Parent/Student Handbook
2026-2027



4234 Monroe Street
Toledo, OH 43606
419-297-6313

www.hopelearingacademy.org

HOPE Learning Academy of Toledo
Parent/Student Handbook
2025 - 2026

This handbook belongs to:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____

HOPE Learning Academy of Toledo 2026-2027
Parent and Student Handbook

A Message from the School Leader

Dear Students and Parents,

I am thrilled to welcome both new and returning students to our amazing learning community. To ensure a smooth and successful school year, it is crucial for all students and parents to familiarize themselves with the Student Handbook. This handbook serves as a comprehensive guide, outlining the school's policies, procedures, expectations, and important information that will support your educational experience.

Here are some key reasons why the Student Handbook should be a primary reference for all members of our school community:

1. **Clear Communication**: The Student Handbook acts as a communication tool, conveying our school's vision, mission, and values, as well as the policies. By referring to this document, students will have a comprehensive understanding of what is expected of you as a student at our school.

2. **Academic Success**: The handbook provides essential information about academic programs, curriculum guidelines, grading policies, and support services available to students.

3. **Code of Conduct**: We believe in fostering a safe and respectful learning environment that promotes personal growth and character development. The Student Handbook clearly defines our code of conduct, including expectations for behavior, discipline procedures, and consequences for misconduct. Familiarizing yourself with this section will help maintain a positive and inclusive atmosphere throughout the school.

4. **Parental Involvement**: For parents, the Student Handbook provides a window into our school's operations and guidelines. It is essential for parents to understand the expectations and requirements of their children, enabling effective collaboration between home and school to ensure student success.

I encourage each and every one of you to take the time to thoroughly read the Student Handbook. Discuss its contents as a family, highlighting the important sections, policies, and guidelines. Please note that the Student Handbook is available in both print and digital formats. If you have any questions or require clarification on any of the information contained in the Student Handbook, our dedicated staff members are here to assist you.

Wishing you all a successful and fulfilling academic year!

Warm regards,

Kelly Staples M.ed., Special Education
School Leader

Mission Statement

We are committed to providing a positive, safe and supportive non-traditional learning environment where kids are valued. HOPE is a place where exceptional children's individual learning needs are met so that they can reach their highest potential.

Belief Statement

WE BELIEVE IN:

- Helping each student reach his or her full potential
- Obtaining and implementing various teaching strategies to accommodate different learning styles
- Protecting each student's right to learn in a safe and healthy environment
- Expecting only positive outcomes

School Information

Administration

Daniel LaValley, Superintendent
Joella Simmons, Assistant Superintendent
Kelly Staples, School Leader / Director of Special Education
Trisha Gary, Administrative Assistant

Board of Directors

John Graham
John Szuch
Sister Mary Jo Szpila
Mark Luetke
Richard Yarder

Sponsor

North Central Ohio Educational Services Center
928 West Market Street
Suite A
Tiffin, OH 44883
419-447-2927

Web Address

www.hopelearningacademy.org

Table of Contents

Academics	7 - 10
Admissions	11 - 14
Attendance	15 - 18
Communication Tools	19
Discipline Policy	20 - 30
Dress Code	31 - 33
Health Services & Medication Policies	34 - 37
General School Information	38 - 49
Acceptable Use & Internet Safety Policy	50 - 54
Social Media Policy	55 - 58
Bullying Policy	60-61
Acceptance Form	61 - 62

ACADEMICS

Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school. Without the cooperation of the parents, the school cannot educate the child. HOPE Learning Academy of Toledo's philosophy concerning academic achievement is based upon the belief that children have diverse capabilities and individual patterns of growth and development.

Brain Compatible Learning

HOPE's policies and procedures acknowledge brain compatible learning as a comprehensive, multi-disciplinary approach, based on current research in neuroscience that suggests how our brain naturally learns best. The nine elements of brain compatible learning are: absence of threat, movement, meaningful content, mastery assessment, choice, collaboration, adequate time, enriched environment, and immediate feedback.

Social Skills and Sensory Integration

Hope aligns student learning to academics, but also heavily focuses on the importance of developing students' emotional and developmental needs. Sensory Integration is the way the nervous system receives messages from the senses. Since all senses are a part of every individual's learning process, Hope Learning Academy believes providing SI will improve all areas of growth in a child's life. Additionally, Social Skills are essential to be successful in life. By teaching students how to act and respond to social situations, we are providing students with the tools needed to be successful.

Curriculum

HOPE Learning Academy of Toledo (HOPE) is sponsored by North Central Ohio Educational Service Center (NCOESC). The Ohio Common Core Standard guides the curriculum, which is in compliance with the Ohio Department of Education. Teachers are fully licensed by the State of Ohio and participate in on-going professional development.

Faculty are expected to align their teaching to the Ohio Common Core Standards. In their teaching practice, faculty utilize the philosophy of Differentiated Instruction and Project-Based Learning to develop lessons that stimulate problem-solving that are fun, creative, and geared towards the specialized needs of learners. Our faculty are dedicated, caring, and committed to student-centered learning.

Grading Policy

HOPE Learning Academy uses a standards-based grading system. This means that students are graded on their mastery of specific standards.

The benefits of standards-based grading for HOPE Learning Academy:

- Students will be able to track their progress over time and identify areas where they need additional support.
- Teacher will be able to differentiate instruction more effectively and ensure that all students are meeting the learning standards.
- A more accurate measure of student learning will be provided it and help parents understand their child's progress.

Grading Scale

- **3 - Mastery**: The student consistently demonstrates mastery of the standard. They can complete tasks independently and correctly, with little to no assistance.
- **2 - Approaching Mastery:** The student is approaching mastery of the standard. They can complete tasks with some assistance, but they may still make some errors.
- **1 - Not Yet Mastery:** The student does not yet demonstrate mastery of the standard. They are unable to complete tasks independently, and they may need a lot of assistance.

Grades are determined by the mode of the student's scores on assessments. This means that the grade is the most frequently occurring score. For example, if a student scores a 2 on their first assessment, a 3 on their second assessment, and a 3 on their third assessment, their grade for the standard would be a 3.

HOPE Learning Academy believes that standards-based grading is more effective and equitable in assessing student learning. We are committed to using this system to help our students reach their full potential.

Special Education

Students who receive Special Education services and are NOT Alternatively assessed will be taught to master the level standards and show evidence of mastery on the Ohio State Assessment. All accommodations prescribed in a student's IEP for testing will be afforded to students for summative assessments. Extended standards will be used for students who have this modification in their IEP or who are alternatively assessed.

Homework

Homework is part of the learning process. Homework assignments reinforce learning begun at school and apprise the parent of work that the student is doing in school.

Teacher may assign homework for incomplete assignments or additional practice.

Red Folders
As part of our commitment to organized and effective communication each student will be provided with a daily take-home folder known as "The Red Folder." This folder is a vital tool to ensure that important information, homework assignments, and various take-home papers or activities are conveniently organized and readily available.

In "The Red Folder," you will find:

1. Homework Assignments: Your teachers will write down any homework assignments in this folder. It serves as a reminder and a reference for your daily academic responsibilities.

2. Take-Home Papers and Activities: This folder will contain papers and activities that need to be taken home for further review or completion. It ensures that you have all the necessary resources outside the classroom to support your learning journey.

3. Daily Communications: Your teachers may include daily communications in "The Red Folder." These communications could include important announcements, reminders, or specific instructions related to class activities.

To ensure that you are up to date and well-prepared, we kindly request that you review and initial your child's Red Folder on a daily basis. By doing so, you demonstrate your commitment to staying informed and engaged in your child's academic progress.

Missing Assignments

- Students will be allowed to make up assignments from excused absences. The length of time to make up the work will be determined by the teacher.
- Assignments not completed by agreed upon completion date will be treated as missing or late assignments.
- The individual teacher will handle consequences for missing, incomplete, or late assignments and be reflected in the students grade.
- If a student is absent and you wish to pick up homework, the school office will need to be notified by 9:00am. The homework will be available in the school office between 2:30-3:30pm.

Take a few minutes to make your child a better student for a lifetime!

Intervention Assistance Team

The Intervention Assistance Team is available to help teachers and parents address special student concerns. All interventions are a means of figuring out how best to teach a student who is experiencing academic, behavioral, medical, or social difficulties. Parents are important contributors to the problem-solving process; they are always invited to attend meetings, and are actively involved in decision-making and recommendations. The team consists of the parent, student (if applicable)District Representative, Intervention Specialist, teacher/s, counselor, and support staff as appropriate.

Parent-Teacher Conferences

School initiated conferences will be scheduled at the end of the first quarter. A second conference opportunity will be offered during second semester. If you would like to request a conference, call the front office and a message will be left for the teacher upon whom the request is made.

Promotion, Placement, and Retention

The decision to place or retain a student at a grade level will not be finalized without the consultation of the parent/guardian. The consultation will occur prior to the beginning of the fourth quarter. All options, such as previous interventions, tutoring, and academic testing/evaluations will be considered. However, parent permission is not required to retain, place, or promote a child at grade level. ***Absences of ten (10) days per semester without a doctor's note may jeopardize promotion.***

Report Cards

Report cards are issued four times a year and sent home in the Communication Folder. The purpose of the report card is to communicate meaningful information concerning achievement to parents and others who are authorized to access educational data. Although children vary in their rate of educational development, continuous progress is the goal for each child. Parents are asked to sign the front of the Communication Folder and promptly return it to the school office. If any school fees are not up-to-date, report cards may be withheld.

Special Education Services

HOPE is participating in an effort to identify, locate, and educate all children who have disabilities. For more information regarding assistance for students with disabilities or if you suspect a child may have a disability, please contact the Director of Special Education.

Psychological services provide educational testing to qualify students for special programs under Federal and State guidelines.

Textbooks or Electronics

A list of textbooks or electronics (computers or tablets) each student has been assigned is maintained for each class. Each student is responsible for all textbooks or electronics loaned to him/her; they are expected to return each item at the end of participation in the class. Students will be responsible to pay for any book or electronic equipment that is lost, damaged, destroyed, stolen, or mutilated. Report cards, records, transcripts, or diplomas may be held until all textbooks, electronics, library books, or borrowed material are turned in and/or fees paid.

ADMISSIONS

Non-Discriminatory Policy

In accordance with the State of Ohio, HOPE admits students of any gender, race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of gender, race, color, or ethnic origin in

administration of its educational policies, scholarships, loans, athletics, fee waivers, and extracurricular activities.

Admission

HOPE is a tuition-free public charter school. HOPE will not discriminate in its pupil admission policies or practices on the basis of intellectual or athletic ability, measure of achievement or aptitude, status as a handicapped person, or any other basis. All students of HOPE must be residents of the State of Ohio. Admission is open to students on a statewide basis.

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

Students transferring from another school will normally be placed in the grade level recommended by the previous school. For elementary and junior high students, a request will be made for official records to be sent to us within fourteen (14) days. Parents are asked to notify the school at the time of enrollment if their student has an IEP or 504 Plan, so that HOPE can provide services and a smooth academic transition.

New entrants at all grade levels will be required to present, at the time of enrollment, an official birth certificate or other evidence of birth, proof of having received or being in the process of receiving required immunizations, 2 proofs of residency and custody information, if applicable, and parent driver licenses or state ID.

Nothing in this policy is intended to supersede state law. In areas of conflict between this policy and state law, state law shall control all aspects.

Compulsory School Age Kindergarten Admissions

In accordance with the State Law and the school board policy of the same title, HOPE requires a child to be five (5) years old by the first day of school for the current year. Requests to make an exception to this rule, for children who will be five (5) years of age before the first day of school of the year for which admission is requested, must be made in writing to the School Leader.

Guardianship

Each parent, as a natural guardian of his/her children, is presumed to have full authority regarding record release and enrollment, unless a court order restricts authority. If a non-parent seeks to act on behalf of the child, the School Leader will inquire as to the source of his/her authority (e.g., guardianship letter or a custody or temporary placement order). If the courts give custody to one parent, that parent has responsibility for communication and financial obligation. When there is a question regarding the adult's authority to act for the child, the School Leader will place the burden of showing authority on that person by requiring presentation of a written court or state agency order. (Per Ohio Revised Code 3319.321)

Process and Criteria

HOPE admits children of any race, color, religion or sex. Furthermore, there will be no discrimination in the admission of students to the school on the basis of race, creed, color, national origin, sex, or disability. Upon enrollment, all that will be required for a student to be admitted is the submission of the following: completing and submitting the registration form and such other enrollment materials that HOPE deems necessary; and submitting copies of the child's birth certificate, current immunization record, as mandated by law, court custody orders (if applicable), proofs of residence, and driver licenses or State ID.

These procedures are in accordance with Section 3313.672 of Senate Bill 321, Legislation dealing with missing children that became law on April 9, 1985. Section 3313.672 states:

"A pupil at the time of his/her initial entry to a public or non-public school shall present to the person in charge of admission a copy of the original certificate of his birth and copies of those records pertaining to him maintained by the school that he most recently attended. If the pupil does not present copies of the items required by this section, the School Leader or chief administrative officer of the school shall notify the

law enforcement agency having jurisdiction in the area where the pupil resides of this and of this fact and of the possibility that the pupil may be a missing child, as this term is defined in section 2901.30 of the Revised Code."

No student at the time of initial entry or at the beginning of each year shall be permitted to remain in school for more than fourteen (14) days without written evidence of immunization. In lieu of the requirements, a physician's statement may be presented stating that compliance is in process or that immunization may be detrimental to student's health.

Re-Enrollment

Students will be accepted for admission based upon the following criteria:

- All enrolled students in grades K - 7 have first priority for registration.
- **If no notice is received from a parent by June 30th as to their intent to send their child back to HOPE for the next school year, it will be assumed that the child will not return and that another student may fill the position.**

Student Records

HOPE also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine their child's official school records. Inquiries regarding unlawful discrimination may be directed to the School Leader.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's educational records; of which include:

- The right to inspect and review the student's educational records
- The right to request the amendment of the student's educational records that are believed to be inaccurate and the right to a hearing if the request is not honored
- The right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA
- The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made 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 health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or

therapist): or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility

- The following is designated at "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, date of birth, place of birth, dates of attendance, achievement awards or honors earned, photograph, parent names, and previous school or school district
- Parents have the right to submit a written request (to examine their children's official school records) to the school office, within two weeks after the first day the student is enrolled in a school year. Public schools are prohibited from releasing directory information to third parties who intend to use the information for profit making ventures

Note: FERPA requires a school district to make reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

Withdrawals

When students withdraw from HOPE, they are to return all property belonging to the school and pay any fines or charges that may be due. The parents/guardians must complete a release of records form with the receiving school before student records will be transferred.

ATTENDANCE

Prompt and regular attendance helps students develop needed life skills and intellectual growth. Parents or guardians have a serious responsibility to see that their child is in attendance during all school calendar days except in cases of illness, family emergencies, exposure to a contagious disease, or circumstances which, the School Leader agrees constitute good and sufficient cause for absence from school.

Tardiness

Students should be at their desks and ready to learn at the scheduled start of class. **It is the parents'/guardians' responsibility** to have their child at school on time.

If you arrive after the school day has begun at 8:30am, **students and their parents/guardians must report to the office** immediately upon their arrival to obtain a Late Slip. Parents may not drop their child off at the door. An adult must escort students to the office and sign them in for the day. Please do not drop students off in the parking lot and drive away.

Excessive tardiness is damaging to your child's learning and disruptive to the class as a whole. Since the time missed when a student is late counts towards the hours missed, chronic tardiness will be reported to the Truancy Officer.

Absenteeism

If a student is to be absent from school for any reason, the parent/guardian is *required* to notify the school before 9:00am to be in compliance with the Ohio Revised Code, the Missing Child's Act, April 1985. If a child is not reported absent, the school must contact the parent at home and/or at work. If telephone contact cannot be made, written notice of the absence will be mailed home (Section 3313.205 Ohio Revised Code). **A written excuse must be presented to the school office on the day the student returns**. A parent can notify the school by phone, voice mail, email, or Class Dojo. The parent – not the student or the school – is responsible to make certain the absence note is submitted to the school office in a timely fashion.

If a child's absence is known ahead of time, parents (not students) are to notify the school office and send a note to the office. A log of all phone calls and notes received and sent will be kept by the school's Administrative Assistant. Parents can also notify the office by Class Dojo.

The Ohio Revised Code - valid reasons as to why a student may have an excused absence/tardy:

- Personal illness
- Illness in the family requiring the child's presence
- Quarantined in your home
- Death of a relative
- Medical or dental appointment
- Observance of a religious holiday
- Emergency set of circumstances
- School shadowing visit (must notify the school office in advance)

Unexcused Absence/Tardy

- Oversleeping
- Inclement Weather
- Transportation problems
- Stopping to get breakfast or other food
- Remaining home to complete school assignments
- Personal business
- Vacation/Out of town

Any School Leader has the right to approve or deny all excuses.

Attendance Problem Procedures / Truancy Notification

Although report cards show attendance in days, the State of Ohio counts attendance in hours (6 hours = 1 day). When a student has missed 65 hours of school (10.5 days), they are flagged by the state. A 1st Warning Letter will be sent home at this time so that you are more aware of your child's attendance. Once that happens, a doctor's written excuse will be required for each absence in order to be considered excused.

If a child's attendance continues to be an issue, a 2nd warning will be sent home. At that time, an Absence Intervention Plan will be devised for your child, in order to improve his/her attendance.

When a student has been absent for a total of 72 unexcused hours (12 days), your child's attendance records will be turned over to the ESC Lake Erie West, and parents will be notified by the Truancy Department there.

Appointments/Early Dismissal

Whenever possible, appointments should be scheduled outside of regular school hours. When that is not possible, parents (not students) must notify the school office in advance that their child will miss school due to a medical appointment. If a student has a regularly scheduled appointment for the duration of the year, a note from the doctor stating that schedule must be given to the office.

If it is necessary for a student to be dismissed before the end of the school day, parents should notify the school office in advance.

Students will not be dismissed from class to sit in the office to wait for parents. Students will be brought to the office when the custodial parent, guardian or adult named in writing comes to the school office to pick up and sign out the student. When returning to school after an appointment, the parent & student must report to the office and obtain a slip for re-entry into the classroom. Written excuses from the doctor's office can be turned into the office at this time. If you have forgotten the doctor's note, please contact your child's physician and have them fax the written excuse to the office.

When picking your child up early from school, for any reason, please notify the office in advance. When a parent arrives unannounced, it causes a great deal of confusion for both the student and the entire classroom, especially if that class is taking a test. Always notify the school first.

Assignments during Absences

Students who are absent are required to make up missed assignments. A student who is absent due to illness will not be expected to complete schoolwork while ill. The student will be allowed a sufficient amount of time to make up assignments. "Sufficient time" is relative to the length of absence and the nature of assignments missed and is determined by the teacher. *Upon the return of the student, it is the student's responsibility to find out from the teacher what work must be completed and to decide a completion deadline.* Assignments not completed by the deadline will be treated as missing assignments.

Requests for homework must be made at the time the child's absence is called in, or no later than 9:00am, to allow teachers the opportunity to gather necessary materials. When homework is requested, parents must be sure to come to the school office at dismissal to pick up work. Parents/guardians who ask teachers to prepare work for a student who is absent should consider the following:

- If the student will be absent for only a day, it is doubtful that acquiring the day's work is necessary. The student, under normal circumstances, should be able to make up the work upon returning to school

- When work has been sent home, it is expected that the work will be completed and turned in on the day the student returns to school

Personal Convenience Absences/Vacations

Although the school does not encourage this, occasionally it may be necessary for students to accompany parents on vacation. In anticipation of an arranged absence, it is the responsibility of the student to request course work from the teacher(s), at least a week prior to the event. **The absence is considered an unexcused absence under state law.**

Parents are asked to complete the Application for a Student Personal Convenience Absence Form at least one week before leaving. State clearly the nature of this absence and the reason the leave must be taken during the school year. Forms may be obtained from the school office. Teachers are not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian. Upon the return of the student, it is the student's responsibility to find out what work must be completed. Special circumstances may dictate an individualized approach to makeup assignments.

Please Note: Personal convenience absences should NOT be taken during OAA & NWEA testing time. High school visitations should be scheduled on days when HOPE is not in session. If this is not possible, the Personal Convenience Absence form must be completed by the eighth grader and signed by the teacher one week prior to the visitation.

Daily Dismissal

Students will not be dismissed at any time to/with ANY adult other than the specified person(s) noted on the Transportation Permission Form without parent/guardian written permission or a phone call noting the change. All phone calls noting dismissal changes should be made **NO LATER THAN 2:00PM** Please wait outside in the car line, as the teachers will release the students at the scheduled dismissal time.

When someone other than the student's regular driver will pick your student up, please notify the school office before they arrive (even if they are on your transportation list).

Communication Tools

Many tools are used to enhance the communication process between students, parents, and HOPE Learning Academy of Toledo. Below is a list of several of the tools used by the faculty and staff of Hope.

TOOL	PURPOSE
Report Cards (Quarterly) & Progress Reports	To communicate student achievement to parents and others.
Class Dojo & Emails	To communicate with your child's teacher, staff members and get general information.
Parent Phone Calls & Written Messages	To communicate promptly with parents regarding issues with work habits and behaviors (positive and negative).
Communication Folders	Each quarter your child will come home with a folder containing important updates, information, and grades. Please read all information, sign the folder, and return to school.
Student/Teacher Conferences	To communicate areas of improvement and accomplishment to students. To encourage improvement and motivation.
Parent/Teacher Conferences	To communicate areas of improvement and accomplishment to parents. To assist parents in helping their child.
Exhibits of Student Work & Classroom Assessments	To provide information students, parents, and teachers can use to measure student performance that will lead to improvement in both teacher instruction and student learning.
Homework Projects & Assignments	To communicate to parents the skills students are currently working on and to provide student practice on those skills. To involve the family in the educational process.
Writing Assessments	To communicate student progress in the area of writing to parents and to serve as a goal setting tool for students.
State Required Testing	The purpose of the test is to see how students understand content in various subjects as related to Common Core Standards.
Northwest Evaluation Association (NWEA)	To communicate current reading and math levels to parents and provide information to teachers in order to provide appropriate reading and math instruction.

DISCIPLINE POLICY

Student Behavior Expectations

	I WILL BE RESPECTFUL	I WILL BE RESPONSIBLE	I WILL BE RESILIENT
CLASSROOMS AND HALLWAY	I will follow the classroom teacher's routines.	I will take care of myself and my belongings.	I will try my best. When I make mistakes, I will fix it.
CAFETERIA	I will follow the lunchroom routine, and use kind words.	I will eat my lunch and I will clean up my space.	If I make a mess, I will clean it up, or help others.
RECESS	I will keep my hands and feet to myself, and use positive words.	I will take care of myself, and put away my materials.	I will be kind. Admit when I make a mistake and try to fix it. Believe I can do better.

At Hope Learning Academy we strive to improve student behavior through daily social skills integration. Our approach to discipline reflects a positive learning environment and is driven by positive reinforcement. While we all make mistakes, we believe that consequences should also be a time for positive reflection and growth.

Therefore, Hope Learning Academy uses a Positive Behavior Intervention System that tracks respectful, responsible, and resilient behaviors. The school also practices restorative justice, which teaches proper social skills for conflict resolution and accountability. Students will be rewarded for reaching positive behavior goals and will receive logical consequences for repeated or problematic negative behaviors. These

consequences are intended to grow students' resiliency and help them mend broken relationships. Students participate in "restorative circles" or meetings to resolve conflict and fix their mistakes.

Code of Conduct

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all – students, parents, teachers, administrators, staff, and community members – show pride in our school and ourselves by doing our share to make our school a better place to learn and work.

The goal of the school staff is to develop self-discipline, empathy, and positive self-esteem in all students.

All school expectations apply while students are on school property, public transportation, or at any school activity at or away from school. Students shall be given due process before any disciplinary action is taken.

All eligible students residing in Ohio have a right to participate in and have access to all educational resources necessary to receive an education.

In the process of pursuing their education, students have the responsibility not to interfere with the rights of others who are also pursuing the same educational opportunities. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

The student Code of Conduct is meant to outline the expectations for all HOPE students. Students should take pride in themselves and their conduct when in or out of school. Students must follow all building rules in addition to the Code of Conduct when at school or school related events. Failure to abide by the Code of Conduct/Expectations will result in disciplinary action being taken.

Code of Conduct for Students

The Code of Conduct for students revolves around HOPE Learning Academy's school-wide behavior plan. The goal of a positive behavior plan is to encourage students to make positive behavioral decisions based on three core values outlined in the program. When students are caught displaying these values throughout the day, this is brought to the attention of their peers as well as the school faculty. It is the goal

of HOPE to encourage positive behavior by focusing on and rewarding the positive behavior.

The school wide positive behavior plan encourages students to follow the three Hope Pillars (also referred to as the three Rs), which are:

- **Respect** – Students show respect by thinking about other people and themselves before they act, listening, cooperating, and following expectations.
- **Responsibility** – Students show responsibility when they do their best work, complete their work, wear their uniform, and represent the school well.
- **Resiliency** – Students are resilient when they make good choices and when they learn from their mistakes. A resilient student makes mistakes but is not afraid to fix them.

Code of Conduct for Parents

HOPE Learning Academy of Toledo is committed to working with you for the good of your child. We value open, honest communication and promise to treat both you and your children with dignity and respect. Your decision to enroll your child in this school indicates your willingness to support and cooperate with the leadership and faculty of the school.

Parents have the responsibility to:

- Support school officials in their efforts to develop and maintain a well-disciplined school
- Speak with a civil and respectful tone of voice at all times
- Teach their child socially acceptable standards of behavior
- Teach their child to have respect for law, authority, and the rights and property of others
- Teach their child to be accountable for his/her own actions and help the child grow and develop into a self-disciplined citizen
- Follow the proper channels when conflicts arise. Speak with the teacher first then to the school leader
- Share the responsibility for student conduct with the school
- Maintain an active interest in the student's schoolwork and activities
- Require prompt and regular attendance at school

- Attend parent conferences
- Respect the time of the school leader, teachers, and staff by seeking appropriate appointments for discussion of issues and following rules and procedures of the school

Interventions for Students

Minor infractions will be handled in the classroom following the classroom teacher's policy. When the minor infractions cause the student to fall below 80% positive as reflected in Class Dojo the student will serve a reflective lunch and have a restorative meeting with the teacher most affected. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students will report to the assigned room or table for the entire lunch. Recess privileges may be lost as part of this discipline. Infractions that warrant an administrative decision will result in parent notification and may include a disciplinary action as defined below.

Intervention 1:

The student attends a reflective lunch for the 1st or 2nd time to complete a think sheet to reflect on the points that were lost prior to this reflection. The teacher most affected conducts a 5-10 minute one-on-one restorative meeting with the student acknowledging actions and verbally creating a plan to repair the harm. This can be done during a scheduled time, and by the most affected staff.

Intervention 2:

The student attends a reflective lunch for the 3rd time with the counselor/guidance team to complete a written letter/think sheet. The student, counselor/guidance team, and the teacher most affected willl conduct a 5-10 minute restorative meeting to discuss the previous reflections and create a plan to improve behavior. The goal is to acknowledge actions and plan to restore the relationship. The student's parent/guardian will be notified that the student has received 3 reflective lunches and they are working on a plan to resolve their behaviors.

Intervention 3:

After the 4th reflective lunch has been given the teacher will refer the student to the PBIS team. This team will work together to come up with an intervention plan to help the student be successful. This will include classroom observations and information about the antecedent to the behavior.

Intervention 4:
Administration (Behavior Specialist or Principal) is involved. They will have a restorative meeting with students and parents. This may lead to a Behavior Intervention Plan or adding a behavior goal to the student's IEP. There may be behavior consequences such as In-School Suspension, Out-of-School Suspension, etc.

Automatic Reflection

Occasionally, it becomes necessary to discipline a student for violating the established school rules or Code of Conduct throughout the school day. Such offecnce include but are not limited to; physical aggression, major destruction of property, or major disruption of class.
1st Reflection- Student will be removed from class for 30 minutes. During this time, calm-down strategies will be used, and reflection will be done. When the student returns to class, there will be a 5-minute restorative conversation between the student, administrator, and student(s), or teacher affected by the behavior.

2nd Reflection-Student will be removed from class for 1 hour in addition to serving a reflective lunch (that day or the next). When the student returns to class, there will be a 5-minute restorative conversation between the student, administrator, and student(s), or teacher affected by the behavior.

3rd Reflection- Student will be removed from class for the remainder of the day. When the student returns to class the next morning, there will be a 5-minute restorative conversation between the student, administrator, and student(s), or teacher affected by the behavior.

In-School Suspension (ISS)

The School Leader may decide a student would benefit from ISS rather than an Out of School Suspension. Students serving ISS will be permitted to make up and receive credit for assignments during the day of ISS. Parents will be notified of ISS and when it is to be served.

Guidelines for ISS will be issued and discussed upon assignment of ISS and may include special projects related to the infraction. Students are to bring schoolwork and complete assigned tasks.

Failure to comply and/or serve assigned ISS will result in further disciplinary action.

Out-Of-School Suspension (OSS)

When the School Leader determines that an OSS is warranted, the student will be notified of the infraction and provided with documentation indicating the parameters of the suspension. The Ohio Revised Code provides that a School Leader may suspend a child from school for not more than ten (10) days. The student and parents/guardians will be notified of the intent to suspend in writing and will include the specific reason(s) for the action. A student will be given the opportunity to appear at an informal hearing to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. Suspension may be invoked immediately after the documentation of the intent to suspend is issued and the student has been given the opportunity to explain her/her actions. Within 24 hours after the time of the suspension, a written notice will be provided the student and the parent/guardian, which included among other things, the reasons for such suspension, the right of the student or parent to appeal the action, and the right to be represented in the appeal by a representative of choice.

- Suspensions may cross semester lines and may be carried from one school year to the next
- Students may not attend any school functions while serving an OSS
- Students are not permitted on school grounds while serving and OSS
- Work that is missed during an OSS will be accepted at the teacher's discretion

Expulsion

If all other attempts to modify student behavior are unsuccessful, or a failure to serve previously issued consequences, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. The Ohio Revised Code provides that a School Leader or Superintendent may expel a pupil from school for periods up to eighty (80) days, and that a student is subject to a one (1) year expulsion for bringing a gun or a dangerous weapon on school property. If a student is expelled, the length of the expulsion may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

For Intent to Expel, a formal hearing is scheduled to be conducted no sooner than three (3) days and no later than five (5) school days from the date of the notice to expel. For a Removal with Intent to Expel, the formal hearing must be heard within 72 hours (3 school days) of the time of removal.

A student will be given a written notice of the Intent to Expel, which includes the specific reason(s) for the action. Parents are advised of the intended action by telephone, when possible. A copy of the notice is mailed within 24 hours and advises the student and the parent of the parameters of the expulsion including:

- The time and place of the hearing

- The reason(s) for the intended expulsion
- The right of the student or the parent/guardian to challenge the reason(s) for the intended expulsion or explain the student's actions
- The right to be represented at the hearing by a representative of choice

Emergency Removal

A student may be removed from the school setting without the formal suspension and expulsion procedures when it is determined that his/her presence poses continuing danger to persons or property or an ongoing threat of disrupting the academic process. Parents will be notified and further discipline may be assigned.

*During a period of suspension, expulsion or removal, the student may not enter into any school building or be on the premises of a building owned by or being used by North Central Ohio Education Service Center, nor may the student attend or participate in any school related activities. *

Permanent Exclusion

The Ohio Revised Code 3313.662 permits the State Superintendent of Public Instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village, or joint vocational school district. The Superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated as a delinquent child for committing, when he/she was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult on property owned or controlled by a school board or at an activity held under the auspices of a school board:

- Illegal conveyance or possession of a deadly or dangerous weapon on school premises
- Carrying a concealed weapon, a municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance
- Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration

- Complicity in any violation described above that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on the property

Guidelines for Code of Conduct Violations

The Discipline Code applies to all students attending HOPE. The age and grade of the student in question will be considered when consequences for violations are determined.

Please understand that our students are HOPE students at all times. A student who engages in conduct that is detrimental to the reputation of the school or has the potential to bring harm to any other individual, or impacts school safety and security may be disciplined in accordance with school policy regardless of its place of origin.

The following table is a list of possible violations/infractions and their consequences. This table is meant to serve as a guideline and is subject to the School Leader's discretion.

Violations or Infractions	Suspension ISS or OSS	Expulsion	Mandatory Expulsion
1. Disruption of School/Disorderly Conduct	•	•	
2. Harassment/Bullying/Cyber-Bullying	•	•	
3. Threats	•	•	
4. Use of Obscene Language/Materials/Pornographic Material	•	•	
5. Failure to Obey Instructions/ Insubordination/ Disrespect/ False Identification/False Information	•		
6. Forgery	•		
7. Cheating/Plagiarism	•		
8. Fighting	•	•	
9. Physical Assault/Harassment	•	•	
10. Sexual Assault/Harassment	•	•	
11. Inappropriate Display of Affection	•		
12. Damage of Property/ Vandalism/ Serious Vandalism	•	•	•
13. Theft/Robbery			•
14. Breaking and Entering	•	•	•

15. Trespassing/Unauthorized or Unsupervised Areas	•		
16. Narcotics/ Alcoholic Beverages/Drugs			•
17. Tobacco	•	•	
18. Hazing (Initiations)	•		
19. Explosives/False Fire Alarm/Bomb Threat			•
20. Arson			•
21. Dangerous Weapons and Instruments			•
22. Attendance/Leaving School Premises without Permission	•	•	
23. Dress Code	•		
24. Computers	•	•	
25. Animal/Plant Harm or Mistreatment	•	•	
26. Violation of Bus Rules on Public Transportation	•	•	
27. General Misconduct	•		
28. Gross Misconduct		•	

The penalty of mandatory expulsion for selected offenses as listed above may be waived at the discretion of the School Leader if the child involved is in the primary grades (K-3). A police report may be made on any warranted offence.

Notice: Video Surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive a discipline referral as a result of what is recorded, regardless of whether the incident was or was not witnessed by a staff member or volunteer.

1. **Disruption of School/Disorderly Conduct:** Students shall not, by the use of violence, force, coercion, threat, harassment, insubordination or any other means, cause disruption or obstruction to the normal operations of this school, including classroom instruction.
2. **Harassment/Bullying/Cyber-Bullying:** Students shall not harass other students, school employees, persons that are guests of the school, or persons conducting business for the school. This category applies to dating violence, remarks, or actions of a race, color, creed, or religious affiliation, ethnicity or national origin, disability, age, gender, sex or sexual orientation. Any student that purposefully and knowingly causes another student to feel afraid, intimidated, isolated, embarrassed or singled out will be charged with bullying.
3. **Threats:** Students shall not, through verbal, written, technological or any other means make comments stating that physical or emotional harm may come to

another person or to an institution. Bomb threats and other serious threats will result in expulsion from school.

4. **Use of Obscene Language/Materials/Pornographic Material:** Students shall not, verbally or by written word use obscene, vulgar, or profane language, make inappropriate gestures, or possess vulgar or pornographic material.
5. **Failure to Obey Instruction/Insubordination/Disrespect/False Identification/False Information:** No student shall fail to comply with any lawful instructions or requests of teachers, student teachers, School Leader, or other authorized personnel during any period of time when he/she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested. No student shall misrepresent his or her identification.
6. **Forgery:** Students shall not misrepresent a signature for any document.
7. **Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
8. **Fighting:** Students shall not physically fight with another person. At the discretion of the School Leader, the police may be called in to manage students who physically fight on school grounds.
9. **Physical Assault/Harassment:** Students shall not knowingly or recklessly cause or attempt to cause physical harm to another person. Violation of this rule will result in mandatory suspension, and may result in a permanent expulsion. At the discretion of the School Leader, the police may be called in to manage students who physically assault another person on school grounds.
10. **Sexual Assault/Harassment:** A student shall not sexually assault another person. This may include any unwelcome sexual advances in oral, physical, spoken, symbolic, or written format. Violation of this rule will result in mandatory suspension and may result in a permanent expulsion. At the discretion of the School Leader, the police may be called in to manage students who sexually assault or harass another person on school grounds.
11. **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss, sit on each other's laps, or demonstrate other similar acts of affection. Students shall maintain appropriate personal space. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
12. **Damage of Property/Vandalism:** Students shall not cause or attempt to cause damage of school property. Students shall not touch or handle another person's (including teachers' and staff) property without their permission. Students must pay for any damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary action. Serious vandalism will result in

mandatory suspension. (Serious vandalism is vandalism, which causes damage to property in the value of $150 or more.) Students must pay for damages prior to returning to school.

13. **Theft/Robbery:** Students shall respect the personal ownership rights of others and not take what does not belong to them. The School Leader may exercise the prerogative of reporting thefts to local authorities.
14. **Breaking and Entering:** A student shall not forcibly enter the school building or any vehicle on school grounds.
15. **Trespassing/Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised. A student shall not enter the premises while under suspension, expulsion, or other removal situations.
16. **Narcotics/Alcoholic Beverages/Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to, during, or after school or at school functions. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly.
17. **Tobacco:** Tobacco, in any form, shall not be carried or used by any student or adult on school property or at school events. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators will refer violations of tobacco policy to Juvenile Court.
18. **Hazing (Initiations):** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
19. **Explosives/False Fire Alarms/Bomb Threat:** A student shall not possess, handle, transmit, conceal, or use any fireworks, explosive device, or substance, which can be used as an explosive. Violations of this rule will result in mandatory expulsion. A student shall not cause a false fire alarm to be sounded, nor shall a student falsely communicate or cause to be communicated that a bomb is located in the building or on the premises. A student shall not damage or otherwise tamper with a fire alarm system or equipment. Violation of this rule will result in mandatory expulsion.
20. **Arson:** A student shall not burn property nor cause property to be burned. Violation to this rule will result in mandatory expulsion.
21. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit, or conceal any dangerous weapons or instruments on school property, in a school vehicle, or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a

weapon or dangerous instrument on school property, in a school vehicle, or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Ohio Revised Code 2923.122)

22. **Attendance/Leaving School Premises without Permission:** No student shall fail to comply with state attendance laws including, but not limited to "skipping", truancy, or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he/she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
23. **Dress Code:** Refer to Dress Code Policy
24. **Computers:** Computers/technological devices are provided for student use for teacher-assigned work in courses or programs. (See Acceptable Use Policy for Computers and Telecommunications)
25. **Animal/Plant Harm or Mistreatment:** A student, who brings harm to any animal or plant on school grounds, through purposeful intent or through inappropriate behavior, will result in discipline being issued.
26. **Violation of Bus Rules on Public Transportation:** Students must follow all bus rules posted from TARTA or TARPS. Failure to do so could result in disciplinary action or loss of bus privileges.
27. **General Misconduct:** Students shall refrain from throwing objects, being disruptive, abusive or excessively noisy in their behavior. Students must respect the rights and feelings of others.
28. **Gross Misconduct:** Repeated violations of the Code of Conduct/Expectations.

The School Leader retains the right to amend and adjust any discipline, including probationary conditions and consequences as appropriate under the particular facts and circumstances of different student's disciplinary records and perceived needs.

The School Leader is the final recourse in all disciplinary situations.

DRESS CODE

SHIRTS:

- **Students must wear plain solid knit polo shirts**
- Shirts must be loose-fitting
- Shirts can have long or short sleeves
- Navy blue school sweater (cardigan / pullover - optional)

- *NO Hoodies

PANTS:

- **Students must wear plain solid navy blue, black, or khaki pants**
- Pants must fit at the waist and have a relaxed fit through the seat and legs (loose fitting)
- No Cargo Pants, No jeans, No leggings for girls
- Grades K-3 can wear loose-fitting pants with an elastic waist

SHORTS:

- **Shorts must be plain solid navy blue, black, or khaki shorts**
- Shorts must fit at the waist and have a relaxed fit through the seat and legs (loose fitting)
- Shorts cannot be more than 2” above the knee
- Grades K-3 can wear loose-fitting shorts with an elastic waist
- No Cargo-style shorts, No jeans

SKIRTS/SKORTS/JUMPERS:

- **Uniform skirts, jumpers, and skorts must be plain solid navy blue, black, or khaki**
- Skirts, skorts, and jumpers cannot be more than 2” above the knee
- Must be worn with a uniform

SHOES:

- Only athletic or leather/canvas style shoes may be worn. (Crocs or similar shoes are not permitted.)
- Shoes must be closed toe with a back.

Students will be required to wear the school uniform on a daily basis. Please be aware that the dress code will be strictly enforced throughout the school year.

All students in grades K-3 must have an extra set of uniform clothing in case of accidents. Each student should have pants, shirt, socks, and underwear. Make sure clothing (or bag) is labeled.

Dress Code violations will be addressed in the following manner:

Homeroom teachers will check student clothing at the beginning of the day. When students enter the school building, they are required to remove all outerwear (jackets, coats, hoodies, etc.) and report directly to their homeroom class. At that time, students will listen to announcements, and teachers will address any dress code violations. If your student is in violation of the dress code, the following actions will be taken:

1st offense: student will be provided clothing to change into that adheres to the dress code expectations and a letter will be sent home to parents explaining the violation to the dress code.

2nd offense: student will be provided clothing to change into that adheres to the dress code expectations. A letter will be sent home to parents explaining the violation to the dress code and parents will be called to discuss the issue.

3rd offense: student will be provided clothing to change into that adheres to the dress code expectations. Parents will be called to discuss the issue. Student will receive reflective lunch on the day of the violation.

4th offense and beyond: student will be provided clothing to change into that adheres to the dress code expectations. Parents will be required to either bring proper clothing for the student to change into, pick up their student, or, should a parent not be available, student will attend in-school studies for the rest of the day.

Additional Dress Code Requirements

All jewelry must be appropriate and must stay in the possession of the owner. The school will not be responsible for any lost or missing items. No hair style (cut or color), makeup, jewelry, body perfume or spray will be allowed if it causes a distraction per the administration's discretion. The School Leader will determine any questions regarding "appropriateness".

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Building administrators have the final decision as to the appropriateness of all clothing and related issues.

Dress Down/Dress Up Day

Occasionally HOPE will offer a dress down/dress up day to its students. With proper notification from the teachers, newsletters, or notes from the office, students will be allowed to come to school dressed in respectable clothing of their choice. (See guidelines for requirements).

On dress down days students are NOT allowed to wear/display the following:

- halter tops or any midriff-length shirts or blouses shirts with suggestive or obscene messages
- shirts that promote alcohol, drug, or tobacco usage
- short skirts
- short shorts - must be fingertip length
- spandex shorts or spandex stretch pants
- pajama bottoms
- flip flops
- No hats, coats, gloves, or outerwear are to be worn in the building
- No high-heels, moccasins, croc style, house-shoes, or slipper

HEALTH SERVICES & MEDICATIONS

It is essential that the parents/guardians keep the school office informed about the child's medical condition. Health records are kept confidential.

Administration of Medication

HOPE wishes to cooperate fully with students, parents/guardians, and the medical profession to ensure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home. However, it is recognized that in certain circumstances it may be necessary to take medications during school hours. Guidelines have been established to maintain control of authorized prescription drugs within the schools and to ensure the health and welfare of the students. **Neither over the counter medication or prescription medication may be carried by students.**

In accordance with the Ohio Revised Code 3313.713, prescription medications must be kept locked in the School office and administered by school personnel. A "Request for Administration of Medication by School Personnel" form must be completed, including parent/guardian signature, and on file in the school office before any prescription or over-the-counter medication will be given by the staff. This includes asthma inhalers and EPI pens.

Parents must carry the student's medication into the school and to the office in the most current prescription bottle from the pharmacy.

- **Do NOT send medication to school with a student**

- **Do NOT send medication to school in a plastic zip-lock baggie – NO medication will be accepted unless it is in the original container from the pharmacy**
- **Medication should always be taken to the office by the parent in the original prescription bottle from the pharmacy**

Health Screening

The Ohio Department of Health mandates that vision and hearing screenings be completed on an annual basis. The Ohio revised code 3313.69 requires hearing and vision screenings of school children. HOPE Learning Academy of Toledo schedules annual vision and hearing screenings of all students. If your child is identified as having any abnormal findings, they will be re-screened shortly thereafter.

If you do not want your child to be screened, we will need to have a letter from the attending physician stating that he/she is presently being treated and screening should not be done.

Illness in School

Should your child become ill during the school day, a parent/guardian will be asked to pick up the child. If unable to reach the parent/guardian, the authorized person on the emergency medical form will be contacted to pick up your child. In the event that the authorized person picks up the child, and the child's immediate family has voice mail/answering machine, email, a notice will be left stating that the child went home with the authorized person and why. If the illness is of a life-threatening nature, the life squad will be called immediately followed by a call to the parents.

A child who exhibits the following signs of illness will be isolated in the school office and must be picked up:

- Temperature elevated to 99.5 degrees Fahrenheit or above (the child must be fever-free, diarrhea and/or vomit-free for at least 24 hours before returning to school)
- Skin rash of undetermined origin
- Diarrhea and/or vomiting
- Evidence of lice infestation
- Sore throat with a temperature elevation of 99.5 degrees
- Abdominal pain (not a belly-ache)
- Has an accident and may possibly need medical attention
- Has signs or symptoms of a communicable disease
- Pink eye (Conjunctivitis)

Parents/guardians should keep a child home from school following these health guidelines:

- If a child has a runny or stuffy nose with flu-like symptoms, he or she should not come to school
- A child should stay home for 24 hours after a fever breaks
- If a child is sick during the night or in the morning before school, he or she should stay at home
- If strep throat is suspected, the child must have a strep test taken to be sure that strep is not present. The child may come to school when the strep test reads negative
- If covid is suspected, the child must have a covid test taken to be sure covid is not present. The child may not come back to school until a covid test is negative
- Children having diarrhea should always be kept at home
- Children who are ill and come to school are not only subjecting the other children to illness, but are also at higher risk of catching something else since their resistance is lower.

The following is a list of the most common communicable diseases and their symptoms:

• **Chicken Pox** – feverish…with a rash that appears in the form of small pimples which will fill up with a clear fluid. Rash frequently begins on the trunk of the body or under arms. Incubation period is
14-21 days

• **Conjunctivitis (pink eye)** – Redness and swelling of the membranes of one or both eyes with some burning and itching, sensitivity to light, and a discharge. Immediate medical treatment is needed. Exclusion from school until fully recovered

• **Head lice (pediculosis)** – If your child is suspected of having head lice, he/she will be sent home immediately. Following evidence of proper treatment and that all nits have been removed, the child may return to school. The school does not routinely check children for nits/head lice. The school should be contacted immediately if you discover your child has head lice

• **Fifth's Disease** – Fever, bright red rash usually beginning on face (slap cheek) and spreads to trunk, and extremities. Normally clears in one week. Incubation period 12-14 days

• **Hand, Foot & Mouth (coxsackievirus)** – Fever with a raised rash particularly on palms, soles and around the mouth that progress to blisters and scabs. May have painful sores in mouth that cause swallowing to be difficult

• **Scarlet Fever and Streptococcal (sore throat)** – fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever/scarlatina. Incubation period is 2-5 days. Isolation for 48 hours after the start of antibiotic treatment is suggested. The child may return to school with a note from the doctor that the child has been treated and is released to return to school. Incubation is 3-6 days.

• **Ringworm (tinea)** – If on scalp may have patches of temporary baldness and hair of affected area will be brittle. If on skin, will have flat ring like rash with inflammation that may itch and burn

• **Mononucleosis** – Fever, sore throat with swollen glands, fatigue and possibly abdominal pain. Incubation 30-50 days

If a classmate of your child has been diagnosed with a communicable disease, as soon as the school has been informed, you will receive a letter explaining the diagnosed disease and what to watch for in your child. No names will ever be mentioned in the letter

Immunization Requirements

Students in Kindergarten through Eighth grade, unless otherwise exempt, must be immunized against certain diseases by type of vaccine and number or required doses (Ohio Revised Code 3313.67). The parent/guardian must submit written evidence obtained from the physician that their child meets or exceeds the minimum immunization requirements.

Special Diets/Food Restrictions

HOPE Learning Academy of Toledo understands that certain students must follow specific diets/food restrictions for medical reasons. If a child has a special diet or certain food restrictions, it is the parent's responsibility to inform the school office. It is also the parent's responsibility to supply food that meets these dietary or restriction guidelines in daily lunches and at all school functions. This includes school-wide and classroom parties.

Parents should always check with their child's homeroom teacher before sending any snacks to school, to make sure what they plan to send will be safe for all students in the classroom.

GENERAL SCHOOL INFORMATION

Red Folders

Red Folders may be given to all students in grades K-8 at the beginning of each school year. If assignment folders are lost, they must be replaced at a charge within five (5) days. Students are expected to keep a written record of all class assignments and important information, including communications from the teacher/office. Parents are expected to review and sign the planner nightly for academic, clerical, or behavioral notes from school personnel.

Bathroom Accidents

All students must be able to toilet themselves while at HOPE. If an accident occurs, students will be required to clean-up/change themselves or a parent/guardian will be called to assist. HOPE staff is unable to provide personal sanitary assistance. Students in K-3rd grade should always have a labeled change of clothes at school.

Book and Library Resources

Students who have overdue, lost or damaged materials will lose library privileges. Report cards may be held until the overdue materials are returned and/or the lost/damaged material fines are paid.

Bus Service

HOPE Learning Academy of Toledo does not offer bus service, however TPS provides bus services to some of the students attending HOPE. Each individual school district has a transportation contract. It is the parent/guardian's responsibility to contact the school district that the child resides in. Arrangements to use public transportation, i.e. TARTA, are also the parent's responsibility. All students riding a bus are expected to observe all safety regulations. Failure to do so could result in the loss of bus privileges for a period of time or permanently. Students who misbehave on the bus will be given a citation. If a student continues to misbehave, parents will be called and immediate action will be taken.

Alternate Transportation
The safety of your child is our primary concern. Therefore, whenever *any* student will be picked up by someone different (even if they are on your transportation list) or picked up early for an appointment, parents must notify the school ahead of time. This can be done by a note, a class dojo message, an email, or a phone call. If the office is not notified, your child will be sent home via their normal way. Students who are being picked up by a parent or other authorized person must be picked up on the school property. Arrangements for a student going home with another student must be made at the beginning of the school day, and BOTH sets of parents need to notify the school office.

Cell Phones/Electronic Devices

Cell phones and personal electronic equipment are not allowed in school. Students with cell phones, or other personal electronic equipment, must turn them in to the main office upon arrival at school. Student's phones will be returned at the end of the school day. If emergency phone calls must be made, the school office will call parents.

The School Leader will determine the appropriate consequences for students who do not turn their phones in to the office.

Change of Address or Phone

*****Please inform the school office immediately if your address or telephone numbers (work, home, cell) change. This is important for records and emergency/medical situations.**

Delays and Closings

In case of severe weather, HOPE Learning Academy of Toledo will notify local TV and radio stations regarding the decision to close school or delay its opening.

- WTVG Channel 13ABC
- WNWO Channel 24NBC
- WTOL Channel 11CBS
- Facebook
- REMIND text messages (be sure to sign up each year)
- Class Dojo

Emergencies and Drills

Fire drills and tornado drills will be held periodically during the year. When these alarms are sounded, it is important for the students to cooperate and to react quickly and calmly to directions. The classroom teachers will provide procedures for these events during the first week of school and throughout the year as needed.

Building lock-down drills will also be held to practice the procedure. A building lock-down may be used in the case of a threat to the school or proposed threat. Students will be instructed on these procedures during the first weeks of school.

During any drill or emergency situation, students who are away from their classroom (restroom, drinking fountain, and hallway) should proceed to the nearest classroom.

The staff has been trained to deal with an emergency situation. In case of electrical outages, students will remain in the classroom until instructed otherwise by the School Leader.

HOPE has developed an Emergency/Crisis Management Plan, which will be implemented in the event of a crisis.

Emergency Information

Each student is required to have on file, in the school office, the following accurate and current information, which may be accessed in case of an emergency. It is the responsibility of the parent/guardian to provide this information to the school and to alert the school anytime there is a change to it:

- Parent or Guardian names
- Complete and up-to-date addresses
- Current home phone, cell phone, and parent work phone numbers
- Emergency phone number of a friend or relative
- Physician's name and phone number
- Medical alert information
- Alternate/Emergency Dismissal Plans
- List of people authorized to pick-up student

Updated phone numbers are crucial to the safety of your child. Please make sure the people we have been asked to contact in case of emergency are willing and able to accept responsibility for your child in case you cannot be reached. Identified persons should be able to be reached during the school day at the numbers you have provided. In the event HOPE is not able to contact your or any of your emergency contacts, the School Leader is authorized to proceed with any action deemed in the best interest of the child. This includes contacting the police and/or children services, if warranted.

Emergency Threat Level

The safety of the children is our top priority. For this reason, we have procedures in place should the Department of Homeland Security announce an **IMMINENT** Threat Alert.

If an **IMMINENT** Threat Alert occurs ***before*** school hours, school will be closed and all activities cancelled until the threat is cancelled. If an **IMMINENT** Threat Alert occurs during school hours, students will remain in school unless otherwise directed by the Regional Terrorism Task Force. All activities and events will be cancelled.

Should an **IMMINENT** Threat Alert occur, your cooperation in not calling the school or coming to pick up your child (ren) will greatly assist our efforts to secure the building and keep your child(ren) safe.

The Regional Terrorism Task Force will stay in contact with the school. Because the phone lines need to be kept open, we ask you not to call the school. The building will be secured. Local safety authorities will keep us informed through the media.

We will contact families as dictated by the Regional Terrorism Task Force.

In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the school may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to parents will be through the following local television and radio stations:

- WTVG Channel 13ABC
- WNWO Channel 24NBC
- WTOL Channel 11CBS

- Class Dojo
- Remind

Once students are secure and safe, school personnel will contact parents with sign out procedures. Students will only be released to parents or individuals listed on their emergency medical form.

Field Trips

School-sponsored field trips are arranged in advance with the School Leader's approval. Written permission from a parent is necessary before a child may participate. ***The school will provide permission forms and only these forms will be accepted as permission for the trip.*** Students without written parental permission or a current emergency medical form will not go on the outing. Before the field trip, teachers will send home a form, which outlines such things as the educational purpose of the trip, the cost per student, lunch arrangements, necessary supplies, dress code, and departure and return times. Parents may choose not to have their child participate in the field trip. If a parent chooses this option, the child will be required to remain at home. **This will be an unexcused absence.** All students are expected to abide by the HOPE Learning Academy of Toledo Code of Conduct and Discipline Policy regardless of location.

Lost and Found

Please check the hall to the cafeteria for lost articles. Lunch boxes, jackets, and sweaters are several of the most common "misplaced" items. In order to help prevent lost items, please write the student's name on lunch boxes, water bottles, and clothing, especially uniforms. Unclaimed items will be sent to charitable organizations.

Lunch

With the enactment of the new Healthy Choices for Healthy Children Act parents are required to pack a healthy lunch for their child every day.

- **NO SODA POP/ENERGY DRINKS** will be allowed at lunch or any other time of the day. Students are also not allowed to bring coffee or tea to school.
- PLEASE DO NOT SEND BEVERAGES IN GLASS CONTAINERS.
- **DO NOT SEND LUNCHES THAT NEED TO BE MICROWAVED.**
- Parents delivering restaurant food MUST contact the office prior to lunch. Third Party food deliveries will not be accepted.
- Visiting students during lunch is not permitted.

Snacks

Elementary classes may have a designated snack time. Students will not be permitted to eat in the classroom during instructional periods.

Students may ONLY bring water bottles with plain water. No pop, juice, tea, power drinks, or other flavored beverages are permitted in the classroom. **If you wish to bring in Birthday treats for your child, you MUST get prior approval from the classroom teacher. Only individually wrapped treats will be permitted. Birthday treats will be distributed either during lunch or prior to dismissal. No restaurant food deliveries will be accepted for the class without prior approval. Uneaten treats will be sent home.

Money

Students should not bring money to school unless it is for a specific purpose. **When it is necessary for students to bring cash, the money should be placed in a sealed envelope or zip lock bag with the student's name, purpose, and the amount of money sent, written on the front.** Large amounts of cash should never be sent with students.

Non-Sufficient Funds Fee (NSF):

Should a check to the school be returned to the school for insufficient funds in the account upon which it was drawn, the school will charge the writer of the check a $20.00 fee. This fee is in addition to any fees the bank may charge.

Arrival & Dismissal

The doors open at 8:15am for students. Homeroom begins promptly at 8:30am and students will be considered tardy if they arrive to homeroom after 8:30am.

Students will not be permitted in the building prior to 8:15am. **Students should not arrive earlier than 8:15am. NEVER drop your child off in front of the building and drive away, leaving him/her unsupervised.**

School is dismissed at 3:00pm. Cars should line up just as they do in the morning, and wait for their child to be called down. All students should be picked up no later than 3:15pm. If you are going to be late, please call the school to let us know. If someone else will be coming to pick up your child, please let us know that ahead of time.

Drop-off and Pick-up

- During drop-off and pick-up ALL cars should be going in the same direction. Our parking lot is ONE WAY, and cars should always enter the parking area off of Maxwell Rd. and exit the parking area onto Rushland. Never enter our parking lot from Rushland. It is dangerous for students, parents, and staff.

- Students are not allowed into the building until 8:15am. Please do not ring the bell for them to come into the building earlier than that. Students should stay in their car until a staff member comes outside to let them into the building.

- Parents who arrive earlier than 8:15am should pull their car all the way forward towards Rushland, so that more cars can line up behind them in the parking area without having to line up in the street.

- Once the car line has started moving out of the parking lot, parents should let their children out of the car at the designated drop-off area in front of the school door. Please do not let your child out of the car until you are at the designated area.

- Unaccompanied students should never walk through the parking lot during arrival. Also, students should never be dropped off in the street and allowed to walk to the door alone.

- If you arrive late, please park your car in a designated parking spot and walk your child into the building to sign them in for the day.

- When picking your child up at dismissal, please follow all of the rules above.
- Dismissal begins at 3:00pm and all students should be picked up no later than 3:30pm.
- Whenever there are any changes as to who will pick up your child, always notify the school office as to what changes will take place so that the dismissal team knows what is happening and who to look for when calling your child down to go home.

Office Hours

The hours for the Front office are 8:00am to 3:30pm on days that school is in session. ALL students must be picked up no later than 3:15 pm. If you are going to be late picking your child up, please make sure to call ahead of time to let us know. Summer hours will be available on the website.

Parent Communication Policy

It is the goal of the staff at HOPE to build strong relationships with the families of our students. These relationships facilitate an awareness of academic and personal circumstances that are unique to each student. Parents are encouraged to contact the school when any questions arise or changes occur that may affect the students' academic experience.

Teachers can be reached in several ways. It is expected that all communication be respectful, constructive, and relevant to the students. **Teachers will not be interrupted during class.**

Telephone messages can be left with the Administrative Assistant to give to the teacher. Messages will be returned in a timely manner. Parents can also contact teachers through email and Class Dojo.

Written communication is best done in the student Red Folder provided by the school. All notes received in the office will be delivered to the appropriate staff member.

Face-to-face conversations should only be held outside of class hours and never during dismissal. We strongly encourage parents to call and set up a time to

speak to the staff for more effective communication. **Teachers will not be available to take phone calls during teaching hours.**

Please respect the privacy of meeting rooms and the staff lounge at all times.

Parent Complaint Policy

All parties who interact with the school have the right to file a complaint regarding a public education agency's alleged violation of Federal and State law. All complaints must be filed in writing and must be clearly marked as a complaint. Any complaint must be filed within three (3) days of the alleged incident.

An internal review for all written complaints will be conducted within 7-10 days. Depending on the nature and severity of the complaint, an investigation may take up to three (3) months to be resolved.

The following steps must be followed for all complaints:

Step 1 Classroom Teacher	Always start with the classroom teacher when there is a problem with your student's education. Teachers are available before and after school and can be reached by class dojo and email.
Step 2 Assistant School Leader	If you are not satisfied with the outcome from the classroom teacher, you may submit your written complaint to the Assistant School Leader. The Assistant. School Leader will follow up and respond to the complaint.
Step 3 School Leader	If you are not satisfied with the outcome from the Assistant School Leader, you may submit your written complaint to the School Leader. The School Leader will follow up and respond to the complaint.
Step 4 Superintendent	If you are not satisfied with the outcome from the School Leader you may submit your written complaint to the Superintendent. The Superintendent will follow up and respond to the complaint.

Step 5 NCOESC	If you are not satisfied with the outcome from the Superintendent, you may submit your written complaint to North Central Ohio Educational Service Center.

Parent Organization

The Parent Teacher Organization (PTO) is a school organization comprised of parents, teachers, administrators, and volunteers whose objective is to provide support to the scholastic and extracurricular programs of our school through fund raising and volunteer assistance. It is a mechanism by which parents can become involved and contribute to the continuing excellence of the school as well as voice their suggestions and concerns.

What are the goals and objectives of the Parent Organization?

Providing a better education for the children requires a close working relationship among parents, administrators, teachers, students, and the community. The goals and objectives include, but are not limited to:

- Expand parental and teacher involvement
- Build greater parental trust and support for the school personnel
- Communicate effectively with parents, administrators, teachers, students and the community members
- Ensure high academic standards among all students

Parties and Invitations

All activities that might be considered “parties” must be cleared with the teacher and/or School Leader. Students may bring in healthy treats for the entire class for their birthdays, if they so wish. Treats should be simple enough so as to be distributed by the student. These treats will be given at a time specified by the classroom teacher. **Unless there are invitations for the entire class, no invitations will be given out at school.**

Personal Items

The school will not accept responsibility for lost, stolen, or destroyed personal items of students. Students are encouraged not to bring belongings to school,

such as basketballs and/or footballs, which are not necessary for education. More specifically, electronic games, toys, CD players, MP3 players, iPods, iPads, cell phones, pagers, and/or boom boxes are not permitted unless the classroom teacher has granted written permission. Should the item be brought to the school, the school is not responsible for lost, stolen, or destroyed personal items. If any items deemed inappropriate are brought to school, they will be confiscated and held in the school office until the parent, guardian, or caregiver properly retrieves it. Please be aware that HOPE Learning Academy of Toledo will not be held responsible for anyone who loses or gets injured as a result of wearing earrings or other jewelry throughout the school day.

Recess

All students have recess daily. All students are expected to go outdoors at this time, weather permitting. It is the parent's responsibility to ensure the children have proper clothing for the weather.

Safety

HOPE Learning Academy of Toledo has a security system in place, including a camera, to monitor visitors entering the building.

School Pictures

School pictures are taken in the early fall. Order forms are sent home with the student before pictures are taken. Payment is due in full prior to pictures being taken.

School's Right to Search

Desks, lockers, or storage places provided for student use are, and remain at all times, property of HOPE. These areas and the contents thereof, are subject to a random search at any time, pursuant to board policy. When there is reasonable cause to believe that a student may be in possession of evidence or that the law or a school rule has been violated, school administrators are authorized to conduct reasonable inspection of school property or student property brought on school grounds. HOPE reserves the right to search all areas, as necessary, for the maintenance of the educational process or to protect the health, safety, and welfare of all students and staff.

Student Photos/Media Interviews

During the year, HOPE will often have the opportunity to photograph and videotape students in a variety of school related activities. Student recognition programs, academic programs, and fine arts programs are a few examples of these activities.

As such, these personally identifiable photographs and/or videotape footage may be used in communication tools such as newsletters, brochures, and NCOESC media information. HOPE reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our school is an integral part of reporting responsibility to our community and is a way of sharing in the success of our school and students. However, it is our primary goal to respect your privacy. Parents have the right to submit a written request to the school office, within two weeks after the first day the student is enrolled in a school year, directing HOPE not to release the information listed above.

Telephones

Teachers will not be called to the phone when they are in class. If you need to speak with a teacher, please call the school office and a message will be taken. You can also send a dojo message or email. Under normal circumstances, school matters can be handled at school so that there is no need for parents to contact teachers at their homes.

School telephones are for official school business and NOT for routine student use. Students need to know how they are getting home from school ***before*** they arrive each day. If there is a change the school office should be notified to inform the student of the change at dismissal. **Students will NOT be pulled out of class to take personal phone calls from parents.**

Visitors

By State law, all persons who are not regular members of the school personnel must report to the office and state their reason for being on school grounds or in the building. The office will decide if the person can remain in the building. This law is for the protection of students and staff and will be enforced.

- All visitors must report to the office upon entering the building, sign-in, and obtain a visitor's pass

- NEVER ask a student/teacher to open any other door for you. This is against Hope's safety protocol. You must buzz to the office prior to entering the building.
- Students cannot and will not be called out of class or will class interrupted for non-emergency reasons.

The School Leader and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering buildings and loitering on the grounds.

Volunteers

The protection and well-being of all students enrolled in HOPE Learning Academy of Toledo are paramount. Please be advised that Senate Bill 187 was signed into law on December 21, 2000 and became effective March 22, 2001. This Act requires the school to notify all prospective and current volunteers who have or will have unsupervised access to children on a regular basis to complete necessary volunteer forms and may be subject to a background check.

Volunteer opportunities include: Lunch/Recess Monitor, PTO Involvement, and/or Beautification of School Campus

Communication Folders

The quarterly Communication Folder is used for communication between the school and the parents/guardians. Each quarter, please review the contents of the folder. Sign and return any necessary documents by placing them back in the folder. A signature on the outside of the folder indicates that you have reviewed all enclosed information.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

HOPE Learning Academy of Toledo is pleased to make available to students access to interconnected computer systems within the School and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy

such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy of the School and Internet Service Provider (ISP) that provides internet access to the school. Upon reviewing and signing the policy as the students have been directed, each student will be given the opportunity to enjoy internet access at the school and is agreeing to follow the Policy. If a student is under 18 years of age, he/she must have his/her parent/guardian read and sign the Policy. The School cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the School Leader. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules of this Policy, but are agreeing to report any misuse of the network to the classroom teacher or School Leader. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his/her property.

II. TERMS OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed policy and follows the Policy to which he/she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy every school year during which they are students in the School before they are given an access account.

III. ACCEPTABLE and UNACCEPTABLE USES

A. Educational Purposes Only. The School is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with your classroom teacher or School Leader to help you decide if a use is appropriate.

B. Unacceptable Uses. Among the uses that are considered unacceptable and which constitutes a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance, the possession or use of, which is prohibited by the School's Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials.

2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb," or other harmful form of programming of vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

4. Uses that are commercial transactions. Students or other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses, which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or

stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Do not assume that a sender of e-mail is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

IV. INTERNET SAFETY

A. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the classroom teacher or School Leader.

B. Personal Safety. Be Safe. In using the computer network and Internet, do not reveal your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" or Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or Municipal Ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion; 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 stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The school reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at minimum, have his/her access of the computer network and Internet terminated, which the School may refuse to reinstate for the remainder of the student's enrollment in the School. A user violates this Policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he/she permits another to use his/her account or password to access the computer network and Internet, included any user whose access has been denied

or terminated. The School may also take other disciplinary action in such circumstances.

The School will employ appropriate measures to restrict and monitor materials accessed by students. The School will not be liable if a student overrides these protective measures or purposefully does not follow the directions given when using a school computer.

The School makes no warranties of any kind, either express or implied, in connection with its provision of access to and the use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parents/guardians arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parents/guardians are agreeing to indemnify and hold the School, the Date Acquisition Site that provides the computer and Internet access opportunity to the School and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parents/guardian agree to cooperate with the School in the event of the School's initiating an investigation of the user's use of his/her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School's network.

SOCIAL MEDIA POLICY

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at HOPE Learning Academy of Toledo are necessarily high. While we respect the right of students, alumni, employees and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by students and staff at all times, as well as by alumni and all other users who participate in HOPE-sponsored sites.

Comments to HOPE Learning Academy of Toledo-sponsored sites are welcome and encouraged. To promote respectful discussion within this forum, we expect that you will be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Users are to engage in exchanges with mutual respect for others' opinions. For the privacy of users and their families, assume that all postings to the School-sponsored site will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind.

By posting a comment or other material to the School-sponsored site as outlined above, users give HOPE Learning Academy of Toledo the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. The School reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

HOPE Learning Academy of Toledo further reserves the right to reject or remove comments for any reason, including but not limited to, our belief that the comments violate this Comment Policy; to determine, in its sole discretion, which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to, our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

The School also reserves the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on a HOPE Learning Academy of Toledo-sponsored site, you agree not to:

- Post material that HOPE Learning Academy of Toledo (HOPE) determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity

- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse

- Post material that infringes on the rights of HOPE or any individual or entity, including privacy, intellectual property or publication rights

- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by HOPE, except in designated areas specifically marked for this purpose

- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the HOPE-sponsored site

- Allow any other individual or entity to use your identification for posting or viewing comments

- Post comments under multiple names or using another person’s name

HOPE Learning Academy of Toledo reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.

- Remove or edit comments at any time, whether or not they violate this Policy

User agrees to indemnify and hold harmless HOPE Learning Academy of Toledo, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorney’s fees and costs) arising out of any claim by a third party relating to any material user has posted on HOPE-sponsored sites. By posting a comment or material of any kind on a HOPE-sponsored site, the user hereby agrees to the Policy set forth above.

Student Use of Social Networking Sites

HOPE Learning Academy of Toledo (HOPE) respects the right of students to use social media and networking sites, as well as personal websites and blogs, but it is important that students’ personal use of these sites do not damage the School’s reputation, its employees, or its students or their families. Students should exercise care in setting appropriate boundaries between their personal

and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. The School strongly encourages all students to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites. When using a social media site, a student may not include current staff as "friends", "followers", or any other similar terminology used by the various sites. If a student maintains or participates in a HOPE-sponsored online community that extends to persons who are fellow students, parents, alums, or other constituents, she/he must exercise good judgment about any content that is shared on the site.

Creating and Maintaining Official HOPE Learning Academy of Toledo Social Networking Sites

All "official" HOPE Learning Academy of Toledo (HOPE) social networking sites must be approved by the Webmaster and the School Leader and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits with MIS guidelines and is appropriate to the subject matter of the page
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the MIS network

Unauthorized pages that have not been approved by the Webmaster and the School Leader will be treated as personal pages, and are therefore limited to the standards provided above.

Bullying Policy

The following is taken from and in compliance with the HOPE School Board policy titled **Anti Bullying, Harassment, and Intimidation Policy.**

Bullying/Harassment/Intimidation is unwanted, aggressive behavior that involves

a real or perceived power imbalance in which the person being bullied has difficulty defending him/her self.

In order to be considered bullying/harassment/intimidation, the behavior must be aggressive and include:

- An Imbalance of Power: This includes physical strength, access to embarrassing information, or popularity to control another person or persons who have difficulty defending him/her self.
- Repetition: The aggressive bullying behavior must happen more than once and over a period of time or have the potential to become repetitious.

Types of Bullying/Harassment/Intimidation

Physical: Hurting a person's body or property

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's property
- Making intimidating hand gestures

Verbal: Saying or writing aggressive things

- Teasing/name calling
- Threatening to cause harm
- Sexual comments
- Racist or homophobic remarks

Social: Hurting a person's reputation or damaging their relationships

- Leaving a person out of a group on purpose
- Telling others not to be friends with another person
- Spreading rumors about someone
- Embarrassing someone on purpose

Cyber: Social or verbal bullying done through the use of technology

- Telephone/texting
- E-mail/chat rooms
- Social media (i.e. twitter, facebook)

HOPE Learning Academy of Toledo Prohibits Bullying/Harassment/Intimidation

- On school grounds owned, leased, or used by the school or on property immediately adjacent to school grounds

- At any school-sponsored or related activity, function, or program whether on or off school grounds
- Through the use of technology or electronic device owned, leased, or used by the school
- At a location, activity, function, or program that is non-school related, if the bullying occurrence or occurrences negatively effect the school environment
- Through the use of technology or an electronic device that is not owned, leased or used by a school if the occurrence or occurrences negatively effect the school environment.

Intervention Plan

- **Student Reporting:** Students will report a bullying, harassment, or intimidation incident as defined above to the faculty member in charge at the time of the incident. Protective measures will be taken against the student who reports the bullying, harassment, or intimidation incident. HOPE prohibits retaliation against any student reporter of a bullying, harassment, or intimidation incident. **It shall be noted that any student making a false bullying, harassment, or intimidation report will be held to the same disciplinary actions listed below.**

- **Faculty Reporting:** When a faculty member is made aware of a bullying, harassment, or intimidation incident either by observation or student reporting, they are required to notify the School Counselor via email. It is to the discretion of the faculty member to decide if the observed or reported incident is in fact a bullying, harassment, or intimidation incident as defined above.

- **Bullying Incident Form:** The Guidance Counselor will complete a Bullying Incident Form. Each time a form is filled out it is to be sent home with the aggressor of the incident and to be signed by the parent/guardian. A copy of each form filled out will be put in the School Leader's mailbox as well as the Guidance Counselor's mailbox and appropriate intervention and/or disciplinary actions will take place. A record will be kept of all forms sent home.

Disciplinary Actions

- **First Confirmed Incident:** The School Leader and Guidance Counselor are made aware of the incident and appropriate intervention is put into place. Including but not limited to Reflective Lunch/Recess.

- **Second Confirmed Incident:** Bullying Prevention Project with Guidance Counselor.

- **Third Confirmed Incident:** In school suspension and parent meeting

- **Repeated Confirmed Incidents:** Out of school Suspension

Prevention Plan

All HOPE students will take part in an Anti-Bullying unit that is age appropriate at the beginning of the school year. Students will learn about and discuss the types of bullying/harassment/intimidation and the emotional consequences of being a target. Students will be made aware of the consequences of being an aggressor in a bullying, harassment, or intimidation incident.

Students will continue an ongoing learning process throughout the year when learning positive social behaviors in Social Skills class. The Social Skills curriculum includes, but is not limited to, friendship skills, problem solving skills, positive social behavior expectations, and anger management.

The School Leader retains the right to amend the HOPE Learning Academy of Toledo's Parent/Student Handbook. Parents and Faculty will be given prompt notification if changes are made.

HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received, read, and agree to uphold the policies outlined in the Parent/Student Handbook, including the School's Right to Search, the Code of Conduct, and the Attendance Policy.

Parents/Guardians must inform the school of changes in residence, custody, and home, work and emergency telephone numbers. If the school is unable to contact you directly or through identified emergency contact numbers, we reserve the right to take the necessary steps in the best interest of the child.

ACCEPTABLE USE & INTERNET SAFETY POLICY/SOCIAL MEDIA POLICY

My signature below indicates that I have received, read, and agree to uphold the Acceptable Use & Internet Safety Policy AND the Social Media Policy included in the Parent/Student Handbook. My student may use the Internet while at school pursuant to the board policy and agrees to abide by the rules of the policy.

BULLYING POLICY

My signature below indicates that I have received, read, and agree to uphold the Bullying Policy included in the Parent/Student Handbook.

Parent/Guardian
Signature_____Date_____

Student Name (print) _____

Student Signature_____

Grade_____ Homeroom Teacher_____