



CLARK PREPARATORY ACADEMY

*Big Dreams.
Your Small School.*

Parent - Student Manual

2016-2017 School Year

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

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MISSION AND VISION

MISSION- Clark Preparatory School (the “School”) is dedicated to improving the lives of its students by providing authentic learning experiences in a collaborative, nurturing environment that will build a foundation for students’ success in school, at future work, and in life.

To achieve the mission, our School will integrate current learning technologies into each classroom. We will offer authentic learning experiences that are representative of how children learn best, as well as offer a schedule and support activities that enable each student to reach to his or her potential. We want our students to leave with the skills and abilities necessary to achieve academic excellence, personal growth, and success as lifelong learners. This mission requires the support of the faculty, staff, families, and community in order to encourage and empower students to be responsible and valued citizens.

VISION-The School's vision is to improve the lives of its students and stakeholders through education.

DAILY SCHEDULE

School Hours- 8:45 a.m. - 3:30 p.m.

Arrival – 8:45 a.m. - 9:00 a.m. -No student should arrive before 8:45 unless participating in the before care program. The building is not open and adult supervision is not available.

Breakfast- is available from **8:45 a.m. - 9:05 a.m.** All students need to be in the cafeteria by 9:05 in order to be served breakfast.

Dismissal - 3:30 p.m. - Any students not picked up by 3:40 p.m. will be taken to the office to call a parent/guardian.

VISITORS

We welcome parent involvement and encourage your support. For the safety of all children, visitors must enter the main doors and report to the office to sign in. Please do not go directly to the classrooms, cafeteria, or playground until you have checked in with the office. All school doors will be locked once school begins.

VOLUNTEER POLICY

The School has a Parent Volunteer Policy, which requests that parents volunteer a minimum of 8 hours per school year. If you are unable to fulfill these hours, see the Director to discuss options. Parents who volunteer to supervise children may be required to complete the necessary volunteer forms and may be subject to a background check dependent upon their level of contact with students to ensure student supervision and safety.

ABSENCES

Parents are required to call the school prior to 9:30 a.m. in order to report their child's absence. Each student is expected to be punctual and regular in attendance. Perfect attendance will be recognized each grading period. Students with more than two tardies per grading period or leaving early more than two times per grading period will not be eligible for this award. Absences are excused for the following reasons:

- Medical appointment
- Under a doctor's care
- Death of an immediate family member
- Personal illness
- Court appearance
- Religious observance
- Other as deemed by the building Director.

When your child returns to school after an absence, he/she is expected to provide a written excuse from a parent/guardian explaining the absence.

Pursuant to State Law, a student will be automatically withdrawn from the School if without a legitimate excuse the student fails to participate in one hundred and five consecutive hours of the learning opportunities offered to the student.

The School will act according to any federal, state, county and/or local laws or rules for any student who is deemed truant, including but not limited to referring the parent/guardian of the student under eighteen (18) to Juvenile Court for possible prosecution.

TARDINESS

Students arriving after 9:30 am should report to the office before going to class. Parents are expected to sign students in at the office if they arrive late or if they are dismissed early. Repeated tardiness will be followed by a phone call and/or letter sent to the parent.

APPOINTMENTS/LEAVING EARLY

Students should only be signed out early for scheduled student related health care appointments or for emergencies. In order to leave school early, a student must bring a note from home with the date, time and parent/guardian signature. This note must be shown to the teacher and then sent to the office. Teachers are NOT allowed to release students from the classroom. Students will be released only to parent/guardians/others showing proper identification who are listed on the enrollment forms and must be signed out from school in the office. No student is to leave the school grounds at any time without permission from the office. If there is someone who is not to pick up your child for any reason, notify the office in writing. Students will NOT be called down to the office unless the parent/guardian is present.

TRUANCY

The School will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant, including but not limited to referring the parent/guardian of the student under eighteen (18) to Juvenile Court for possible prosecution.

The term “truancy” means:

- Leaving school without permission;
- Being absent from school without a parent’s/guardian’s knowledge;

Habitually Truant

Student has:

- 5 consecutive unexcused absences; or
- 7 unexcused absences in one month; or
- 12 unexcused absences in one school year.

Chronically Truant

Student has:

- 7 consecutive unexcused absences; or
- 10 unexcused absences in one month; or
- 15 unexcused absences in one school year.

If the student is habitually truant and the student’s parents have failed to improve the student’s attendance, the administrator may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant" and that the child's parent violated the School Attendance Law.

If the student is chronically truant and the parent fails to get the child to school the School must file a complaint in the juvenile court jointly against the child and the parent. The complaint must state that the child is a "delinquent child" by virtue of being a "chronic" truant, and that the parent has violated the School Attendance Law.

WALKERS

We encourage children to walk straight home every day. Children are not permitted to play on the playground after school unless supervised by a parent. If there is a change in transportation a written note by the parent/guardian must be submitted to the office early in the morning each day of a change in transportation. If you send someone to pick up your child, please identify them in your note. Students who are walkers will be asked to walk on the sidewalks and designated walk ways. They will not be permitted to walk through the parking lot or between parked cars. They are expected to go directly home.

BEFORE AND AFTER SCHOOL CARE

Before and after school care may be provided for parents of students registered at our school at the parent's expense. The before and after care program may be made available every day that school is in session from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. We need a minimum number of students in order to offer this service. Please call the main office for more information.

ADMISSION, ENROLLMENT AND LOTTERY

Admission to the School is open to any student grades K through 8 who reside in any district in the State of Ohio and who is entitled to attend school per ORC Section 3313.64 or 3313.65. Kindergarten students must turn five on or before September 30. The School will follow the Ohio Department of Education's Model Student Acceleration Policy for Advanced Learners.

The School will focus its recruiting efforts on parents with children eligible to enter grades K-8 who desire a rigorous education with authentic learning experiences in a collaborative and nurturing environment.

The character traits of students who will excel at our School are students who:

1. Are able or willing to look at tasks in creative or unique ways (problem solving)
2. Are active learners with a need for kinesthetic learning experiences in addition to auditory/visual learning experiences
3. Prefer to work with others cooperatively and in teams rather than completing a majority of class work alone
4. Are able to rise to the challenge of ambiguity and energized by the possibility of multiple "right" answers
5. Have supportive families who are willing to commit to ensuring that students are present at school and complete their homework
6. Are willing to put forth effort into their own education
7. Work well, or show a propensity to work well, with other students
8. Generally are well-behaved and do not allow behavior to interfere with their own learning or that of their fellow classmates

In accordance with federal and state antidiscrimination laws, the School will not discriminate on the basis of any legally protected category in the admission of students. The School does not discriminate on the basis of race, sex, or disability in the educational programs, activities, and employment practices as required by Title IX of the Educational Amendments of 1972 and 504 Rehabilitation Act of 1973. It is the policy of the School to provide and equal education opportunity to all students.

Further, it is the policy of the School to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of

residence, or social or economic background, to learn through the curriculum offered in the School.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, ancestry, national origin, place of residence, social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School's Director.

Capacity & Lottery:

The School will not exceed the capacity of the School's programs, classes, grade levels or facilities. When the number of applicants for admission exceeds the School's capacity, admissions will be determined by a lottery. Admission preference will be given to returning students who attended the School the previous school year, siblings of returning students, and students residing in the district in which the school is located.

Enrollment:

To enroll, parents/guardians must submit the following to the School:

- Completed registration form
- Student's birth certificate
- Photo identification of parent/guardian enrolling the student
- Student's current immunization record
- **Proof of Residency** - one of the following in the parent/guardian name, showing a street address:
 - mortgage statement
 - lease agreement
 - utility bill
 - bank statement
 - voter registration card
 - notarized statement of residency
- Custody paperwork, if applicable

The School's Open Enrollment period and lottery procedure will take place in the spring of the year of enrollment. All prospective students, will be given the opportunity to enroll in the free public charter school, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs. Intent to enroll forms will be available no later than the first week of February from the office. These intent forms should be completed and returned as soon as possible but no later than the announced due date, so that should the need arise; those names will be included in the lottery (a drawing as described above). Registration/Enrollment Forms for returning students must be completed yearly in order to secure a spot.

After the due date, if the number of pupils who wish to attend the charter school exceeds the school's capacity, classes, and grade levels except for preferences listed above, shall be determined by a lottery (a random drawing). The results will be witnessed and parents will be notified of the results. *The School commits to making the lottery and enrollment procedures and practices clear and transparent to parents, staff and community.*

Any applications received after the lottery will be dated and timed. Children listed on these applications will be added to the list for their grade in the order they are received. If openings are available, the children will be given a spot in the School. If there are no openings, they will be added to the wait list.

As openings occur, families on the waiting list will be contacted regarding the vacancy. They have 48 hours to accept the available opening. If they decline the offer, their name is removed from the waiting list and they must resubmit an intent form the following spring and participate in the stated admission procedures, including a possible lottery.

IMMUNIZATIONS

Your child must meet county and state health regulations for entrance to school. Students that have not presented written evidence confirming that the minimum immunization requirements have been met shall be excluded from School on the fifteenth day of the school year.

FALL 2016 IMMUNIZATION REQUIREMENTS

DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<p><u>K</u> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required.</p> <p><u>1-12</u> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><u>7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry</p>
POLIO	<p><u>K-6</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p> <p><u>Grades 7-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>

MMR Measles, Mumps, Rubell	<u>K-12</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEPv B Hepatitis	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the
Varicell a (Chickenpox)	<u>K-6</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. <u>Grade 7-10</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<u>Grade 7</u> One (1) does of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry

A tuberculin skin test to determine if your child has been exposed tuberculosis is highly recommended but not required.

WITHDRAWAL

Parents/Guardians withdrawing students from school are asked to give the School at least one week's notice. A withdrawal form will need to be completed and signed. This signed form gives official notice of the student's withdrawal. Except as is required by law, records will not be released until a Release of Information form is completed by the legal parent/guardian. In addition, all outstanding fees, academic records or obligations must be met, including return of all school materials.

KINDERGARTEN ENROLLMENT

Children entering the Kindergarten Program must be five years of age on or before September 30th. At the beginning of the school year, all kindergarten children will be academically and developmentally screened. Parents/Guardians will be notified as to the dates and times of the screenings.

COMMITMENT AGREEMENT

This commitment outlines the responsibilities that each person has towards helping students become successful learners in program. Each person is to sign the form and a copy is kept on file at school.

COMMUNICATION

A newsletter will be emailed regularly by the Director. It will keep you informed about the school calendar, special daytime and evening events, school improvement activities, PTO meetings and more. Teachers will send separate newsletters.

Agenda/communication folders will be sent home with students in grades K-8. All-important school information, student papers, and teacher notes will be placed inside the folder. Parents, please read the contents, sign and return the notebook/folder to school with your child the following day. Students will be responsible for replacing lost folders.

HABITS OF MIND/POSITIVE BEHAVIOR SYSTEM

The School utilizes Habits of Mind and Positive Behavior System to create an environment saturated with the character traits to be respectful, responsible, safe and on-task. Students are actively involved and responsible for their own education. They are motivated to reach goals they set for themselves and to honestly examine and evaluate their own performance. Students must show respect to themselves and to others.

CONFERENCES

Parents are required to attend parent/ teacher conferences to ensure success. A parent/teacher conference is one of the best ways of helping students and collaboratively gaining insights and information about their progress. Cooperation is critical for a conference to be an effective means of communication. Individual conferences between the parents and teachers may be arranged at either one's request. Conferences are usually held before and after the student's school day. Please inform the teacher if your child has any physical, emotional or personal problems that might hamper his/her learning.

HOMEWORK POLICY

Higher student achievement gains are made when teachers assign homework and students complete the assigned work. Homework helps children assume responsibility, teaches self-discipline and helps to form good study habits. Homework is given in proportion to the student's ability, needs and grade level. Contact your child's teacher if you have homework questions or concerns.

DISCIPLINE - CODE OF STUDENT CONDUCT

The School recognizes that exclusion from the educational program is a serious sanction and that suspension and expulsion must follow due process mandates. Additionally, the School will comply with all state and federal law pertaining to students with disabilities. For more information on the rights of students with disabilities, please contact the Ohio Department of Education, or refer to the publication, *Whose IDEA is it, Anyway?* Available at www.ode.state.oh.edu.

Prohibited Conduct:

Students may be disciplined (including suspended or expelled) for offenses that include but are not limited to the following:

- (1) Fighting or other dangerous and/or disruptive behavior
- (2) Use, possession, concealment, or distribution of alcoholic beverages, tobacco, controlled substances, or intoxicants of any kind on school grounds or at a school-related activity
- (3) Defacing or vandalism of school property
- (4) Igniting any flammable substance or possession of products such as lighters
- (5) Theft
- (6) Harassment/Intimidation/Bullying of students, faculty, staff, parents, substitutes, or visitors
- (7) Repetitive disruptive behavior
- (8) Rude or vulgar language, gestures, pictures, or actions
- (9) Possessing a weapon or look-alike weapon on School property or at a School-related activity.
- (10) Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties
- (11) Actions deemed to be unsafe or containing the potential to disrupt the educational setting which includes gang-related activity/affiliation

Suspension:

At the time of suspension, the School Director or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to School. If School Directors wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

Suspensions may be assigned from one (1) day to ten (10) days, depending on the severity of the student's actions, as determined in the reasonable discretion of the Director. The Director may suspend a student from the School for not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the

incident that gives rise to the suspension takes place, the Director may apply any remaining part or all of the period of the suspension to the following school year.

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

(1) The Director shall give the student written notice of the intention to suspend the student and the reasons for the intended suspension notice of the student's right to appear at an informal hearing before the Director to challenge the reason for the intended suspension or otherwise to explain the student's actions. If the proposed suspension is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the Director may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

(2) Provide the student an opportunity to appear at an informal hearing before the Director and challenge the reason for the intended suspension or otherwise to explain the student's actions.

Expulsion:

Expulsion is defined as the denial to the student, for a period exceeding ten (10) school days, of permission to attend school and to take part in any school function, or the denial or permission to attend a particular class or classes or to take part in an activity for such a period. Expulsions may extend beyond the current semester of school year.

The Director may expel a student. The Director shall give the student and his/her parent, guardian or custodian written notice of the intent to expel and shall provide the student and his/her parent, guardian, or custodian with an opportunity to appear before the Director or his/her designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Director or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the Director grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is granted, the Principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear.

Within one (1) school day after the time of any expulsion, the Director shall send written notice to the student and his/her parent, guardian, or custodian, Cambridge Education Group, and the

Board of Directors of the School. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the student of his/her parent, guardian, or custodian to appeal the expulsion to the Board or to its designee within fourteen (14) days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the Director may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined in R.C. 2901.01) may result in expulsion up to one (1) year. Additionally, violations of the weapons in schools policy may result in expulsion of up to one (1) year.

Permanent Exclusion

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

- (1) A violation of section 2923.122 of the Revised Code;
- (2) A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district;
- (3) A violation of section 2925.11 of the Revised Code, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the board of education of a city, local, exempted village, or joint vocational school district;
- (4) A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of that board of education;
- (5) Complicity in any violation described in (1), (2), (3), or (4) above that was alleged to have been committed in the manner described in (1), (2), (3), or (4) above, regardless of

whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

Emergency Removal:

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the School premises, the Director may remove a student from curricular activities or from the School premises without the notice and hearing requirements of this policy. If a student is removed under this division from a curricular activity or from the School premises, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practical prior to the hearing, which shall be held within three school days from the time the initial removal is ordered. The hearing shall be held in accordance with the suspension provision herein, unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with expulsion provision herein shall be held, except that the hearing shall be held within three school days of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

Right to Appeal to Board

Within one school day after the time of a student's expulsion or suspension, the Director shall notify in writing the parent, guardian, or custodian of the student and the Board of Directors of the School of the expulsion or suspension. The notice shall include the reasons for the expulsion or suspension, notification of the right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the Board of Directors of the School or to its designee, to be represented in all appeal proceedings, to be granted a hearing before the Board of Directors of the School or its designee in order to be heard against the suspension or expulsion, and to request that the hearing be held in executive session. The notice shall specify the manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the School of the student's, parent's, guardian's, or custodian's intent to appeal the expulsion or suspension to the board or its designee. If the Director expels a student under this section for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year, the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

If the student or the student's parent, guardian, or custodian intends to appeal the expulsion or suspension to the Board of Directors of the School or its designee, the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the School in the manner and

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

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

Search and Seizure

To maintain a safe and orderly environment in the School and to protect the safety and welfare of students and School personnel, School authorities may search a student and may seize any illegal, unauthorized or contraband materials discovered in the search. Students should not expect privacy regarding items on School property because School property is subject to search at any time by School officials. Periodic general inspections of School property may be conducted by School authorities for any reason at any time without notice, without student consent and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, automobile, etc.) may be searched whenever a School official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

A student's refusal to permit searches and seizures as provided in this policy seriously interferes with the School's ability to maintain order and discipline and to insure a safe and secure learning environment. Therefore, such refusal will be considered grounds for disciplinary action up to and including an indefinite suspension pending action on a recommendation for permanent expulsion from School.

Harassment, Intimidation, Bullying

As more fully set forth in the Safe School Policy attached as Appendix 1 to this Handbook, harassment, intimidation, or bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from School. The School's commitment to

address Harassment, Intimidation, and Bullying, however, involves a multi-faceted approach, which includes education and the promotion of a School atmosphere in which this behavior will not be tolerated by students, faculty or School personnel.

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

Prohibited Gang Activity

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

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

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

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

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

DRESS CODE

Students must be in uniform every day unless students earn dress down privileges. Uniform includes: burgundy polo and khaki shorts, skirts, skorts, pants, and jumpers. **NO CARGO SHORTS OR CARGO PANTS. Requirements for student dress are listed below:**

1. All shirts must be tucked in at all times.
2. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.
3. Safe and appropriate footwear must be worn which includes brown or black dress shoes and/or all black tennis shoes. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes and bedroom slippers. This is necessary for participation in PE.

4. Sweaters and Jackets: Must be solid and in the following colors: white, burgundy or black. Sweaters and jackets must be button down or zipper. No hoods are permitted.

LOST AND FOUND

A 'Lost & Found' box is kept in the main office. To help us locate the owners of lost items, PLEASE LABEL ALL STUDENT BELONGINGS. Periodically, lost items are donated to a local charity and the School shall have no liability for items lost or misplaced by students.

MEDICATION ADMINISTRATION

Students needing medication are encouraged to receive such medication at home. If necessary for the School to administer any prescription or non-prescription medication the School will only do so after receiving a written request, signed by the parent or guardian, that the medication be administered to the student. In addition, the School will not administer any medication unless it also receives a signed medical form requesting the administration of medication signed by a doctor. This form is available in the main office. A similar medication form must be signed by the parent/guardian if over-the-counter medications need to be administered. Students carrying their own inhalers or Epi-Pens must also have a medication form on file. The person authorized to administer the medication must receive the medication in the container in which it was dispensed by the prescriber or licensed pharmacist.

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms. In addition, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka Epi-Pen. Written approval must be obtained from the Student's physician, and, if the Student is a minor, from the Student's Parent. New authorization forms must be submitted at the beginning of each school year. The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.

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

- The name and address of the Student;
- The School and class in which the Student is enrolled;
- The name and dose of the medication to be administered and/or contained in the inhaler or auto injector;
- The times and intervals at which each dosage of the drug is to be administered (if applicable);
- The circumstances in which the auto injector should be used (if applicable);
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);

- Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector (if applicable);
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the Parent, Guardian or other person having care or charge of the Student can be reached in an emergency;
- Special instructions for administration of the drug;
- Written instructions outlining procedures school employees should follow in the event the Student is unable to administer the medication via the inhaler or auto injector or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- And any other special instructions.

The School must have the above stated documentation provided by the prescriber/physician and Parent or Guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector. The Parent/Guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes. Parents/Guardians are responsible for keeping a record of the amount of medication at school and for sending more when needed.

The School has adopted a separate policy regarding the care of diabetic students. If a student is diabetic the student/Parent should notify the School Director.

CLINIC

A school clinic is for temporary placement of students who become sick at school. If the student is very ill, we will contact the parent/guardian to come for him/her. Therefore, it is vitally important that we have information regarding names and numbers of whom to contact in an emergency. Please do not send seriously ill students to school.

FIRST AID

In the event of an accident, first aid is given by authorized, trained school personnel. In all cases every effort is made to contact the parent. In minor cases, ice and band aids can be given to students. In the case of a serious accident or illness, the parent/guardian is called and the student is taken to the nearest hospital emergency room. If we are unable to contact anyone, Emergency Medical Services will be summoned. It is very important that your current home and business telephone numbers, as well as two emergency contacts are always on file in the school office.

MISSING CHILD POLICY

The School shall notify a student's parents, parent who is the residential parent and custodian, guardian, legal custodian, or any other person responsible for the student within a reasonable time after the determination that the student is absent from school.

The student's parents, parent who is the residential parent and custodian, guardian, legal custodian, or any other person responsible for the student shall provide to the School a current address and telephone number at which said person or persons can receive notice that the student is absent from School.

A student at the time of his or her initial entry to school shall present to the person in charge of admission, any records given to him or her by the school he or she most recently attended and a certification of birth or a comparable certificate or certification issued pursuant to Ohio law. Within 24 hours of a student's entry into the school, a school official shall request the student's official records from the school he or she most recently attended. If the school the student claims to have most recently attended states that it has no records of the student's attendance, or the records are not received within 14 days of the date of the request, or the student does not present a certification of birth or comparable certificate, the Director of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and the possibility that the student may be a missing child.

The School shall make available to parents and community members in the School's office copies of informational materials acquired or prepared of the Ohio Attorney General's Missing Children Clearinghouse.

CHILD FIND POLICY

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. If you have or know of a child who may have a disability, contact your local school for more information and help.

Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability.

What will happen when you contact your local school?

The school will ask for information about the child, asking such questions as: What is the problem? What has already been done about the problem? What background information is available? This information may be collected in several ways including interviews, observation, screening, and testing. This information may be obtained from parents and the student, or from

other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

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

What are your rights as a parent?

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

1. Review their child's records;
2. Refuse permission to release information (except as required by, or permitted by law to be released); and,
3. Request that information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights be changed. The district has a process to resolve disagreements about information collected.

Clark Preparatory Academy policies and procedures for special education are available. Contact the School Director if you wish to review these procedures.

OHIO DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION POLICY

It is the policy of the Ohio Department of Education (“ODE”) to investigate all allegations of noncompliance with state or federal law, rules, or regulations. In order to initiate a complaint with the ODE that a school district or the ODE has violated State law or regulations, or federal law or regulations that apply to any covered federal program, a complainant must submit a written, signed complaint that: 1) describes the pertinent facts; 2) identifies the alleged violations of the law; and 3) recommends how the complainant would have the ODE resolve the complaint.

The complaint must be mailed to the ODE. Complainants include any: public agencies, parents, and other individuals or organizations. The ODE will not accept or investigate allegations of violations from anonymous sources. The ODE will strive to resolve all complaints within 60 days of receipt.

EDUCATION OF HOMELESS CHILDREN

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the School. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School’s Open Enrollment Policy, any homeless child in the State of Ohio is eligible to attend the School. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance, or school success of homeless children.

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

- A. transportation;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview

The Director of the School shall serve as the School's local liaison for homeless children and youth. To the extent that the School receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents should submit to the school Director a written request that identifies the records they wish to inspect. The Director will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested, the Director will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member, including but not limited to, management company employees, (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Directory Information

Under FERPA the School may disclose appropriately designated "directory information" without your written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's

prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the School Director in writing by completing and signing the following page.

The School has designated the following information as directory information:

- Name
- Address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

Please do not make available my student's directory information without my prior written permission.

Student’s Name

Date

Parent/Guardian Signature

Date

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
 - *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School has/will adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents of these policies at least annually in the Parent-Student Manual and after any substantive changes. The School will also directly notify, through U.S. Mail or email or other reasonable method, parents of students who are scheduled to participate in the specific activities or surveys described herein and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For applicable surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by US Department of Education.

- Any non-emergency, invasive physical examination or screening as described herein and/or afforded by the PPRA.

Parents who believe their rights have been violated may file a complaint with:

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

EMERGENCY DRILLS

In accordance with state laws, fire drills are held each month. Lockdown and tornado drills are also held periodically. Visitors in the building during a drill should follow procedures posted throughout the building.

FIELD TRIPS

All field trips are an extension of what is being studied in the classroom. Trips are approved by the Director and the school district. Permission slips must be signed by a parent/guardian before a student can go on a field trip. Telephone permission is not acceptable. A student without a signed permission will be left behind at school. Children not registered at the School may not attend the field trip.

CAFETERIA

The School participates in the National School Breakfast and Lunch program. Students may qualify for free or reduced meals. We encourage all families to apply to determine eligibility. Please do not send soft drinks or candy for lunch as we encourage healthy eating habits. If students get a tray lunch, no additional food/snacks are needed. Each student is expected to practice good manners and courteous behaviors while eating in the cafeteria.

CANDY, GUM & SODA

Foods of “Minimal Nutritional Value” such as candy, gum and soda are not permitted. We encourage healthy food and snacks at school. Snack suggestions include fresh fruits, fresh vegetables, raisins or other dried fruits, grains (such as unsweetened cereals, crackers, unbuttered popcorn, baked tortilla chips, pretzels, graham or animal crackers, goldfish crackers, baked chips), cereal bars, Bakery Items (Whole grain breads, bagels, English muffins, mini muffins), Beverages (bottled water, 100% fruit juices), low fat cheeses, salsa, yogurt.

CELL PHONES/ELECTRONIC TOYS

No electronic toys or games should be brought to school. These items are distracting to the learning environment. They include ipods, tape player/recorder, CD player, radio, camera, cellular phone (including the camera that may be part of the phone), camcorder, hand held

games, or MP3 player. The school is not responsible for the loss of these items. With express permission of the Director, a student may bring a cell phone to school. This phone is to **be kept turned off and out of sight on school grounds** for the entire school day. **School staff is not responsible if these items are stolen, lost or broken.**

TELEPHONE

Telephone messages regarding school business will be placed in the teacher's mailbox or sent via email. Teachers will not be called from the classroom to answer a phone call unless an emergency exists. Students are NOT permitted to receive phone calls. Students' use of the phone is for EMERGENCIES ONLY.

TEXTBOOKS/LIBRARY BOOKS

All textbooks and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them. Students are urged to take good care of books to avoid a fine at the end of the year.

TECHNOLOGY/INTERNET

Students use technology tools to do research, practice skills, and to create projects. All students are expected to use the technology provided in an approved, ethical manner in accordance with Board Policy for the completion of classroom assignments. Students who misuse technology through damage, maliciousness, non-educational use, cheating, and/or bypassing the Internet content filter will be subject to immediate disciplinary action.

It is the policy of the school to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of the state or federal laws dealing with students' and employees' rights to privacy;
2. Using obscene, profane, lewd, rude, inflammatory, threatening, derogatory, or other language that may be offensive to another user;
3. Reposting (forwarding) personal communication without the author's prior consent;
4. Copying commercial software in violation of copyright law;
5. Harassing another person;
6. Posting false or defamatory information;
7. Plagiarizing information found on the Internet;
8. Using the network for financial gain, for commercial activity or for any illegal activity; and

9. Accessing and/or viewing inappropriate material.
10. Damaging technology devices or systems
11. Using technology to disrupt the educational process, or against policy
12. Unauthorized disclosure, use and dissemination of personal identification information regarding minors.

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

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

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

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

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

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

GRADING

Standards-Based Report Cards are used to share information about your child's progress toward Mastery of the Ohio Content Standards.

CHILD ABUSE

The School will report allegations of criminal misconduct and suspected child abuse to the appropriate law enforcement agency and/or to Child Protective Services in accordance with law. School personnel shall cooperate with investigations by such agencies.

TEACHER QUALIFICATION NOTIFICATION

A parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the parent's or guardian's child. Such information shall include all of the following:

- Whether the teacher has satisfied all requirements for licensure adopted by the state board of education pursuant to section 3319.22 of the Revised Code for the grade levels and subject areas in which the teacher provides instruction or whether the teacher provides instruction under a waiver of any such requirements;
- The major subject area in which the teacher was awarded a baccalaureate degree and, if applicable, any other degrees or certification;
- Whether a paraprofessional provides any services to the student and, if so, the qualifications of the paraprofessional.

EMERGENCY SCHOOL CLOSING INFORMATION/PROCEDURE

In the event that school needs to be closed for an emergency, such as bad weather, no electricity or water, etc... parents and families will be notified via local TV stations. In some cases, an automated phone call or text message may also go out. Please keep the school informed of your current phone number to access this service.

While many of these handbook policies, procedures, and fees are outlined, the School reserves the right to adjust, add, or delete policies, procedures, or fees during the school year if it serves the best interests of the School.

Parent-Student Manual Agreement

2016-2017

Student's Name: _____ Grade: _____

Parent's/Guardian's Name: _____ Grade: _____

We have read and understand all of the information contained in this manual including student code of conduct and related policies. We agree to abide by and support the School's policies and code of regulations in the Parent – Student Manual.

Agreed to by:

Student's Signature Date

Parent's/Guardian's Signature Date

Please return signed form to the Office. This agreement will be placed into the student's file.

Appendix 1

Safe School Policy

Anti-Harassment, Anti-Intimidation, Anti-Bullying, Anti-Gang, Drug-Free and Weapon-Free School

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

Anti-Harassment, Anti-Intimidation, and Anti-Bullying

I. Introduction

It is the policy of the Clark Preparatory Academy that any form of harassment, intimidation or bullying of any student on school property, on a school bus, or at school-sponsored events is expressly forbidden. Moreover, any student responsible for harassment, intimidation or bullying by an Electronic Act faces the possibility of suspension.

II. Definition of Terms

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

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

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

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

2. Violence within a dating relationship.

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

III. Complaints

A. Written Complaints

Students, parents or guardians may file written reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member

or administrator, and shall be promptly forwarded to the School Director for review and action in accordance with Section IV.

B. Verbal Complaints

Students, parents or guardians may make verbal reports regarding suspected Harassment, Intimidation or Bullying. Such verbal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the alleged Harassment, Intimidation or Bullying, and the names of any potential student or staff witness. Such reports may be filed with any school staff member or administrator and the school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. Once documented, the school staff member or administrator shall promptly forward the report to the School Director for review and action in accordance with Section IV.

C. Protection of Person Filing Complaint

Individuals who make complaints as set forth above may request that their name be maintained in confidence by the School. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken without disclosing the source of the complaint.

D. False Complaint

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

2. Making or corroborating false complaints will generally warrant disciplinary action against the perpetrator, however, whether and to what extent to impose disciplinary action (including, but not limited to detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the School Director.

IV. School Personnel Responsibilities

A. Teachers and Other School Staff

Teachers and other school staff who witness acts of Harassment, Intimidation or Bullying shall promptly notify the School Director or his/her designee of the event observed and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, or Bullying shall promptly notify the School Director and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the School Director or his/her designee. If the report is a verbal complaint the teacher or other school staff shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the School Director or his/her designee.

B. Director Responsibilities

1. Investigation

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

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

2. Remedial Actions

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

(b) Harassment, Intimidation or Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation or Bullying. While conduct that rises to the level of Harassment, Intimidation or Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (including, but not limited to detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the School Director.

V. Reporting Obligations

A. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of Harassment, Intimidation or Bullying by a specific student are verified, the School Director or his/her designee shall notify the parent or guardian of any student involved in the prohibited incident. To the extent permitted by this policy, the Revised Code and the Family Educational Rights and Privacy Act of 1974, as amended, the parent or guardian shall have access to any written reports pertaining to the prohibited incident.

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

The School Director shall semiannually provide the President of the School Board a written summary of all reported incidents and post the summary on the School's Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation or Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Prohibited Gang Activity

Students are prohibited from engaging in gang activities while at School, on school property, to or from school, or at a school related function or event. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from School.

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

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

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

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

Drug Free

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

Weapons Free

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

General Provisions

This Policy will not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by State or Federal law such as the Nondiscrimination, Suspension and

Expulsion/Due Process, Violent and Aggressive Behavior, Hazing, Discipline/Punishment, Sexual Harassment, Peer Sexual Harassment and Equal Educational Opportunity acts.

The Complaint process is in effect and all matters will be investigated and resolved in accordance with the steps outlined above and in the Board's Complaint Policy and Procedure.

Appendix 2

PARENT INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

In acknowledgement of reliable research proving that parental involvement raises the academic achievement of students, the School encourages involvement of parents and foster caregivers (hereinafter referred to collectively as “parents”) in the education of their child(ren).

The School will put into operation, programs, activities and procedures for the involvement of parents in the School consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). The programs, activities and procedures will be planned and operated in consultation with parents of participating children. To the extent practicable, the School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information in alternative formats upon request and, to the extent practicable, in a language parents understand.

The School is governed by the following statutory definition of parental involvement and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two way and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child’s learning;*
- (B) that parents are encouraged to be actively involved in their child’s education at school;*
- (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and*
- (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.*

PART II. IMPLEMENTATION OF THE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The School will provide opportunities for parents to formulate suggestions, interact and share experiences with other parents and participate appropriately in decision-making about the School’s Title I plan and revisions in the parental involvement plan.

In connection therewith, the School will hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education.

2. The School will take the following actions to involve parents in the process of school review and improvement if necessary:
 - a. Every year, a survey for all parents shall be conducted by the School to collect opinions and concerns of parents about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents;
 - b. The School will distribute copies of the local report card to students upon enrollment in the School;
 - c. The School will distribute copies of the School's Annual Report to parents by October 31st; and
 - d. The School will stress the importance of parent/teacher communication on an on-going basis through parent teacher conferences.
3. The School shall provide necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance through actions such as the following:
 - a. Offer a flexible number of meetings and activities throughout the year to assist parents in understanding the federal and state academic content and student achievement standards, as well as local academic assessments. Meetings will also focus on how parents and teachers can work together to monitor the student's progress in order to improve student achievement.
 - b. Offer a varied schedule for meetings and conferences in order to accommodate the needs of parents.
 - c. Offer scheduled parent conferences, where the progress of the student will be discussed as well as the expectations for the grade level, school curriculum, test information and any other concerns that the teacher or parent may have.
 - d. Offer parent breakfasts and dinners to increase the parent-school relations.
 - e. Develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain.
4. The School will coordinate and integrate parental involvement with parental involvement strategies under other programs such as: Head Start, Home Instruction Program and State-operated preschool programs.
5. The School will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of the School.

The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The School will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise (if necessary and with the involvement of parents) its parental involvement policies.

6. The School will build the School's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the School, parents, and the community to improve student academic achievement through the following activities specifically described below:

- A. The School will provide assistance to parents of children served by the School, as appropriate, in understanding topics such as the following:

- the state's academic content standards
- the state's student academic achievement standards
- the state and local academic assessments including alternate assessments
- the requirements of Title I, Part A of the federal regulations
- how to monitor their child's progress
- how to work with educators

- B. The School will consider taking additional actions in order to improve student academic achievement as necessary. Listed below are a number of examples:

- The School may hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education.
- Parent home visits may be scheduled and done by teachers and administrators.
- Parent breakfasts and dinners may help to increase the parent-school relations.
- Encouraging Parent volunteers for hall duty, field trip chaperones and other tasks where applicable
- Additional communication to assist parents in understanding the school curriculum and student achievement through handouts and mailings, monthly newsletters and student achievement reports. All invitations will be sent in a timely manner with an additional follow-up reminder.

- C. The School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, and by sending monthly newsletters which include parenting tips and suggestions.
- D. The School will, with the assistance of its parents, educate its teachers, pupil services personnel, Directors and other staff, in how to reach out to, communicate with and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. The School will also support professional development opportunities for staff members to enhance understanding of effective parent involvement strategies.
- E. The School will, to the extent feasible and appropriate, ensure that information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.