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**Parent – Student Handbook**  
**2025-2026**

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Foundation Academy

[Foundationacad.org](http://Foundationacad.org)

## MISSION OF THE ACADEMY

We - students, staff, and families of the Foundation Academy are committed to creating a safe and conducive learning environment of respect -where children will develop good character and positive relationships while aspiring to achieve academic excellence.

## VISION OF THE ACADEMY

Foundation Academy will strive to provide a quality education by empowering students to become leaders, lifelong learners, and productive citizens in an ever-changing world.

Motto:

It is easier to build strong children than to fix broken adults.

## Table of Contents

	topic	page
	School hours	1
<b>I</b>	<b>Admission Information</b>	1-2
<b>II</b>	<b>Student and Parent Responsibilities</b>	2
	Behavior Guidelines	2
	Code of Conduct	2-3
	Dress Code	4
	Consequences for dress code violations	4-5
	Attendance	5
	Truancy	5-6
	Tardy Policy	6
	Suspension and Expulsion	6-7
	Right to Appeal to Board	7-8
	Discipline for SWD (Students with Disabilities)	8
	Withdrawal Policies and Procedures	8-9
<b>III</b>	<b>Academics</b>	9
	Curriculum	9
	Assessment and Intervention	9
	Make-up Work	9
	Report Cards	9
	Parent-Teacher Conferences	9
<b>IV</b>	<b>School Operations</b>	10
	School day, Arrival and Dismissal	10
	Illness	10
	Emergency Phone Calls	10
	Early School Dismissal	10
	Emergency School Closings	10
	Cars / Parking / Buses	10
	Breakfast and Lunch	10
	Recess	10
	Textbooks	10
	Money	10
	Lost and Found	10
	Student Photographs	10
	Visitors	11
	Volunteer Program	11
	Field Trips	11
	Classroom Parties	11
	Cell Phones	11
	Personal Items Brought to the School	11
	Stolen Items	12
	Backpacks, Desks, Lockers and Other Personal Storage Areas	12
	Pesticide Notice and Log Policy	12
<b>V</b>	<b>Health an Safety</b>	12
	Reporting Injuries	12
	Health Clinic	12

	Emergency Medical Authorization	12
	Medication Administration	12-13
	Food Allergy Action Plan	13
	Vision, Hearing, and Scoliosis Screening	14
	Eye Protection Devices	14
	Wellness Program	14
	Reporting Child Abuse	14
	Technology and Internet Safety	14-15
	Harassment, Intimidation, Bullying	15
	Prohibited Gang Activity	15
	Drug-Free School	15
	Weapon-Free School	16
<b>VI</b>	<b>School Records</b>	16
	Current Information	16
	Request for Records	16
	Student Directory Information	16
	Audio – Visual Information	16
	Release of Student Records	17
	Protection of Pupil Rights Amendment (PPRA) Notification	17-18
<b>VII</b>	<b>Child Find</b>	18-19
<b>VIII</b>	<b>Parents’ Right to Know Teacher Qualifications</b>	19
<b>IX</b>	<b>Parent Involvement Policy</b>	19-20
<b>X</b>	<b>Complaint Procedure</b>	20
<b>XI</b>	<b>Non-Discrimination and Title IX / Section 504 Notice</b>	20
<b>XII</b>	<b>Homeless Policy</b>	20-22
	Appendix 1.1 Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy	23-25
	Appendix 1.2 Anti-Hazing Policy	26

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

The school is a community school established under Chapter 3314 of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education 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.

## **Introduction**

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Become familiar with the following information and keep the Handbook available for reference by you and your parents. The term “parent” when used herein means an official caregiver of a minor child, including but not limited to mother, father, step-parent, grandparent, foster parent, or court-appointed guardian. If you have any questions about this Handbook, please contact the Principal. The Principal has similar authority and responsibilities as the Superintendent of School for a local district. This Handbook does not constitute a contract between the school and the student/parent, and the school reserves the right at its discretion to change or amend the handbook at any time in the future.

Cooperation, respect for others, and sense of wonder are essential to learning. For this reason, the following regulations and guidelines have been outlined in this manual to assist in maintaining a positive learning environment.

## **School Hours**

Breakfast: 7:30 a.m.-8:00 a.m.

Instructional start time: 8:00 a.m.

Tardy: Student is marked tardy after 8:10 a.m.

## **I. Admission Information**

### A: Preference of Admission

Preference for admission shall be given to students attending the school the previous year, to students who reside in the district in which the school is located, and to siblings of students attending the school the previous year.

If enrollment exceeds capacity, the school will perform a blind, random lottery to determine what students are enrolled and what students are placed on a waiting list (in order of their selection). Any students who inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first serve basis.

### B: Kindergarten Entrance and Screening

Children entering the Kindergarten program MUST be five years of age on or before August 1. By November 1, of the school year, in which a kindergarten or first grader is enrolled for the first time, the child must be screened for vision, hearing, speech & communication, health and medical problems and any developmental disorders. If the screening reveals the possibility of potential learning needs, the district must provide a further assessment. A child's screening is not intended to diagnose an educational disability or to be used for placement procedures. Screening results help identify areas of individual development that require further assessment for educational programming, particularly for students who might benefit from early intervention, prevention, acceleration, or an enrichment program. A parent may sign a statement that he/she do not wish to have the child screened.

### C: Registration and Enrollment

Registration and enrollment are two different steps in the process of becoming a student at the school. Registration initiates the first step in the two-step process. By registering, the parent expresses a desire to have his/her child attend the school. It does not mean the child will be enrolled in the school.

Parents express the desire to have their child attend by providing the child's:

- Birth Certificate or other certification permitted by state law.
- Proof of Residency
- Current Immunization Record
- Last Report Card, when appropriate

Annual Verification Information: Parent/guardian/students of 18 years of age and older are required to provide the school with proof of residency/address verification annually and at any time a change of address, residency, or custody occurs.

The second step is enrollment: After the registration period, as described above, is completed and the lottery process is completed (if applicable), enrollment can begin. The child is not officially a student at the school until the second step of enrollment is completed and verified.

The child is enrolled when:

- All the registration steps are complete.
- The enrollment packet including all required documents is completed and submitted.
- Grade placement is assigned.

Enrollment of students shall comply with the admissions procedures specified in the Ohio Revised Code and the school's Admission and Enrollment Policy.

#### D. Re-Enrollment

For those students presently attending the school, re-enrollment starts in March or during the first week of April. Students are not automatically re-enrolled from school year to school year. All parents must state their intention to have their child/student re-enrolled each school year. It is the responsibility of the parent to inform the school of any changes to their residency or contact information.

#### E. Non-Discrimination Policy

Enrollment will not be denied to any eligible applicant based on: gender, age, race, religion, color, national origin, ancestry, pregnancy, marital or parental status, economic status, sexual orientation, homelessness, mental, emotional or learning disability. The school will also not discriminate in its pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

#### F. Health Certification and Immunization Requirements

State of Ohio Immunization Requirements for School Attendance: All new students are required to submit a copy of their Immunization Record within the first fourteen (14) days that they are enrolled. No student shall be permitted to remain in school for more than fourteen (14) days if the student has not met the minimum immunization requirements established by the Ohio Department of Health which may be access at <https://www.odh.ohio.gov>. **On the 15<sup>th</sup> day after school entrance, it will be necessary to exclude all students from the school who do NOT meet above requirements.** Medical authorities and school educators urge that every child have a complete medical examination **before** entering school so that the child may be physically ready to accept all the advantages which education has to offer.

#### G. Change of Address, Phone Number, Custody

It is the parent's responsibility to inform the school office of any change of address, phone number or custody. For changes of address, a new proof of residence will be required. For a change of custody, parents will be required to provide a copy of the custody order to the school.

## **II. Student and Parent Responsibilities**

### A. Behavior Guidelines

Effective learning cannot occur without an approach to student behavior that stresses self-discipline, consistent with the maturity level of the students. Discipline, which reflects that school's policy of non-violence, exists to promote an atmosphere favorable to concentration, attention, and creativity. In addition, discipline is a positive attempt to help all students realize that they are important, worthwhile, and capable of learning. In classroom management, the teacher shall be fair, firm, consistent, and impartial, displaying sensitivity to the needs of the individual child.

The following are the main ideas basic to the school's system of discipline. Students will be successful by knowing and obeying the rules, procedures as well as, by accepting responsibility for their behavior.

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

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

- On school grounds during the school day or immediately before or after school hours.
- On school grounds at any other time when the school is being used by a school group.
- On or off school grounds at any school activity, function, or event.
- Traveling to and from school, including actions on any school bus, van, or public conveyance.
- On the internet including but not limited to any social media platforms, whether on school grounds or off school grounds if the conduct affects the school's teachers and staff or the education of the school's students.

### B. Code of Conduct

Violation of the Code of Conduct may subject the student to discipline including but not limited to detentions and in-school suspension and up to and including suspension, expulsion, or permanent exclusion. The following behavior is a violation of the Student Code of Conduct:

- **Tardiness** – arriving later than 8:10 a.m. (excluding bus issues) or leaving early before 2:30 p.m.

- **Truancy** – absent without permission. Please note that truancy is calculated by hours not days; therefore it includes being tardy.
- **Dress code violation** – not adhering to school dress code regulations
- **Disobedient / Disruptive behavior** – unwillingness to submit to authority, refusal to respond to a reasonable request or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e. dress code violation, inappropriate language, cursing, inappropriate gestures, etc.)
- **Cheating** – to act dishonestly; copying of someone else’s work; to deceive, take credit for work not done by the student him/herself, including but not limited to the use of AI software.
- **Profane/obscene language or gestures between/toward students/staff** – use of unacceptable words, terms, or gestures to embarrass or insult another student or staff member.
- **Theft** – to take the property of an individual or the school property without right or permission.
- **Fighting/violence** – to participate in physical contact with one or more students with the intent to hurt or injure. Our motto is keep your hands and feet to yourself.
- **Contraband** – no use, possession, sale, or distribution of tobacco products or vapes
- **Alcoholic beverages** – no use, possession, sale, or distribution of alcoholic beverages
- **Vandalism/damage to school property or personal property** – purposeful destruction, misuse or defacing of school or other’s personal property
- **Scents:** no spraying of fragrances, mists, perfume, etc. Please do NOT bring any such thing to school!
- **Intimidation / interference / hazing of student or staff** – threatening to physically or verbally harm, interfere, or degrade another student or staff member
- **False alarms / bomb threat** – purposefully engaging in a false alarm
- **Drugs** – use, possession, sale, transmission, concealment of drug (prescribed, unprescribed or illicit) or look-alike drug or other illegal or controlled substances
- **Weapons/ “firearms”** – no use, possession, sale or distribution of a firearm. Firearms has the same meaning as provided pursuant to the “Gun Free Schools Act of 1994”. No look-alike guns.
- **Explosive, incendiary or poison gas** - no use, possession, sale or distribution of any explosive, incendiary or poison gas – any destructive device, including a bomb, a grenade, rocket or a lighter.
- **Unwelcome Sexual Conduct** – unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e. pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity).
- **Harassment, Intimidation, or Bullying behavior** – (including by an electronic act) as defined in the school’s Policy on Harassment, Intimidation, and Bullying (Appendix 1)
- **Gang Involvement** – Participation in gang-related actions, dress, or activities.
- **Weapons** – No student at any time, for any reason, shall possess, handle, transmit, or use any objet which can be reasonably considered a weapon in or on the property of the school, or any school-sponsored activity held away from the school property. For purposed of illustration, but without limitation, this rule shall include firearms, explosives, fireworks, and knives, including pen knives, a weapon. Possession of a “weapon”(includes look-a-like) may result in immediate expulsion.
- **Serious Bodily Injury** – An incident that results in serious bodily injury to oneself or others. Serious bodily injury is defined as “a bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ”.
- **Wrongful Conduct** – Actions not in the listing above that impede, obstruct, interfere, or violate the mission, philosophy, learning rights of others, and school regulations of the school or classroom, including any policies listed in this handbook or the Board of Directors Board Policy Manual.
- **Truancy** – a student may not be suspended or expelled for truancy.

### C. Dress Code -

We are a school of CHOICE -- enrolling means you consent to our policies. All students are expected to come to school in clean and properly fitting uniforms with proper hygiene and hair styled neatly. Daily personal grooming is important. Pride in one's appearance is the first step in gaining self-esteem and confidence. Moreover, limiting distractions associated with inappropriate or unusual dress and personal style promotes a positive learning environment. Parents will be contacted if a student is out of uniform or comes to school poorly groomed. It is also suggested that K and Grade 1 parents send a change of clothes in case of an accident.

The student dress code is an important part of the school program and philosophy. Making a choice to attend the school, the student (with parent support) agrees to follow all dress code requirements. The dress code is not an option for the student or parent. Not choosing to follow the dress code may lead to suspension or expulsion. The Foundation Academy Administration Team are the prime enforcers of this policy.

The student dress code is as follows:

Daily, students **WILL** wear

- TOPS: Red (not maroon), white or NAVY blue solid color shirt with collar.
- TOPS: Red (not maroon), white or NAVY blue solid color crew neck sweatshirts may be worn over a collared shirt that is Foundation School approved. (no hoodies)
- TOPS: Long-sleeved shirts may be worn underneath uniform shirts if they are red (not maroon), white or NAVY blue.
- BOTTOMS: Navy, khaki (tan colored not brown) or black pants, shorts, skirts, or jumpers
- Any Foundation Academy spirit gear at any time.
- Closed toed shoes with covered backs. (not straps); Tennis shoes should be worn in PE classes.

Daily students may **NOT** wear:

- Open toed shoes such as flip flops, sandals, crocs, or slippers of any kind.
- Hooded sweatshirts: Hoodies are NOT to be worn any day of the week unless it is a Foundation Academy wear sweatshirt.
- No BLUE jeans or pants with rips, tears, or holes regardless of whether leggings are worn underneath, and NO patches over the holes.
- Bandanas, du-rags, sweatbands, hats, hoods, shower caps, or any other head gear allowed; girls may wear headbands that are 2 inches or less in width.
- Any type of gloves or hand coverings.
- No headphones may be worn in the classroom; headphones are considered a technology add-on and are not permitted except for classroom instruction and testing.
- Sagging pants
- Shirts with inappropriate words, pictures, or logos. No inappropriate sayings or images; this includes anything with profanity, icons that cause social separation.
- Tops with spaghetti straps, crop-tops, midriffs, sheer material; no skin should be seen at any time.
- Leggings unless they are worn under a dress; they are ONLY acceptable if you have a loose fitting, mid-thigh shirt or dress to cover your bottom.
- Pants should not be tight fitting. No clothes should be tight fitting! Shorts must be school color and appropriate knee length.
- Any fashion accessory that disrupts the learning environment or presents a safety risk determined by the Behavior Intervention Specialist or the Principal.
- NO slippers.
- No jackets tied around the waist.
- No athletic wear may be worn, including no sweatpants.

Please keep in mind that we are not a clothing store. Items borrowed from the Academy need to be cleaned and returned.

Consequences for dress code violations:

- 1<sup>st</sup> violation – The teacher will call home and document conversation with parent.
- 2<sup>nd</sup> violation – The teacher will send home a letter; the parent MUST sign and return the letter to the teacher.
- 3<sup>rd</sup> violation – Administration will step in and speak to the student; consequences may be arranged.
- 4<sup>th</sup> violation – Student will sit in the ALC while out of dress code.

School Administration may make changes to the dress code during the school year IF there is an article of clothing that is being worn that is a disruption to the learning environment. The school Administration will first notify parents in writing that the changes are to be made. Students are expected to comply with changes that have been appropriately communicated.

#### D. Attendance

Regular attendance and punctuality are essential for success in school and necessary for success later in life. Each student at the school has the responsibility to attend class regularly and to be on time. The required attendance of students shall conform to the minimum standards prescribed by State Law.

Therefore, absences from school should be only for illness or an emergency. In case of an absence from school:

- The parent must notify the school before the beginning of the school day from which his/her child will be absent. Calls are to be made to the school office **before** 10:00 a.m. each morning.
- Within 120 minutes after the beginning of each school day (10:00 a.m.), the school shall make at least one attempt in compliance with ORC 3321.141 (A)(2) to contact the parent/guardian for any student absent without legitimate excuse.
- Parents or a designated adult will be required to sign the child out when leaving early or when the student returns from an appointment. A single sign-in/sign-out sheet is in the main office and a photo ID is required.
- While permission will be given to keep a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if possible. Tardiness or an absence (excused or unexcused) slows the progress of a child's development.
- To be accepted, doctor's excuses are to be turned into the Office no later than 24 hours after a student's return from illness.
- Both "unexcused" and "excused" absences are counted toward the maximum allowable absences.
- **A student will be retained** in his/her present grade level if he/she has missed 120 hours (excused and unexcused) or more hours. Promotion may be considered if State Testing shows proficiency in both ELA and Math.
- Per state law, a student will be automatically withdrawn from school if the student does not have a legitimate excuse (see below "excused" absence from class) and fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the student.
- Students who are habitually or excessively absent or tardy may be referred for intervention pursuant to the school Attendance, Truancy and Withdrawal Policy.

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

- Medical appointment with documentation; all doctor's notes must be turned in within 24 hours of returning to school.
- Pursuant to medical advice
- Death of an immediate family member
- Personal illness
- Court appearance
- Religious observance
- Other as deemed by the school administrator

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

- Leaving school early without proper authorization
- Other unexcused absences are defined by the school administrator.

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

#### E. Truancy

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents or guardians are encouraged to make any doctor, dentist, etc. appointments for times other than school hours. No student shall be suspended or expelled based solely on the number of absences. **Excessive absences** occur when a student is absent (unexcused; with a non-medical excuse or without a legitimate excuse) 38 or more hours in one school month or 65 or more hours in one school year. When a student is excessively absent the school will develop a truancy intervention plan which may include any applicable appropriate intervention contained in this policy. **Habitually truant** occurs when a student is absent without legitimate excuse for 30 or more consecutive hours, 42 hours or more in one school month, or 72 hours or more in a school year.

The Principal shall establish an intervention team consisting of the Principal and two other school representatives. The school will make three meaningful good-faith attempts to secure participation from the parent. If the parent fails to respond to the attempts, the school has mandatory reporting to the county under 2151.421 of the Ohio Revised Code. The school shall report as soon as practical to the Richland County Juvenile Court School Engagement officer. An unofficial court hearing is held with the Principal, parent and Engagement Officer. A plan is put into place and each participant has their specific agreed upon role. If the plan is not followed or additional unexcused hours accrue the school may take legal action against the parent/guardian pursuant to ORC 3321.20 or ORC 3321.38 if a student is not attending school.

#### F. Policy Regrading Tardiness

All students reporting to school after the school day begins will be considered tardy. Tardy arrivals are added to hours of absent, and the student may be referred to the Absence Intervention Team. Getting picked up early can also add to the truancy hours.

Students must be in their assigned classroom by the start of the school day. Just being “in school” or “hanging around” in the restrooms, gym or the halls is not considered ready for school and in the classroom. Students using such an excuse will be marked tardy.

Parent are encouraged to make dental/medical appointments for times other than class hours, if possible. Every tardiness, even if excused, slows the progress of a child’s development.

Tardiness is only excused for the same reasons as absences.

#### G. Suspension and Expulsion

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 State and Federal laws pertaining to students with disabilities.

A student may be disciplined for any violation of the student code of conduct, even if the violation occurs on property not owned or controlled by the school if the violation took place during activities connected with the school or if the behavior is directed by a school official.

Any student suspended or expelled under this policy will not be permitted to participate in any extracurricular activities. Students in grades kindergarten through grade three will only be suspended in accordance with the Board’s Suspension and Expulsion Policy.

**Suspension:** The administrator or designee may suspend a student from school for not more than 10 days. The principal or designee must give written notice of the intention to suspend and the reasons for the intended suspension. The student has the opportunity to appear at an informal hearing before the principal or designee and challenge the reason for the intended suspension or otherwise to explain the student’s actions. The school shall provide students with the opportunity to complete any classroom assignments missed because of an in-school or out-of-school suspension. Students shall be entitled to receive at least partial credit for a completed assignment; however, reasonable grade reduction may be made on account of a student’s suspension. The school shall not assign a failing grade for a completed assignment solely on account of the student’s suspension.

**Expulsion:** The superintendent may expel a student from the school for a period not to exceed the greater of 80 school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes pace. If at the time an expulsion is imposed, there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part of all the expulsion period to the following school year. No student shall be expelled under this policy unless, prior to the student’s expulsion, the superintendent does both the following:

- Gives the student and the student’s parents, guardian or custodian written notice of the intention to expel the student
- Provides the student and the student’s parent, guardian, custodian or representative an opportunity to appear in person before the superintendent or designee to challenge the reasons for the intended expulsion or otherwise to explain the student’s actions. The notice required under this section shall include the reasons for the intended expulsion, notification of the opportunity for the student and the student’s parent, guardian, custodian or representative to appear before the superintendent or designee to challenge the reasons for the intended expulsion or otherwise to explain the student’s action, and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is

given unless the superintendent grants an extension of time at the request of the student or the student's parent, guardian, custodian or representative. If an extension is granted after giving the original notice, the superintendent shall notify the student and the student's parent, guardian, custodian or representative of the new time and place to appear.

Unless a student is permanently excluded, the superintendent shall expel a pupil for a period of one year for bringing a firearm to the school, to an extracurricular event, or onto any other property controlled by the Board of Directors of the school. "Firearm" has the same meaning as provided in the "Gun-free Schools Act", a firearm means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon (C) any firearm muffler or firearm silencer; or (D) any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has a barrel with a bore of more than one half inch in diameter. The term does not include an antique firearm. The superintendent may reduce the expulsion time on a case-by-case basis based upon the student's overall record at school.

**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 school premises, the superintendent or principal or designee may remove a student from curricular activities or from the school premises or a teacher may remove a student from curricular activities under the teacher's supervision without the notice and hearing requirements of this policy. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.

If a student is removed under this Emergency Removal section 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 pupil as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. The hearing shall be held in accordance with suspension provisions of this policy unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion provisions of this policy shall be held, except that the hearing shall be held on the next school day after the date of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

A student in grades kindergarten through three may be removed pursuant to Emergency Removal procedures only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities the following school day. A student in grades kindergarten through three subject to emergency removal shall not be suspended or expelled unless the student has committed an act described in ORC 3313.668 (B) (1) (a) or (b). A student that returns to school based on this paragraph shall not be subject to the emergency removal hearing procedures.

**Right to Appeal to Board:** Within one school day after the time of a student's expulsion or suspension, the superintendent or principal 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 following reasons for the expulsion or suspension and notification of: (1) the right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension of the Board of Directors of the school or to its designee; (2) the right to be represented in all appeal proceedings; (3) the right 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; (4) and the right to request that the hearing be held in executive session. The notice shall specify the manner and date by which the students or the student's parent, guardian, or custodian shall notify the school's Board of Directors of the student's parent, guardian, or custodian's intent to appeal the expulsion or suspension to the Board or its designee. If the superintendent 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 to be heard against the suspension or expulsion. At the request of the student or 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 or 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 it not subject to suspension or expulsion.

For the purposes of this policy, the Board of Directors appoints the Operator as its designee.

**Discipline for Students with Disabilities (SWD):** Consistent with this policy, to the extent the principal may order removal of a student without disabilities, the principal may remove a student with a disability, but not for more than ten (10) school days.

After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, during any subsequent days or removal, the school must provide services.

**Change of Placement:** The school will notify the parent of the removal decision that constitutes a change in placement for a student with a disability and provide the parent with a copy of the notice of procedural safeguards on the same day as the date of the removal decision. A change in placement will occur when: (1) a removal is for more than ten (10) consecutive school days or (2) a series of removals constitute a pattern because (a) the removals cumulate to more than ten (10) school days in a school year (b) the behavior of the student is substantially like prior incidents, and (c) factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another have occurred.

**Manifestation Determination:** Within ten school days of any decision to change the placement of a child with a disability, due to a violation of the code of student conduct, the school, parent, and relevant members of the IEP team must review all relevant information in the student's file to determine: (1) if the conduct in question was caused by, or had a direct and substantial relationship to the child's disability or (2) if the conduct was a direct result of the school's failure to implement the IEP.

If either of these two conditions are found to exist, the conduct must be determined to be a manifestation of the disability. If the IEP team and other qualified personnel determine that the student's behavior was not related to the disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities

If the IEP team determines that the student's behavior was a manifestation of the disability, the school must either: (1) conduct a functional behavioral assessment or (2) if the behavioral plan has already been developed, review the behavioral intervention plan and the implementation plan and modify them if necessary, (a) the child must return to the placement from which the child was removed unless the parent and the school district agree to a change of placement as a part of the modification of the behavioral intervention plan.

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is a manifestation of the disability if the student: (1) carries a weapon to or possess a weapon at school, on school premises, or to a school function (2) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function or (3) has inflicted serious bodily injury upon another while at school, on school premises, or at a school function.

Students removed from this section must continue to receive services and receive a functional behavioral assessment and behavioral intervention services.

**Appeals:** If a parent disagrees with any decision regarding placement or the manifestation determination decision made by the IEP team, the parent may request a hearing. Whenever a hearing is requested, the school will comply with the procedures for an expedited due process hearing.

#### H. Withdrawal Policies and Procedures

**Voluntary Withdrawal:** A parent withdrawing student(s) from school are asked to give the school at least one week's notice. The school requests that parents use the "withdrawal form" available from the school office to provide

notification of the new school the student will be attending. This signed form gives official notice of the child's withdrawal. Records will not be released until a Release of Information form is completed by the legal parent or a request for records is received from a subsequent school. In addition, all outstanding fees, academic records, or obligations must be met, including the return of all textbooks/electronics.

**Mandatory Withdrawal** (72 consecutive hours): Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the school with documentation of approved excused absences. The student's parents will be sent a notification in accordance with the Attendance, Truancy and Automatic Withdrawal policies. If a student reaches 72 consecutive hours missed, he or she will be withdrawn. Final withdrawal letters will be sent to the parent and the appropriate truancy procedures will begin.

### III Academics

**A. Curriculum:** The school provides a high-quality standards-based curriculum using an inquiry model to enable the students to meet individualized goals and prepare for their lives after middle school. The school shares the student's progress with parents and provides an explanation of the results to parents during the school year.

**B. Assessment and Intervention:** Assessment is an ongoing evaluation of student progress at all grade levels and in all courses. Classroom assessment occurs daily and includes such strategies as observation, oral presentation, reports, role-playing, reviews, projects, homework, quizzes, and tests. In addition, grades K through 3 will complete diagnostic assessments, and grade 3 through 8 will complete required state testing. Nationally normed assessments will also be administered for grades K through 8. These assessments are mandatory for all students. Intervention is supplemental instruction based on student needs, designed to provide remediation, reinforcement, enrichment or support for student learning to attain specified student performance objectives. State law requires that each school district in Ohio assess reading skills for students in kindergarten, first, second and third grades by September 30<sup>th</sup> of each year to determine whether they are reading at grade level. If a student is not reading at grade level, the school will notify the parent or guardian and the school will provide intervention services to improve the student's reading performance. If the student does not attain the required level of reading competency by the end of third grade, he/she may be retained. A copy of the complete Reading Skills Assessments and Intervention Policy, including information regarding the mid-year promotion of retained students, is available from the administrator.

**C. Make-up Work:** When an excused absence occurs, students are responsible for making up the assignments that are missed. The teacher will assign make-up work and determine the amount of time to be allowed for completion, which shall be the same number of days as the corresponding absence. Assignments not completed will result in failing grades. In the event of a planned excused absence, the school must be provided with three or more days of advanced notice for teachers to provide class assignments. Students must return completed assignments within two days of returning to school. Make-up work will not be provided for unexcused absences. It is strongly suggested that absences not occur during state testing weeks.

**D. Report Cards:** Report cards are sent to the home through the mail, given directly to the parent, or sent home with the students for each grading period (four times a year). See the school calendar for these dates. Copies of all report cards are placed into the student's cumulative file.

The grading scale, K-8, is as follows: **A** (90%-100%) **B** (80%-89%) **C** (70%-79%) **D** (60%-69%) **F** (59% and below)

**E. Parent-Teacher Conferences:** Formal parent-teacher conferences are conducted twice a year. Conference dates are specified in the school calendar. Conference schedules will be issued through the school office but arranged by the each student's teacher. Once a conference date and time have been arranged, parents should contact the student's teacher if a change is necessary. Parent may request conference throughout the year. Parent-teacher conferences are a focal point in student evaluation and reporting to the parent's. This is a two-way avenue for both parents and teachers and may be initiated by either party as needed.

**F. Open House:** Open House will be held during the month of August. Parents will be notified of the exact dates and are encouraged to attend.

#### **IV. School Operations**

**A. School Day, Arrival and Dismissal:** School days and vacations are provided in the school year calendar.

**B. Illness:** Parents are encouraged to examine their child each morning before sending him/her to school to see if any signs or symptoms of illness are present. If a student is ill, please keep the student at home and notify the school of the absence before 10:00 a.m. of that day. Should a condition persist, the student's physician should be consulted. Parents are urged to establish children with a physician so that one can be promptly called when the need arises. Cooperation in the communicable-disease program will be greatly appreciated. Students should not return to school until a 24-hour period of a normal temperature has elapsed.

**C. Emergency Phone Calls:** Parents should not call the school for the delivery of a messages to children, except in cases of emergency. Students may give the school's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible. Students are not permitted to use school phones without approval from school personnel.

**D. Early School Dismissal:** Occasionally, weather conditions or other building emergencies may arise that necessitate sending students home earlier than the regular dismissal time. Every possible effort will be made not to make such a closing. In case of closing, every effort will be made to contact the parents under these conditions. It will be necessary for the parent to arrange procedures (such as staying with a neighbor, friend or relative) for their child to follow in case there is no one home to meet him/her. Parents should make these arrangements beforehand and instruct the child on what he/she is to do. The school cannot make any such decisions.

**E. Emergency School Closings:** Should it be necessary to close the school for weather or other unforeseen emergencies, information will be given over Facebook, radio and television (if possible) and School Messenger. Usually, if Mansfield City Schools are closed, Foundation Academy will be closed as well; however, this is not always the case. Consequently, parents are asked to monitor their television, radio, Facebook or School Messenger to be certain. Primary contacts receive automated phone calls to alert of the school closing. It is the responsibility of the parent to register their phone number with Foundation Academy's main office if your number changes to receive School Messenger.

**F. Cars / Parking / Buses:** For the sake of order and safety, parents coming to drop off or pick up their children early, to park in the designated areas only. Do not idle car in the front of the school. The school will give traffic, parking and bus information before the opening of the school.

**G. Breakfast / Lunch:** Since Foundation Academy is a designated building-wide Title I school, we offer free breakfast and lunch each day to our students.

**H. Recess:** When scheduled, students are expected to participate in outdoor recess activities during the school day – weather permitting. If a student is too sick to go outside for recess, the student should not be in school. Parents must ensure that the student has the appropriate clothing with him/her for outdoor activities. Coats, hats, and gloves should be worn as recess will be outside unless the temperature is 32 degrees or less (actual or wind chill).

**I. Textbooks:** Students are expected to take care of and are responsible for the textbooks assigned during the school year. Parents will be responsible for paying a replacement fee for lost or damaged books. The student's academic records will not be released until payment of the replacement fee is settled.

**J. Money:** All money turned into the school should be in an envelope marked with the child's name, grade, amount, and purpose. The children are not to bring additional money to the school. The school will not be responsible for any money brought to the school.

**K. Lost and Found:** Any personal items that have been left at the school will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. The school is not responsible for lost money, jewelry, phones, or other personal items. Many clothing items find their way into the lost-and-found containers. Parent are encouraged to have their children request permission to look for missing items. Many good clothing items are never claimed and are given to various charitable organizations as space permits. Money, jewelry, and other personal items may be turned into the main office. Student should ask permission from their teacher to come to the office to claim any such items.

**L. Student Photographs:** School pictures will be taken in the fall of each school year. Parent or Guardians will be offered a package of individual and class photographs through the photography company. All students will be photographed whether a package is purchased or not unless the parent sends a written refusal.

M. Visitors: All visitors must report to the main office. All people must report to make their presence known and to obtain a pass to enter the school. If a parent wants to sit in class with their student, they must obtain permission from the principal. They may stay no more than two hours. If they choose to come on a regular basis, a background check is required and have no felonies recorded.

All persons entering the school property, building or offices must act in a non-threatening manner. Disruptive or threatening behavior will be considered a threat to the safety of the students and staff (see below #3). **An angry parent who is acting irrational or threatening may NOT talk to teachers or other students in such a state.** Actions such as: (1) shouting (2) vulgar language (3) confrontational behavior to any person(s) on school property and (4) disruptions to the educational process and will NOT be tolerated and will be considered a threat to safety.

All adults are expected to be a role model with appropriate behavior, especially in front of the students! If inappropriate language or aggressive behavior happens during a face-to-face meeting or phone conference, all staff will be instructed to disengage in the conference. If this behavior from a parent occurs during a phone call the teacher will disengage in the conference and hang up the phone.

N. Volunteer Program: Parents and members of the community may be asked or wish to give of their time in the form of volunteering, must have permission from the principal. Please note: Recurring volunteers will be required to comply with the school background check.

O. Field Trips: Field trips may be conducted throughout the school year and are correlated with the students' educational experiences within the classroom. Parental permission slips are required for a student to participate. Without a signed permission slip, the student will not be able to participate in the field trip. In addition, an Emergency Medical Authorization Form must be on file at the school before a student may participate. A teacher may request parent/guardians to assist in organizing and chaperoning field trips. Please note: To be considered as a chaperone, it is required that you obtain a BCI/FBI check with no disqualifying offenses prior to participating in any school activity.

P. Classroom Parties: Parties may be scheduled for special holidays and/or special occasions. The classroom teacher will coordinate and communicate dates, times, and procedures for such events. Each classroom teacher will establish a party policy for his/her individual classroom. Parental requests for parties will be approved or denied by the classroom teacher. Any request for a child not to participate in any or all such parties or activities should be in writing and forwarded to the teacher ahead of time. **Also, if you are planning to have a party for your child, do NOT bring invitations to the school UNLESS you are planning to invite ALL students.**

Q. Cell Phones: Students are not permitted to make calls or send texts unless the Principal or teacher gives permission. If a student is sick, he/she will be sent to the office and the call will be made by an adult in the main office. A child is not allowed to call the parent and asked to be picked up. In keeping with truancy procedures, a school official will determine if a call should be made. If a student is upset and wants to call home, they must get permission from an administrator or the main office to use a phone. Cell phones cause the most disruptive situation at the Academy. Cell phone guidelines are as follows:

- a. Cell phones should remain off and out of sight during all the school day.
- b. There will be zero tolerance for filming, using inappropriate events, or people on your personal cell phone and uploading them to social media.
- c. The Academy is not responsible for lost or stolen cell phones or any other electronic devices.
- d. Cell phone violations and texting on a cell phone are a part of the school-wide discipline plan. See below for the consequences: 1<sup>st</sup> offense: the teacher will hold the phone for the rest of the school day; it will be returned before the student goes home, provided that the student has stayed respectful 2<sup>nd</sup> offense: the phone will be turned over to the ADM staff and a parent will have to come in and pick up the phone 3<sup>rd</sup> offense: the phone will be turned over to the Principal with next steps to be determined. The Principal can decide to keep the phone for the remainder of the semester.

R. Personal Items Brought to the School: Students are not allowed to bring personal items to school. To avoid disruption of the educational process, currently popular items such as trading cards, electronic games and action figures are to be left at home. Such articles will be taken and returned only to the parent or the law authorities if deemed prudent to do so by the building administrator. Except for approved fundraisers, students are not permitted to sell or trade anything among themselves at school, on the school grounds or the bus. This includes food from lunches. Pets should never be brought to school without prior permission of the Principal. Further, items should not be brought in glass jars because of the danger of breakage. Please note: The school is not responsible for the replacement of lost, damaged, or stolen items brought to school.

S. Stolen Items: The school is not responsible for stolen personal items, including cell phones, even if turned in over to school personnel.

T. Backpacks, Desks, Lockers, and Other Personal Storage Areas: All lockers, desks and other storage areas provided to the student for use remain the property of the school. The student has no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any locker or storage area, except with a lock (if any) approved and provided by the school. Unapproved locks will be removed and destroyed with no compensation. Upon authorization of the building administrator, personal storage areas may be searched at any time for any reason.

Upon authorization of the search team, including the administrator or designee, backpacks, desks and other personal storage areas may be searched at any time for any reason. The search team may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein, as provided in the **Search Policy** attached as **Appendix 2**.

U. Pesticide Notice and Log Policy: In accordance with Ohio law, parents and guardians of minor children, adult student, faculty, and staff who are enrolled or employed at the school may request and receive prior notifications of the application of pesticides that are scheduled for a time when school is in session. All such requests shall include the requesting party's email address or telephone number and shall be submitted to the school administrator at the school office. The school administrator is designated as the contact person for all pesticide applications made at the school.

Additionally, pesticide logs shall be available for inspection at the school office during normal school hours. Said logs shall be retained for one year following the date of the pesticide application. This Policy shall not apply to disinfectants, sanitizers, germicides, and anti-microbial agents.

## **V. Health and Safety**

The school provides a safe and clean environment and takes precautions to protect students and staff. The building doors are locked during the school day. Entrance to the building is by office permission. Closed circuit cameras cover all entrances and are placed at strategic locations throughout the building.

A. Reporting Injuries: If a student is injured at the school, he/she must immediately report the injury to school personnel. The main office will complete an injury report and will provide a copy of the report to the parent/guardians when asked.

B. Health Clinic: When available, the school nurse or office staff handles all first aid; otherwise, first aid issues will be handled by other school personnel. All students are required to have an **Emergency Authorization Form** on file at the school. These forms will be used in case there is a medical emergency or illness.

C. Emergency Medical Authorization: Each parent is asked to complete and return to the school an Emergency Medical Authorization Form, which will be included in the student's cumulative record folder. Parents are responsible for ensuring that this authorization form includes the necessary information the school must have should an emergency arise. It is extremely important that this authorization form is fully completed and updated as medical needs and/or phone numbers change.

D. Medication Administration: Per Ohio Revised Code Section 3313.716 students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms at the school. Per Ohio Revised Code Section 3313.718(B) and 3314.03(A)(11)(d) students are permitted to carry and use an epinephrine auto-injector to treat anaphylaxis (an intense allergic reaction). In order for a student to properly possess or use an epinephrine auto-injector at the school, written approval from the student's physician and parent must be signed and received by the school. For medications asthma inhalers and epinephrine auto-injectors, written approval by the student's physician must include all information as detailed herein below or as indicated on the Food Allergy Action Plan, if applicable. If a student has a serious food allergy, the parent must complete a Food Allergy Action Plan.

"Written Approval" here under must include the following information: (1) The name and address of the student (2) The name of the school and class in which the student is enrolled. (3) The name of the medication and the dosage to be administered. (4) The times or intervals at which each dosage of the medication is to be administered. (5) The date the administration of the medication is to begin. (6) the date the administration of the medication is to cease (if applicable). (7) Acknowledgement that the physician has determined that the student is capable of possessing and using an auto-injector appropriately and has provide the student with training in the proper use. (8) Any severe adverse reactions that should be reported to the physician, one or more phone numbers at which the physician can be

reached in an emergency. (9) Instructions outline procedures to follow if the asthma inhaler does not provide adequate relief; (10) A list of adverse reactions that may occur if an individual for whom the asthma inhaler was not intended uses the medication; (11) At least one emergency telephone number for contacting the physician and one number for contacting the parent. (12) Any other special instructions.

Should any information regarding the medication change, the parent must submit a revised written statement. All medications must be in the prescribed container. The school shall require and retain copies of each request and accompanying statement. The statement shall be given to the employee authorized to administer the drug by the next school day after receipt. The school shall store the medication in a locked location in the school office or other location as determined by school personnel that meets legal requirements for storage. Any drugs that require refrigeration shall be stored in a refrigerator located in a place not commonly used by students. Properly trained school staff may administer epinephrine in an emergency situation, in accordance with the Written Approval and/or the student's Food Allergy Action Plan when emergency medical service providers are not immediately available, and the exigency of the circumstance requires immediate action. School staff will immediately request assistance from an emergency medical service provider whenever a student is administered epinephrine at the school or at an activity, event, or program sponsored by the school. This request for medical assistance applies whether the student self-administers the medication, or a school staff member administers it to the students.

**Students with Diabetes:** All students enrolled in the school will receive appropriate and needed diabetes care in accordance with an order signed by the treating physician. The care includes any of the following: (1) checking and recording blood glucose levels and ketone levels, or assisting the student with the check (2) responding to blood glucose levels outside of the student's target range (3) administering glucagon or other prescribed emergency treatment during a case of severe hypoglycemia. (4) administering or assisting in the administration of insulin (5) providing oral diabetes medication (6) understanding schedules and food intake for meals and snacks to calculate medication dosages pursuant to the physician's order (7) following the physician's instructions regarding meals, snacks, and physical activity (8) administering diabetes medication as long as the following conditions are met: (a) administered by a school nurse, or in the absence of a school nurse, and employee trained in diabetes care: (i) any training shall be coordinated by a school nurse or a licensed health care professional with expertise in diabetes (ii) each year the training shall take place prior to the beginning of the school year, or as needed, not later than fourteen days after receipt of a physician's order (iii) any individual who completed the required training shall be considered by the Board as qualified to administer diabetes care. (iv) the school nurse or licensed health care professional shall provide follow up training and supervision. (b) the school receives a written request with the following information: (i) the name and address of the student (ii) the school and class in which the student is enrolled. (iii) the name of the drug and the dosage to be administered (iv) the times or intervals at which each dosage of the drug is to be administered (v) the date the administration of the drug is to begin (vi) the date the administration of the drug is to cease (vii) 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 (viii) special instruction for administration of the drug, including sterile conditions and storage. (c) the parent agrees to submit a revised statement upon any changes (d) the person administering the drug has a copy of the statement and (e) the medication is in the prescribed container.

Within fourteen days of receipt of a physician's order regarding a student with diabetes, the Board or Governing Authority shall inform the student's parent that the student may be entitled to a 504 plan. Upon written request of a parent, a student with diabetes shall be permitted to attend to his/her own care in accordance with the physician's order if the student's treating physician determines the student is capable of performing the tasks. The student shall be permitted to perform the care tasks in any area and to possess all necessary supplies and equipment. If the student uses the medical equipment for purpose other than the student's own care, the Board may revoke the student's permission to attend to his/her own care.

The school, members of the Board and employees of the school are not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties associated with diabetes care unless the act or omission constitutes willful or wanton misconduct.

No later than the last day of December of each year, the Board shall report to the Ohio Department of Education, the following: (1) The number of students enrolled during the previous school year (2) the number of errors associated with the administration of diabetes medication during the previous school.

**E. Food Allergy Action Plan:** If a student has a serious food allergy, the student and his/her parent must complete a Food Allergy Action Plan.

F. Vision, Hearing and Scoliosis Screening: Screening for the students will be conducted in accordance with state guidelines. The school nurse will notify the parents of the results. Any conditions discovered that might impede the student's health or school progress will be brought to the parent/guardian's attention by the school nurse.

G. Eye Protective Devices: Staff and students shall wear eye protection which complies with Federal and State standard when working in areas involving: (1) flying particles (2) molten materials (3) acids, caustic, or explosive materials (4) chemical fumes or vapors (5) potentially injurious light radiation (6) welding, milling, sawing, drilling, turning, shaping, cutting, grinding, buffing.

H. Wellness Program: In light of the *Child Nutrition and Women, Infant, and Children (WIC) Reauthorization Act of 2004*, Congress, the school recognized the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the *National School Lunch Act* or the *Child Nutrition Act of 1966* to develop local wellness policy. The passing of the *Healthy, Hunger-Free Kids Act of 2010* added provisions to expand upon the previous local wellness policy requirement of the 2004 Act. The school supports student health and wellness. For further information regarding the Wellness Policy, refer to the Board of Director's Board Policy Manual.

I. Reporting Child Abuse and Neglect: When any staff member suspects abuse or neglect, he/she will first notify the building administrator. The staff member will then call the local reporting agency in the presence of the administrator. The staff member will document the notification. All reports are to be confidential. For further information regarding reporting of child abuse or neglect, refer to the Board of Director's board Policy Manual.

J. Technology and Internet Safety: As more fully outlined in the school's Technology and Internet Safety Policy attached as Appendix 2 to this handbook, the use of technology is a privilege and an important part of the school's overall curriculum. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. The school always reserves the right to monitor and log technology use, to monitor file-server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree: (1) to abide by the school policies relating to the use of technology (2) to release all school employees from any and all claims of any nature arising from the use or inability to use the technology (3) that the use of technology is a privilege (4) that use of the technology will be monitored, and there is no expectation of privacy whatsoever in any use of the technology.

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

- Altering system technology, including but not limited to, software or hardware.
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials the school believes may be unlawful, obscene, pornographic, abusive, harmful to minors or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes – the school technology resources are intended only for educational use.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to others users.
- Disrupting technology through abuse of technology, including but not limited to, hardware or software.
- Malicious uses of technology through hate mail, harassment, bullying, profanity, vulgar statements, or discriminating remarks.
- Interfering with others' use of technology.
- Installation of software without the consent of the school.
- Violating the conditions of Federal and Ohio law dealing with students' and employee rights to privacy.

- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware.
- Damaging any technology devices.
- Allowing anyone else to use an account other than the account holder.
- Other unlawful or inappropriate behavior.

The parent and student also acknowledge and agree that the student is solely responsible for the use of his/her accounts, passwords, and /or access privileges, and that misuse of such may result in appropriate disciplinary actions, including but not limited to suspension or expulsion, loss of access privilege, and/or appropriate legal action.

The parent and student must also know and further agree that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user will be liable for all costs.
- Violation of the Internet Usage Policy is also a violation of the school Code of Conduct and may result in disciplinary actions, other than those specifically set forth above, including but not limited to suspension or expulsion.

#### K. Harassment, Intimidation, Bullying

As more fully set forth in the school's Policy on Harassment, Intimidation and Bullying, including by an electronic act, and 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 addressing 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 or the conduct of such behavior carries with its special statutory obligations. Any misconduct by one student against another student or staff, whether or not appropriately defined as harassment, intimidation, or bullying will result in appropriate disciplinary consequences for the perpetrator.

L. Prohibited Gang Activity: Students are prohibited from engaging in gang activities while at school, on school property, to or from school, or at a school-related function or event whether at the school or outside of the school facility, and on the Internet. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from school.

The term "gang" is defined as any non-school sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others.

The term "gang activity" is defined as any conduct engaged in by a student: (a) on behalf of a gang (b) to perpetrate the existence of a gang (c) to effect or promote the common purpose and design of any gang, including the wearing of apparel, jewelry, or symbols (e) to recruit for membership in a gang (f) to threaten or intimidate by use of gang affiliation and/or (g) to represent a gang affiliation, loyalty, or membership in any way while on school grounds or while attending a school function.

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

M. Drug-Free School: In accordance with applicable law, the school prohibits the use, possession, concealment, or distribution of drugs by students on the school grounds, in the school building, on school buses, or at any school related event. Drugs include any alcoholic beverage, an anabolic steroid, and any dangerous controlled substance as defined by state or federal statute, or any substance that could be considered a "look-a-like" controlled substance. Compliance with this school policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action as specified in the Parent/Student Handbook, up to and including expulsion from the school. When required by state law, the school will also notify law enforcement officials.

**N. Weapon-Free School:** No student at any time, for any reason shall possess, handle, transmit, or use any object, which can be reasonable considered a weapon or considered a “look-a-like” weapon in or on property of the school, school bus, or any school-sponsored activity held away from the school property. Possession of a weapon may result in immediate expulsion and involvement of local law enforcement.

Things to note: (a) a weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, box-cutters) (b) a dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone, or put someone in fear (examples: belts, combs, compasses, etc.) (c) an explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc. ) (d) any object that closely resembles a weapon or explosive and could put people in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs etc.)

Firearms have the same meaning as provided under the “Gun Free School Act of 1994”. At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter’s gun) which will or is designed to or can readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. If the definition of a firearm as provided by the “Gun Free Schools Act of 1994” changes, then the definition outline in this policy shall automatically change to conform to it.

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

## **VI. School Records**

The school takes student records and their confidentiality very seriously and has a policy of not disclosing any student records to anyone outside of the school except in strict accordance with State and Federal law. Records of students are only released to another school upon a properly authorized request from the school or upon receipt of the parent or as otherwise required by law.

**A. Current Information:** To ensure student records are up-to-date, parents must inform the school of address, telephone (home and work), and legal-custody changes as they occur during the school year.

**B. Request for Records:** The school secretary will request student records from the previous school(s) upon completion of enrollment. Pursuant to the Ohio Revised Code, the requested records must be received within fourteen (14) days. If the records are not received within fourteen (14) days or if the previous school indicates there are no records, the local law-enforcement agency will be notified regarding the possibility that the student may be a missing child. All fees are due to at the time of record release.

**C. Student Directory Information:** While FERPA permits schools to adopt a policy allowing the release of directory information under which “directory information” concerning students may be released to the public under certain circumstances, school are not required to do so. Whereas the school has not adopted such a policy, the school’s practice in compliance with FERPA is not to release education records or personally identifiable information in the absence of explicit consent from a parent or students over the age of eighteen.

**D. Audio-Visual Information:** The school recognizes the value of audio-visual and other types of electronic communication in providing students with an effective education. In communicating school-related activities, opportunities exist to photograph and videotape students and their work in a variety of activities. However, individual student records (academic and/or behavioral) will not be disclosed. Communications may include school newsletter, local newspapers, community-access cable channel, school-sponsored web pages, marketing materials and other publication. Highlighting the achievements and celebrating student successes in school is an integral part of the reporting responsibility to the community. The school will, however, respect parents’ wish for privacy in this area. Parents should call the school with any questions or concerns. Parents may also notify the school in writing if they prefer that the school not use their student’s name, picture or work product for presentations or other uses.

E. Release of Student Records: Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect and request corrections to student records. Parents are required to submit their request to inspect student records in writing to the administrator to allow him/her to schedule a reasonable and appropriate time and date for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of an administrator or his/her designee. The school must comply with the parent's request within forty-five (45) days.

Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the administrator in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parent also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Directors Student Records Policy. Parents have the right to file a complaint with the Ohio Department of Education if they think that the school or the school district their student previously attended is not complying with the Federal laws or regulations regarding students records.

F. Non-Custodial Parent Record Request: The school will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary: (a) cumulative file (including the enrollment file, academic file, vocational file, Title One file, and graduation) (b) health records (c) psychological records (d) parent conferences and lab observations.

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

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

G. Protection of Pupil Rights Amendment (PPRA) Notification: The ***Description of Intent*** states that the school follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the school's programs and strategies. From time to time, the school will collect and analyze student performance data and various measures of effectiveness. Families may also be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA. For example, the names of the student, parent, and family members will not be revealed, and results will only be reported in aggregate or by subgroupings of sufficient size so that anonymity of the participants is safeguarded. ***The Rights Afforded by the PPRA*** states that PPRA affords parents of minors certain rights regarding the school's conduct of surveys, collection, and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before students are required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following: (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) sexual behavior or attitudes (4) illegal, antisocial, 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 clergy

(7) religious practices, affiliations, or beliefs of the student or parent (8) income, other than as required by law to determine program eligibility.

- The right to receive notice and an opportunity to opt a student out of the following: (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. (3) activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- The right to an inspection, upon request and before administration or use, of the following: (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 (3) instructional material used as part of the education curriculum

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

The school will directly notify the parents of these policies annually in this PPRA Notice or after any substantive changes. The school will also directly notify by U.S. mail, e-mail, or other reasonably available method, the parents of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the parent to opt students out of participation in the specific activity or survey. The school will make this notification to parents near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the parent will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will provide an opportunity to opt their students out of such activities and surveys. The parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement: (a) collection, disclosure, or use of personal information for marketing, sales, or other distribution (b) administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education (c) any non-emergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA. Where a student is scheduled to participate in these activities, the student will be notified as described above.

Reporting a Violation – The parent and/or student who believes his/her rights have been violated may file a complaint to the following: Family Policy Compliance Office

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

## VII. Child Find

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

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

The school is committed to affording all children their right to a free and appropriate education, regardless of any disability to child may have. However, to accomplish this, the school must know that a need is present. Parents, guardians, relatives, public and private agency employees, and concerned citizens are used to help school find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the school's administrator.

The school will contact the parents or guardians of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether a special need exists. If a need is identified, the child can begin receive special education and related services.

### **VIII. Parents' right to Know Teacher Qualifications**

A parent or guardian may request information on the professional qualifications of each classroom teacher who provided instruction to the parent's or guardian's child. The information that may be requested includes: (a) licensure and certification information (b) educational background (c) qualifications of instructional aides (if applicable)

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

The school recognizes that the involvement of parents (hereinafter including guardians/caretakers/foster caregivers) and families in their children's education is critical to students' success. In order to accomplish the goal of welcoming, encouraging, and promoting parental/family involvement, the school shall:

**(1) create a welcoming school climate** (a) provide a welcome packet for all parents visiting the school, including important school contact information, the school calendar, and information about the vision and mission of the school (b) have teachers make personal contacts with families through e-mail, phone calls or home visits (c) hold an open house, prior to school opening, at which families can meet their children's teachers, tour the school building, and meet other families.

**(2) provide families information related to child development and creating supportive learning environments** (a) provide information for parents on typical development and appropriate parent and school expectations for various age groups (b) print suggestions for parents on home conditions and activities that support learning at each grade level (c) partner with local agencies to provide resources to families.

**(3) Establish effective school-to-home and home-to-school communication** (a) provide information for parents on homework policies and on monitoring and supporting student work at home (b) send home student work for parent review and comment (c) allow access so families can frequently monitor their children's progress (d) clearly communicate school policies to all families and (e) establish formal mechanisms for families to communicate to administrators and teachers as needed (e.g. phone numbers, e-mail addresses, weekly hours for families to call (f) create a "suggestion or comment" box (electronic or onsite) for families to anonymously provide their questions, concerns and recommendations.

**4. Strengthen families' knowledge and skills to support and extend their children's learning at home and in the community** (a) provide training and materials for parents on how to improve children's study skills or learning in various academic subjects (b) make regular homework assignments that require students to discuss with their families what they are learning to class (c) provide information on community resources and activities that link to student learning skills and talents, including summer programs for students (d) inform families of the high expectations and standards children are expected to meet in each grade level. Provide ways for families to support the expectations and learning at home. (e) engage families in opportunities to work with their children in setting their annual academic and career goals.

**5. Engage families in school planning, leadership and meaningful volunteer opportunities** (a) invite parents to be involved at the school, including Title One planning (b) identify family volunteer interests, talents, and availability, matching these resources to school programs and staff support needs (recurring volunteers will be required to comply

with background check policies of the school) (c) create volunteer recognitions activities such as events, certificates, and thank-you cards (d) host events which encourage interaction among parents **6. Connect students and families to community resources that strengthen and support students' learning and well-being** (a) through school-community partnerships, facilitate families' access to community-based programs (e.g., health care and human services) to ensure that families have resources to be involved in their children's education (b) establish school-business partnerships to provide students mentoring, internships and onsite, experiential learning opportunities (c) connect students and families to service-learning projects in the community (d) invite community partners to share resources at annual open houses or parent-teacher conferences.

## **X. Complaint Procedure**

The Board of Directors believes that complaints from parents or other members of the community regarding school personnel should be addressed thoroughly and completely. The people involved should treat one another with the highest level of respect and dignity. Initially, complaints shall be addressed formally or informally with the staff member. Complaints must be made in a civil/respectful manner to be considered by school personnel. Where appropriate, the complaint should be in writing on a form developed by the Administrator and should contain a statement of the facts and the specific outcome desired by the parent or other person making the complaint. The Complainant may sign the complaint and should be given a copy. The staff members(s) should work with the Complainant to resolve the issue in a timely, professional, and courteous manner. The efforts used to resolve the complaint and the outcome should be noted on the form. Allegations involving illegalities should be reported immediately to the Administrator.

Complaints unresolved through a parent-staff member communication or complaints involving teachers or staff members should be in writing as noted above and directed to the Administrator/Principal. The Administrator shall investigate and attempt to resolve the issue in a fair and timely manner. The outcome should be noted on the form and further documented by letter or email as appropriate under the circumstances. If the Administrator cannot resolve the issue with consultation with school advisors or consultants, the complaint (with documented history of preceding steps) is forwarded in written form to the Board of Directors and a copy to the school's legal counsel.

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

The school does not discriminate based on religion, race, color, ethnicity, national origin, gender, sexual orientation, economic status, homelessness, or disability in its programs and activities. All employees shall report to the Title IX coordinator at the time the employee has notice of sexual harassment, including allegations of sexual harassment. The following have been designated to handle inquiries regarding non-discrimination policies and can advise parents on the specific civil rights grievances procedure.

Foundation Academy

Name of Title IX Coordinator: Mitzi Kimani ([mkimani@foundationacad.org](mailto:mkimani@foundationacad.org))

1050 Wyandotte Ave. Mansfield, Ohio

419-526-9540

Section 504 Coordinator: Brooke Taylor ([btaylor@foundationacad.org](mailto:btaylor@foundationacad.org))

SPED Coordinator: Trisha Weisbarth ([tweisarth@accelschools.com](mailto:tweisarth@accelschools.com))

## **XII. Homeless Policy**

The school provides an educational environment that treats all students equally. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not

homeless. Accordingly, the school will enroll each homeless student in the school determined to be in the student's best interest. This commitment to the educational rights of homeless or unaccompanied youth applies to all services, programs, and activities provided or made available. The school shall fully comply with McKinney-Vento Homeless Assistance Act.

Allyson Clark, school counselor, is the staff member who is the school liaison for homeless students. The school shall display the contact information in the building. Homeless-issue-awareness training shall be provided to all staff members. All questions and concerns of the staff members should be referred to the School Liaison.

The School Liaison for Homeless Students shall ensure that the parent or guardian of a homeless student and any unaccompanied youth is (a) assisted in accessing transportation to the selected school (b) provided assistance in exercising the right to attend the school of his/her choice (c) serviced without being labeled as homeless by school personnel (d) assisted in the Dispute Resolution process as outlined herein.

**Eligibility:** A student may be considered eligible for services as a "Homeless Child" under the McKinney-Vento Homeless Assistance Act if he/she is presently living: (a) with other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubling up" (b) in a shelter, temporary shared housing, or transitional living program (c) in emergency or transitional shelters (d) in a hotel/motel, campground, or similar situation due to lack of alternatives (e) at a bus or train station, park, car, or abandoned building, public spaces, substandard housing (f) abandonment in hospitals (g) a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (h) migratory students

**Placement:** The school shall make school placement determinations based on the best interest of the student. To the extent feasible, homeless students are kept in the school of origin unless doing so is contrary to the wishes of the student's parent or guardian or otherwise not in the best interest of the student.

To the extent feasible, the school shall comply with a request made by parents regarding school placement regardless of whether the student lives with the homeless parent or is temporarily residing elsewhere.

**Immediate Enrollment:** Should a dispute arise over eligibility, school selection, or enrollment the dispute resolution procedures shall be followed as provided herein and the student shall be immediately enrolled during the pendency of the dispute and all appeals. Lack of proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment in a school.

**School Selection:** The eligibility of a student has the right to select from the following schools (a) the school he/she attended when permanently housed (school of origin) (b) the school in which he/she was last enrolled (school of origin) (c) the school in the attendance area in which he/she currently resides (school of residency).

**Participation in Programs:** Eligible students have a right to access all of the school's programs and services on the same basis as all other students, including special education, school breakfast and lunch, and any extracurricular activities.

**Transportation:** Any eligible student attending his/her school of origin has a right to transportation to and from school of origin.

**Dispute Resolution:** The student, parent or guardian has the right to appeal any school determination of eligibility, school selection, or enrollment. The School Liaison will guide the student, parent, or guardian through the entire dispute resolution process. The School Liaison will assist in both the local and State-level appeals process, if necessary. This includes recording evidence that will be used to write an appeal if a parent, guardian, or unaccompanied youth cannot do so by him or herself and providing access to school materials, such as copies and fax machines.

Should a dispute arise over eligibility, school selection, or enrollment in a school, the following procedure is to be followed: (1) The school shall immediately enroll the child/unaccompanied youth in the school in which he/she is seeking enrollment, pending resolution of the dispute, including all appeals. Enrollment for these purposes is defined as attending classes and participating fully in school activities. (2) Upon determination of eligibility, enrollment, or school selection, the school will provide a written explanation of any decision made to parents, guardians, or unaccompanied youth. The school should use Attachment 1 in order to capture all relevant information regardless of what form is used, the written explanation should be easy to understand and free of jargon. When appropriate, the school will translate the decision into the recipient's dominant language. At a minimum, the written explanation of how the school reached its decision regarding eligibility, school selection or enrollment will include: (a) a description of the action that the school proposed or refused (b) an explanation of why the school proposed or refused the action (c) a description of any other options the school considered (d) the reasons why the school rejected any other options (e) a description of any other factors relevant to the school's decision and information related to the eligibility or best interest determination. (This includes the facts, witnesses and evidence relied upon and their sources). (f) appropriate timelines to ensure any relevant deadlines are met (g) contact information for the School Liaison and State Homeless Education Coordinator and a brief description of their roles (h) notice to the recipient of their right to file an appeal, including step-by-step instructions of how to file an appeal. (3) The school will refer the student, parent or guardian to the School Liaison who will initiate the dispute resolution process as quickly as possible. The Liaison will make sure that the school follows the dispute resolution process. The Liaison also must ensure that unaccompanied youth receive the same rights to appeal the school's eligibility, school selection or enrollment decision as parents and guardians. The role of the Liaison is to assist the student, parent, or guardian through the duration of the dispute-resolution process. The process will be open and transparent among those involved. (4) Following an appeal at the school level, if the student, parent, or guardian still disagrees with the determination, they may appeal to the Ohio Department of Education. The school liaison will forward all written documentation and related documents to the state coordinator for Homeless Education at the Ohio Department of Education. The School Liaison may use Attachment 2 to help capture all relevant information. Upon receipt of any requested documentation, the State Coordinator for Homeless Education will investigate the dispute and request applicable documentation. The Ohio Department of Education will decide within 15 school days from the receipt of all necessary materials. The Department will provide the final decision to the school superintendent, building Principal, School Liaison, and parent, guardian, or unaccompanied youth. All parties must immediately adhere to the final determination.

*Disclaimer: Parent-Student Handbook is based in significant part on policies contained in the Board Policy Manual adopted by the Board of Directions. Those Board Policies are incorporated by reference into the provisions of this Handbook. The Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the policies provided in this Handbook since it was printed and disseminated at the beginning of the school year. If anything in the Parent-Student Handbook conflicts with a Board Policy, the Board Policy manual shall supersede the Parent -Student Handbook. If you have questions or would like more information about a specific policy or document, contact the school Principal.*

**Appendix 1.1**  
**Foundation Academy**  
**2025-2026**

**264.1 Anti-Harassment, Intimidation and Bullying Policy**

The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures, and standards for the School and students. Information regarding this policy must be incorporated into employee training materials. Annually, the School shall send a written statement describing the policy and the consequences for violating the policy to each student's custodial parent or guardian, either electronically or with report cards.

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off school property, including school buses and other school related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for the student to learn and achieve high academic standards harassment, intimidation and bullying like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: (1) any intentional, written, verbal, electronic, graphic or physical act that a student or group of students has exhibited toward another particular student more than once, and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student or (2) violence within a dating relationship. The definition of "harassment, intimidation, or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying".

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission or threatens the safety or well-being of a student or staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the school's mission due to the stress on the individual(s) victimized or the time invested by staff in dealing with the behavior or its consequences (2) whether a nexus to on-campus activities exists (3) whether the behavior creates a substantial interference with a student or staff member's security or right to educate and receive an education (4) whether the behavior invades the privacy of others (5) whether any threat is deemed to be a true (6) threat the administration or Board, using factors and guidelines set out by the courts or by common-sense, reasonable person standards.

Some acts of harassment, intimidation, bullying, and cyber-bullying may be isolated incidents requiring that the School respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, school building, or by law enforcement officials. Consequences are appropriate remedial actions for students who commit an act of harassment, intimidation, bullying, or cyber-bullying range from positive behavior intervention up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and Code of Conduct of the school shall be followed and shall not infringe on any student's First-Amendment rights under the United States Constitution.

All school personnel, volunteers, and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Should any school employee, or school official who has authority to institute corrective measures on behalf of the school, receive notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator. Anonymous communication, if necessary, may be made by telephone, electronic mail, or in writing. In the case of sexual harassment as defined by Title IX, the school shall follow the school's Title IX Grievance protocol. For all other incidents, the Principal or his/her designee is responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the principal or her/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See Appendix 264.1-A Form for Reporting Incidents of Harassment Intimidation and Bullying). Once an investigation is completed, if the reported incident has been substantiated, the parent of any student involved in the prohibited incident shall be notified. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. To the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), parents have access to any written reports pertaining to the prohibited incident, and, if the school has a website, the school shall post this summary of reported incidents on the school website. All school personnel, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy promptly and in good faith.

The school prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with school policies and procedures.

Students are prohibited from deliberately making false reports of harassment, intimidation or bullying, and students who deliberately do so will be disciplined up to and including suspension or expulsion.

The school shall implement the following strategy for protecting victims from new or additional harassment, intimidation, or bullying, and from retaliation; supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if evaluated that it is needed; inform school personnel of the incident and instruct them to monitor the victim and the offending party for indication of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to ensure that there have been no incidents of harassment, intimidation, bullying or retaliation from the offender or other parties.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" will warrant disciplinary action whether and to what extent to impose disciplinary action (i.e. detention, in-school suspension, out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal, or other decision-maker in case of sexual harassment. The following procedures set forth possible interventions for the principal to enforce the prohibition against harassment, intimidation, or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action. (1) Non-Disciplinary Interventions: When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying,

its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer medication may be deemed inappropriate to address the concern at the discretion of the school administration. (2)

Disciplinary Intervention: When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In-and-out-of School suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

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

To the extent State or Federal funds are appropriate, the school shall require that all students enrolled in the school be provided with age-appropriate instruction of this policy annually, including a written or verbal discussion of the consequences for violations. The School may form a prevention task force and/or programs to educate students about this policy, such as holding an assembly on harassment intimidation and bullying for parents and students, to raise the level of awareness and help prevent the prohibited conduct.

The school shall incorporate training on this policy into the in-service training required under R.C. 3319.073. The school may provide training, workshops, or courses to other staff and volunteers who have direct contact with students.

R.C. 3313.666, 3313.667, 3319.073

See also Policy 222 title IX Grievance Procedure; Policy 271 Student Code of Conduct; Policy 273 Expulsion and Suspension; Policy 232 Technology and Internet Acceptable Use; Policy 234 Electronic Communication Devices; Policy 261 Student Expression; Policy 262 Student Bill of Rights/Responsibilities; and Policy 264 Sexual and Other Forms of Harassment.

**Appendix 1.2**  
**Foundation Academy**  
**2025-2026**

**264.1 Anti-Hazing Policy**

The school prohibits all acts of hazing. Hazing, like other violent and disruptive behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe and civil environment. No person shall recklessly participate in the hazing of another. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing or hazing activity means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization, or any act to continue or reinstate membership in or affiliation with any student or other organization, that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. For purposes of this policy, mental harm means mental stress, anxiety, physical injury, sickness, injury to feelings, humiliation, mental anguish, and/or depression, connected to and arising from the hazing activity.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times, regardless of whether the activity occurs on or off of property owned, used or controlled by the school, so long as the hazing activity is in any way connected to the activities or incidents that have occurred on property owned, used or controlled by the school. This policy will be actively enforced at all times.

Hazing is a violation of school policy separate and distinct from harassment or other prohibited conduct. No student, including leaders of student's organization, may plan, encourage or engage in any hazing activity. Students having engaged in hazing activity and who fail to abide by this policy are subject to disciplinary action including suspension, expulsion, removal or permanent exclusion as stated elsewhere in this policy manual and may be liable for civil and criminal penalties pursuant to state law.

Staff are to be particularly alert to possible conditions, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, involved students are informed by the discovering staff member of the prohibition contained in this policy and are prohibited from participating in or permitting hazing, and must end all hazing activities immediately. All hazing incidents are to be reported immediately to the Principal or his/her designee. Additionally, no administrator, employee, faculty member, teacher, consultant, or volunteer of the school who is acting in an official capacity shall fail to immediately report the knowledge of hazing to a law-enforcement agency in the county where the hazing victim resides or where the hazing is occurring or has occurred.

No staff shall encourage, permit, condone or tolerate any hazing activities, and staff who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties pursuant to State law.

R.C. 2307.44; 2903.31; 2903.311; 3313.661. See also Policy 271 Student Code of Conduct.

**Please read and sign each provision.**

Student \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Student Handbook  
2025-2026**

We have read and understand all the information contained in this manual including the Student Code of Conduct, internet usage policy and related policies. We agree to abide by and support the school's policies both the Student Code of Conduct and the Board of Director's Board Policy Manual.

Agreed to by:

Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**Media Release  
2025-2026**

I/we understand that as a part of my child(ren)'s attendance at school, photos, videos and quotations may be taken for use in publications and reports about the program. I/we further understand that members of the news media invited to cover the program may take photos videos, and quotations. I/we grant permission to use such materials for the promotion of the program.

Parent signature: \_\_\_\_\_

**Internet Policy  
2025-2026**

Snapshot of policy expectations:

- abide by all school policies relating to the use of technology
- technology is a privilege not a right
- the use of technology will be monitored
- there shall be no expectation of privacy
- a recovery fee for breaking/damaging technology will be applied
- technology may be revoked/taken away for misuse
- viewing objectionable content
- misuse of passwords

Agreed to by:

Student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

**Bounce House, Joust, Transverse Wall  
Participation Waiver/Waiver of Liability  
2025-2026**

Parent/legal guardian provides consent for my child to participate on the Joust, Obstacle Course Bounce House, Traverse Climbing Wall and our sports throughout the school year. I understand that participation in this event/activity can result in a possible injury.

I agree to hold harmless and indemnify Foundation Academy from any and all liability as a result of participating in activities on the Joust, Obstacle Course Bounce House, Traverse Wall and/or our Sports programming.

Parent Signature: \_\_\_\_\_

