

PARENT/STUDENT HANDBOOK  
2018-2019



**Cleveland Arts and Social Sciences Academy**  
**10701 Shaker Boulevard**  
**Cleveland, Ohio 44104**

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Dear Students,

Welcome to the 2018-2019 school year at Cleveland Arts and Social Sciences Academy! We are excited that you are a part of the CASSA family. The CASSA Teaching Team along with the administration is looking forward to a positive and productive academic school year. The staff at CASSA is a dedicated, caring and competent group of individuals that are willing to provide you with the academic support that is needed to prepare you for success.

The information provided in the parent/student handbook was created to ensure that our school is a safe and orderly environment which is conducive to learning. The material provides students with information regarding what is expected of a CASSA student. Education is a shared responsibility between the student, the School and the parent(s). It is therefore necessary for all involved to contribute to the School and student success by following the guidelines set forth by CASSA.

We ask that you share this information with your parents as it will also be discussed in your individual classes. Parents and students are required to sign and return the parent/student handbook awareness statement found at the end of the handbook. It is important that you review and refer back to this information as often as needed because you will use this information throughout the year. The term “parent” when used herein to discuss rights or authorizations refers to the official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster or court-appointed guardian. If you have any questions about this Handbook, please contact the School’s administrator, also referred to herein as the Head of School. The Head of School has similar authority and responsibilities as the superintendent of schools for a local district.

Wishing you a great school year,

The CASSA Staff

## **STATEMENT CONCERNING STATE TESTING AND COMPULSORY ATTENDANCE LAW**

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 that are prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code shall no longer be excused for that purpose upon their enrollment in the School. For more information about this matter, please contact the school administration or the Ohio Department of Education.

### **ADMISSION**

The School will not charge tuition. The School will not discriminate in its pupil admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis.

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

### **KINDERGARTEN ADMISSION**

In order to attend kindergarten a child must be 5 years old by September 30 of the year of admission. The School may (at its option) establish an early admissions policy upon Board approval.

A child who seeks to enroll in kindergarten whom does not meet the age requirement set forth above, but who will be five years old prior to the first day of January of the school year in which admission is required, may be evaluated for early admittance in accordance with School's early admission policy.

## **PROCESS AND CRITERIA**

The School admits children of any race, color, religion, or sex. Furthermore, there will be no discrimination in the admission of students to the school on the basis of race, creed, color, national origin, sex or disability. For admittance the following will be required: completing and submitting the registration form and such other enrollment materials that the School deems necessary; and submitting copies of the child's birth certificate, Social Security Card, current immunization record as mandated by law, and proof of residence.

## **STUDENT RESPONSIBILITIES**

- respect for the rights of others
- obedience to properly constituted School authority
- compliance with the rules and regulations of the School
- respectful behavior in their speech and actions
- Individuals must not threaten or harass others
- not to cause or encourage threatening or harassment of others
- Individuals must maintain behavior, including dress, vocalization, and other actions, which allows others to learn
- Individuals must obtain permission before taking and/or utilizing the property of others

## **STUDENT RIGHTS**

- All individuals are deserving of respect and acceptance
- Students have a right to a learning environment free from physical and verbal threats and harassment
- Students have a right to learn free from excessive distractions
- Students have a right to the ownership, possession, and respect of their property
- Students have a right and are encouraged to ask questions when they do not understand as long as the questions are presented respectfully and are appropriate for the setting
- Students have a right to disagree with statements and policies affecting them as long as the student's positions are stated respectfully and do not disrupt the class or educational process
- Students have a right to obtain an explanation of rules and expected behaviors before they are accused of breaking the rules

## **UNIFORM AND DRESS CODE POLICY**

While fashion changes, the reason for being in school does not. School is a place of learning and students should dress accordingly. The purpose of CASSA's dress code is to enhance the learning environment by promoting school safety, good behavior and avoiding discipline problems because of the peer pressure of indulging in the latest fashion trends.

The staff and administration insist that students wear their uniforms properly. This includes tucking shirts in. Parents and students are equally responsible for the appearance of the student.

School uniforms are to be worn daily except on picture days (when indicated) or other special event days. Uniform specifics are described on the following pages. Extreme variance in student attire will not be allowed. This includes tying shirts, sagging pants, shirt tails un-tucked, shirts of another color under the uniform shirt and any other variances the administration deems inappropriate. In addition, jackets, hoodies and pullovers are not permitted to be worn within the School at any time.

## **GENERAL GUIDELINES**

In addition to the specifics of the policy on the following pages, these general guidelines are to be followed on a daily basis. Final decisions on what is acceptable are made by the administration. Specific exceptions may be given by the administration for certain occasions.

- All clothing must fit neatly and be clean.
- Tops must be long enough to be tucked into bottoms, including when arms are raised overhead as well as when seated.
- Skirts, skorts and shorts should be fingertip length or longer (no more than three inches above the kneecap).
- No writing, pictures or embellishments on any clothing.
- Footwear must be worn at all times and adequately secured to the foot. No sandals, flip flops, slides, or any shoe that exposes the toes or heel.
- Students are encouraged to leave expensive clothing or accessories at home. The School is not responsible for items which are lost, stolen or damaged.
- Athletic shoes may be worn but **must** conform to all dress code guidelines (black, brown, navy or white)

Clothing or appearance that is NOT acceptable includes the following:

- Du-rags, headscarves, hats, bandanas, head covering
- Plunging necklines (no exposed cleavage or midribs)
- Combs, picks, brushes (being worn or carried around)
- Any clothing, jewelry (including beads and mardi gras necklaces) or other item which identifies a student as a member of a gang
- Rolled or pulled up pant leg(s)
  - Denim material jeans (**blue, black or tan**) **SCHOOL UNIFORM PANTS ONLY**
- Over-sized clothing, saggy or baggy pants
- Form fitting or hipster pants
- Any material that is sheer or lightweight enough to see through
- Over-sized or “noisy” jewelry (such as bangles)
- Mouth jewelry

Please review the dress code policy carefully. Please govern yourself in accordance with the DRESS CODE POLICY. We will strictly enforce the dress code as well as the consequences for not adhering to the dress code.

Parents will be notified by phone and provided written notification when their child is out of dress code. The parent must bring a change of clothing to the school. THE STUDENT WILL

MISS OUT ON LEARNING BY BEING REMOVED FROM THE CLASSROOM UNTIL HE/SHE IS IN DRESS CODE. Failure to abide by the dress code is a violation of the school's Code of Conduct. Continued disregard of the dress code policy may be grounds for suspension and/or other disciplinary action.

## **DRESS CODE**

COLORS:   Tops:           White, Navy Blue and Light Blue.  
              Slacks:          Navy Blue ONLY  
              Sweaters:       Same as school colors above (No Hoodies, No Jackets)

LADIES:

Ladies may wear skirts (knee length), slacks (with belts), blouses (with a collar and buttons down the front), and polo shirts. Navy or white tights are permitted under appropriate length skirts.

GENTLEMEN:

Gentlemen may wear slacks - with a belt (no sagging), dress shirts and polo shirts.

\*\*\* ALL UNIFORM SHIRTS MUST HAVE A COLLAR AND  
BE LONG ENOUGH TO BE TUCKED IN\*\*\*

SLACKS:     Should be standard cotton/polyester blend. No knit, fleece, sweat or denim will be acceptable. Slacks must fit properly.

Knee-length shorts may only be worn during the months of August, September, May and June --- or if otherwise announced.

SWEATERS: May be a cardigan. NO HOODIES or Jackets (Navy blue, white, or black).

SHOES:     \*Black or brown school shoes or athletic shoes (no platform or slip-on shoes)\*

JEWELRY    Only one pair of earrings for ladies/gentlemen (no larger than a dime)  
              No nose, eye brow or lip jewelry is permitted.

Students that do not follow this policy may be written up for being out of dress code or the parents will be called to bring a change of clothes.

Administration has the final say in all dress code situations.

## **PARENTAL INVOLVEMENT GENERAL POLICY**

The School expects parents of students to be actively involved in the student's education. In order for our faculty and staff to effectively educate our children, we welcome our parents as



partners. Parents are strongly encouraged to participate in a variety of activities and forums which will support our students academically and add to the vitality of our school. Parents will be expected to participate and sign an agreement with the School.

A status review is a formally scheduled conversation between faculty and parents in order to discuss the student's development and progress. Parents will be required to confer with faculty about their child's/children's social and academic achievement on a regular basis as scheduled by the School on the School calendar. Parents should attend status reviews in order to receive written report cards. As well, the School encourages parents to initiate conferences about their questions and concerns with the Head of School or his/her designee and/or faculty members.

## **ARRIVAL AND DISMISSAL**

School hours are:     7:20 am – Doors open to all students  
                              7:20 – 7:50 – Breakfast  
                              8:00 – School Day Begins  
                              3:30 – Dismissal

## **MORNING ARRIVAL PROCEDURE**

Students should use the rear entrance of the building upon arrival. Upon entering the School all students are to go to the cafeteria and be seated according to grade level. If students are there for breakfast, students will be called by grade level or table to be served. Students are not allowed to leave the cafeteria unless they have a pass from one of the morning monitors. Students are to remain in the cafeteria until the classroom teacher picks them up.

## **DISMISSAL**

All of our students are dismissed from CASSA from the rear entrance of the building. Since we are entering and exiting a significant number of students, we ask that parents and friends wait away from the immediate area in front of these doors. For car pick-ups, as space is limited, please stop in the rear of the building, as not to obstruct the flow of traffic. Parents please respect the area designated for student arrival and dismissal. Picking up your child in the parking lot area can be dangerous. No student should be in the parking lot area unless accompanied by an adult. It is an extreme safety hazard for students to be walking or running across the parking lot area. Your total cooperation is appreciated.

## **VISITATION TO SCHOOL**

We welcome parents to CASSA. However, for the safety of all our children, all visitors must report directly to the office. Electronic locks have been installed at both entrances. All visitors must use the Shaker Boulevard entrance after 9:00 a.m. No parent or visitor is permitted to go directly to any classroom. No exceptions. Violators of this policy are subject to prosecution. Teachers are instructed not to talk with any visitor to the classroom who has not first obtained a visitors pass from the office. After the first two days of class we require that all of our students walk to their classroom on their own. We have staff in the hallways to assist any student that needs extra help after the first few times. Parents that contribute to the disruption of the

educational environment or present a risk to the safety or well-being of the School's students and/or staff may be excluded from the School facility at the discretion of the Head of School. For the School's complete Visitor Policy, see the attached Exhibit B.

## **ATTENDANCE**

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. If the student will not be in attendance, the parent must contact the School in accordance with the procedure set forth below. Attendance is required of all students enrolled at the CASSA during the days and hours that the School is in session.

### Excused Absences

Absences due to the following will be excused:

- Personal physical illness such as to prevent attendance at School.
- Personal mental illness such that the student will not benefit from instruction.
- Illness in the family if student is age fourteen or older.
- Quarantine of the home.
- Death in the family.
- Observance of religious holidays.
- Court subpoena.
- Medical or dental appointment. (The Head of School eit's deemed appropriate.)
- An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.

Excused absence means that it has been verified that the child's absence was for one of the legitimate reasons as listed above. In order for an absence to be considered an excused absence, appropriate documentation must be provided to the School within 3 days of the student's return.

In order for the child to obtain recognition for perfect attendance, the child must be present in school and on time every day, no exceptions.

**Absences for any other reasons other than those cited above will be considered unexcused.**

### REPORTING AN ABSENCE

Our attendance policy requires that the parent/guardian must report their child's absence to the office on or before the day of the absence. We have voicemail that will take messages. After the recorded message please leave your name (relationship to the child), your child's name, grade, room number and the reason for the absence. Lacking parental notification of an absence, the Head of School/designee will notify the parent of the student's absence by telephone or written notice on the same day the student is absent. All of our attendance is

computerized. By 9:30 AM each day we have already recorded your child's attendance for the day.

### TARDINESS

It is very important that children arrive on time for school. Children who arrive late cause a disruption to the class in progress and are themselves at an educational disadvantage. In addition, **those who frequently arrive late, give the impression that the business of education is not a top priority.** It is vital that parents model the importance of arriving on time for school. Late arrival will be counted towards student attendance.

### STUDENTS EARLY RELEASE

When parents wish to have their child/children released from school before dismissal, the parent must come to the office to sign the child out from class. We require the adult to show a photo I.D. to the office staff at the time of pick-up. This is for the safety and security of our students. We will then call the child/children to the office to meet the parent/adult. We cannot release any child to an adult who is not the custodial parent or who is not listed on the student enrollment form in the office. Teachers are instructed to never release a child directly from the classroom. At no time will we allow any student to walk home unattended during the school day. Late arrival and early release will be counted toward student attendance.

### TRUANCY

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year. Regarding habitual truants, the School will establish an absence intervention team which will develop an absence intervention plan for the student. If the student fails to follow the plan, the School may file a complaint in juvenile court jointly against the child and the parent.

The Head of School or his/her designee is also authorized to establish a parent education program for parents of students who are truant. Any parent assigned to the program who does not complete the program is to be reported to law enforcement authorities.

### MANDATORY WITHDRAWAL

Ohio law requires the withdrawal of any student who, without legitimate excuse, fails to participate in 105 consecutive hours of learning opportunities during any academic year.

PLEASE NOTE: Effective November 1, 2018 Ohio law will require the withdrawal of any student who, without legitimate excuse, fails to participate in 72 consecutive hours of learning opportunities during any academic year.

## **MAKE UP WORK**

When a student has an excused absence longer than 1 school day, a parent can call the office with a request for the work that the student has missed. Teachers need a 24 hour notice to have this work ready. It will be sent to the office for the parent to pick up. All completed work should then be returned to the teacher as soon as possible for grading (approx. 2 days after the student's return to school). If you know that your child will be absent an extended number of days, please call ahead (24 hours) to request the work.

## **PUBLIC AREAS: CAFETERIA, HALLWAYS, STAIRWELLS AND BATHROOMS**

The public areas at CASSA are areas used by all members of our school community. It is therefore important that we adhere to School-wide procedures on how to move and utilize the specified areas. The following procedures are school wide expectations that every student must follow.

## **LUNCHROOM**

CASSA operates a closed campus and all children Grade K – 8 eat lunch at School. Students may either purchase lunch at school or bring their own. We ask that candy, pop/carbonated beverages, and glass containers not be sent for lunch. Many students qualify for free and reduced lunches due to family income and family size. Information on prices, free and reduced, lunch eligibility and applications are sent home at the beginning of the school year and are available in the office at any time during the year if the family status changes. The Federal Government determines an eligibility criterion and failure to provide income verification (if requested) may result in termination of benefits. Lunch rules are basic:

- stand quietly in line waiting to get your lunch
- use common courtesy when you go through the line
- stay in your seat
- talk quietly to those seated around you
- raise your hand when you are finished, a staff member will let you throw out your trash

## **HALLWAY PROCEDURES**

- Walk slowly and quietly on the right side of the hallway
- Respect others and their property by keeping hands, feet and objects to yourself
- Stay off of the walls

## **CLASS CHANGE PROCEDURES**

- Use time wisely
- Exit class quickly
- Have all needed materials
- Enter class quietly

- Follow specific classroom entry procedures

### **RESTROOM PROCEDURES**

- Be Quick
- Be Clean
- Be Quiet
- Be Courteous

### **LEAVING CLASS DURING CLASS TIME PROCEDURES**

- Bathroom – Must have a pass from the teacher
- Office – Must have a written explanation by the teacher explaining why the student is there

### **ASSEMBLY PROCEDURES**

- Enter Area Quietly
- Sit in assigned grade area
- Act appropriately and be respectful
- Use active listening
- Exit quietly when instructed

### **FIRE DRILLS, WEATHER RELATED DRILLS/WARNINGS AND HEALTH AND SAFETY EMERGENCY EXPECTATIONS**

Students will not talk, run, laugh or joke around during drills in any way. Students are to follow the instructions of the classroom teacher, Head of School/designee in the event of a health or safety issue. Students are to remain with their class or designated adult until the “all clear” is given to return back to the learning environment. This is a safety issue and the procedures are to ensure the safety of all individuals in the building. If a student does not follow the directions he/she will be subject to disciplinary action.

### **SCHOOL DELAY AND CLOSING**

In the event of inclement weather, school delays and closings will be reported to all local television stations and the School’s name will appear as Cleveland Arts & Social Sciences Academy. In the event of a two hour or longer delay, breakfast will not be served. Please refrain from calling the School to ascertain whether the School will be closed or delayed.

### **CRISIS MANAGEMENT**

A school wide Safety/Crisis Plan has been developed and provided to school personnel for assisting and responding to various crisis/emergency situations. All students and staff practice building evacuation and safety procedures regularly. Fire drills are monthly while tornado drills are scheduled during tornado season. Exit procedures are posted in each classroom.

Lockdowns are also practiced throughout the school year. All staff have been trained with a Lockdown Plan.

In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the school may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to Parents will be through local television and radio stations. Once students are secure and safe, school personnel will contact parents with sign out procedures via the Remind system. Students will only be released to parents or individuals listed on their emergency contact forms.

## **PROMOTION AND RETENTION POLICY**

The Board recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate for their needs at the various stages of their growth. Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Decisions on the promotion and retention of students in a grade are based on documented instructional objectives, performance standards, and promotion criteria. The School shall develop and maintain instructional objectives, performance standards, and promotion criteria for each grade level in the School. Parent(s) and students shall be made aware of the instructional objectives, performance standards, and promotion criteria. Periodically during the year teachers shall provide written progress and grade reports. Teachers will also provide evaluation reports to parents and students during teacher-parent conferences. The grading system used to measure student progress toward achieving the predetermined instructional objectives and performance standards is applied consistently throughout the School. The Head of School, after consultation with staff and parents, has the authority to make the final decision relative to the promotion or retention of a student.

Promotion of a student from one grade to the next shall be based solely on that individual student's having met applicable promotion criteria. The decision to promote a student shall rest solely with the Head of School, with appropriate input from the student's teacher(s), the professional staff, and parent(s).

### **GRADING SYSTEM**

CASSA uses a 10 point grading system:

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

## **RETENTION**

State law requires that each school district in Ohio assess reading skills for students in kindergarten by November 1<sup>st</sup> and , first, second and third grades by September 30<sup>th</sup> of each year to determine whether they are reading at grade level (“On-track”) or not reading at grade level (“Not on-track”). If a student is identified as being Not on-track the School will notify the parent or guardian and the School will immediately provide intervention services to improve the student’s reading performance. In addition, the School and the parent or guardian will develop a Reading Improvement and Monitoring Plan. Unless the student meets an exception, if the student does not attain an appropriate level of reading competency by the end of third grade, they must be retained.

A student is required to be retained if he/she is truant for 10% or more of the required school days and has failed at least two (2) or more of the required curriculum subject areas, unless the Head of School and the teachers of the failed subjects determine that the student is academically prepared to be promoted.

Additionally, a student shall not be promoted or allowed to pass to a higher grade or course level if the student fails to meet established standards for a particular grade or course level.

Retention and/or placement decisions will be made only after the Head of School notifies and confers with parent(s) as to the student's progress or lack thereof. These notifications and conferences will take place as soon as teachers and the Head of School identify that a student's promotion could be in jeopardy.

## **FACTORS**

Teachers and the Head of School will consider at least the following factors in arriving at decisions on promotion or retention. Factors are applicable in all grade levels.

- The student's level of academic aptitude and achievement;
- The student's level of social and emotional development and the student's ability to effectively interact with other students in his/her current grade level;
- The student's attendance patterns (absences, tardies, early checkout, excused, or unexcused) and its effect on the student's progress;
- Any other factors thought to be appropriate by the Head of School, teacher(s), and professional staff.

Except as may be required by the Third Grade Reading Guarantee, the School will not utilize a student's failure to attain a specified score on any statewide achievement tests as the sole factor in any decision to deny a student's promotion to a higher grade level, except that the School may use a student's failure to attain a score in at least the proficient range as a factor in deciding to deny a student's promotion to the next level on the student achievement assessments established from time to time by the State Board of Education.

The School may choose not to promote a student to the next grade level, who does not take a required statewide achievement test or make-up test, and who is not exempt from the requirement to take such test.

Children with special needs: promotion and retention of previously identified disabled students shall be subject to the factors and policy above, but shall also consider the contents of the student's individualized educational plan (IEP).

## **HOMEWORK POLICY**

Because education is a lifelong process which extends beyond the School, it is important that students recognize that learning occurs in the home and in the community. Homework is one means of teaching the necessary skills of independent study and learning outside the School. A definition of homework would include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities which are related to classroom work, but which are assigned to be done at home.

### Reasons for homework:

- To complete work started in class
- To expand and enrich regular class work
- To build interest in reading and learning
- To make up work missed due to absence
- To encourage parents' awareness of student learning
- To provide an opportunity to pursue special interests or abilities
- To increase learning time
- To establish independent study skills
- To increase critical thinking skills
- Studying for tests

Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home. A minimum of 30 minutes of school work should be done each evening at home.

- Provide a quiet, well-lit place for the student to do homework.
- Help your child budget time so that a regular schedule for study is provided.
- Take an active part in what your child is doing in school.
- Encourage and guide your child with assigned homework. Under no circumstances should you do the work for your child.
- Encourage your child to seek additional help from the teacher if there is any difficulty with the assignment.
- Support and reward regular school attendance. Contact the school in case of prolonged absence.
- Request a conference with the teacher as soon as problems arise.

## **RECORDS UPON ENROLLMENT**

Newly enrolled student records:



Upon receipt of completed enrollment forms, a request for records will be made within twenty-four hours to the public or non-public elementary or secondary school the pupil most recently attended.

If the records are not received within 5 business days, a second request will be made and the Head of School or his/her designee will contact the school directly.

If the records are not received within 14 days of the date of request, or if the pupil does not present any one of the following: (1) a certification of birth; (2) a passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; (3) an attested transcript of the certificate of birth; (4) an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; or (5) an attested transcript of a hospital record showing the date and place of birth of the child the Head of School or his/her designee will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

### **MISSING CHILD POLICY**

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

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

### **ADMINISTERING MEDICATION**

Students needing medication are encouraged to receive such medication at home. If necessary for the School to administer any prescription or non-prescription medication the School will only do so after receiving a written request, signed by the parent or guardian, that the medication be administered to the student. In addition, the School will not administer any prescription medication unless it also receives a signed prescriber/physician approval containing the information listed below. The person authorized to administer the medication must receive the medication in the container in which it was dispensed by the prescriber or licensed pharmacist.

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

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

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

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

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

### **FOOD ALLERGY ACTION PLAN**

If a student has a serious food allergy, the student and his guardian must complete a Food Allergy Action Plan, available in the school office.

### **EMERGENCY MEDICAL FORMS**

Within your enrollment packet there is an emergency medical authorization form. Please make sure that you have filled it out completely and carefully. This form is kept in the office in the event of an emergency and we are unable to reach the parent/guardian. Copies will also be given to teachers to take with them on field trips which require them to be away from school. We must have these on file and no child will be permitted to participate in a field trip unless we have the completed information. As information changes throughout the year, we request that parents inform the office so that appropriate changes may be made on this very important form.

## **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. Parents will be notified of the injury through the sending home of the injury report and other means when necessary.

## **HEALTH REQUIREMENTS**

Your child must meet county and state health regulations for entrance to school. The school checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs. Students that have not presented written evidence confirming that the minimum immunization requirements have been met shall be excluded from School on the fifteenth day of the school year. Written statements of objection to immunizations due to parent's or guardian's religious reason are filed in the student's health folders.

A pupil is also exempt if they present a physician's statement that immunization is medically contraindicated. A signed statement of history of measles or mumps may be substituted for the measles or mumps vaccinations. However, a history of rubella may not be substituted for rubella vaccine.

The Ohio Department of Health minimum immunization requirements can be accessed at the following website: <https://www.odh.ohio.gov>.

## **HEALTH SCREENINGS**

All kindergarten, first, third, and fifth and seventh graders will be screened for adequate vision and hearing. Referral forms will be mailed to parents when further evaluation by a physician is recommended.

## **HEAD LICE/BED BUGS**

If your child/children are found to have head lice in their hair or bed bugs, they may be excluded from school. Students will be discreetly removed from the classroom and nonessential items for the school day such as book bags and coats will be put into a large plastic bag and tightly sealed. The parents will be notified immediately by the school nurse or school administration and the student will need to follow treatment. This involves treating the hair or skin, other infected family members and the home (furniture, carpeting, bedding, stuffed toys, etc.). Further instruction will be given to the parents on how to send the student to school the following day. Your cooperation in treating this condition is greatly appreciated. Treating head lice takes a maximum of two days. A longer absence than 2 days for this reason is considered excessive.

Administration reserves the right to request proof of extermination, medical documentation or other pertinent information that will ensure that the school maintains a healthy environment.

## **STUDENT ILLNESS**

When a student becomes ill at school, the parent will be notified to take the child home. Any student suspected of having a communicable disease will be referred to a physician for examination and recommendation for exclusion from school. Readmission will be allowed by a physician's statement. This procedure is to protect other individuals in the School from being exposed to the communicable disease.

A child who is ill will not perform well at school, and may be exposing the other students in the classroom. Please keep your child home if any of these symptoms are present: a fever of 100 degrees or greater, an undiagnosed rash, an earache or draining ear, diarrhea or vomiting, severe sore throat, persistent or severe cough, persistent or severe headache, or a known communicable disease. If your child is sent home with a fever of 100 degrees or greater, they must be fever-free without medication for 24 hours before returning to school.

Please call by 8:00 a.m. on days your child is ill. You may call before the office opens and leave a message. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

The Board of Directors ("Board") has adopted a policy to guide the use of Positive Behavior Interventions and Supports (PBIS), and the limited use of restraint and seclusion at the School. It is the Board's belief that every effort should be made to prevent the need for the use of restraint and for the use of seclusion. The use of a non-aversive effective behavioral system such as PBIS shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

Restraint or seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others, and shall occur only in a manner that protects the safety of all children and adults at school. Every use of restraint or seclusion shall be documented and reported in accordance with the Board adopted policy.

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success.

## **CHILD ABUSE AND NEGLECT**

Because of their sustained contact with school-age children, teachers and other employees are in a position to identify abused or neglected children.

Every School official, School employee, or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to

suspect, that a student under eighteen years of age (or a mentally retarded, developmentally disabled, or physically impaired student under twenty-one (21) years of age) has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student, shall immediately report that knowledge or suspicion, by telephone or in person, to the public Children's Services Agency or local law enforcement agency. S/He shall also notify the Head of School or his/her designee.

## **FIELD TRIPS**

Classes take field trips from time to time during the school year. Field trips are approved on the basis of educational purpose and objectives. Parents are always informed of the details of the trips and parent permission slips go home to be signed. The teacher will take a copy of the emergency medical form with them on every field trip. If the permission slip is signed, but we do not have an emergency medical form on file for the child, the child will not be permitted to go on the trip. Parents/guardians please make sure that we have an up-to-date emergency form on file for each of your children at CASSA. Teachers, in advance of the field trip, may set up specific requirements (incentives) for the student to participate. Please be aware, that attending field trips outside of the classroom is a privilege not a right. **All permissions MUST be in writing. NO Verbal permission will be accepted.**

## **VOLUNTEERS**

The protection and well-being of students enrolled in the School is paramount. To that end, a background check may be required for volunteers depending upon their level of contact with students. Volunteers who have no disqualifying events will then be added to our list of volunteers.

## **NOTIFICATION OF PESTICIDE APPLICATION**

Parents/guardians may request prior notifications of the applications of pesticides which are scheduled for a time when school is in session. To request such advance notification contact the school administrator or school office.

## **TELEPHONE USE**

No student will be permitted to use the telephone unless it is an emergency. Forgetting homework or needed supplies is not considered an emergency. Please help your child be adequately prepared for school in the morning and talk over any needed messages or instructions for the day at this time. Messages called in for students will be given at the last hour of the day. If it is an emergency the parent will be required to state the emergency situation. Taking care of arrangements before your child comes to school will help eliminate the urgency of last minute messages called into the office. If a parent needs to make pick-up changes, please be sure to call the school office no later than 3:15 pm so we can get the message to the student before they leave the classroom for the day. Please aid us in this effort, as a large student population does not allow us to interrupt classes and give students personal messages.

## **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of School rules. The search of a student's person or intimate personal belongings shall be conducted by the Head of School or his/her designee. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel.

The School recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

The School acknowledges the need for in-School storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a School official. School lockers, desks, and property are on loan to the students and remain the property of the School. They may be inspected and reclaimed at any time. Students must open their lockers at the request of School officials. Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School has established a zero tolerance for alcohol use.

The School also authorizes the use of canines, trained in detecting the presence of drugs, when the Head of School or his/her designee has reasonable suspicion that illegal drugs may be present in the School. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on School property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Students have no expectation of privacy with respect to the use of the internet, intranet or e-mail. Routine maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the student code of conduct or the law may result in severe penalties, up to and including expulsion.

## **NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES INCLUDING TITLE II, TITLE VI, TITLE IX, SECTION 504 AND ADA**

The School does not discriminate on the basis of religion, race, color, national origin, sex, sexual orientation, gender identity, disability or age in its programs, activities, or employment. The Board of Directors will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information or any other unlawful basis.

It is the policy of the School to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or other legally protected category.

The following person has been designated to handle inquiries regarding the nondiscrimination policies of the School or to address any complaint of discrimination:

Cory McDaniel  
10701 Shaker Boulevard  
Cleveland, Ohio 44104

### **ELECTRONIC DEVICES**

- Electronic devices are not to be seen or used during school hours. This includes music players, video games, video cameras, regular cameras and all other electronic devices.
- Cell phones are not to be seen or used during school hours. Cell phones must be turned off during school hours and turned in to the classroom teacher where they will be locked up for the duration of the school day. They may NOT be on the student or kept in a backpack/purse/coat. Cell phones will be returned to students at the end of each day.
- Consequences:
  - First Offense: The device (electronic or cell phone) will be taken by the teacher and held until the end of the day, when it will be returned to the child. The teacher will contact the parent to serve as a reminder of our electronic device and cell phone policy.
  - Second Offense: The device (electronic or cell phone) will be taken by the teacher and turned into the office. The parent must pick up the device from the office. It will not be returned to the student.
  - Third Offense: The device (electronic or cell phone) will be taken by the teacher and turned into the office. The parent is required to attend a conference with administration. **Loss of privilege of having the electronic device or cell phone on campus for the remainder of the year.**
  - Subsequent Violations: Students are subject to further consequences at the discretion of the principal or designees.

## **CHILD FIND POLICY**

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

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

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

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

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

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

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

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

The School's policies and procedures for special education are available. Contact the school administrator if you wish to review these procedures.

## **ESEA NOTIFICATION**

As a parent, you have the right to know the professional qualifications of the classroom teacher(s) who instruct your child. Specifically, you have the right to know whether your child's teacher has been licensed or certified by the Ohio Department of Education for the grades and/or subjects he or she teaches or if the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances. You also can request such information as to the teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees. You may also ask if any teachers' aides who provide services to your child have the proper qualifications.



## **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

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

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

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

### McKinney-Vento Homeless Children and Youth Program Overview

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

## **OHIO DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION POLICY**

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

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

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION**

### **DESCRIPTION OF INTENT**

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as revised. For example, the names of the student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

### **RIGHTS AFFORDED BY THE PPRA**

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

- The right to provide consent before students is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
  1. political affiliations or beliefs of the student or student's parent
  2. mental or psychological problems of the student or student's family
  3. sex behavior or attitudes
  4. illegal, 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/Guardian
  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 nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
  3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
  
- The right to inspect, 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 educational curriculum

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

#### NOTIFICATION PROCEDURES

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

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

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

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

#### REPORTING A VIOLATION

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

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

## **ANTI-HARASSMENT, ANTI-INTIMIDATION AND ANTI-BULLYING POLICY**

See the Anti-Harassment, Anit-Intimidation and Anti-Bullying Policy attached as Appendix A.

### **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.

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 that causes or creates a substantial risk of causing mental or physical harm to any person. For purposes of this Anti-Hazing 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. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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 organizations, 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 set forth elsewhere in this policy manual, and may be liable for civil and criminal penalties pursuant to State law.

Staff is 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 required to end all hazing activities immediately. All hazing incidences are reported immediately to the Head of School or his/her designee.

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.

### **GANG ACTIVITY POLICY**

The Board believes gangs or gang activity create an atmosphere that seriously disrupts the educational process.

Students are prohibited from engaging in gang activities while at School, on School property, or at School-sponsored events.

As used herein the term “gang” means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term “gang activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

A violation of this policy is grounds for suspension or expulsion from School.

### **TOBACCO-FREE ENVIRONMENT**

To protect the health of students and employees, and in accordance with state law, the use of tobacco shall be prohibited on all school property and at any activity supervised by the School. The use of e-cigarettes and similar products is also prohibited.

### **NONDISCRIMINATION POLICY**

The School will not tolerate harassment against any staff member or student on the basis of sex, race, color, national origin, religion, age, disability, sexual orientation, status as a Vietnam veteran, military status, or on any other basis prohibited by federal, state or local law. Any parent or student may file a complaint with the school administrator or contact the regional director.

### **DISCIPLINE**

It is generally recognized that in order for each child to receive the maximum educational benefit, proper order and discipline must exist. A referral form is used when a student is sent to the office. A copy of the form is retained by the school administrator, one copy is placed in the student’s personal file and the other copy is sent home either with the student or through the mail. Often times a phone call to the parent will also be placed in order that all parties are informed.

Our staff recognizes that student motivation and participation contribute to good student discipline. We offer many positive incentive programs on a school wide basis and also in each individual classroom. We attempt to make school rules clearly recognizable and understood by all students. Special days and events are held to re-emphasize these rules.

At CASSA, we make a pledge to explore many avenues and intervention techniques to control student behavior. These include but are not limited to, phone calls to parents/guardians, removal from class or group, positive reinforcement, rewards, penalties, taking away of privileges, keeping a student after class (detention), referral to the office, Saturday School and suspension or expulsion.

#### OUT-OF-SCHOOL SUSPENSION

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

The administrator, assistant administrator or administrator designee may suspend a student. Prior to suspending a student, the administrator, assistant administrator or administrator designee must do both of the following:

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

Within one school day after the time of the student's suspension, the administrator, assistant administrator or administrator designee shall also provide written notice of suspension to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

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

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

### EXPULSION

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

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

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

Within one school day after the time of the student's expulsion, the administrator shall also provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

1. The reasons for the expulsion;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the expulsion;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the

expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates; and

7. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the administrator within fourteen (14) calendar days of the written notice of expulsion. The administrator shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

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

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

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

#### WEAPONS - EXPULSION

A student must be expelled for one year for:

1. Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for school, school extra-curricular activities or school related events).

A student may be expelled for one year for:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the School or on School Property.
- Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other school program or activity which firearm was initially brought onto the property by another person.
- Bringing a knife to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or which the school is a participant.
- Possession of a knife at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the school is a participant which knife was initially brought onto the property by another person.
- Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense



when committed by an adult that results in serious physical harm to persons or serious physical harm to property.

- Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

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

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

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

#### DISABILITIES COMPLIANCE

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

#### REMOVAL FROM SCHOOL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from school without prior notice and hearing. Written notice of the removal and the hearing, which must be held within three (3) school days of the student's removal, shall be provided as soon as practicable. Students are to remain home during school hours and not attend/participate in school sponsored function(s) pending the hearing. Should an out-of-school suspension be warranted, days of removal will be applied to the days of out-of-school suspension.

#### SUSPENSION, EXPULSION, REMOVAL FROM BUS

The administrator or a designee is authorized to suspend or remove students from school bus riding privileges. Immediate removal of a student from transportation is authorized. A student immediately removed from transportation must be given notice as soon as practicable of a hearing which must be held within seventy-two hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from ridership shall be in accordance with policies of the school bus owner. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justify immediate removal, suspension or expulsion. Suspension or

immediate removal of preschool and special needs children may require a modification of the above procedures and shall be accomplished in accordance with the law.

## **STUDENT CODE OF CONDUCT**

All students are expected to conform to the Student Code of Conduct and are subject to the School's disciplinary process when they fail to do so. The Code of Conduct applies to any behavior that occurs: on school grounds; off school grounds at any school activity, function, or event; traveling to and from school or school activities; or via the internet to the extent it affects the learning environment.

Progressive disciplinary options such as those listed below, may be used by the administrator and staff. The disciplinary options associated with the infractions listed are guidelines only and are not listed to indicate any specific discipline or progression order that must be followed. Infractions will be viewed according to their flagrancy. Moreover, the infractions listed below are not intended as an exhaustive list of behaviors that may lead to disciplinary action.

### **PROGRESSIVE DISCIPLINE**

#### First Level Offense

Teacher explains or reviews class and School rules and warns the child of possible consequences.

Teacher applies appropriate consequences, including time-outs.

#### Second Level Offense/Level 2 Disciplinary Action

Teacher applies appropriate consequences, including longer time-outs or time-out in an alternate area.

Teacher communicates the problem(s) to the child's parent(s).

Teacher sends a written report home and a copy to the office.

#### Third Level Offense/Level 3 Disciplinary Action

If actions taken at Levels 1 – 2 have not corrected the inappropriate behavior or if the student engaged in serious act(s) of misconduct, the School may suspend the student from School.

#### Fourth Level Offense/Level 4 Disciplinary Action

If actions taken at Levels 1 – 3 have not corrected the inappropriate behavior or if the student engaged in serious act(s) of misconduct, the Head of School may expel the student from School, as described below.

The following chart contains a list of infractions and suggested manners of discipline.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet publishing, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Assault	Unlawfully causing any physical injury.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Bomb Threat	Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Damage/Destruction of Property	Causing, attempting to cause, or threatening to cause damage to School or private property (including graffiti).	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Display of Affection	Any physical display of affection between students is prohibited.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	cooperate with School personnel or parent volunteers, verbally harassing other students, and running and/or making excessive noise in the building.			
Dress Code Violations	Violation of the School's Dress Code.	Level 1 or 2 Parent may have to bring uniform	Level 1 or 2 Parent may have to bring uniform	Level 3 or 4
Electronic Access	The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Electronic and Other Communication Devices	No Student shall display or possess any electronic devices (cellular telephones, PDA's, CD players, I-Pods, gaming devices, etc.) without approval on School property between the hours of 8:00 a.m. to the conclusion of School.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Extortion/Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Firearm	Bringing a firearm (including counterfeit or look-alike firearms) to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year expulsion.	1 year expulsion.	1 year expulsion.
	Bringing a firearm (including counterfeit or look-alike firearms) to an interscholastic competition, an extracurricular event, or any other School program	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<p>or activity that is located at a School or on School property.</p> <p>Possessing a firearm (including counterfeit or look-alike firearms) at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.</p>	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Gambling	Illegal participation in, or the organization of, games of chance for money and/or other items of value.	Level 1 or 2 disciplinary action.	Level 2 or 3 disciplinary action.	Level 4 disciplinary action.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student.	Levels 1 to 3	Level 3 or 4	Level 4
Hazing	Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	assumption of risk by an individual subject to hazing does not lessen the prohibition in this policy.			
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.	Level 1	Level 2	Level 2 or 3
Illegal or Dangerous Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; and/or paraphernalia, counterfeits or look-alikes.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Illegal Organization	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.	Level 1 or 2 disciplinary action.	Level 2 or 3 disciplinary action.	Level 4 disciplinary action.
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	See attached Anti-Harassment, Intimidation, and Bullying Policy.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Knife	Bringing a knife to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife at School, on School Property or at an interscholastic competition, an	Level 4 disciplinary action and 1 year	Level 4 disciplinary action and 1 year	Level 4 disciplinary action and 1 year

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.	discretionary expulsion.	discretionary expulsion.	discretionary expulsion.
Littering	Throwing paper, trash, or other materials on the floor, inside the School building, or on School grounds.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Loitering	Presence of an individual in or about a School under one or more of the following circumstances: <ul style="list-style-type: none"> <li>• After a reasonable request to leave.</li> <li>• Does not have a legitimate reason for presence.</li> <li>• Does not have written permission from proper authority for presence.</li> <li>• Refusal to identify self.</li> </ul>	Level 3 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Lunch and Lunch Time Behaviors	When Parents provide a Student's lunch, they are expected to provide a healthy meal. Carbonated beverages, such as soda (pop) are prohibited. Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent table manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but are not limited to: <ul style="list-style-type: none"> <li>• Eating food outside the designated area or room</li> <li>• Leaving without permission</li> <li>• Littering</li> <li>• Discourtesy (toward volunteers, other students or staff)</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.



INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<ul style="list-style-type: none"> <li>• Failure to remain seated and to clean up your space</li> <li>• Talking too loud and/or inappropriately</li> </ul>			
Lying	Intentionally giving untrue communication.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Misuse of Electronic Online Hardware or Software	Students using School online services for illegal, inappropriate, or obscene purposes.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarities	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Offensive Material	The production, possession, and/or distribution of materials that offend common decency or morals.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Other Overt Disruptive Behavior	Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of individual or the School.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Playground Behavior	The playground is a place to develop friendships in a relaxed setting. Improper behavior or other	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<p>dangerous actions may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Any use of physical force or violence</li> <li>• Throwing objects of any kind, including snow, and/or ice</li> <li>• Taking property of others (hats, gloves, etc.)</li> <li>• Not being in the supervised area</li> <li>• Improper use of playground equipment</li> <li>• Using unapproved playground equipment</li> </ul>			
Reckless Endangerment	Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Safety	<p>Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Talking during safety drills</li> <li>• Running, pushing, yelling, or other inappropriate behaviors</li> <li>• Possession of or use of tobacco, alcohol, or drugs</li> <li>• Leaving the school building or grounds without permission</li> <li>• Any of the inappropriate playground behaviors listed above</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind (including Vaporizers, E cigarettes), or alcoholic beverages, or other intoxicant on School property or at School functions or event.	Level 3 disciplinary action.	Level 4 disciplinary action.	Level 4 disciplinary action.
Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product (including Vaporizers, E cigarettes), or paraphernalia (or look-alike).	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
School Hall and Restrooms	Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to: <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> <li>• Any use of physical force or violence at any time anywhere on school property</li> <li>• Harassment of other students, teachers, volunteers, etc.</li> <li>• Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
School Property	Textbooks, computers, and	Level 1	Level 2	Level 3 or 4

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<p>school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Defacing textbooks, library books, and other school materials</li> <li>• Destruction or improper use of school computers, printers, or other technology</li> <li>• Defacing/destruction of school property including desks, walls, lockers, etc.</li> <li>• Failure to respect the property of other students, teachers, school personnel, etc.</li> <li>• Gum chewing on school property</li> <li>• Improper use of restrooms and/or supplies</li> <li>• Stealing</li> </ul>	disciplinary action.	disciplinary action.	disciplinary action.
School Telephone	Use of the telephone by students is strongly discouraged. To help students develop responsibility, phone calls home require the written consent of the student's teacher. Violations include but are not limited to: calls not approved by the teacher/Head of School.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
School-Wide Discipline and Classroom Policies	The School has in place a school-wide behavior management and discipline plan designed to provide consistent expectations throughout the School. In addition, each classroom has its own characteristics and expectations, and	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<p>teachers may establish certain classroom rules to assist them in providing a pleasant atmosphere and good educational environment. These school-wide and classroom rules are in addition to those listed in this Code of Conduct, and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action.</p>			
Sexual or Other Harassment	<p>Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment.</p>	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Social Behavior	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> <li>• Any use of physical force or violence at any time anywhere on school property</li> <li>• Harassment of other students, teachers,</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	volunteers, etc. <ul style="list-style-type: none"> <li>Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>			
Tardiness	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2 disciplinary action.
Technology Misuse		Levels 1 through 3	Level 3 or 4	Level 4
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Toys or Play Objects	School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to: <ul style="list-style-type: none"> <li>Bringing toys or distracting objects to school</li> <li>Creating toys or distracting objects at school</li> </ul>	Level 1 disciplinary action.	Level 1 disciplinary action.	Level 1 disciplinary action.
Transportation	Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will	Level 1 disciplinary action.	Level 1 or 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<p>be supported by the School and the management company. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Disrespectful behavior towards the driver or another student</li> <li>• Physical violence and/or abusive language (swearing)</li> <li>• Eating on the bus</li> <li>• Constant yelling or screaming (which could endanger the lives of others)</li> <li>• Failure to remain seated</li> <li>• Threatening behavior</li> <li>• Possession of drugs, glass, weapons, animals, or stolen merchandise.</li> <li>• Any other violation of school policy.</li> </ul> <p>See below, Transportation Discipline.</p>			
Trespassing	Being in a School building or on School grounds without permission or authorization, or refusing to comply with a request to leave School premises.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures.	Absence Intervention Plan.	Absence Intervention Plan; possible referral to the Juvenile Court system.	Absence Intervention Plan; possible referral to the Juvenile Court system.
Verbal altercation	Engaging in minor verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

## **TECHNOLOGY AND INTERNET ACCEPTABLE USE**

The use of technology and computer resources at the School and School sponsored events is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional disciplinary action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.

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

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



10. Damaging technology devices or systems;
11. Using technology to disrupt the educational process, or in violation of this policy;
12. Unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
13. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.

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

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

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

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

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

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

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.

A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School may refuse to reinstate. Violation of this Policy may include the user permitting another to use his or her account or password to access the computer network or Internet, including any user whose access has been denied or terminated.

## DEFINITIONS

For purposes of this Policy:

A “minor” is anyone under the age of 18.

“Harmful to minors” means any picture, image, graphic image file or other visual depiction that: (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

“Technology Protection Measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in Section 1460 of Title 18 of the United States Code;
2. Child Pornography, as that term is defined in Section 1226 of Title 18 of the United States Code; or
3. “Harmful to minors.”

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

Students and Staff have no expectation of privacy with respect to the use of School Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind; either express or implied that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy.

### **AUDIO-VISUAL INFORMATION**

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

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

### **THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) RIGHT TO INSPECT AND AMEND EDUCATIONAL RECORDS**

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School administrator [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents/Guardians and Students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School administrator [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent

or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or support staff position (whether paid or unpaid), including but not limited to, management company employees; a member of the school law enforcement unit, which consists of the School administrator; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board; or a Parent/Guardian, student or volunteer serving in an official School capacity. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

5. The school intends to forward any and all education records to another school or post-secondary institution at which the students seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information.

## **NON-CUSTODIAL PARENT RECORD REQUEST**

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

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

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

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.

## **OFFICIAL DESIGNATION**

The School must choose one of the following options and mark appropriate lines with an "X".

This School:

\_\_\_\_\_ HAS NOT designated any personally identifiable information as directory information and will not include such information in school publications, recognition lists, programs or student directories or give such information to third parties without parental consent.

OR

\_\_\_X\_\_\_ HAS designated the following marked information as directory information ("X" applicable information below):

- \_\_\_X\_\_\_ Student's name
- \_\_\_\_\_ Student's address
- \_\_\_\_\_ Student's telephone number
- \_\_\_\_\_ Student's date and place of birth
- \_\_\_\_\_ Student's major field of study
- \_\_\_\_\_ Student's participation in officially recognized activities or sports the weight and height of members of athletic teams
- \_\_\_\_\_ dates of attendance
- \_\_\_\_\_ awards received
- \_\_\_\_\_ date of graduation

The School will use the designated directory information (if any) in the following manner [school check appropriate lines]

- all school related publications
- yearbook
- honor roll
- other recognition lists
- activity programs
- awards or awards ceremonies
- graduation programs
- sports
- student directory
- other \_\_\_\_\_
- all of the above

Officially designated directory information can also be disclosed to outside organizations unless parent(s)/guardian(s) have advised the School that they do not want their student's information disclosed without their prior approval.

If you do NOT want the School to disclose directory information from your child's education records without your consent, you must notify us in writing within ten days of your receipt of this notice.

The form below may be utilized for that purpose.

If the School has not designated directory information, no directory information will be released (see above).

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

Name of Student(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**PARENTS AND STUDENTS SHOULD KEEP THIS HANDBOOK AFTER SIGNING AND RETURN THE NEXT PAGE FOR PLACEMENT IN THE STUDENT’S FILE.**

Cleveland Arts and Social Sciences Academy 2018-2019

PARENT/STUDENT HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the Student/Parent handbook completely and that I agree to abide by the policies outlined therein.

Parents must inform Cleveland Arts and Social Sciences Academy of changes to residence, custody and home, work and emergency telephone numbers in writing.

Student’s Name

_____	_____	_____
Print	Grade	Date
_____	_____	_____
Student’s Signature	Grade	Date
_____	_____	_____
Parent’s Signature	Grade	Date

**NOTICE OF POLICY CHANGES**

From time to time, policies, rules and regulations may be changed. The Head of School or his/her designee or the Board will provide notification of changes and/or notice will be posted in the common area of the School’s facilities.



EXHIBIT A  
ANTI-HARASSMENT/ANTI-INTIMIDATION/ANTI-BULLYING POLICY

**I. Introduction**

It is the policy of the School that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via Electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

- A. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.
- B. It is imperative that Harassment, Intimidation, or Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

**II. Definition of Harassment, Intimidation or Bullying**

- A. "Harassment, Intimidation or Bullying" means either of the following:
  - 1. Any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once and the behavior both:
    - a. Causes mental or physical harm to the other student; and
    - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
  - 2. Violence within a dating relationship.
- B. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was

reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.

- C. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or organized by the School or on behalf of the School.

### **III. Types of Conduct**

- A. Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
  - 1. Physical violence and/or attacks;
  - 2. Threats, taunts and intimidation through words and/or gestures;
  - 3. Extortion, damage or stealing of money and/or possessions;
  - 4. Exclusion from the peer group or spreading rumors; and
  - 5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
    - (a) Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
    - (b) Sending abusive or threatening instant messages or email;
    - (c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,
    - (d) Using Web sites to circulate gossip and rumors to other students; and
    - (e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### **IV. Publication of Policy**

- A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.
  - 1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the

publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.

2. At least once each year, a written statement describing the policy and the consequences for violations of the policy must be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

## **V. Complaints**

### **A. Written Complaints**

1. Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with this policy.

### **B. Verbal Complaints**

1. Students, and or their parents or guardians may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with this policy.

### **C. Protection of Person Filing Complaint**

1. Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the

source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying.

#### **D. False Complaint**

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

### **VI. School Personnel Responsibilities**

#### **A. Teachers and Other School Staff**

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.
2. In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "Harassment, Intimidation or Bullying."

#### **B. Administrator Responsibilities**

1. Investigation
  - (a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall

include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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

## 2. Remedial Actions

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- (b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

## **VII. Reporting Obligations**

### **A. Report to the Parent or Guardian of the Perpetrator**

- 1. If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

### **B. Reports to the victim and his/her parent of guardian**

1. If after investigation, acts of Harassment, Intimidation and Bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.

**C. List of verified acts of Harassment, Intimidation or Bullying**

1. The School principal/administrator shall semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, at school-sponsored events or via Electronic act.
2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law.

**VIII. Police and Child Protective Services**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The School must also investigate for the purpose of determining whether there has been a violation of the School Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.

## **EXHIBIT B – Visitor Policy**

### Cleveland Arts and Social Sciences Academy

In order to ensure a safe environment for students, faculty, administrators and the general public, the following criteria are hereby established for visitors to the School:

1. All persons must report to the School office to make their presence known and obtain a pass to be in the School.
2. Visitors/Volunteers must wear the “Visitors/Volunteers Pass” in a conspicuous location at all times while in the building
3. Visitors/Volunteers may be required to be accompanied by a School escort while in the building or obtain a background check prior to visiting
4. Visitations to the classroom are permitted only with prior permission of the Head of School and may be limited in the sole discretion of the Head of School to avoid disruption to the education process.
5. All persons entering the School property, building or offices must act in a nonthreatening manner. Disruptive or threatening behavior will be considered a threat to the safety of school students and staff as set forth in point 7 below.
6. Any meetings with school staff, teachers or students must be scheduled and approved by the Head of School except in the case of emergency, in which case the school office must be contacted in order to make arrangements to handle the emergency.
7. Actions such as shouting, vulgar language, confrontation of students, administrators, employees or other persons on or in the school property or disruptions to the educational environment are not allowed, since they represent a possible threat to safety.
  - a. Actions of this type will result in a request for that person to leave the school property.
  - b. In the case of repeated incidents of this nature, such persons may be banned from the return to the school property.
  - c. In the case of extreme and/or continued disturbances, the local legal authorities may be called and such person may be charged with disorderly conduct.
8. The policy shall govern all visitors or volunteers to the School including, family members of students and staff.