and teachers will together sign a **Family & School Contract**, which demonstrates knowledge of the **Student Code of Conduct**, at the mandatory family orientation prior to the start of school. The purpose of this **Student Code of Conduct** is to bring absolute clarity to the expectations and consequences of student behavior so that misunderstanding is never the reason for student misbehavior.

Intention

The mission of the School is to provide a demanding, standards-based education in order to ensure acceptance and success in college-preparatory high school programs. Respectful behavior without disruptions is necessary to achieve this goal. The following beliefs are at the heart of our **Student Code of Conduct**:

- **Safety.** The Code of Conduct is designed first and foremost to ensure that the School is a safe place for every student at all times.
- **Respect.** One of the core values of the School is respect. Respectful behavior is a hallmark of effective character development and facilitates strong community.
- **Self-discipline.** By learning to behave professionally, students learn skills useful beyond the walls of the School. Students who behave well in school, speak well in public, and are helpful to others will develop strong self-advocacy skills that will serve them well throughout their lives.
- **Making a big deal out of “little” problems.** The leaders of the School believe that there are no “little” problems, but that every seemingly small problem can quickly contribute to more serious problems. By making a big deal out of “little” problems, the School can make sure that big problems happen very, very infrequently.
- **Clear consequences.** Many disciplinary problems can be avoided by having clear, well-articulated consequences. The students of the School will know exactly what behavior is expected and what consequences will result if the expectations are not met. The School will always promptly communicate with parents about any disciplinary consequence.
- **Uninterrupted learning.** The purpose of the **Student Code of Conduct** is to remove distractions from the classroom so that students can commit all of their attention to academic learning.

Family & School Contract

The **Family & School Contract** is the guiding commitment between the School’s students, teachers, and parents/guardians.

All parents/guardians, students, and teachers will sign the Family & School Contract prior to the student being eligible to enroll in classes.

The **Family & School Contract** outlines general and specific expectations for students, teachers, and parents/guardians, and is signed in the spirit of mutual accountability. Our work together is

a three-way partnership, and the highest expectations must govern all of our actions to ensure the highest-quality education for every child.

Student Code of Conduct

The **Student Code of Conduct** is the concise description of the fifteen primary rules that govern student behavior at the School. All parents/guardians and students will read the **Student Code of Conduct** at their meeting with an administrator prior to the start of school. Signing the **Family & School Contract** indicates that each parent/guardian and student has read, understands, and agrees to abide by the **Student Code of Conduct** and this **Student & Family Handbook**.

Other School Discipline Policies & Procedures

General Discipline Procedures

The purpose of disciplinary consequences is to ensure that both individual students and the school community maintain complete focus on learning and growth. Inappropriate student behavior not only impacts the individual, but also exacts a cost on teachers, others students, and the larger school community. Students must understand that they are a part of a larger whole and are accountable to their peers for adhering to the values and expectations of the community. Prompt resolution of problems and student/family solutions to inappropriate behavior is expected.

Disciplinary action, depending upon the nature of the action and/or referral, may include but is not limited to: a student warning (oral or written), parent notification, a written assignment, lunch or enrichment detention, community service, suspension, or expulsion. This list of possible consequences is not indicative of a series of progressive punishment that must happen in order. The School may, at its sole discretion, elect to utilize any corrective measure at its legal disposal without first utilizing other less severe consequences.

All decisions regarding disciplinary action will be made by the Director or their designee. The School will make every effort to notify parents/guardians promptly of any disciplinary action and will do so in writing wherever possible.

Gang Affiliation

The School has adopted a policy prohibiting gang activities and presence at the School pursuant to state law, in recognition of the fact that gang activities and presence at school threaten the welfare and safety of students, teachers, visitors, guests, and others in the School community. Students are expected to abide by the **Safe School Environment Policy** regarding gang affiliation.

Student Searches

School authorities may conduct searches in accordance with the **Safe School Environment Policy**.

Expulsion

Long-Term Suspension or Expulsion

If a student commits an offense that calls for long-term suspension (more than 10 days) or expulsion, the following steps are taken:

1. If necessary, the student is immediately removed from class and/or school.

2. The parent/guardian is notified by Director or their designee.
3. The School sets a hearing date. The student and or their parent/guardian are notified in writing of the:
 - i. charges and statement of the evidence
 - ii. date, time and place of a hearing
 - iii. notice of the right at the hearing to:
 1. be represented by legal counsel (at the student/parent's own option and expense), and/or
 2. present evidence and question witnesses
4. After hearing the case, the Director or designee issues a written decision to be sent to the student, the parent/guardian, the Board, and the student's permanent record.
5. Any student who is expelled or given a long-term suspension (more than 10 days) has the right to appeal the decision in writing to the Board within 10 days of the date of expulsion. The appeal is heard, at the discretion of the Board Chairperson. In such a case, the School sets a hearing date and the student and/or his/her parent/guardian are notified in writing of the:
 - i. charges and a statement of the evidence
 - ii. date, time and place of a hearing
 - iii. notice of the right at the hearing to:
 1. Be represented by legal counsel (at the student/parent's own option and expense), and/or
 2. Present evidence and question witnesses

Pursuant to Ohio State Law Section 3313.66 a Director is vested with the authority to suspend or expel:

- Any student who is found on School premises or at School-sponsored or School-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife;
- Any student who is found on School premises or at School-sponsored or School-related events, including athletic games, in possession of a controlled substance, including, but not limited to, marijuana, cocaine, heroin, and ecstasy;
- Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on School premises or at School sponsored or School-related events, including athletic games;
- A student charged with or convicted of a felony.

When a student is expelled under the provisions of Section 3313.66 **no school or school district within the State of Ohio shall be required to admit the student or to provide educational services to the student.** If the student does apply for admission to another school or district, the superintendent of the school district to which the application is made may request and shall receive from the School a written statement of the reasons for the expulsion.

Habitually Disruptive Students

Any student who is suspended for disruptive behavior, as defined by this policy, for the first time during any one school year while in school or on School grounds, at a School-sanctioned activity or event, or on School-sponsored transportation will receive a remedial discipline plan. The plan will be reviewed and modified after the second suspension and the student will be placed on disciplinary probation. In all such cases, the student and their parent/guardian will be notified in

writing. If the student receives a third such suspension, the student will be declared habitually disruptive, and the School will recommend expulsion.

Corporal Punishment

Corporal punishment is defined as action taken by school employees to spank or otherwise physically handle a student in any way to purposely inflict punishment. No corporal punishment will be administered to students by anyone in the School.

Student Restraint

Physical restraint and intervention or force by trained staff are reasonable, appropriate, and may be applied at the School for the following purposes:

- To quell a disturbance threatening physical injury to themselves or others,
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student,
- For the purpose of self-defense, or
- For the protection of any other persons.

Such acts do not constitute child abuse and will not be construed to constitute corporal punishment within the meaning and intent of this policy.

Discipline for Students with Special Needs

Disruptive behavior, as defined by School policy, by a student with disabilities will be managed in accordance with the student's individual education plan (IEP) and state and federal law. A student with disabilities will be subject to recommendation for expulsion as a habitually disruptive student only if the appropriate special education team has determined that the disruptive behavior is not a manifestation of the student's disability.

Complaints about Student Discipline

The School administration and the Board work in conjunction to hear and resolve any complaints. In the event of a complaint regarding student discipline, both the School administration and the Board encourage the complainant to address the problem directly with the staff member involved. If the complainant is dissatisfied with the resolution proposed by the staff member involved, or if such resolution is not practical under the circumstances, he or she should schedule a meeting with the Director.

If an individual believes that the School has violated any applicable laws or regulations, or if they are unsatisfied with the results of the above process, they may file a formal, written complaint with the Board. After receiving the complaint, the Board will respond in writing to the individual within 30 days.

"School Bucks": Merit and Awards

Every day, students have the opportunity to earn School BUCKS, based on their adherence to the School's values. The School BUCKS program is designed to reward students for high achievement in all areas of school success. School BUCKS are earned for positive behavior and success throughout the day. Demerits earned for violation of any School rule lead to a reduction in the School BUCKS.

Especially low School BUCKS may lead to phone calls home or the inability to participate in school activities. High School BUCKS make a student eligible for group and individual rewards which will be presented at Morning Meeting.

School BUCKS are final at the sole discretion of the staff of the School.

School BUCKS Program Goals

- 1) Scholarship and Academics: I conduct myself as a scholar at all times, demonstrating curiosity, enthusiasm for academics, and high quality work.***
 - a) I participate in every class by listening, raising my hand, answering questions that my teachers ask, and asking questions if I do not understand. I never disrupt class and do not speak to my classmates inappropriately during class.*
 - b) I will strive for growth on all tests.*
 - c) If I am bored in class and already understand the material, I let my teacher know in a respectful way and ask for more challenging work. I carefully check my work on assignments and tests so that it is the best work I am able to do.*
 - d) I complete my homework fully and well each day. I will bring my neat, fully completed homework to school. I understand that if I do not complete my homework, I will have School Bucks removed from my account.*

- 2) Behavior: I behave in a positive manner at all times while on School grounds and as a member of society outside school.***
 - a) I act in a caring way toward my classmates and teachers. I am nice at all times and do not say mean or disrespectful things to others.*
 - b) I clean up after myself, take good care of my things and the things in the School.*
 - c) I welcome guests into our School by telling them my name, shaking hands, speaking respectfully, and answering their questions.*
 - d) I always conduct myself in a professional manner. When I meet new people or greet familiar people, I make eye contact, shake hands, and speak clearly with a positive tone.*
 - e) I will abide at all times with the policies and requirements of the Student & Family Handbook.*

- 3) Citizenship: I always participate in community building projects both inside school and out.***
 - a) I will volunteer for service projects within the School.*
 - b) I will agree to tutor students who I believe I can help.*
 - c) I will seek opportunities outside school to become involved in service projects.*

- 4) Dress Code: I will arrive at school on time everyday in full uniform. I will maintain that uniform the entire day until I am off School grounds.***
 - a) I will abide by the uniform code of the School.*
 - b) I will ensure my uniform is clean and pressed.*
 - c) I will not challenge teachers or staff when I am considered out of uniform.*

Chapter 4: Academics

Academic Standards

As a college-preparatory school, the School has the highest academic standards for all students. It is expected that students will take challenging classes, complete high-quality work promptly both at school and at home, study for and perform well on exams, and receive excellent support from the teaching staff through after-school tutoring and summer school if necessary. The highest effort from students, teachers, and parents/guardians is necessary to reach this goal.

General Academic Calendar

During the school year, school will be in session as scheduled in the approved and official School calendar. The year will be divided into 4, 9-week quarters. Each quarter, students will take a comprehensive exam. These tests will be designed by teachers in collaboration with the Dean of Students, and will directly evaluate students' mastery of the curriculum. A full School calendar is provided.

Promotion, Placement, & Retention

We believe that students should only be promoted when they have demonstrated mastery of specific academic standards. The School is founded upon the understanding that promoting students to the next grade because of their age, not their readiness to do the work, is not beneficial to students. Thus, one of the most critical and distinctive aspects of the School's academic program is its promotion policy. To build a culture of learning and achievement, and to ensure students demonstrate readiness for the next grade level, the School has a **Promotion, Placement, & Retention Policy**.

Homework

The School will assign homework to students on a nightly basis. The homework will be meaningful and will serve an important purpose of extending the learning that goes on in the classroom. Homework has developmental benefits as well as academic benefits. It helps develop students' responsibility, time management skills, and independent problem solving skills. The development of these skills is essential to a student's success at the School and to excelling in college. Each night, students are expected to complete all homework in a thorough manner paying attention to detail and quality. Completion of homework is mandatory.

Parents/Guardians must be aware and supportive of their child's efforts with homework. Parents are expected to actively check and review their child's homework each night and to let teachers know if their child is struggling with homework. Parents may assist students with their homework, but should never do it for them. Before your child leaves for school each morning, parents should review their child's homework for quality and completeness.

Cheating & Other Academic Infractions

Students found to have cheated, plagiarized, or committed any other act of academic dishonesty will receive a detention or a suspension, at the discretion of the School.

Assessment

In addition to the internal exams described above, the School will use regular external assessments to support its educational program. These assessments will include, but are not limited to:

- Ohio Achievement Assessment (OAA) tests in April of each year (grades 3-8).
- NWEA testing three times per year.
- Other placement tests which may be necessary at the discretion of the school.

Participation in these assessments is required. Students are expected to give their best effort in every assessment.

Grades

Students will receive letter grades for each completed class (Reading, Writing, Math Procedures, Math Problems Solving, Social Studies, and Science, etc.). The letter grades represent a performance descriptor (such as outstanding, very good, etc.) and are assigned to the quality of work a student completes.

The following grades describe a percentage of successful work from each student:

Percentage	Grade	Description	Numerical Scale
90-100	A	Outstanding	4.0
80-89	B	Good	3.0
70-79	C	Satisfactory	2.0
65-69	D	Warning	1.0

Students who receive below a 70% grade in any class are considered to have failed the class. If a student ends the year with a failing grade in any class may be required to repeat the class or the grade in the following year.

Report Cards

Students receive a report card for each quarter, which includes a summary of their academic work. Report Cards are provided to parents/guardians at the parent conferences.

Parent/Guardian attendance at the Parent Conferences is required to receive the report card.

Progress reports will be issued to all students mid way through each quarter. Students bring progress reports home, and they must be reviewed with parents/guardians, signed to indicate they have been discussed, and returned to the School.

Academic Classes

All students at the School take the same set of academic classes. Each student will be enrolled in 2 Language Arts classes (Reading/Writing), Math, Social Studies, Spanish (or ESL), Art, Science, and either Gym or Music during the year. General intentions for each subject are described below.

Reading

Reading proficiency is essential to the mastery of all other academic subjects. Students of the School will graduate reading at or above grade level. Throughout their education, students will read classical texts from diverse cultures in fiction, non-fiction, and poetry. Students will receive intensive phonics and phonemic awareness instruction to meet the needs of students who are reading below grade level.

Writing

Written expression is closely linked with success in college-preparatory and higher education. Students will master the writing of 5-paragraph essays in all five genres: expository, narrative,

persuasive, literary response, and correspondence. Students will master grammar and mechanics.

Mathematics

Mathematics is considered the universal language. No matter the student's life goals, math will be intimately involved. To this end, the School will place a strong emphasis on all children being ready for an advanced math track upon arrival at high school.

Science

Students will study an intensive curriculum of the scientific method, earth, physical, and life sciences, and will design, execute, write, and present their own independent experiments. All science classes will include the Earth Science, Biology, and Physical Science contents included in the ODE standards.

World Studies

To ensure that graduates of the School have the critical research, thinking, and writing skills necessary for success in a multi-cultural world, all students will study a wide range of historical content and research.

Chapter 5: Safety and Security

Closed Campus

The School has a closed campus. Office hours are between 8:00 a.m. and 4:30 p.m. Students who are excused at dismissal time may leave campus if they do not have other obligations. When on campus, students must always be in class and under supervision of an adult.

Students who need to leave campus early must be picked up by a parent/guardian or authorized individual. The parent must sign the student out of the School's attendance log before the student will be released.

Visitor Policy

The School always welcomes and encourages visitors, both from within and outside of our school community, into our school. However, in order to assure the safety and well being of all students and staff, all visitors – including parents and guardians – are required to report directly to the Main Office, sign in, and receive a visitor's pass. Any visitor who does not report to the office, or is found in the building without authorization and a visitors' pass, will be asked to leave immediately.

Student Emergencies

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances, including during after-school activities, should parents or guardians contact students in their classrooms, or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

Accident or Medical Emergency

If a medical emergency occurs to a student at school, first aid will be administered and the parent(s)/guardian(s) of that student will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the student's health form (or emergency contact card) or

the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (911). If there is a serious accident at school, parent(s)/guardian(s) of the affected students will be notified immediately. In the event that the parent(s)/guardian(s) cannot be reached, the family physician or persons indicated on health forms will be contacted. First Aid will be administered and Emergency Medical Services (911) will be contacted as needed.

Fire Alarms

In case of an emergency – if a student or staff member sees fire or smells smoke—they should pull the nearest fire alarm and then immediately follow the fire evacuation plan. Upon hearing the alarm, school staff will assemble students in their rooms and proceed out of the building as per the fire evacuation plan posted in each room. Students should follow the direction of staff members who will lead students outside the building to the designated locations, where School staff will line up students by class and take attendance.

During the first week of school and frequently throughout the school year, students and staff will participate in fire drills to ensure that the entire School community is familiar with the appropriate response in the event of an emergency. In case of a more serious emergency, should it be necessary to evacuate our School before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time—School staff and students will evacuate from each of the School’s buildings. A copy of each evacuation plan is available from the Director upon written request.

Chapter 6: General School Information and Policies

Non-Discrimination Statement

It is the policy of the School to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, sexual preference, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The School also prohibits any form of discipline or retaliation for reporting incidents.

Harassment

Students are expected to abide by the School’s **Safe School Environment Policy**, which includes provisions on discrimination, harassment, bullying, intimidation, disparagement, and the process by which an individual can file reports of such behavior.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion, or other sanctions as determined by the School administration and/or Board.

GRIEVANCE PROCEDURE

Should an individual need to file a report of harassment, intimidation, bullying, disparagement, or discrimination, they should follow the procedure listed in the **Safe School Environment Policy**.

Technology Policy

The School makes an effort to allow its students the opportunities to become familiar with computers and technology. All students are expected to adhere to the School's **Technology Policy**.

School Closings

The School's policy regarding school closings is contained within the **Attendance, Truancy, Withdrawal, and Missing Children Policy**.

Food Service

The School provides breakfast, lunch, and snack food service for its students. The school participates in the National School Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible students. Tables describing eligibility and applications to participate in the program will be provided at the **Family Orientation Day**.

Lunch is served daily in the school cafeteria. All students are expected to eat lunch and are responsible for cleaning the cafeteria before being dismissed for the subsequent break. Disruptive behavior during lunch may result in losing the privilege of having the break after lunch. Students who do not qualify for free or reduced lunches are expected to pay for lunch weekly (or monthly, if desired). Speak to the Director regarding questions about lunch purchases.

Breakfast is served from 8:00 – 8:15 AM in the school cafeteria and is optional for all students. Students must arrive at school by 8:30 AM in order to eat breakfast.

School Property

The School expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment (including all computer hardware, software, network systems, and any other technology), books, and any other material possession of the School. Intentional actions to damage or harm school property may lead to a suspension or an expulsion hearing. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community service determined at the discretion of the School.

Textbooks

Students will be provided with school textbooks. Students must maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the student and must be paid for based upon an amount assessed by the school. Report cards may be held if book fees are not paid.

Personal Property

All property brought to school is brought at the owner's risk. The School does not assume responsibility for any property belonging to students. Distracting or inappropriate objects will be taken from a student and returned at the end of the day. Repeated violations will require a parent conference. Students should not bring large sums of money to school. In accordance with the provisions of this Policy, student's personal property may be subject to search at the School's determination.

Lost and Found

The school's lost and found is located in the main office. Items not claimed within a month are donated to charitable organizations.

School Supplies

It is the responsibility of students to come with appropriate materials to the School. If circumstances make this impossible, parents/guardians should speak with their child's advisor.

School Fees

Parents/Guardians may be responsible for paying school assessed fees for additional services provided by the school. If applicable, a fee schedule will be provided to parents at the beginning of each school year.

Student Records

The School maintains important information files on each student. Parent(s)/guardian(s) and students may review those records with reasonable advance notice given to the School. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information is confidential except for "directory" information. Directory information includes the student's name, date of birth, dates of attendance, degrees, and other honors awarded.

Release of Photographs and Other Information

The School will periodically create publications to highlight student achievement, School life, and School events and may maintain a regular website with this information. These publications and websites will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the School. From time to time, the School may also get media requests to highlight the School and its students.

During the registration process, each parent/guardian will be provided with a **Student Photo/Information Release** form. The School will make a good faith effort to honor these forms, such that student photographs will be included in publications only if the parent/guardian has granted permission.

Distribution of Published Materials or Documents

Publications prepared by and for the School may be posted or distributed to the greater community, with prior approval by the Director, advisory, or teacher. Such items may include School posters, brochures, murals, etc. The School newspaper and the yearbook, if any such publications are created and published, will be available to students. All School publications are under the supervision of a teacher, sponsor, and the Director.

Unless a student obtains specific prior approval from the Director, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at School, on campus, or while participating in School activities. Materials displayed without this approval will be removed.

Commerce

Students may not sell any articles on School property or while participating in School activities without the permission of the Director. They may not make a collection of money or materials

for their own purposes or for an organization to which they belong outside of School without prior express written permission from the Director.

Student and Family Handbook Statement of Understanding and Acknowledgement

Student's Acknowledgement

I, the undersigned student, hereby acknowledge that I have received and read a copy of the **Student and Family Handbook** of Toledo SMART Elementary School ("School") and understand the rules, regulations, and procedures of the School contained therein. I understand that if I ever have any questions regarding School policies, I can always ask my parent or guardian, my advisor, or other member of the School community for a further explanation.

Student Signature

Student Printed Name

Date of Signature

Parent/Guardian's Acknowledgement

I, the undersigned parent or guardian, hereby acknowledge that I have received and read a copy of the **Student and Family Handbook** of the School and understand the rules, regulations, and procedures of the School contained therein. I understand that if I ever have any questions regarding School policies, I can always ask any member of the School community for a further explanation.

Parent/Guardian Signature

Parent/Guardian Printed Name

Date of Signature

FAMILY AND SCHOOL CONTRACT

As a full partner in my child's education, I agree to the following:

- I will send my child to school each day on time well rested, ready to learn, with appropriate school supplies.
- I will take advantage of TSE's "Open Door" policy and visit the school and my child's classroom.
- I will (as my schedule permits) become a volunteer at TSE.
- I will send my child in uniform, according to the uniform policy.
- I will share with the TSE! staff any information about my child that will assist in his or her learning.
- I will immediately notify the school of any change of address and/or phone number.
- I will come or send a representative if I cannot attend TSE's Open House and other school sponsored activities.
- I will check my child's homework nightly; provide school supplies and a quiet area for homework completion.
- I will read the "TSE! Tuesday Newsday" information and school correspondence to keep abreast of school activities.
- I will reinforce the TSE behavior guidelines.
- I will read with my child and/or encourage my child to read 20 minutes daily.
- I will try to attend "at least" two parent meetings or events this school year.

I know that I can count on the WOW! staff to:

- Provide a welcoming and caring environment.
- Treat my child with respect.
- Maintain high expectations for my child with the state Common Core standards and will meet or exceed state expectations.
- Make decisions based on what is best for my child.
- Listen to my concerns and work with me to provide the best possible learning climate for my child.
- Have family conferences, and evening activities to accommodate family work schedules.
- Offer adult learning opportunities for families.
- Demonstrate life long learning by participating in regular highly qualified professional development.
- Say YES to all reasonable requests that impact my student's performance.
- Welcome me into my child's classroom.
- Communicate with me on a regular basis through newsletters, teacher correspondence, teacher phone calls, Interim reports and Report Cards.
- Maintain an "open door" policy to discuss any concerns I have regarding my child or school policy.

TSE Student

Grade

Parent/Guardian Signature

Date

Teacher Signature

Date

Student Code of Conduct

Toledo SMART Elementary School (hereinafter the “School”) expects its students to abide by a strict code of conduct. The **Student Code of Conduct** is as follows:

1. Students will treat fellow students, staff, and school property with respect.
2. Students must arrive at school in the School uniform every day.
3. Students are required to attend school every day. Absences are excused only for illness, religious observance, or family emergency, and must be verified in writing by a parent/guardian.
4. Students must always arrive on time for class.
5. Students will not disrupt class, Morning Meeting, tutoring, or Homework Academy by talking out of turn or causing any other form of disruption.
6. Students will not chew gum, eat, or drink anything other than water during class.
7. Students will not bring headphones, cell phones, portable games, or any other electronic devices of any kind to school.
8. Students will always be prepared for class.
9. Students will not behave in any way that is disruptive to your learning or the learning of another.
10. Students will not engage in play-fighting or touching another student. Keep your hands to yourself at all times.
11. Students will not engage in intimidating or threatening behavior or language.
12. Students will not use profane or otherwise inappropriate language.
13. Students will not be in possession of weapons (including toys that look like weapons) at any time while on School property or while participating in School activities.
14. Students will not engage in fighting, violence, or behavior threatening violence.
15. Students will not possess, sell, or be under the influence of any drugs, alcohol, tobacco, or illegal substance of any kind while on School property or while participating in School activities.

Student Code of Conduct Details & Consequences

Rule 1: Disrespect

Respect is one of the core values at the School. Maintaining a respectful learning environment at all times is critical to effective delivery of the academic program at the School.

Disrespectful behavior or words directed towards anybody will never be tolerated regardless of the circumstance or reason. Any student who demonstrates disrespect (in the judgment of any School employee or agent) toward any other person will receive a demerit (Minus 1 School Bucks), and in the case of serious disrespect, will receive a detention or a suspension.

Rule 2: Dress Code

The purpose of the School dress code is to create a professional, safe, and respectful community where students can place their sole focus on learning. The dress code is in effect at any time that a student is on School property or engaged in a School activity regardless of location. Students are required to wear the School uniform unless otherwise instructed by the School's Dean of Students. For specific details regarding the School's dress code, enforcement, and violations, refer to the **Dress Code Policy** in the **Student and Family Handbook**.

Rule 3: Attendance Policy

Students must abide by all terms and procedures contained in the **Attendance, Truancy, Withdrawal, and Missing Children Policy** in the **Student and Family Handbook**.

Rules 4-9: Demerits

Any student who violates Rules 4-9 will receive a demerit (Minus 1 School Bucks). If the violation is serious or occurs multiple times, the student will receive a detention, or, at the discretion of the leadership of the School, an in-school suspension.

Records of all demerits will be recorded on the School Bucks rubric in the students' classroom and will be reported to the Dean of Students. Students who receive three demerits in one week will attend an after-school detention.

Rules 10-12: Suspension

Any student who violates Rules 10-12 will receive an immediate suspension.

A student may be suspended from one day to up to ten days and may be suspended in school or out of school. A formal written notification will be given to the parent(s)/guardian(s). As a part of the suspension, the student will be required to catch up on all academic work and write an apology to the entire School community.

For further details regarding fighting, touching of others, intimidation, bullying, threats, or use of profanity or inappropriate language, refer to the **Safe School Environment Policy** in the **Student and Family Handbook**.

Rule 13: Weapons

Guns, knives, clubs, explosives, or weapons of any type are not permitted in the School, anywhere on the School property, while students are on School-sponsored transportation, or at any School-sponsored or School-related event. Items that appear to be weapons or could be reasonably used as weapons are banned as well. Toy weapons will be treated as if they were real weapons.

Violations will lead to expulsion.

For further details regarding weapons, refer to the **Safe School Environment Policy** in the **Student and Family Handbook**.

Rule 14: Violence Policy

Violent behavior will never be tolerated and will be treated with the most severe consequences. Any student who commits an act of physical violence at School, on School-sponsored transportation, or at a School-related event will receive an immediate out-of-school suspension and should expect an expulsion hearing.

For further details regarding violence, refer to the **Safe School Environment Policy** in the **Student and Family Handbook**.

Rule 15: Drugs, Alcohol, and Tobacco Policy

Student use, possession, distribution, or sale of alcohol, tobacco, illicit drugs, or prescription drugs that are in possession by one for whom they were not prescribed is prohibited on School grounds, at any School-sanctioned activities, when students are being transported in School-sponsored vehicles, or at any time or in any place where the School conducts business. A student violation of this policy will lead to a suspension, reporting to authorities, and/or a recommendation for expulsion, as required by law, or at the discretion of the School.

If a student receives a suspension for a first violation of this policy, the student may be required to enroll in a rehabilitation/counseling program at the sole cost of the student's family. The student's family, when appropriate, will be required to report back with an assessment, diagnosis, and treatment plan as a condition for re-admittance into the school. A second violation of the policy will be reported to authorities and will lead to an expulsion hearing.

For further details regarding drugs, alcohol, and tobacco, refer to the **Safe School Environment Policy** in the **Student and Family Handbook**.

POLICY: Attendance, Truancy, Withdrawal, and Missing Children

Organization: Toledo SMART Elementary School (hereinafter “School”)

Approval Date: June 7, 2014

Table of Contents

SECTION	PAGE
General Policy	1
Compulsory Attendance	1
Excused Absences	1
Unexcused Absences	2
School Closings	2
Withdrawal	2
Truancy	2
Missing Children	3
Absence Reporting Procedure	4

General Policy

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation.

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance only if present at a place where School is in session by authority of the Board.

Compulsory Attendance

Under law, children between the ages of six and eighteen are of compulsory school age unless they have graduated from high school, completed or passed the GED requirements or have been legally dismissed or excused from school.

Legal Refs: ORC 3321.01 et seq
3331.02

State Board of Education Minimum Standards 3301-35-02

Excused Absences

Absences are excused only for:

1. Illness
2. Religious observance
3. Family emergency

Absences must be verified in writing by a parent/guardian. Absences for illness of longer than 2 days must be verified in writing by a doctor for an absence to be registered as excused.

Unexcused Absences

Unexcused absences are never acceptable. Any unexcused absence will result in an immediate parent conference.

Unexcused Absences within a Quarter:

Three (3) or more unexcused absences per quarter may result in a student receiving no credit for that quarter. Five (5) unexcused absences in any one quarter will result in a student receiving no credit for that quarter.

Unexcused Absences within a School Year:

Seven (7) or more unexcused absences per year may result in a student receiving no credit for the year. Ten (10) unexcused absences in one school year will result in a student receiving no credit for that year.

School Closings

In the event of inclement weather, the School will follow the Toledo Public Schools decision to close school. If Toledo Public Schools are closed, then the School is closed. If Toledo Public Schools are open, then the School is open.

School closings for Toledo Public Schools are announced on all Metro Toledo radio and televisions stations. It is the responsibility of parents/guardians and students to access this information.

Withdrawal

A student who fails to participate in one hundred five consecutive hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by giving proper notification to the Director.

Truancy

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

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

Legitimate excuses for the absence of a student otherwise habitually or chronically truant include but are not limited to:

1. the student was enrolled in another school;
2. the student's absence was excused in accordance with applicable law or policy, or;
3. the student has received an age and schooling certificate.

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

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

The Director or their designee is also authorized to establish a parent education program for parents of students who are habitually truant. Any parent assigned to the program who does not complete the program is to be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

R.C. §3321.01; §3314.03(A)(6); §3321.13-.191.

Missing Children

The Board believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of their initial entry to school shall present to the person in charge of admission any records given to them by the elementary or secondary school they most recently attended and a certification of birth¹ issued pursuant to Section 3705.05 of the Ohio Revised Code or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation. Within twenty-four (24) hours of the student's entry into the school, a school official shall request the student's official records from the elementary or secondary school they most recently attended. If the school the student claims to have most recently attended indicates that it has no records of the student's attendance or the records are not received within fourteen (14) days of the date of request, or the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the Director or their designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

The Director or their designee will also immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Director or their designee will also assist parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Director or their designee, including

¹ *May substitute any of the following documents for a birth certificate: 1) a passport or attested transcript showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth, or 5) a birth affidavit.*

information regarding the fingerprinting program. The Director's or their designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

The primary responsibility for a student's attendance at School rests with their parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Director or their designee is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for them when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice. Notification by written notices shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

Absence Reporting Procedure

A parent must contact the School in accordance with the procedure set forth in this policy whenever a student is absent.

The procedure for absences is as follows:

1. A parent must call the School to inform the School that their child or children will be absent from School. This phone call should take place within the first hour that School is in session.
2. If a parent fails to call the School, School personnel will call the parent to inform them of the student's absence.
3. In those cases where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

R.C. §109.65; R.C. §.3313.96; R.C. §3313.672

POLICY: Promotion, Placement, and Retention

Organization: Toledo SMART Elementary School (hereinafter “School”)

Approval Date: June 7, 2014

Table of Contents

SECTION	PAGE
Purpose of Policy	1
Promotion Requirements	1
Retention Guidelines	2
Director’s Responsibilities	2

The School believes that students should only be promoted when they have demonstrated mastery of specific academic standards. The School is founded upon the understanding that promoting students to the next grade because of their age, not their readiness to do the work, is not beneficial to students. Thus, one of the most critical and distinctive aspects of the School’s academic program is its promotion policy. To build a culture of learning and achievement, and to ensure students demonstrate readiness for the next grade level, we have developed this **Promotion, Placement, and Retention Policy**.

We expect that with our multiple layers of student supports that are part of our extended day, week, and year, the majority of students will successfully meet our academic expectations. Students who do not demonstrate readiness will not be promoted.

The Board of Trustees (hereinafter “Board”) recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at various stages of their growth.

Promotion Requirements

It shall be policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with their own development. Such pattern should coincide with the system of grade levels established by the Board and the instructional objectives established for each child. Thus, a student will be promoted to the succeeding grade level when they have:

1. completed the course and State-mandated requirements at the presently assigned grade,
2. in the opinion of the professional staff, achieved the instructional objectives set forth for the present grade,
3. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade,
4. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade, and
5. complied with all attendance policies of the School.

Retention Guidelines

A student may be retained at their current grade level when they have:

1. in the opinion of the professional staff, failed to demonstrate proficiency in mathematics and reading the core subjects of language arts,
2. in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level,
3. scored at the below basic level on any State-mandated proficiency test, or
4. failed to comply with the attendance policies of the School.

A student may be placed at the next grade level when retention would no longer serve any good purpose.

Director's Responsibilities

The Director shall develop administrative guidelines for promotion, placement, and retention of students that:

1. requires the recommendation of relevant staff members,
2. requires that parents are informed in advance of the possibility of retention,
3. assures efforts will be made to remediate the student's difficulties before they are retained, and
4. assigns to the Director the final responsibility for determining the promotion, acceleration, placement, or retention of each student.

Third Grade Guarantee

Beginning with students who enter 3rd Grade during the 2013-2014 school year, the School will not promote any student to the 4th grade who attains a score in the range designated by the Ohio Board of Education unless:

- The student is a limited English proficient student who has been enrolled in U.S. schools for less than two full school years and has had less than two years instruction in an English as a second language program;
- The student is a student with a disability entitled to special education and related services and the student's IEP exempts the student from retention;
- The student demonstrated an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education;
- The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any grades K through 3; or
- All of the following apply:
 - The student is a student with a disability;
 - The student has taken the 3rd grade English language arts achievement assessment;
 - The student's IEP or 504 plan shows that the student has received intensive remediation in reading for two school years but still demonstrates a deficiency in reading; and

- The student previously was retained in grades K-3.

If a student is promoted despite not attaining the Ohio Board of Education specified score (which score may change yearly), the student will continue to receive intensive reading instruction in the 4th grade, including an altered instructional day, and specialized diagnostic information and specific research-based reading strategies for the student that have been successful in improving reading among low performing readers.

If the student is retained, the School shall:

- Provide intensive remediation until the student is able to read at grade-level, including intensive interventions in reading, and a minimum of 90 minutes of daily reading, that address the deficient areas; and
- Provide each student with a high-performing teacher, as determined by the teacher's student performance data when available, and performance reviews.

If a student who has been retained demonstrates that he or she is reading at or above grade level, the student may be promoted mid-year to the 4th grade at the Director of Instruction's discretion.

Mandatory diagnostic assessments will be conducted every year using the NWEA MAP for Primary Grades (MPG) which is on the Ohio Department of Education approved list. The reading component will receive priority so it can be completed by the September 30th deadline. For Kindergarten students, the KRA-L will serve as an added measure to determine whether students are "On-Track" or "Not-On-Track".

NWEA has determined the "On-Track" thresholds as follows:

KG – 136
1st – 150
2nd – 168
3rd – 180

POLICY: Safe School Environment

Organization: Toledo SMART Elementary School (hereinafter “School”)

Approval Date: June 7, 2014

Table of Contents

SECTION	PAGE
Purpose of Policy	1
Forbidden Acts	1
Disparaging Remarks	1
Harassment	2
Intimidation and Bullying	3
Cyber-Bullying	3
Reporting	3
How to Report Violations	3
Mandatory Reporting	4
Timeliness of Reporting and Response	4
Grievance Procedure	4
Retaliation	5
School Environment	5
Health and Safety	5
Appropriate Relationships with Children	5
School Searches	5
Drugs and Alcohol	6
Prescription Medication	6
Tobacco	6
Gang Affiliation	7
Violations and Discipline	7
General Discipline Procedures	7
No Limitation on Other Legal Recourse	8
Training and Workshops	8
Other Initiatives	9

PURPOSE OF POLICY

It is of utmost importance to provide a safe environment for our students, staff, volunteers, and guests. The School has a zero tolerance policy in regard to acts of violence and verbal, physical, or any other kind of behavior that could lead to or cause violence. These acts include anything done in person or by any other means whatsoever. The School does not tolerate violent behavior or actions anywhere within the School or during School activities by or against any of our staff or students, thus has created this **Safe School Environment Policy** (hereinafter “Policy”).

FORBIDDEN ACTS

School staff has not only a duty to ensure that students can learn and achieve high academic standards, but also has a duty to safeguard students from physical abuse, sexual abuse, emotional

abuse, neglect, or any other reasonably preventable harm while at the School or while participating in School activities. Unacceptable behavior such as discrimination, uttering disparaging remarks, bullying, harassment, intimidation, or any other similar action will not be tolerated in the School.

Harassment, intimidation, disparagement, and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

NOTE: Disciplinary action will be imposed if harassment, intimidation, disparagement, and bullying occur while away from the School or School activities, if such acts affect other School students or staff.

Disparaging Remarks

At no time is any student allowed to demean, utter disparaging remarks about, or undermine any other individual within the School property or while participating in School activities.

Harassment

Behavior that targets an individual because of their race, color, religion, gender, age, national origin, marital status, disability, or veteran status or any other protected status as defined by federal, provincial, state, or local laws is strictly prohibited. Harassment is such verbal or physical conduct that unreasonably disrupts or harms another in the School or while participating in School activities. Each individual at the School has the right to be free from improper or offensive conduct while at the School or while participating in School activities. School students, employees, student family members, guests, and visitors should be treated with respect, courtesy, and dignity at all times. Unwelcome, insulting, or offensive remarks or actions have no place at the School. To maintain an atmosphere free from harassment, each individual at the School should exercise good judgment in their relationships with others.

The School is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, or disability. Harassment at the School or at School-sponsored events is strictly prohibited. The School requires all students to conduct themselves in an appropriate manner with respect to their fellow employees, students, visitors, guests, and all members of the School community.

Harassment In General. Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, sexual orientation, or disability.

What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, students should consider, before speaking or acting, how their words and actions might reasonably be viewed by other individuals. It is also important for students to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile, or offensive.

Sexual Harassment. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of education,
2. The individual's response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting a student,
3. Such conduct interferes with an individual's education or participation in extra-curricular activities, or
4. The conduct creates an intimidating, hostile, or offensive work or school environment.

Intimidation and Bullying

Intimidation and bullying means any deliberate or intentional gesture, or any deliberate or intentional written, verbal, or physical act or threat that one individual exhibits towards another individual at the School or when participating in a School activity, and the behavior both: (1) has one or more of the following effects: (a) harming the other individual; (b) damaging the other individual's property; (c) placing the other individual in reasonable fear of harm to their person; (d) placing the other individual in reasonable fear of damage to their property; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the impacted individual.

Cyber-Bullying

The School prohibits acts of cyber-bullying, which is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.

Teen Dating Violence

The Board is committed to providing a learning environment in which dating violence is not tolerated. Consistent with this philosophy, the Board is committed to promoting an environment free from dating violence. Accordingly, the Board seeks to increase awareness of teen dating violence and help in responding to the needs of victims and children who are witnesses to such violence.

Teen dating violence occurring in any setting is unlawful and teen dating violence occurring in any school setting will not be tolerated. Further, retaliation against an individual who has complained about teen dating violence or cooperated in an investigation of teen dating violence will not be tolerated. The Board will respond promptly to complaints and reports of teen dating violence or retaliation and corrective action will be taken where necessary, including disciplinary action where appropriate.

REPORTING

If an individual experiences or observes harassment, intimidation, bullying, or disparaging remarks, they should immediately report the incident to the School Director, Dean of Students, or any other member of the School's staff.

All School employees, Trustees, volunteers, and students are required to report prohibited incidents of which they are aware to the Director or their designee. The Director or their designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Director or their designee shall conduct a prompt, thorough, and complete investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, and the reported incident has been substantiated, the parent or guardian of any student involved in the prohibited incident shall be notified and to the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) have access to any written reports pertaining to the prohibited incident. The School will maintain information regarding the number of incidents of harassment of students against other students that violate this policy. All School employees, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

How to Report Violations

Any violations of this Policy should be immediately reported to the Dean of Students, the Director, or any other member of the School's staff for further action.

Mandatory Reporting

All School employees will comply at all times with all laws that require the reporting of certain information to various authorities. No provision in any School policy or procedure shall be read or interpreted in a way to be in conflict with a law related to mandatory reporting.

Timeliness of Reporting and Response

The Code requires that Staff responds immediately and consistently to incidents of bullying, harassment, intimidation, substance abuse, and/or violence or any other violation of the Code or other policy or procedure of the School that impacts negatively on students in a manner that effectively addresses incidents, deters future incidents, and affirms respect for individuals.

Grievance Procedure

Complaints under this **Grievance Procedure** must be filed within 30 school days of occurrence of the alleged event. The complaint must be in writing. The Director or any person of the grievant's choosing may assist the grievant with filing the complaint. The written complaint must include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the grievant (complainant).
2. The name (and address and telephone number if not a student or employee) of the grievant representative, if any.

3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

Grievance – Where to File a Complaint

Individuals who believe they have been subjected to harassment under this policy may file a complaint with the Director or the Dean of Students. If the Director is the person who is alleged to have caused the harassment, the complaint may be filed with the Board. Under these circumstances, a representative of the Board will conduct the investigation as outlined below.

Grievance – Investigation and Resolution of the Complaint

Respondents will be informed of the charges as soon as the Director deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Director will interview witnesses whom they deem necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. The Director will make every effort to complete such interviews and gathering of information within fifteen (15) school days of receiving the written complaint.

After completing the investigation, the Director will meet with the grievant and/or their representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect.

Notwithstanding the above, it is understood that in the event a resolution contemplated by the School involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to “stay away” from the complainant, as might occur as a result of a complaint of harassment).

Retaliation

The School will not tolerate retaliation in any way against individuals who report instances of violations of this Policy, who provide information related to violations of this Policy, or who otherwise assist with the reporting of or investigation of violations of this Policy. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion.

SCHOOL ENVIRONMENT

Health and Safety

The School is committed to providing a safe and healthy environment for its students and Employees. The School will follow all federal, state, and local laws regarding workplace safety and health. Each employee must immediately report any work-related accident, illness, unsafe condition or practice to the Director or their designee. Once the situation has been reported, the individual making the report to the Director must complete a **Injury Incident Report** (*see Staff Policy Manual – Appendix E-2*) so a formal record of the incident may be kept on file.

Appropriate Relationships with Children

School employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. School staff is in a position of trust and has a duty to protect young people from discrimination and harm, and to maintain appropriate professional boundaries. It is equally important for staff to avoid behavior that might be misinterpreted by others as being inappropriate.

School Searches

School property, equipment, vehicles, and any other asset owned, leased, operated, or in the possession of the School is considered to be under the control of the School. A search of this School property (including, but not limited to, student storage units, backpacks, and any vehicle parked on School property or used in the course of School activities) may be made at the discretion of the School's Director if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are at the School. The School's Director, or their designee, may also search a student's person and personal property, desk area, backpack, or vehicle parked on School property whenever the School's Director, or their designee, has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. School officials will detain a student if there is a reasonable suspicion that the student has drugs, narcotics, weapons, explosives, or other dangerous contraband in their possession, and if such possession would constitute a clear and imminent danger to the safety and welfare of the student, any other persons, or any school property. Furthermore, School officials will promptly notify parents and the appropriate law enforcement agency of illegal possession of such materials, if found.

Drugs and Alcohol

Use, possession, distribution, or sale of alcohol, tobacco, illicit drugs, or prescription drugs that are in possession by one for whom they were not prescribed is prohibited on School grounds, at any School-sanctioned activities, when students are being transported in School-sponsored vehicles, or at any time or in any place where the School conducts business. A student violation of this policy will lead to a suspension, reporting to authorities, and/or a recommendation for expulsion, as required by law, or at the discretion of the School. An employee violation of this policy will lead to disciplinary actions up to and including immediate termination.

If a student receives a suspension for a first violation of this policy, the student may be required to enroll in a rehabilitation/counseling program at the sole cost of the student's family. The student's family, when appropriate, will be required to report back with an assessment, diagnosis, and treatment plan as a condition for re-admittance into the school. A second violation of the policy

will be reported to authorities and will lead to an expulsion hearing. Depending on the severity of the circumstances, the School reserves the right to proceed directly to a notification of the authorities and an expulsion hearing.

All employees are subject to pre-employment screening, reasonable suspicion, periodic, and/or random drug and alcohol testing.

Prescription Medication

Any student who needs to take prescription medication while on School property or while engaged in School activities must 1) give the prescription medication to the School office staff for safe keeping, and 2) provide a notification from the student's doctor indicating the kind of medication and dosing instructions.

NOTE: Any student who has not followed this policy and is in possession of medicine of any kind shall be treated as if they were in possession of illegal drugs.

Tobacco

The School is committed to enforcing the provisions of the Smoke-Free Workplace Law. Additionally, the School prohibits the use of any tobacco product in the workplace. Accordingly, the School's policy on smoking is as follows:

- It is recognized that smoking is dangerous to the health of the smoker and that second-hand smoke is a cause of disease, including lung cancer, in healthy non-smokers. The simple separation of smokers and non-smokers within the same air space may reduce, but does not eliminate, the exposure of non-smokers to environmental tobacco smoke. This applies to *all* smoking tobacco products, i.e., cigarettes, cigars, and pipes. This policy has been developed to help protect all persons from the exposure to environmental tobacco smoke and to help ensure a safe working environment.
- The School also recognizes that smokeless tobacco is dangerous to one's health and creates sanitary issues. Thus, it prohibits the use of all smokeless tobacco products (i.e. snuff and chewing tobacco) in all School facilities and areas of the workplace with no exceptions.
- Smoking is prohibited in all facilities and areas of the entire workplace with no exceptions. Smoking is not permitted anywhere at the School, including all common work areas, elevators, hallways, School owned or operated vehicles, restrooms, conference and meeting rooms, and all other enclosed or outdoor areas in the workplace. Further, there is no use of any tobacco product within thirty (30) feet of any window or door where any School functions are occurring. Should the laws of the State of Ohio require further limitations or restrictions on the use of any tobacco product, the School will uphold those further limitations or restrictions. The policy applies to all employees, consultants, contractors, visitors, and students.
- Any disputes involving smoking must be referred to the Director.

Gang Affiliation

The School has adopted a policy prohibiting gang activities and presence at the School pursuant to state law, in recognition of the fact that gang activities and presence at school threaten the welfare and safety of students, teachers, visitors, guests, and others in the School community. The term "gang" as used in this policy refers to all groups of three or more individuals who share a common

interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

The purpose of this policy is to protect the health, safety, and welfare of those in the School community and to prevent the initiation or continuation of gang membership and gang activity in the School.

Prohibited gang affiliation or appearance includes: any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang will not be allowed in School buildings or on School grounds, at School-sanctioned activities and events, or School-sponsored transportation. Gestures, signals, or graffiti that denote gang membership or activities are prohibited in the School building and on School grounds, at School-sanctioned activities and events, and on School-sponsored transportation. The prohibition against gang-related apparel and actions will be applied at the discretion of the staff at the School. Consequences will be applied according to the circumstances of the infraction and may include suspension or expulsion. The School will communicate with law enforcement regarding this policy, and any information related to violations of this policy, in order to further its purposes.

VIOLATIONS AND DISCIPLINE

General Discipline Procedures

The purpose of disciplinary consequences is to ensure that both the individuals involved in the situation as well as the school community maintain complete focus on learning and growth. Inappropriate student behavior not only impacts the individual, but also exacts a cost on teachers, others students, and the larger school community. Students must understand that they are a part of a larger whole and are accountable to their peers for adhering to the values and expectations of the community. Prompt resolution of problems and student/family solutions to inappropriate behavior is expected.

Except as otherwise indicated in this Policy, disciplinary action for students, depending upon the nature of the action and/or referral, may include but is not limited to: a student warning (oral or written), parent notification, a written assignment, lunch or enrichment detention, community service, suspension, or expulsion. This list of possible consequences is not indicative of a series of progressive punishment that must happen in order. The School may, at its sole discretion, elect to utilize any corrective measure at its legal disposal without first utilizing other less severe consequences.

Except as otherwise indicated in this Policy, employees who violate this Policy are subject to disciplinary action up to and including immediate termination.

All decisions regarding disciplinary action will be made by the Director or their designee. The School will make every effort to notify parents/guardians promptly of any disciplinary action and will do so in writing wherever possible.

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a student or staff member. Some factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the

behavior created material and substantial disruption to the educational process or School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying, disparagement, and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying, disparagement, or cyber-bullying that they require a response either at the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying, disparagement, or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion.

No Limitation on Other Legal Recourse

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

Training and Workshops

The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct. The School may also provide training, workshops, or courses on this policy to school employees and volunteers who have direct contact with students.

R.C. §§ 3301.0714(B)(1)(p); 3313.666, 3313.667

Other Initiatives

The School will take other measures as required by law to prevent harassment, bullying, intimidation, and disparagement of staff and students.