

FOUNDATION ACADEMY

1050 Wyandotte Ave.

Mansfield, OH 44906

419-526-9540



Student/Parent Handbook

2021 - 2022

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Welcome to Foundation Academy. Our staff is pleased to have you here as a student and as a supportive parent. We will do our best to help your experiences here productive and successful. This Parent-Student Handbook has pertinent information, rules and regulations in it; therefore, it is important that every parent and student read and become familiar with its contents. This handbook is developed so we can have a safe and organized program, as well as, create an understanding between students, parent and the Academy.

The administration and staff appreciate your support. We hope that your child's school year will not only be educational, but enjoyable. The role of a parent is vital.

The Academy Board of Trustees encourages students, staff, administration and parents to review this document and submit proposed modifications to the Head of School's office no later than March 1 of each school year. The Head of School will then compile all such recommendations and will provide for a review of the Parent Student Handbook.

This student handbook was developed to answer many of the commonly asked questions that families may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the Head of School.

This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. This handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law. This handbook may be revised at any time, with or without notice.

If at any time during the school year you have questions, suggestions, or concerns, please do not hesitate to contact the Academy. The Academy and parents are a working partnership in providing your child(ren) with the best educational opportunities possible. **PLEASE SIGN AND RETURN THE ACKNOWLEDGEMENT PAGE AND RETURN IT TO SCHOOL WITH YOUR CHILD. THIS WILL LET US KNOW THAT YOU HAVE RECEIVED AND READ THE HANDBOOK. THANK YOU FOR YOUR COOPERATION IN ADVANCE.**

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Academy to provide equal educational opportunities for all students. Any person who believes that the Academy or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Academy's Head of School. The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. Under no circumstances will the Academy threaten or retaliate against anyone who raised or files a complaint.

MISSION OF THE ACADEMY

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

VISION OF THE ACADEMY

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

TESTING AND COMPULSORY ATTENDANCE

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

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly, and appropriate education. **STUDENTS ARE EXPECTED TO FOLLOW TEACHERS' DIRECTIONS AND OBEY ALL ACADEMY RULES.** Disciplinary procedures are designed to ensure fairness before a student is removed from curricular activities because of his/her behavior. Students may be removed from extracurricular activities as well from the Head of School or the person responsible for directing, supervising or coaching an activity.

This Academy recognizes the learning rights of everyone. When a student is causing an unsafe condition and/or is stopping the teacher from teaching, the child must have a discipline consequence. This ensures the learning rights of others. Students in the Academy system have the responsibility to act in such a way as not to interfere with the rights of others in the same educational opportunity. **BY ACCEPTING THE RIGHT TO PARTICIPATE IN THE ACADEMY PROGRAMS ON OR OFF ACADEMY PROPERTY, STUDENTS SHALL ACCEPT THE RESPONSIBILITY TO CONDUCT THEMSELVES ACCORDING TO THE RULES AND REGULATIONS AND PROVISIONS GOVERNING THE OPERATION OF THESE PROGRAMS.**

The Academy's Head of School is responsible for establishing and enforcing procedures necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming or showing responsibility. There is a right of appeal by students who believe their rights have been violated. An appeal process for suspension and expulsion is outlined in the appropriate sections of the guidelines. It should be noted that the Academy's Head of School must use discretionary judgement in taking disciplinary action.

Parents have the right to know how their child is succeeding in the Academy and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a partnership with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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 ALL visitors, including parents; to Foundation Academy.

1. All visitors must report to Main Office. All persons must report to make their presence known and to obtain a pass to enter the school.
2. All persons entering the School property, building or offices, must act in a non-threatening manner. Disruptive or threatening behavior will be considered a threat to the safety of the students and staff (See below, #3). An angry parent may NOT take to teachers or other students.
3. Actions such as:
 - i. Shouting
 - ii. Vulgar language
 - iii. Confrontational behavior to any person(s) on school property
 - iv. Disruptions to the educational process

Will NOT be tolerated and will be considered a threat to safety.

4. ALL adults are expected to be a role model with appropriate behavior, especially in front of the students! If inappropriate language or aggressive behavior happens during a face to face meeting or phone conference, all staff will be instructed to disengage in the conference/phone call and hang up.
 - a. Actions of this nature will result in a request to leave the school property
 - b. In the case of a repeated incident, such person(s) could be banned from the school and/or property
 - c. Should extreme or continued disturbances occur, the local authorities may be contacted, and such person(s) could be charged with disorderly conduct.
5. The policy shall govern all visitor or volunteers to the Academy. Family members of students, staff, and guests will need to follow all rules set forth above.

STUDENT WELL-BEING

A working phone number **MUST** be on file at the school. IF YOUR NUMBER CHANGES, the school office **MUST** be notified, immediately!

The Academy requires that ALL students have an EMERGENCY MEDICAL FORM **completed**, **SIGNED** by the parent or guardian, **AND filed** in the MAIN OFFICE. A student may be excluded from the Academy until this requirement has been fulfilled. ALL INFORMATION IS TO BE FILED no later than **SEPTEMBER 17, 2021**.

Student safety is the responsibility of ALL staff. Staff members should be familiar with Emergency Procedures. This includes, but is not limited to;

- Fire drills
- Tornado drills
- Accident reporting procedures
- Lock down procedures

Should a staff be alerted to or aware of suspicious or dangerous situations/accidents, it is the responsibility of staff to notify proper staff personnel immediately.

Parent(s)/Guardian(s) of students with specific health care concerns/needs **MUST** submit those needs in writing, to the Academy Office, with proper physician documentation. The Academy retains the discretion to reject requests for the administration of medication (See Use of Medication section). The Academy will permit a student to possess and use their asthma inhaler **UPON COMPLIANCE** with the Academy's Medication Policy.

SECTION I - General Information

ENROLLING IN THE ACADEMY

Students that are new to the Academy are required to enroll with parent/guardian. To enroll your child, you **MUST** have the following with you:

- Birth Certificate
- Proof of Residency
- Immunization Record
- Child's Social Security Card
- Custodial paperwork from the court, if applicable
- Last report card and Test Scores
- Any Special Education paperwork when appropriate

There will be no discrimination in the admission of students to the Academy on the basis of race, creed, color, handicap, or sex.

Upon the admission of any handicapped student, the Academy will comply with all federal and state laws regarding the education of intellectual ability, measures of achievement or aptitude, or athletic ability. The Academy will admit the number of students that does not exceed the capacity of the Academy's program, classes, grade levels, and facility. If the number of applicants exceeds the capacity restrictions of the Academy, students shall be admitted by lot from all those the previous year. Preference may be given to siblings of students attending this Academy the previous year.

SCHEDULING AND ASSIGNMENT

The Head of School will assign each student to the appropriate classroom and the program in which the student will participate. Any questions or concerns about assignment should be discussed with the Head of School.

EARLY DISMISSAL

No student shall be allowed to leave the Academy **PRIOR** to dismissal without the parent coming into the Academy Office and requesting a release to sign their 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.

Parents who wish to pick their students up from school may do so in the front office until 2:40pm. After 2:40pm parents must be in the drive through pick up line outside of the building.

TRANSFER OUT OF THE ACADEMY

When a student plans to transfer from the Academy, the parent must first notify the Academy.

Transfer of Educational Records will only be authorized AFTER the parent has:

- Completed the withdrawal forms
- Returned ALL Academy materials
- Paid fees and/or fines due
- This includes, but is not limited to school computers and chargers

The Academy records will not be released if the above paperwork and/or fees are not properly adhered to.

IMMUNIZATION

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 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.

INJURY AND ILLNESS

All parents are required to supply address, **current and working** telephone number and health information for emergency procedures when a child is ill. This information helps the Academy decide what to do when a child becomes sick or has an accident while in school. Parents are required to keep this information up to date, especially the telephone numbers for home and work.

Enrollment- Emergency forms are provided at the beginning of each school year. **Parents are required to contact the Academy when any of the information on the emergency form changes.** These forms MUST be on file in the main office by September 17, 2021.

All injuries must be reported to a teacher, aide or some staff personnel. If the injury is minor, the student will be treated and returned to class. If medical attention is required, the office will attempt to contact the parent. If the parent cannot be contacted, emergency numbers will be used. **Students are not to use personal cell phones to contact parents during the day. A student who becomes ill during the school day should request permission from his/her teacher or aide to go to the office. The office will determine whether or not the student will remain in school.** No student will be released from school without proper parental permission.

USE OF MEDICATIONS

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

1. Parents **MUST** have a Medication Permission Form **COMPLETED** to allow the administering of medication. This form **MUST** include:
 - a. Doctor instructions
 - b. Student's name and address
 - c. Name of medication
 - d. Dosage
 - e. Date/time of administration
 - f. Possible side effects
 - g. Special instructions
 - h. Dr.'s Signature
2. New Medical Permission Forms must be submitted each school year **AND** as necessary for changes in medication/orders
3. Medication **MUST** be in original container and have the Pharmacy affixed label, including:
 - a. Student's name
 - b. Name of medication
 - c. Dosage
 - d. Route of medication
 - e. Time of administration
4. It is required that Medication and the **signed Permission Forms** be brought to the Academy by the parent/guardian. Student **CANNOT** transport medication- this includes, but is not limited to; over the counter medication
5. Non-prescription medications, such as: Tylenol, Cold/cough syrups, etc., will be treated as prescription medication as note above (#1) Parent's, at their choice, may come to the Academy to administer medication to their child. Cough drops may be allowed with written permission and with the discretion of the Head of the School.
6. **Students will NOT be permitted, at any time, to keep medication OF ANY KIND on their person, in their lunch box, desk, or locker unless prior permission has been granted as outlined below.**

If a student is authorized by her or her physician and the written approval of the parent/guardian to carry an asthma inhaler, and self-medicate, ALL the steps; 1-3 will be required

*The physicians written approval **shall also include** Instructions Outlining Procedures that Academy Personnel will follow in the event of:

- does not prevent unexpected relief from attack
- identification of severe/adverse reactions that could occur
- risks to unauthorized/prescribed user
- Physicians Emergency Contact Information
- Parent/Guardian Emergency Contact Information
- Other Important or Special Instructions or Information

7. If a student shows unsafe or irresponsible behavior, the right to self-medicate could be revoked.

The Academy retains the discretion to reject request for administration of medicine.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because the Academy has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk. The Academy's professional staff has the authority to remove or isolate a student who has been ill, has an undiagnosed rash or has been exposed to a communicable disease or highly transient pest, such as lice and bedbugs. Please note the school has routine pest control inspections as well.

Specific diseases include: diphtheria, scarlet fever, ringworm, strep infection, whooping cough, mumps, measles, rubella, pink eye, impetigo, and other conditions indicated by local and state health departments.

If a child contracts a communicable disease, the Academy Office **MUST** be notified as to the nature of the illness and the student may not return to the Academy until a Physician gives written permission to do so. This is a way of protecting all children. Any removal of the student will be for the contagious period as specified in the Academy's Administrative Guideline.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the Academy still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the applicable Board of Health, to ensure that the rights of the person affected and those in contact with that person are respected. The Academy will seek to keep students and staff persons in the Academy unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, AIDS related complex, HIV, Hepatitis B, and other diseases that may be specified by state law, or applicable regulation.

Parents will be requested to give consent to have their child's blood checked for HIV, HBV, and other blood borne pathogens when the child has bled at the Academy and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

HEAD LICE- Any child found to have head lice will be temporarily excluded from the Academy until ALL nits and/or live lice are removed from the child's head/hair. The excluded child will be rechecked by the Academy prior to the return to class. As a precaution, the child be rechecked within 10 days after returning for possible re-infestation.

BED BUGS - Foundation Academy has a procedure in place for when/if we find bed bugs that have been brought to school. We will aggressively take measures to eradicate any bed bug once they are found. Included in these measures may include carpet cleaning, bagging student clothing, traps, as well as hiring a Professional exterminator. If you have bed bugs in your home, please report it to the school. For additional information or questions about bed bugs in your home, contact the health department at 419-774-4700 or on the web at www.richlandhealth.org or <http://centralohiobedbugs.org>.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (A.D.A.) requires the Academy to ensure that no individual will be discriminated against on the bases of a disability. This protection applies not just the student,

but to all individuals. Students with disabilities may be served within the regular education program with a plan for accommodations developed by the Academy staff.

Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in the Academy, should contact the Head of School. The Academy has adopted the Model Procedures for the Education of Children with Disabilities, and will serve its students with disabilities.

SPECIAL EDUCATION

The Academy provides a special education program for students identified with a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). We offer an inclusion model where students are in a regular education classroom with support services provided by a licensed Special Education Teacher. A student can access special education services through the proper evaluation and placement procedure. The Academy wants the parent to be an active participant. Parent involvement in this procedure is required. More importantly, to inquire about the procedure or programs, a parent should contact the Head of School. For potential IEP enrollment, a conference is held with proper paperwork brought to the school for the Head of School to discuss appropriate services that can be offered. The Academy has adopted the model procedures for the education of children with disabilities, and will serve its students with disabilities consistent with the model procedures.

STUDENT RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate, subject to limited exceptions. Included in the confidential records may be test scores, psychological reports, behavior data, disciplinary actions and communications with the family and/or outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the Academy with copies of records made by non-Academy professional agencies or individuals.

Students and parents have the right to review all educational records generated by the Academy, request amendment to these records, insert addendums to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the building Head of School, in writing, stating the records desired. The records will be collected and an appointment will be made within forty-five (45) days of the request with the appropriate person(s) present to answer any questions there may be.

STUDENT FEES, FINES AND CHARGES

The Academy charges specific fees. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to Academy property. The Academy and staff do not make a profit. Students using Academy property and equipment, including computers, chargers, textbooks, lockers and desks can be fined for excessive wear and abuse of the property and equipment. The fine will be assessed at replacement cost. Computers and chargers are a total cost of \$275 (computer \$250/chargers \$25), and the average textbook cost is \$40.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the Academy. Any parent who wishes to review materials must contact the Head of School prior to coming to the Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

CAFETERIA/STUDENT EATING AREA

The cafeteria /student eating area is available to all students whether lunch is purchased at the cafeteria/student eating area or brought from home. The cafeteria/student eating area is planned to be enjoyed, but not abused. In the cafeteria and multipurpose room, the quality of student citizenship must be most clearly observed. Because of the number of students involved, basic rules of etiquette and courtesy are necessary. Students are expected to conduct themselves properly at all times. Failure to do so may result in revoking cafeteria area privileges. Violation of this policy may lead to disciplinary action.

Students are expected to:

- Enter the cafeteria using inside voices
- Listen and be respectful to all cafeteria staff members
- Keep hands, feet and object to themselves
- Clean up after themselves
- Respect others personal space
- Raise hand for assistance
- Talk using an inside voice
- No sharing food

Foundation Academy now participates in the CEP program where all students eat free. A new application may be completed at any time during the school year. However, a household income survey is still required to be completed. Applications for the Academy's Free and Reduced-Meal program are available in the main office for all students.

FIRE, TORNADO AND LOCKDOWN DRILLS

The Academy has a multi-hazard plan in place and practices all necessary drills, such as fire, tornado and lockdown drills in compliance with State regulations and laws.

According to the safety laws all types of drills are in accordance with State law. Fire drills are practiced monthly, tornado drills are practiced during tornado season and lock down drills are practice three times within the school year.

Specific instructions on how to proceed will be provided to students by their teachers who ARE responsible for safe, prompt, and orderly evacuation of the building. Violation of this policy may lead to disciplinary action.

EMERGENCY CLOSINGS AND DELAYS

If the Academy must be closed or the opening delayed because of inclement weather, it will be on local radio and television stations. Parents and students are responsible for knowing about closing and delays. There may be some emergency instances which will require the Academy to close early. It is extremely important that parents discuss with their child emergency procedures that they should follow in the event the academy is closed.

To sign up for **Closing Bell**, which gives a free text letting you know when Foundation is delayed or closed, go to WMFD-TV webpage and click on Texting Tab at the top. On the next screen go to the box on the top left, "Closing Bell to your Cell" and follow the prompts. You must have internet on computer or phone. You can receive a FREE text or email. Contact the station with any questions you may have.

USE OF ACADEMY MEDIA

Books are among the most valuable assets of the Academy. Books must be checked out and checked in appropriately. Students are held responsible for books checked out to them. Students not returning books or causing damage to them will be charged for the book replacement. Violation of this policy may lead to disciplinary action.

USE OF ACADEMY EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom. The permission of the Head of School must be obtained to use any other Academy equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use. Students using inappropriate internet sites will lose computer privileges; therefore, using "paper-pen activity" for substituting the required assignment. Violation of this policy may lead to disciplinary action. Outside individuals or organizations may request a Building permit from the Academy office.

LOST AND FOUND

A lost and found area is located in the main office building. Students may check for lost items in the main office. Parents are invited to come and look for lost items. Lost items or valuables found in or around the Academy should be turned in to the main office. Parents are asked to mark each child's coats, sweaters, hats, boots, backpack, and lunch boxes for identification. Unclaimed items will be given to charity at the end of each quarter.

STUDENT SALES AND FUNDRAISING

No student is permitted to sell any item or service in the Academy without the approval of the Head of School. Violation of this policy may lead to disciplinary action. For example, trading or selling of the following items is not allowed: radios, CD's, CD players, tape recorders, toys, cell phones, dolls, trading cards and other spare time items. These items or others like them shall not be brought to the Academy unless the teacher or Head of School has given specific information.

The Academy has usually two fundraising events each year to help raise funds for various activities or equipment. Students are not forced to participate. Families who choose to participate and collect monies on behalf of the school will be responsible for following the given procedures.

USE OF TELEPHONE AND CELL PHONES

Students are not permitted to make calls/send texts unless the Head of School or teacher gives permission. ***If a student is sick, he/she will be sent to the office and the call will be made by an adult in the main office. A child is not allowed to call the parent and asked to be picked up.*** In keeping with truancy procedures, a school official will determine if a call should be made. If a student is upset and wants to call home, they must get permission from an administrator or the main office to use a phone.

Cell phones cause the most disruptive situations at the Academy. Cell phones guidelines are as follows:

- a. Cell phones should remain off and out of sight during all of the school days.
- b. There will be **zero tolerance** for filming or using inappropriate events or people on your personal cell phone and uploading them to social media.
- c. The Academy is not responsible for lost or stolen cell phones or any other electronic devices.
- d. Cell phone violations are a part of the school-wide discipline plan. See below for the consequences:

1st offense: The teacher will hold the phone for the rest of the school day; it will be returned before the student goes home provided that they have stayed respectful.

2nd offense: The phone will be turned over to the ALC staff and a parent will have to come in and pick up the phone.

3rd offense: The phone will be turned over to the Head of School with next steps to be determined.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the prior approval of the Head of School. A minimum of twenty-four (24) hours' notice is required to ensure that the Head of School has the opportunity to review the announcement or posting.

ACADEMY PARTIES

Teachers may enlist the help of parents with the planning and/or treats for parties or special events. Watch for information from your child's teacher. The date and time of the event will be determined at the building level. Birthday treats are left up to the discretion of the teacher. Please contact the teacher FIRST before sending any treats to the Academy. It is the Academy's policy not to pass out Birthday invitations unless there is one for each member of the class. Handing out a few invitations may cause disruption and hurt feelings.

STUDENT LEAVING WITHOUT PERMISSION

Students may not leave the classroom or grounds without permission from any staff member. Students who are angry and leave an area without permission may be suspended. Due to safety concerns for all students, teachers and/or staff, this behavior choice will **NOT** be tolerated. Consequences for leaving the room or school grounds without permission are as follows:

1st offense: 3 days in the ALC

2nd offense: 5 days in the ALC

3rd offense: 1 day of suspension

GUM

The chewing of gum will not be allowed during the school day on school grounds. Students should not bring gum to school. PLEASE DO NOT SEND GUM OR GUM PRODUCTS AS A BIRTHDAY OR PARTY TREAT.

MONEY AND OTHER VALUABLES

If money is being sent to school, parents should:

1. Place the money in an envelope
2. Include a note inside, stating the reason for the money being sent
3. Place the teacher's name and child's name on the outside of the envelope

We discourage parents from allowing children to bring large amounts of money to the Academy. Students are not allowed to bring valuable equipment such as music players, computer games and remote controlled cars, or other electronic toys unless there is a special occasion, and prior permission granted from the teacher and parent. If such items are brought to the Academy they will be confiscated until a parent picks the item up. The Academy is not responsible for lost or stolen items.

STUDENT PICTURES

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year. Specific information about the procedures and purchase of the pictures will be sent home prior to picture day. Specific times for pictures will be established. Students may also purchase school yearbooks. Picture day is always a dress down day. Please check with your child for information- daily!

Section II - Academics

FIELD TRIPS

Field trips are academic activities and are held off Academy grounds. Buses will transfer students to and from field trips. There are also other trips that are part of the Academy's co-curricular and extra-curricular programs. No student may participate in any Academy-sponsored trip without written parental consent and proper paperwork filed in the office PRIOR to the field trip.

Field trips are designed to extend curricular areas for our students. Parent may be asked to be a chaperone on a field trip. The role of a chaperone is to supervise students; therefore, siblings are **NOT** allowed to accompany parents on any field trips. Students whose behavior represents safety concerns may be excluded from participation in a field trip. Field trips must be earned in the classroom; therefore, parents will be notified of any criteria that may hold their child back from earning the privilege to attend. Field trips are an earned responsibility of a student not a right. All emergency forms and paperwork **MUST** be **COMPLETED** and turned in PRIOR to any field trip.

GRADING PERIODS

Report cards are issued at the close of each quarter. Reports cards are sent home with students in Kindergarten to grade 5; report cards are mailed home for students in 6-8th grade.

Progress reports are sent home to the parents of all students at the midpoint. All progress reports are given to the student to take home.

Parent-Teacher Conferences are scheduled in the fall and the spring. The classroom teacher will schedule conferences. Parents may arrange a conference as well with their child's teacher any time during the Academy yearly contacting the teacher or main office and arrange an appointment. The teacher may meet with a parent during their planning period, before or after school.

PROMOTION, PLACEMENT AND RETENTION

Many factors are taken into consideration when a student is promoted to the next level or retained at their current grade level. Each child is treated as an individual case and will be given individual consideration; however, the Academy has a framework to follow.

- We upheld the Third Grade Guarantee protocol; all third grade students must pass the AIR test either in the fall or spring. If they do not pass, the student can take this test in the summer, providing ODE offers it. They will be placed in grade 3 until the results come back from the state which usually extends into the new academic school year.
- The Academy does not endorse social promotion.
- Attendance is an important marker. If a student misses more than 120 hours of school for the entire academic school year, they will be retained. If a student fails to participate in 72 consecutive hours of the learning opportunities offered by the school without legitimate excuse consistent with the school's attendance policy, state law requires the school to automatically withdraw the student from enrollment,
- When spring test scores are published, and the child has passed both reading and math as proficient, the Head of School may consider a discussion on promotion.
- The teachers are to confer also with the Head of School concerning all retentions.

Parents are to be notified of possible retention in writing, at both the beginning and near the end of Quarter 3. A final decision will be made at the conclusion of Quarter 4 by the Regional Vice President.

HOMEWORK

The assignment of homework should be expected. Student grades will reflect the completion of all work, including outside assignments. It is the student's responsibility to complete and turn in all homework assignments. Homework is a part of the student's preparation for the standardized tests and graduation.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her Academy career through participation in the Academy's computer network, she/he and the parent **MUST** sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action consistent with the *Student Code of Conduct* (this handbook) and referral to law enforcement authorities. The Academy retains the right to review and monitor computer equipment and networks, and users of academy computer equipment or networks should have no expectation of privacy.

The use of the Network is a privilege, which may be revoked by the Academy at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the plain of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The academy reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions. Students may not be on:

- Facebook
- Twitter
- Snap Chat
- Instagram
- Or any other social network site on a school computer or a smart phone during the school day.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Academy policy. Assessments include:

- | | | |
|---------------------|--------------------|------------|
| ▪ iReady | 3 times per year | K-8 |
| ▪ Fountas & Pinnell | 2-3 times per year | K-3 |
| ▪ AIR tests | 2 times per year | Grade 3 |
| ▪ AIR tests | 1 time per year | Grades 4-8 |

Each student will be expected to pass the appropriate Ohio Achievement (AIR) tests. Dates are subject to change by the Ohio Department of Education. Parents will be informed two weeks prior to the State established testing dates.

Other tests given at the Academy help monitor progress and determine educational mastery level. These tests are used to help the staff determine instructional needs. Classroom tests, formative and summative, short cycle and unit tests assess student progress and assign grades. These are selected and/or prepared by teachers to assess student achievement on specific objectives.

Section III - Student Conduct

ATTENDANCE

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.

<i>Unexcused absences</i>	<i>Action</i>
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 Please, Juvenile Branch, and appropriate state and local agencies in dealing 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/or 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 concerns and to suggest that 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 Please, 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

- Death in the immediate family
- Bona-fide religious holiday
- 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.

Students with excused absences 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 a 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, he/she may be retained, particularly if the student is failing reading and math.

Suspension and expulsion from the Academy - A suspended or expelled student should take self-responsibility for completing schoolwork missed due to suspension or expulsion. It is recommended that a student complete missed assignments during the suspension or expulsion and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension or expulsion. Student will be given credit for properly completed assignments.

Excusable, Non-approved Absence - If a student is absent from the Academy because of illness or vacation, the absence will not be considered truancy, and she/he may be given the opportunity to make up the schoolwork that is missed.

Unexcused Absences - Any student who is absent from the Academy for all or any part of the day without a legitimate excuse may be considered truant and the student and his/her parents may be subject to the truancy laws of the State. After 10 unexcused absences, your child will be placed on "medical status"; requiring a doctor's excuse.

Skipping of classes - The skipping of classes or any part of the Academy day is considered an unexcused absence. Disciplinary action will follow.

Tardiness to class / Tardiness to the start of a school day - A student who is not in his/her assigned location by the start of the Academy day shall be considered tardy. Any student arriving late to the Academy by parent drop-off is to report to the Academy office before proceeding to class. If a bus is late, the Academy office has prior knowledge and students may report directly to class. A pass is required for admittance to class. If a student misses any part of the instructional school day, his/her attendance is affected. They are reported in hours to the Juvenile Court system. Students that are excessively tardy may be assigned after-school detention to make-p the instructional time missed, with no transportation provided.

Make-up Tests and other Academy Work for Excused Absences - Students who are excusably absent from the Academy shall be given the opportunity to make-up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments. Students will be given the same number of days absence within which to make-up work.

Student Attendance at Academy Events - The Academy encourages students to attend as many Academy events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build Academy spirit and encourage those students who are participating in the event. In order to ensure that students attending evening events are properly supervised, they will not be allowed to stay after school unattended. Parents must bring them and accompany them during the entire school event. The Academy will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The Academy will continue to provide adequate supervision for all students who are participants in an Academy activity. Student must comply with the Code of Conduct at all Academy events, regardless of the location. Student behavior may prohibit attendance at school events. If a student is not at school that day, they may NOT attend an after-school event.

STUDENT RULES OF CONDUCT

A major component of the educational program at the Academy is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Student Rules of Conduct apply at all times on Academy owned or controlled property, including buses or other Academy transportation vehicles owned, controlled, or utilized by district students, at Academy activities and functions, and when students are otherwise under the authority of Academy personnel. These rules also apply to conduct by a student that occurs off of property owned or controlled by the Academy but that is connected to activities or incidents that have occurred on property owned and controlled by the Academy. Finally, these Rules also apply to misconduct by a student, regardless of where it occurs that is directed at the Academy official or employee or the property of an Academy official or employee.

The Head of School is deemed to have all the power and authority accorded a principal and a superintendent in a traditional public school. The Board of Trustees is deemed to have all of the power and authority accorded a board of education in a traditional public school district. A copy of this policy shall be posted in a central location in the Academy and made available to a student upon request. No student shall be suspended, expelled or removed except in accordance with this policy.

Expected Behaviors - Each student shall be expected to:

- a. Abide by National, State and Local laws as well as the rules of the Academy
- b. Respect civil rights of others
- c. Act courteously to adults and fellow students
- d. Be prompt to the Academy and attentive in class
- e. Complete assigned tasks on time and as directed
- f. Help maintain an Academy environment that is safe, friendly and productive
- g. Act at all times in a manner that reflects pride in self, family, and in the Academy
- h. Follow Academy-wide rules and expectations

The Foundation Academy school-wide progressive discipline plan provides behavioral expectation and procedures that are designed to ensure a safe and caring environment for all students and staff. Foundation Academy will maintain a firm, fair and consistent system for handling behavioral infractions.

Motto:

S - successful students with positive attitudes

O - outstanding effort

A - always follow directions the first time

R - respectful to myself and others at all times

	Hallway	Playground	Cafeteria	Bathroom	Bus
Be Safe	<ul style="list-style-type: none"> ❖ Walk ❖ Stay in line ❖ Keep your eyes up ❖ Keep hands & feet to yourself ❖ Wear a mask when instructed 	<ul style="list-style-type: none"> ❖ Use equipment properly ❖ Stay in playground area 	<ul style="list-style-type: none"> ❖ Stay in your seat ❖ Keep food on the table 	<ul style="list-style-type: none"> ❖ Keep floors dry & clean ❖ Stay in your own stall 	<ul style="list-style-type: none"> ❖ Stay in your seat ❖ Back on seat, feet on floor ❖ Wear a mask when instructed
Be Respectful	<ul style="list-style-type: none"> ❖ Use quiet voices ❖ Respect others work on the walls 	<ul style="list-style-type: none"> ❖ Use kind words ❖ Take turns ❖ Be a good sport ❖ Follow game rules 	<ul style="list-style-type: none"> ❖ Use good manners ❖ Raise your hand ❖ Use inside voice 	<ul style="list-style-type: none"> ❖ Respect others privacy ❖ Flush the toilet 	<ul style="list-style-type: none"> ❖ Use inside voice ❖ Follow bus rules ❖ Use kind words
Be Responsible	<ul style="list-style-type: none"> ❖ Stay on task ❖ Stay on the right ❖ Keep track of your mask 	<ul style="list-style-type: none"> ❖ Put away outside equipment ❖ Tell adult about unsafe choices ❖ Line up when called 	<ul style="list-style-type: none"> ❖ Take all items ❖ Clean up your area 	<ul style="list-style-type: none"> ❖ Report any bathroom issues to your teacher 	<ul style="list-style-type: none"> ❖ Stand in bus line ❖ Pay attention to your stop

DRESS CODE POLICY

While fashions change, the reason for being in the Academy does not. Students are in the Academy to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within general guidelines.

On a daily basis, students will wear

- Red, white or blue solid color shirts with collars
- Red, white or blue solid color crew neck sweatshirts
- Long-sleeved shirts may be worn underneath uniform shirt if they are red, white or blue
- Navy, khaki (tan) or black pants, shorts, skirts or jumpers
- Any Foundation Academy spirit gear at any time
- Closed toed shoes with covered backs

On a daily basis AND on dress down days, students will NOT wear:

- Open toed shoes such as flip flops, sandals, crocs, or slippers.
- Hooded sweatshirts
- No jeans or pants with large rips or holes above the knee regardless of whether leggings are worn underneath
- Bandanas, durgas, sweatbands, hats, hoods, caps, or any other head gear
- Any types of gloves
- Sagging pants
- Shirts with inappropriate words, pictures, or logos
- Tops with spaghetti straps
- Leggings unless they are worn under a dress
- Any style top that provides minimum coverage or sheer material
- Any fashion accessory that disrupts the learning environment or presents a safety risk

- Masks with inappropriate sayings or images; this includes anything with profanity, icons that cause social division

Consequences for Dress Code Violations - Students will not be allowed to sit in class with dress code violations. An effort should be made to rectify the violation. Students with dress code violations that are NOT able to be rectified, will be sent to the ALC. Parents will be contacted to bring appropriate clothing. Students will not return to class until the violation is rectified.

STUDENT RIGHTS OF EXPRESSION

The Academy recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges or other insignia; clothing, banners, and audio/video materials. All items must meet the following Academy guidelines:

A. A material **cannot** be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar
2. advertises any product or service not permitted to minors by law
3. intends to be insulting or harassing
4. intends to incite fighting or presents a likelihood of disrupting the Academy or an Academy's event.

B. Materials may **NOT** be displayed or distributed during class periods, or transitions. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and exit to the building.

Students who are unsure whether or not materials they wish to display meet Academy guidelines may present them to the Head of School twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The Academy is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that would improve the Academy, she/he should feel free to offer them. Written suggestions should be presented directly to the Head of School or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need to fear reprisal for the proper expression of a legitimate concern. As with suggestion, concerns and grievances may be directed to the principal.

A student may have the right to a hearing if the student believes he/she has been improperly denied participation in an Academy activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

STUDENT CODE OF CONDUCT

The Board of Trustees has adopted the following Student Code of Conduct. The Code includes the types of misconduct that will subject a student to disciplinary action and the procedures for implementing disciplinary action.

It is the Academy's staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the Academy's staff and administration.

The following provides examples of major areas that could result in disciplinary action. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be disciplined.

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from the Academy and/or notification of law enforcement authorities.

1. Conduct involving drugs

The Academy is a DRUG-FREE zone within the boundaries of the Academy safety zone established by State law as well as to any Academy activity and transportation. This means that any activity - sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or *look-alike drugs* are prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the *possession of sale of over-the-counter or prescription medication to another student*.

2. Use of breath-test-instruments

The Head of School or designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. Imposition of a breath test is at the discretion of the Academy, and discipline may be imposed without a breath test upon other evidence of use of alcohol.

The student will be taken to a private administrative or instruction area on Academy property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of Academy rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use. A disciplinary consequence may follow,

3. Use of tobacco/Possession of tobacco / Nicotine products

Smoking, other tobacco use and/or vapor cigarettes are a danger to a student's health and to the health of others. The Academy prohibits the distribution, use or possession of any form of tobacco during Academy time or at any Academy activity. This prohibition also applies when going and from the Academy and at Academy bus stops. Violations of this rule could result in suspension or expulsion.

4. Student disorder - demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any Academy activity will not be allowed. If a student (or students) feel there is need to organize some form of demonstration, he/she is encouraged to contact the Head of School to discuss the proper way to plan such an activity. Students who disrupt the Academy may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes conventional objects like a firearm, guns, pellet guns, ammunition, knives, or club type instruments. It may also include any TOY that is presented as a real weapon or reacted to as a real weapon. A "firearm" has the same meaning as provided in the "Gun-FREE school Act of 1994": 108 Statue 270, 20 USC 8001(a).

A knife is any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing or stabbing. This definition shall include, but is not limited to: straight razors, razor blades, utility knives, box cutters, ice picks pocket knives, switch blades and hunting knives. Possession of a weapon may subject a student to suspension or expulsion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on Academy property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A student may be expelled from the Academy, if he/she brings onto or has in his/her possession on Academy property or at an Academy related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. a knife
- C. any firearm or similar object(s) that are intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. This violation may subject a student to suspension or expulsion.

7. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members and visitors are entitled to function in a SAFE Academy environment, students are required to report knowledge of dangerous weapons or threats of violence to the Head of School. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire or attempting to set a fire

Anything, such as fire, that endangers Academy property and its occupants will not be tolerated. Arson will subject the student to suspension or expulsion.

9. Physically assaulting a staff member / student / person associated with the Academy

Physical assault at the Academy against an Academy employee, student volunteer, or contractor, or another, which may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as "causing or attempting to cause physical harm to another.

10. Verbally threatening a staff member / student / person associated with the Academy

Verbal assault at the Academy against an Academy employee, volunteer, or contractor or making bomb threats or similar threats directed at an Academy building, property or Academy-related event will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Violations of this rule will result in disciplinary action up to and including suspension and expulsion.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of schoolwork, identification, forgery

Forgery or hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and CHEATING are also forms of falsification and subject to the student to academic penalties as well as disciplinary action. Violators of this rule could result in suspension or expulsion.

14. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

15. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Violations of this rule could result in suspension or expulsion. The Head of School may expel a student from the Academy for a period of up to one year for making a bomb threat to an Academy building or to any premises at which an Academy activity is occurring at the time of the threat. An expulsion shall extend, as necessary, into the school year following the school year in which the incident that give rise to the expulsion takes place.

16. Trespassing

Although schools are public facilities, the law does allow the Academy to restrict access on Academy property. If a student has been removed, suspended, or expelled, the student is not allowed on Academy property without authorization of the Head of School. In addition, students may not trespass onto Academy property at unauthorized times or into areas of the Academy determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing Academy or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to Academy that is not needed for learning without prior authorization from the Head of School or a teacher.

18. Care of property

Students are responsible for the care of their own personal property. The Academy is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to the Academy. The Academy may confiscate such items and return them to the student's parent only.

Damage to or loss of Academy equipment and facilities wastes taxpayer's money and undermines the Academy program. Therefore, if a student does damage to or loses Academy property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct.

Vandalism and disregard for Academy property will not be tolerated. Violations could result in suspension or expulsion, and repayment to the Academy of the costs of repair or replacement of the damaged property,

19. Disobedience - Insubordination

The Academy staff is acting "in loco parentis", which means they are allowed, by law, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Disobedience can result in suspension or expulsion. Insubordination is defined as students refusing to comply with a reasonable directive by an adult in a rude, insolent manner. This can result in suspension or expulsion.

Refusing to accept discipline - The Academy may use informal discipline to prevent the student from being removed from school; however, when a student refused to accept the usual discipline for an infraction (insubordination), the refusal can result in a stricter action such as suspension and or expulsion.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to retention, suspension or expulsion. Tardies and absences are counted in hours; therefore, 120 hours will automatically retain a child. There is no summer school for the summer of 2019.

21. Unauthorized use of Academy or private property

Students are expected to obtain permission to use any Academy property or any private property located on Academy premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violation of this rule could result in suspension or expulsion.

22. Aiding, abetting and/or inciting violation of Academy rules

If a student assists another student in violating any Academy rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. Inciting (encouraging others) To a fight is one example that may result in a suspension or expulsion.

23. Display of affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, hugging, kissing, Petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from the Academy or possible expulsion. Inappropriate touching can be considered sexual harassment. This is a serious violation which can result in suspension, expulsion and/or police report. Smacking someone's buttocks can lead to a police report.

22. Violation of Academy rules/expectations (hallway, transition, cafeteria, bus lines, classroom, etc.)

Disruption of the educational process - any actions or manner of dress that interferes with Academy activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Student will be oriented to specific rules, all of which will be consistent with the policy of the Academy. While every attempt will be made to teach / re-teach appropriate behavior, persistent violators of rules could result in suspension or expulsion.

There will be a coordinated effort to support the teaching of our professional staff members as well as the learning of the students in their classrooms. In an effort to support the academic process, the following process will be implemented for unruly students. **A student will be removed from the class "if, in the judgement of the teacher, the student has engaged in behavior that seriously interferes with the ability of the teacher to teach the other students and the ability of the other students to learn.**

Various interventions may be tried to extinguish poor behavior choices. Time out may be given, loss of privilege, detention, or a teacher may write a behavioral referral. Once the teacher has made this decision, the student will be assigned to ALC (Alternative Learning Center) in which their studies will continue but they are separated from other students. The student will not be sent back into the teacher's classroom and they will have a meeting with the teacher, ALC staff, and/or the Head of School - principal. Once the student has been placed in the ALC, a parent will be contacted by an ALC staff or the Head of School. If repeated offenses mount, the student may be placed on an administrative behavior contract that may result in stricter consequences, ending in expulsion.

General guidelines for ALC assignments:

Class Disruption (CD) -- 1-5 days in the ALC; parent conference may be requested

Profanity - general profanity 1-2 day ALC for first offense

the "F" word or a derived word or gesture meaning the same thing: 1st offense 3 days 2nd offense 5 days 3rd suspension

Insubordination, disrespectful attitude and/or unruly behavior - ALC or suspension; parent contacted

Not keeping your hands and feet to yourself: 1-5 days in the ALC

Skipping Class - 1 day of ALC plus loss of learning time doubled

Leaving without permission: 1st offense 3 days 2nd offense 5 days 3rd suspension

Leaving off school grounds without permission - suspension or expulsion and a police report

Being on inappropriate website - parent called, loss of using computer usage, paper-pencil activity must be completed *en lieu* of the assignment

Vandalism or stealing - ALC or suspension, parent called and restitution and costs established

Fighting - suspension and possible police report filed

Horseplay - 1-5 days in the ALC or possible suspension

Repeated offenses: - place on a behavior contract where consequences are weighted and the end result is expulsion.

Unruly behavior during a drill - ALC days or up to a 3-day out-of-school suspension

Cafeteria issues - clean the lunch room for a period of time, lunch detentions, ALC time, etc.

Cell phones -see page 9

Dress code violations -see dress code policy in detail page 16

23. Harassment / bullying / hazing

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.

24. Fidget Spinners

Fidget spinners are NOT PERMITTED at Foundation Academy. They are a distraction to the educational process. There is no evidence at this time to back-up their intended purpose. They can also be a safety issue for all students.

25. Possession of a firearm, Arson, and Criminal Sexual Conduct

The Head of School shall expel any student who possesses a dangerous weapon in a weapon-free Academy zone or commits either arson or criminal sexual conduct in the Academy building or on Academy property, including Academy buses and other Academy transportation. A dangerous weapon is defined as a "firearm, knife, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, Including, but not limited to, air guns and explosive devices (additional details found on page 18). Students with disabilities under IDEIA or Section 504 shall be suspended or expelled in accordance with Academy and/or Board Policy and Federal due process rights appropriate to Students with Disabilities.

26. Criminal acts

Any students engaging in criminal acts at or related to the Academy may be reported to law enforcement officials as well as disciplined by the Academy. It is not considered double jeopardy (being tried twice for the same crime), when Academy rules and the law is violated.

Students should be aware that state law allows that Academy officials, teachers and appropriate law enforcement officials be notified when a student of the Academy is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the Academy as well as the community.

27. Safety Concerns

Students should not use roller blades, bicycles, skateboards, scooters, shoes with wheels or any other form of personal transportation devices in Academy hallways or Academy pedestrian traffic area. Exceptions may be made to reasonable accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

28. Profanity

Any behavior, gesture, or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, offensive, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

CORRECTIVE ACTION

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 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, 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 removes the student from the Academy. This may include 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.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the IDEIA (Individuals with Disabilities Education Improvement Act) and ADA (Americans with Disabilities Act), or Section 504 of the Rehabilitation Act of 1973.

PROCEDURES FOR SUSPENSION, EXPLUSION AND EMERGENCY REMOVAL

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 or 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).

C. Emergency Removals

Emergency Removal - is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disruption the academic process taking place either within a classroom or elsewhere on the Academy premises, for a period not exceeding 72 hours, of permission to attend the Academy and to take part in any Academy function.

When circumstances are such that a student's continuing presence in the Academy pending completion of the procedures set forth in subparagraphs A or B is reasonably certain to pose a continuing danger to persons or property or an ongoing threat or disrupting the academic process taking place either within the classroom or elsewhere, on the Academy premises or at an Academy sponsored or related activity or events, the Head of School or designee may remove a student from curricular or extracurricular activities or from the Academy premises, without complying with the notice and hearing requirements of subparagraphs A or B. In like circumstances, a teacher may remove a student from curricular or extracurricular activities under his/her supervisions, without complying with the notice and hearing requirements of subparagraphs A or B. as soon as practical after making such a removal, the teacher shall submit reasons, in writing, for such removal to the Head of School

If a student is removed under this subparagraph, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practical prior to the hearing. The hearing must be held within 72 hours from the time the initial removal is ordered.

The hearing shall be held in accordance with the procedure set for in subparagraph an above, pertaining to suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set for in subparagraph B above, except that the hearing shall be heard within 72 hours of the initial removal. The Academy official who ordered, caused or requested the student's removal under this provision shall be present at the hearing, unless unable to attend.

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

D. Disciplinary Removal

Disciplinary removal - is an action less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or other curricular for less than 24 hours.

1. A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupts the class or curricular activity of for a violation of code or Academy rules and regulations.
2. When a student is removed from a curricular activity for more than 24 hours, the student shall be given notice of the removal and the reasons for the removal. The student will be given an opportunity to appear before the Head of School or designee, to hear the reasons for the removal and to explain his/her actions.

E. Other Matters

1. The student and his/her parent, guardian, or custodian may be requested to come to the Academy for a conference with the Head of School or designee. This conference shall normally be held no later than the date the student is scheduled to return to the Academy from a suspension or expulsion.
2. Personnel employed by the Academy to direct, supervise or coach a pupil acidity program may prohibit a student from participating in that program for up to 5 school days for violation of Academy rules, violation of program standards, or other cause deemed sufficient by the Academy. The Head of School or designee may suspend a student from any particular or all extracurricular activities of the Academy for any extended period of time.

Appendix

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MEMORANDUM TO PARENTS REGARDING BOARD OF TRUSTEES POLICY ON DRUG-FREE SCHOOL

In accordance with Federal Law, the Board of Trustees prohibits the use, possession, concealment, or distribution of drugs by students on Academy grounds, in the Academy, Academy-approved vehicles or at any Academy-related event. Drugs include any alcoholic beverage, anabolic steroid, controlled substance, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, as specified in the student handbook, up to and including expulsion from the Academy, the Academy will also notify law enforcement officials.

The Academy is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Student and their parents should contact the Academy Head of School whenever such help is needed.

Parent/Student acknowledgement of student Code of Conduct

We, _____ and _____

have received the Academy Handbook and Code of Conduct. We understand that we will be accountable for knowing the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Academy. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects; that this handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law; and that this handbook maybe revised at any time, with or without notice.

Date: _____ (2021-2022 school year)