



## 2018-2019 Parent Information Packet

In this packet, Foundation Academy parents will find information on the following:

- I. Title I Services and Information
- II. McKinney-Vento Homeless Assistance Act
- III. Use of Medication in School Policy
- IV. Harassment, Intimidation, Bullying Policies
- V. Emergency Evacuation Plans
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Parents can also access this information on our website at [www.foundationacad.org](http://www.foundationacad.org) or request a paper copy from the main office at (419) 526-9540.

## I. Title 1 Information and Services

Every Year, at Open House and during one meeting throughout the school year, Foundation Academy has the privilege of informing parents on Title 1 information. Foundation Academy conducts outreach to parents and family members as well as implements programs, activities, and procedures for students under the Title 1 program. Foundation Academy is a building wide Title 1 school K-8.

### 1. Title 1 Funds Distribution

Foundation Academy uses Title 1 funds to carry out activities and strategies consistent with supporting the school's professional development and school personnel with specialized instructional support personnel, paraprofessionals, and parents. This includes:

- Employing 3 Title 1 teachers and 3 Title 2 aides that service students in the areas of ELA and Math, as well as support students struggling in these areas. These teachers and aides are highly qualified and they satisfy all regulations from ODE.
- The Use of RIMP'S (Reading Monitoring Improvement Plans) for grades K-3.
- After school Tutoring offered throughout the school year.
- There is NO Summer School, but 3<sup>rd</sup> graders that do not pass the 3<sup>rd</sup> grade State Test will be offered a 3-week Reading boot camp

### 2. Request of Professional Qualifications

Parents may request at any time, in writing, information on the professional qualifications of each classroom teacher who provides instruction to the parent/guardian's child. This information includes: Teacher satisfied all requirements and is licensed in grade levels and subject areas where providing instruction; major subject area, where teacher was awarded bachelor's degree and/or other degree; Applicable Paraprofessional qualifications.

### 3. Foundation Academy Testing Schedule, Assessments Used, and 3<sup>rd</sup> Grade Guarantee

Grade	Assessment	Focus	Notes
Kindergarten	KRA Kindergarten Readiness Assessment	General readiness skills	August-September
	Fountas & Pinnell	Reading Levels/skills	3 times (Aug. – Jan. – May)
	NWEA	RIT scores in reading and math (RIT = "ready for instruction" levels)	3 times (Aug. – Jan./Feb – May)
Grade 1	Fountas & Pinnell	Reading Levels/skills	3 times (Aug. – Jan. – May)
	NWEA	RIT scores in reading and math (RIT = "ready for instruction" levels)	3 times (Aug. – Jan./Feb – May)
Grade 2	Fountas & Pinnell	Reading Levels/skills	3 times (Aug. – Jan. – May)
	NWEA	RIT scores in reading and math (RIT = "ready for instruction" levels)	3 times (Aug. – Jan./Feb – May)
Grade 3	Fountas & Pinnell	Reading Levels/skills	3 times (Aug. – Jan. – May)
	NWEA	RIT scores in reading and math (RIT = "ready for instruction" levels)	3 times (Aug. – Jan./Feb – May)
	AIR (high stakes test)	Reading	2 times for reading (Oct. & April) 1 time for math (April/May)
Grade 4 - 8	NWEA	RIT scores in reading and math (RIT = "ready for instruction" levels)	3 times (Aug. – Jan./Feb – May)
	AIR (high stakes test)		Spring – 2019 Reading: 4-8 Math: 4-8 Science: Grades 5 and 8 only

## II. McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act, "McKinney-Vento," is a federal law that requires each state to ensure that each homeless child or child of a homeless individual has access to the same education as other children, including public preschool programs. It also requires each state to revise all laws, regulations, practices or policies that may act as barriers to the enrollment, attendance, or success in school of homeless children and youths. McKinney-Vento is intended to guarantee homeless children and youths access to education and other services that will allow them to meet the same student academic achievement standards to which all students in the state are held. Recent updates to the law strengthen the role of homeless liaisons, including requiring them to support unaccompanied homeless youth to provide professional development within the school.

Who is covered by McKinney-Vento?

"Homeless children and youths" are individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youths, ages 3-22, who share the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement. Children living in motels, hotels, trailers, or camp grounds are considered homeless if they are living there because they have nowhere else to stay. The term also includes children who have a primary nighttime residence that is not meant for regular sleeping accommodations, as well as children who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. Migratory children and youths will also qualify if they live in any of the circumstances described above. "Unaccompanied youth" who have run away or been "thrown out," and as a result are living in shelters, on the street, or moving between friends or relatives, are also considered homeless.

For more information, call the Children's Law Center 298 Union Street Lynn, MA 01901 781-581-1977 or fax 781-598-9364. [www.clcm.org](http://www.clcm.org).

## III. Use of Medication in School Policy

The Academy's policy allows medication to be administered by the Head of School, her designee, or the nurse under the following conditions:

1. Parents must have a medication permission form completed to administer medication. Doctor's instruction including student's name and address, name of medication, dosage, date and time of administration, possible side effects, any special instruction and doctor's signature are needed to complete this form.
2. New medical request forms must be submitted each school year and as necessary for changes in medication orders.
3. Medication must be in original container and have affixed label including the student's name, name of medication, dosage, route of medication, and time of administration.
4. It is required that the medication and the signed permission forms be brought to the Academy by the parent or guardian. Students cannot transport medication - this also includes over-the-counter medication.
5. Non-prescription medications, such as Tylenol, cold remedies, etc. will be treated as prescription medication as in #1 above. Parents may, at their choice, come to the Academy and administer medication to their child. Cough drops may be allowed with written parental permission at the discretion of the Head of School.
6. Students are NOT permitted to keep medication of any kind on their person, in their lunch boxes, desks or lockers unless prior permission has been given as outlined in #7.
7. If the student is authorized by his/her physician and the written approval of the parent or guardian to carry a new asthma rescue inhaler and self-medicate, all the steps 1-3 will be required. The physician's written approval shall also include instructions that outline procedures that Academy personnel should follow in the event the asthma medication does not produce the expected relief from the student's asthma attack, and identification of any severe adverse reactions that may occur to the child using the inhaler and it should be reported to the physician, and any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication, and at least one emergency telephone number for contacting the physician in an emergency, and at least one emergency telephone number for contacting the parent or guardian in an emergency, and any other special instructions from the physician.
8. If a student shows unsafe or irresponsible behavior, the right to self-medicate may be revoked. The Academy retains the discretion to reject requests for administration of medicine.

## IV. Harassment, Intimidation, Bullying Policies

The Ohio Legislature defines bullying as an intentional written, verbal or physical act that a student exhibited toward another particular student more than once (REPEATEDLY) and the behavior both: (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassment Policy 2011-2013 – Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the Academy environment including employees, board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on Academy property and to all Academy sponsored activities whether on or off Academy property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This [policy, however, is not limited to these categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes he/she has been or is the victim of harassment should immediately report the situation to any available staff member.

Every student should, and every staff MUST report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

**Harassment –**

- A. submission to such unwelcomed conduct or communication is made with an explicit or implicit condition of utilizing or benefiting from the services, activities or programs of the Academy.
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the Academy;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment –**

- A. verbal harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. unwelcome touching
- E. sexual jokes, posters, cartoon, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

**Bullying – intimidation of others by REPEATED acts, such as but not limited to:**

- A. threatened or actual physical harm
- B. unwelcomed physical contact
- C. threatening or taunting verbal, written or electronic communications
- D. taking or extorting money or property
- E. damaging or destroying property
- F. blocking or impeding student movement

**Hazing – any type of initiation procedure for any Academy related activity, which involves conduct.**

- A. Such as, but not limited to: illegal activity, such as drinking or drugs, physical punishment or infliction of pain
- B. Intentional humiliation or embarrassment
- C. Dangerous activity
- D. Activity likely to cause mental or psychological stress
- E. Forced detention or kidnapping
- F. undressing or otherwise exposing initiatives

Note: If the Academy club or organization does not have an official and approved initiation procedure, and if no Academy staff members are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

**Confidentiality –** Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstance, require the disclosure of names and allegations.

**Notification –** Notice of this policy will be given annually, and discussed with students, as well as incorporated into the teacher, student and parent/guarding handbooks. State and Federal rights posters on discrimination and harassment shall also be posted. All new hires of the Academy will be required to review and sign off on this policy and related complaint procedure.

## **V. Emergency Evacuation Plans**

If Foundation were to have a calamity and emergency that very day, we would evacuate to Crystal Care Nursing Home out building (corner of Wyandotte and Concord). However, if it is a long-term evacuation situation, Foundation Academy has made arrangements at the Richland County Fairgrounds to hold long-term classes. Information would be given through Facebook, written communication by student and radio/TV notices.

## **VI. FERPA Rights (Family Education Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **VII. Suspension, Expulsion, Removal Policies**

### **A. Suspension**

Suspension- is defined as the denial to a student for a period of at least one (1) but no more than ten (10) school days.

After alleged misconduct becomes known to Academy administrators, the student shall be given written notice of the intention to suspend and the reasons for such action by the Head of School or designee. The student will be given an opportunity to appear at an informal hearing before the Head of School or designee to challenge the reasons for the possible suspension or to otherwise explain his/her actions.

Within one school day after the time of a student's suspension, the Head of School or designee shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Trustees. The notice shall specify the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student or his/her parent, guardian or custodian to appeal the suspension to the Board of Trustees or RVP of Accel within 14 calendar days of the first date of suspension, to be represented in the appeal proceeding, and to request that such hearing be held in executive session if conducted by the Board of Trustees.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than 24 hours and is not subject to suspension or in cases where a student is removed from any extracurricular activities.

### **B. Expulsion**

Expulsion – is defined as the denial to the student, for a period of more than 10 school days but less than 80 school days. (except for circumstances identified below); of permission to attend Foundation Academy and to take part in any Academy function.

Prior to any expulsion, the Head of School shall give the student and his/her parent, guardian or custodian written notice of the possibility of expulsion and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the Head of School or designee and challenge the reasons for the possible expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the possible expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Head of School or designee to hear and to challenge the reasons for the possible expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than 3 school days and no later than 5 school days after the notice is given unless the Head of School grants an extension of time at the request of the student, or his/her parent, guardian, custodian or representative. Such extensions shall not exceed 5 school days. If an extension of time is granted, the Head of School or designee shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within 1 school day after the time of any expulsion, the Head of School shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Trustees. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the expulsion to the Board of Trustees or RVP of Accel, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session if conducted by the Board.

The Head of School shall initiate expulsion proceedings pursuant to R.C. 3313.66 with respect to any student who has committed an act warranting expulsion under the Academy policy regarding expulsion even if the student has withdrawn from the Academy for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the Academy, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from the Academy.

Suspension and expulsions may be carried over into the following school year. When students are expelled for more than 20 school days or for any period of time that extends into the next school year, the Head of School shall give the expelled student(s) the names, addresses and telephone numbers of public and private agencies that work toward improving student attitudes and behavior.

The Head of School is authorized to expel a student from the Academy for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in Division (A) (5) of Section 2901.01 of the Revised Code or serious physical harm to property as defined in Division (A) (6) of Section 2901.01 of the Revised Code while the student is at the Academy, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other Academy program or activity not located within in an Academy or property owned or controlled by the Board. Any expulsion under this division shall extend, as necessary, into the school year in which the incident that gives rise to the expulsion takes place. The expulsion period may be reduced on a case-by-case basis for such reasons as the age and mental capacity of the student, the student's prior disciplinary record, the degree of remorse shown, and any other fact deemed mitigating by the Head of School under the particular circumstances.

Whenever a student is suspended or expelled for possession or use of drugs or a firearm, knife, or other weapon, the Head of School shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given within 2 weeks after the suspension or expulsion in a manner that complies with the provisions of R.D. 3321.13(B)(3).

## VIII. Visitors Policy

### VISITOR (including our PARENTS) POLICY

In order to ensure a safe environment for students, faculty, administrators and the general public, the following criteria are hereby established for visitors (includes our parents) to Foundation Academy:

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 or volunteers must wear the "Visitor" pass in a conspicuous location at all times while in the building.
3. Visitors or 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 to avoid disruption to the educational process. **To talk to a teacher, please arrange to speak to them on their planning and/or make a conference time so we can arrange coverage in a classroom. Teachers need to keep everyone safe and on-task; therefore, they cannot stop to talk to parents with impromptu conversations.**
5. All persons entering the School property, building or offices must act in non-threatening 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. Any angry parent may NOT talk to teachers and/or other students. Anger never resolves issues properly.
6. Any meetings with school staff, teachers, or student must be scheduled and approved by the Head of School except in the case of an 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. All adults should role model appropriate behavior, especially in front of their children. These guidelines also include a phone conference. If a parent uses vulgar and aggressive speech, all staff will be instructed to disengage in this conference call and hang up.
  - 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 school and the 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. Family members of students, staff and guests will need to follow all rules set forth above.

### IX. Dismissal Procedures

No student will be allowed to leave the Academy prior to dismissal time without a parent coming to the Academy office to request the release and sign the child out. No student will be released to a person other than a custodial parent(s) or named on the emergency form. ID may be requested.

Students that are being picked up by a parent or guardian, or are walking home from school, will be released at 3:05 pm. For those students riding a bus home or to after-school care, they will be dismissed at 3:10 and will go to the appropriate bus line either outside if the weather permits, or inside the gymnasium.

### X. Immunization Information

Each student must have the immunizations required by law or have an authorized waiver. Waivers are issued consistent with state law, and may include parent or guardian objection to an immunization for good cause, including religious conviction, or upon certification by a physician that immunization against any disease is medical contra indicated. If a student does not have the necessary immunization or waiver, the Head of School may remove the student from the Academy and require compliance within fourteen (14) days of enrollment. This requirement is for the safety of all students and in accordance with State law. Any questions about immunization or waiver should be directed to the Academy office.

### XI. Calamity Day Information

If we have several snow days or calamity days where school is called off for more than 3 days, Foundation Academy will not send home Blizzard Bags; however, FA will post assignments on the website (under resources). The students will have the opportunity to have 2 weeks from the date the assignments were posted to turn them in for credit.

### XII. Restraint and Seclusion Information

It is important to remember that the Academy's rules apply going to and from the Academy, at the Academy, on Academy property, at Academy-sponsored events, and on school transportation. In some cases, as student can be suspended or expelled from the Academy.

Ultimately, it is the Head of School's responsibility to keep things orderly. In all cases, the Academy shall attempt to make corrective action prompt and equitable and to have the corrective action match the severity of the incident.

#### Definitions

- Verbal reprimand/warning
- Detentions – up to an hour before or after school on a day the Academy is in session under the supervision of Academy personnel. Parent notification and acknowledgement will be made prior to detention.
- ALC – Alternate Learning Center – a place to re-focus and calm down

- In-school suspension – Isolation from peers; daily class work will be made available. Credit will be given for All completed work. Removal from co-curricular activities may occur.
- Out of School suspension – removal from Academy up to 10 days. removal from co-curricular activities.
- Expulsion – The Head of School may expel a student from the Academy for a period not to exceed the greater of 80 school days or the number of school days remaining in this semester or term in which the incident that give rise to the expulsion takes place, unless the expulsion is extended consistent with the Code of Conduct and state laws.

Two types of corrective action are possible, informal corrective action and formal discipline.

**Informal**

- Counsel with student
- Remove certain privileges
- Parent conference
- Behavior contract
- Change of seating or location
- Recess, lunch-time, before or after-Academy detention
- In-school restrictions

Detentions – A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parent one day (24 hours) notice. The student’s parent is responsible for transportation.

**Formal**

Formal discipline removed the student from the Academy. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from the Academy. Suspensions and expulsions may carry over into the next school year. Removal for less than 1 school day may not be appealed. Suspension and expulsion can be appealed.

**XIII. Truancy Information**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their educational experiences. Important learning results from active participation in classroom and other Academy activities, which cannot be replaced by individual study.

The Academy is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the Academy wants to help students develop as early as possible in their Academy careers.

**Truancy framework:**

- Habitual truant – a child of compulsory school age who is absent without legitimate excuse for 35 or more hours.
- Chronic truant – a child of compulsory school age who is absent without legitimate excuse for 49 hours.

The Academy adheres to the new legislature – House Bill 410. The process

<b><i>Unexcused absences</i></b>	<b><i>Action</i></b>
2 days or 12 hours	Warning letter sent home by school
8 days or 48 hours	TEP – Truancy Education Program
No show for TEP	Informal court hearing
10 days or 60 hours	School requests a conference
12 days or 72 hours	Official court hearing

The Academy will endeavor to work cooperatively with the Richland County of Common Pleas, Juvenile Branch, and appropriate state and local agencies to deal with the issue of habitual and chronic truancy. The Academy will assure:

1. The attendance policy will be issued annually to parent/guardians.
2. The Academy will maintain a “flagging” system to identify absent students as potential habitual and chronic truants before they meet the mandatory timeline for classification as such. Parent/Guardians of these students are to be informed of the concern and consequences of such absenteeism.
3. The Academy has appointed its Head of School (or designee) as the attendance officer for the Academy. This person may be subpoenaed to Court to verify and testify should there be questions about attendance issue.
4. Letters of notification and warning will be sent via certified mail to the parent/guardians of each habitual and chronic truant.
5. The police will be notified when a child meets the habitual truant standard.
6. The Academy will send notice to the superintendent of the public school district where the parent/guardian of the truant student resides.

Teachers are encouraged to consult with the Head of School about a student’s attendance problems and to suggest to students and their parents that more formal interventions may become necessary.

If an enrolled student is considered a chronic truant, and the enrolled student's parent/guardian fails to compel the student's attendance at the Academy, the Academy may file a complaint jointly against the student and the student's parent of guardian in the Richland County Court of Common Pleas, Juvenile Branch, in accordance with Ohio law.

**Excused Absences** – Students may be excused from the Academy for one of the following reasons and will be provided an opportunity to make-up missed Academy work and/or tests:

- Personal illness, but not illness in the family unless the circumstances are approved by the Head of School
- Death in the immediate family
- Professional appointments that cannot be scheduled at non-school times
- Absences approved by the Head of School for good cause

Students with a health condition that causes repeated absence are to provide the Academy office with an explanation of the condition from a registered physician.

**Notification of Absence** - PARENTS MUST PROVIDE AN EXPLANATION FOR THEIR CHILD'S ABSENCE BY NO LATER THAN 9:00 A.M. ON THE DAY OF THE ABSENCE AND SEND A NOTE WHEN THE CHILD RETURNS TO SCHOOL. They are to call the Academy office (419-526-9540) and explain the reason for the absence. If the absence can be foreseen (the "good cause" must be approved by the Head of School), the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Student who are excusable absent for more than ten (10) days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parent will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such as statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior. During the next grading period, a "frequently-absent" student will be placed on "attendance watch to monitor whether or not the pattern continues.

As stated earlier, if a student misses 120 hours or more, excused or unexcused, he/she will be retained.

#### **XIV. Parental Notification Involvement Policy**

The school notifies the parents in the following ways:

- Written and verbal information is given to the parents at Open House (August 3, 2018)
- Title I meeting (October 11, 2018)
- Website under "Resources"

#### **XV. Parental Notification of Assessment Information**

The school notifies parents/guardians of their right to their child's achievement levels in state assessments. These scores are sent home to the address on file as well as can be accessed at any time upon request in the main office.

#### **XVI. Parental Notification of Student Test Results**

The school notifies the student's parent/guardian several times throughout the year, that they have the right to request test results at any time from the Main Office. Foundation Academy ensures that all children receive a high-quality education to close the gap between children meeting the challenging State academic standards and those children who are not meeting such standards.

#### **XVII. Career Advising**

The school's policy on Career Advising is reviewed once every two years and it's made available to students, parents, guardians and custodians as well as district residents. This policy is posted on the school's website in a prominent location. The policy offers career advising to students in grades 6-12 which includes meeting with each student annually to discuss academic and career pathway opportunities. It also provides for grade-level examples that link the students' schoolwork to one or more career fields by implementing the Career Connections Learning Strategies offered by the Ohio Department of Education. Additional interventions and career advising is done for students who are identified as at risk of dropping out after school. Foundation Academy provides the necessary supports for students to successfully transition from high school to their postsecondary destinations, including interventions and services necessary for students who need remediation in Mathematics and English Language Arts. For the entire Policy, please visit our website at [www.foundationacad.org](http://www.foundationacad.org).