



Par Excellence STEM Academy

Student Handbook 2026 - 2027

L.I.F.E. – “Learning Is Fun Every day.”

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Appendix 1: Internet Safety Policy

Appendix 2: Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy

Statement Concerning State Testing

Par Excellence STEM Academy (sometimes herein referred to as the “School”) is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled in and attending the School must take proficiency tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education pursuant to Section 3321.042 of the Revised Code shall no longer be excused for that purpose upon their enrollment in the School. For more information about this matter, contact the School or the Ohio Department of Education and Workforce.



PAR EXCELLENCE STEM ACADEMY

PORTRAIT OF A GRADUATE

Appreciate Diverse Perspectives

Par STEM students

- appreciate & respect diversity
- are inclusive & empathetic
- can effectively engage & collaborate with people from different backgrounds & cultures

Collaborative Leaders

Par STEM students

- take initiative & lead with empathy, ethics, & integrity
- inspire others through positive influence & effective communication
- value diverse perspectives & collaborate to achieve shared goals

Environmental Stewards

Par STEM students

- are aware of global environmental challenges
- are motivated to contribute to innovative & sustainable solutions

Lifelong Learners

Par STEM students

- develop an intrinsic love for learning
- ask meaningful questions
- pursue their interests with enthusiasm & depth
- ignite & stimulate curiosity

Informed Decision-Makers

Par STEM students

- can critically evaluate global issues
- make informed decisions as responsible global citizens
- are solutions-oriented

Innovative Thinkers

Par STEM students

- are creative thinkers
- view challenges as opportunities to grow & learn
- embrace new ideas
- use observation, experimentation, & reflection to expand understanding of the world & solve complex problems

Dear Parents/Guardians:

Welcome to Par Excellence STEM Academy for the 2026-2027 school year. Our devoted staff and the Board of Directors ("Board") are committed to providing each child with a wonderful, educational, emotional, and values-based learning experience this school year. With much eagerness and excitement, we welcome the many opportunities and are ready to face the challenges before us as an educational family and community. Our skilled and caring staff is eager to join you in partnership for your child's education.

Our goal is to provide abundant opportunities for both child and families and provide lifetime learning skills to equip each child and family for living a more positive and productive life. We also aim to promote a safe, positive, and healthy learning environment.

This handbook (the "Handbook") is written to provide Parents and Students with general information to aid in achieving the above goals. Parents are strongly encouraged to review the contents of this Handbook and expectations contained herein with your child. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School, taking into consideration the best interests of the School, its faculty, employees, students, and overall School community. The Handbook does not constitute a contract between the School and the student/parent and the School may amend the Handbook at any time. The Board may also update policies at any time in its sole discretion. At any time, should any information contained herein conflict with a policy adopted by the Board, the Board policy shall supersede and control.

Please note, the term "parent," when used herein, means an official caregiver of a minor child, including, but not limited to, mother, father, stepparent, grandparent, foster parent, or court-appointed guardian. If you have any questions about this Handbook, contact the School's Superintendent.

Your cooperation and support are genuinely appreciated because *YOU* make all the difference. Let us work together to have a wonderful and productive school year!

Most Sincerely,

Gisele James

Gisele James

Par Excellence STEM Academy Superintendent

ADMISSION REQUIREMENTS

Admission to the School is open to any resident of Ohio. The School will not charge any tuition and does not discriminate in its pupil admission policies or practice on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a person with a handicap or disability, or for any other reason. The School admits children of any race, national origin, ancestry, religion, religious expression, disability, sex, sexual orientation, gender identity or any other legally recognized basis.

Applications are accepted for student admission year-round. If, at any time, the number of applicants exceeds the capacity restrictions for the School's programs, classes, grade levels or facilities, a lottery drawing will be held, except that preference shall be given to returning students, their siblings, students that reside in the Newark City School District, and children of full-time staff members. Pursuant to the Board's Open Enrollment, Admissions and Residency Policy, the Superintendent shall determine whether an enrollment lottery is necessary and determine all procedures, including application deadlines, to be followed. Students inquiring about enrollment during the year will be enrolled if space permits, or added to a wait list (based on priority enrollment requirements, lottery selections if applicable, or first come first served).

The School will enroll students upon submission of all the following:

- Proof of residency
- Birth certificate
- Immunization record
- Proof of custody (if applicable)
- All required enrollment paperwork and signatures on Final Forms
- Other documentation requested by the School

It is the parent's responsibility to inform the School of any change in the student's address, phone number or custody. For changes in address, a new proof of residence will be required. For changes in custody, a copy of the custody order must be provided to the School.

Contact the School for a list of documents that meet the above requirements. Enrollment paperwork can be found on Final Forms by using the following link: <https://parexcellenceacademy-oh.finalforms.com> or by inquiring with the School office.

KINDERGARTEN ADMISSION

The School shall admit to kindergarten any student whose fifth birthday falls on or before the School's first day of instruction. A child who seeks to enroll in kindergarten who does not meet the age requirement set forth above, but who will be five or six years old prior to the first day of January of the school year in which admission is required, may be evaluated for early admittance in accordance with the Board's Early Admission Policy.

DAILY PROCEDURES

ARRIVAL

The School building opens at 7:30 a.m. Students who are dropped off by their parents or walk to School should not arrive prior to 7:30 a.m. and must enter at the back of the building. Any student arriving after 8:00 must enter through the front of the building. Parents are not to escort their children into the classroom but are to remain with them until a staff member opens the doors. Any parent entering the building must enter through the front of the building and report to the office.

TARDY

Daily academics begin at 8:00. Students arriving after 8:05 are considered tardy. Additionally, any student who is on School property but not in their classroom by 8:05 a.m. will be considered tardy unless their teacher has given permission for the student to be elsewhere at that time.

BREAKFAST

Breakfast is provided at no cost to the family. All families are requested to complete a form, available at the School's office, to allow for this free service to continue. Breakfast is not served if there is late start or delay to the school day.

LUNCH

Lunch is provided at no cost to the family. All families are requested to complete a form, available at the School's office, to allow for this free service to continue. Lunch is served between 10:50 AM and 1:10 PM for all students. If a student brings a packed lunch, please remember to put their name on the lunch sack/box.

***Allergy Action Plan:** If a student has, or develops, a serious food allergy, the student's parent must provide the School with a doctor's note with information on how to best provide care to the student in case of an emergency. It is the responsibility of the parent to update this information, as necessary.

DISMISSAL

Bus riders are dismissed at 2:50 p.m. All other students are dismissed at 3:00. Parents must pick up students at the back door and notify a staff member of their child's name. Please be prepared to show identification if requested by School staff. The parent must send a written note (signed and dated) if someone other than themselves will be picking up the student.

Students who are dismissed before 2:50 p.m. are to be signed out by the parent. No student will be dismissed early without the authorization of the parent. All early dismissals require a note from the parent. A note from a grandparent, uncle, aunt, stepparent, any other family member, or a boy/girlfriend cannot be accepted unless that individual is the legal guardian of the student.

Please note that attendance is counted by hours rather than days. Any student picked up prior to 2:50 p.m. will have that noted on their attendance record.

EMERGENCIES

If an emergency arises and the child must be picked up before dismissal, the parent must sign the student out. No student will be released to anyone other than a parent unless the parent has called the office to explain that there has been an emergency and that someone other than themselves will be picking up the student. The absence will be recorded on the student's record.

CRISIS MANAGEMENT

A School wide Safety/Crisis Plan has been developed to assist the School in responding to various emergency situations. In the event of a manmade or natural crisis, please do not contact the School as this may limit available telephone lines needed to access emergency response services. Once students are secured and safe, the School will contact parents with sign-out procedures. Students will only be released to a parent or individual listed on the student's emergency contact form.

EMERGENCY SCHOOL CLOSING

In case of severe weather that necessitates the closure or delayed start of the school day, the School will notify local radio and television stations. Automatic notifications are also delivered via phone, email, and text to the student's parents. Closures are also posted on the School's Facebook page.

Please note: If the Newark City School District is closed, this does not automatically ensure that the School will also be closed. The School will send an all-text and all-call, as well as post the information on the School's Facebook page and local media if the School closes or delays. Please make arrangements in advance for when School is dismissed early or closed due to an emergency, and you are unable to be home.

In the event that the School building will be closed but students are required to participate in lessons via the School's Online Day Plan, the School will notify parent through an all-call system, the School's website, and/or through email, text, or another electronic messaging system that the Online Day Plan is in effect.

ATTENDANCE POLICY

Daily attendance is crucial to the overall academic success of each student. According to Ohio law, children must attend school unless there are valid and crucial reasons for being absent. "Missing the school bus," "oversleeping" or "running late" are examples of reasons the School does **not** consider valid or crucial for being tardy or absent and will be counted as "unexcused."

Parents are encouraged to make every effort to see that their child attends School on a regular basis. **To report your child absent, call 740-344-7279 by 7:45 a.m.** The answering machine is on 24 hours a day for a parent to call off their child. Only the custodial parent is permitted to report a student absent from School. Although many

stepparents and grandparents are in our children's lives daily, the custodial parent must be the attendance contact to the School.

Parents are asked to schedule all appointments for when School is not in session, if possible. If you must take your child out of class during the school day, the parent must submit a signed note to the School office no later than the morning of the day in which the child will be picked up for the scheduled appointment. A parent must come to the School office and sign the student out upon pick up.

The School asks that families schedule trips and vacations to coincide with the School's calendar whenever possible. Should a student need to be absent for a family trip, up to five (5) school days may be excused so long as the student is not experiencing attendance issues, as determined by the School, and the parent has provided a written request no less than two (2) weeks prior to the dates of absence. The School may require additional documentation. The School will not approve vacation days during test weeks or the last five (5) days of a semester. Unapproved vacation days are marked as unexcused.

Regular and punctual attendance is essential for successful completion of work. Students are expected to be in School, on time, every day. Occasionally, absence or tardiness cannot be avoided. Absences or tardies may be deemed as "excused" or "unexcused." An absence or tardy may be excused if the parent provides verification, if any, in the manner and timeframe deemed appropriate by the Superintendent or their designee. Where appropriate, the School may require written documentation. The School may excuse absences for the following reasons:

- Illness of the student
- Death of a relative
- Dental, Medical, or Behavioral appointment of the student
- Illness in the family necessitating the student to remain at home
- Quarantine of the home (limited to the length of the quarantine as determined by proper health officials)
- Observance of religious holidays consistent with the truly held religious beliefs of the student or their family
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- Absences due to military deployment activities of a parent
- Absences due to a student being homeless
- Other emergency or set of circumstances deemed appropriate by the Superintendent, or their designee, that constitutes a good and sufficient cause for absence from school.

All other absences/tardies are "unexcused" and include the following:

- Any absence where the Superintendent, or their designee, has deemed verification is necessary and the student or parent fails to provide such verification of the absence in the timeframe and manner deemed satisfactory by the

Superintendent or their designee;

- Leaving School early without proper authorization; and
- Other unexcused absences as determined by the Superintendent or their designee.

RELIGIOUS ACCOMMODATION

Pursuant to the Board's Religious Accommodations Policy, students are permitted up to three Religious Expression Days each school year in order to take holidays for reasons of a faith, religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. In order for a student to receive an excused absence and alternative accommodations for examinations or other academic requirements missed due to a Religious Expression Day, the student's parent must provide the Superintendent with written notice of the specific dates of the Religious Expression Days the student intends to take. Such notice must be submitted no later than 14 days after the school year begins, or no later than 14 days after the student transfers into the School after the beginning of the school year.

HABITUALLY TRUANT

A student meets the state definition of being a "habitually truant" when they are absent without legitimate excuse for:

- 30 or more consecutive hours
- 42 or more hours in one school month
- 72 or more hours in one school year

When a student meets any of these thresholds, the School will comply with state law and the Board's Attendance Policy regarding next steps, including filing a complaint in juvenile court if the student's attendance does not improve.

The School offers a continuum of supports and intervention strategies aimed to meet the diverse needs of students and address barriers that may affect attendance. The School will communicate with parents regarding attendance issues pursuant to the Attendance Policy, available on the School's website.

MANDATORY WITHDRAWAL

Ohio law will require the withdrawal of any student who, without legitimate excuse, fails to participate in **72** consecutive hours of learning opportunities during any academic year.

MISSING CHILD POLICY

A student, at the time of their initial entry to School, shall present to the person in charge of admission any records given to them by the school they most recently attended and a certification of birth (or a comparable certificate or certification issued pursuant to Ohio law). Within 24 hours of a student's entry into the School, a School official shall request the student's official records from the school the student most recently attended. The

Superintendent shall notify the law enforcement agency having jurisdiction in the area where the student resides that the student may be a missing child if:

- The school the student claims to have most recently attended states that it has no records of the student's attendance;
- The School does not receive records within fourteen (14) days of the date of the request; or
- The student does not present a birth certificate or comparable certificate.

ACADEMICS

Our knowledgeable teachers and staff have access to a variety of resources, supplementary teaching materials, and other related school disciplines/tools and partnerships to support our students' education . Parents: we ask and encourage you to check your child's backpack each day and help with any homework and/or special assignments.

Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of their work.

Please make sure to return any special forms/papers that are sent home with a student that require a signature or approval from the parent/guardian.

STATE TESTING

Students are assessed each school year pursuant to guidelines established by the State of Ohio. The results of these tests will help plan learning goals for each student. These results will also be used to evaluate the growth of each student. Test results will be provided to parents.

BOOKS AND TECHNOLOGY

All hardback and paperback books (excluding book exchange books located on the shelves for family use) and technology provided to the students by the School remain the property of the School. Students are held accountable for the condition of these items, and they must be replaced at the parent's expense if they are damaged, destroyed, or lost by the student. Students may use covers to protect their items.

To be administered technology, the student must sign and follow the Acceptable Use Agreement. Access to School technology is conditional upon adherence to the guidelines in the agreement. See Appendix 1 for the complete Internet Safety Policy for more information regarding the use of School technology or its systems.

PROGRESS REPORTS AND GRADING

Progress reports will be issued at the end of each nine-week quarter, with interim reports issued halfway through each quarter. The reports will be sent home with your child the week following the end of the report period. Parents can encourage their child by discussing report cards thoroughly as a family.

ACHIEVEMENT MARKS/EFFORTS

A	90-100
B	80-89
C	70-79
D	60-69
F	59-below
N/A	Not Applicable

Kindergarten students may also receive updates regarding progress towards meeting grade-level achievement. The following codes identify whether the student is making such grade-level progress: “E” (exceeds expectations), “M” (meets expectations), or “P” (progressing towards expectations).

PARENT/TEACHER CONFERENCES

Communication between the home and School is crucial to the overall success of a student. Conferences provide opportunities for listening to and sharing concerns, which will improve the quality of a student’s education and overall well-being. Conferences are designed to enhance the ability of parents and teachers to work together as a team. We encourage parents to attend conferences and become involved in their child/children’s education.

Parent/teacher conferences are scheduled twice each school year. Written notices of these conferences will be sent home with the students.

PROMOTION AND RETENTION

Generally, students who have mastered the curriculum areas will be promoted to the next grade level at the end of each school year. However, a student may be retained for one or more of the following reasons:

- Discipline record
- Age or maturity of the student
- Failure to take a required statewide achievement test or make-up test and the student is not exempt from the requirement to take such test,
- Other factors thought to be appropriate by the Superintendent or School staff.

Ohio law prohibits the promotion of a student to the next grade level if the student has failed two or more of the required curriculum subject areas, unless the Director of Student Services and the student’s teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

READING SCREENING AND MONITORING

State law requires that each school district in Ohio assesses reading skills for students in grades Kindergarten through Third by September 30th, to determine whether they are reading at grade level or not reading at grade level (“Not On-track”). If a student is

identified as being Not On-track, the School will notify the parent and provide intervention services to improve the student's reading performance. In addition, the School and the parent will develop a Reading Improvement and Monitoring Plan. If the student does not reach an appropriate level of reading competence by the end of third grade, they must be retained, unless otherwise permitted by law to be promoted. For more information, contact the Superintendent.

HOMEWORK POLICY

Homework is given as an extension of the school day to reinforce what has been taught in the classroom, to pre-assess content knowledge, and to teach students to accept responsibility for their learning. Teachers also assign homework to allow students to review previously learned content and prepare for the next day's lessons. Students may receive reading and math homework every night.

We encourage parents to become an integral part of the homework process by stressing its importance and giving support and encouragement to the student in completing the assignments. We encourage parents to communicate often with their child's teacher in an appropriate and respectful manner.

PARENTAL NOTIFICATION REGARDING CHILD SEXUAL ABUSE PREVENTION CURRICULUM

The law requires the School to include in the curriculum for students in grades K-6 developmentally appropriate instruction in child sexual abuse prevention, including information on available counseling and resources for children who are sexually abused. A parent may request a student be excused from such instruction upon written request submitted to the Superintendent or their designee.

STUDENT DRESS CODE

Upon enrolling children in Par Excellence STEM Academy, parents are made aware that uniforms are required for all students. Maintaining a pleasant environment for learning, good grooming, and proper health habits are essential to the successful achievement of each student. Parents are primarily responsible for the way a student dresses to attend School. All Par Excellence STEM Academy uniforms need to be clean and free of holes. Students are to be in complete uniform at all times. We realize that due to some economic situations, purchasing uniforms can be a hardship, but we believe that the below dress code is simple and cost effective. Students are to be in complete uniform the first day of the school year (including polo embroidery). The Superintendent, or other School administration, maintain the authority to determine whether any student is in violation of the dress code requirements.

Students who violate any of the uniform requirements will receive a letter to be signed by the parent that will alert them to the issue. The parent or student must return the signed letter to the front office. If violations continue past three notices, the student may be issued a consequence, including but not limited to a lunch reflection. The School may tactfully reach out to families who may need assistance with uniform issues.

Par Excellence STEM Academy requires the following of all students who attend:

❖ **Uniform Dress Pants**

- Navy blue, black, or khaki pants, including cargo pants. No baggy, tight fitting, skinny pants, low rise, jeans, or leggings. Pants must be appropriately fitting. If the pants are too tight or falling off the child, the School will call the parent/guardian to bring another pair to School.

❖ **Uniform Shorts**

- Navy blue, black, or khaki shorts, including cargo shorts. Shorts are NOT permitted November 1 – March 31. Shorts must be to the knee.

❖ **Jumpers, skirts, dresses, or skorts**

- Navy blue, black, khaki, or red/navy plaid. Red or navy polo dresses may also be worn. Skirts/dresses must be to the knee. Shorts must be worn under all skirts/dresses and do not need to be uniform shorts if they do not show below the skirt/dress.

❖ **Uniform Shirts**

- RED OR NAVY BLUE POLOS ONLY. When arms are raised, stomachs should NOT be seen. Red or navy blue long-sleeved polos during colder months are permitted with logo/wording.
- SOLID navy blue, red, black, white, or grey long sleeve shirts may be worn under embroidered polo shirts.
- Embroidery on shirts – All polos must have the School's name. Lynn Wilson will embroider polos for \$3.00. You may drop off your shirts at the School for her to embroider. Logo/wording must be on shirts, even if worn under a jumper.

❖ **Socks/Tights**

- Socks must be worn at all times. Tights must have feet. Leggings can only be worn under skirts/dresses and must go to the ankle. Socks, tights, and leggings must be plain white, navy blue, black, or red. No tricolor or designs are permitted on socks, tights, or leggings. No socks above the knees.

❖ **Shoes**

- Shoes may be black, white or grey athletic shoes or dress shoes. Shoes cannot light up. Crocs, boots, heels, wedges, or sandals cannot be worn (ankle boots are acceptable). If winter or rain boots are worn to School, the student must change into shoes upon arrival at School.
- NOTE: If your child cannot tie their shoes, we strongly encourage purchasing Velcro shoes to eliminate shoes coming untied.
- Outdoor activities– A student may change into alternate shoes before going in the grass.

❖ **Hair**

- A student's hairstyle should not interfere with their ability to learn. The Superintendent, or other School administration, has the discretion to determine if the hairstyle may interfere with the student's safety or ability to learn.

❖ **Coats**

- Coats and jackets are not permitted to be worn in the classroom unless there are issues with the heating system. Plain red, black, grey or navy blue sweaters, sweatshirts, cardigans or hoodies may be worn with or without the School logo. Hoods and hats are not to be worn in School at any time.

❖ **Earrings**

- Only studded earrings are permitted. Students should not wear hanging earrings or hoops that can be grabbed or caught.

The following are prohibited in School:

- **Pants – NO** low rise, tight fitting, skinny pants, jean material, leggings, jeggings, or baggy pants
- Undergarments should not be visible
- **Shoes - NO** sandals, Heelys, strapless shoes, high heels (1" or less is appropriate), crocs, heels that are narrower than the width of the shoe, wedges, open-toe shoes, flip-flops, or boots. Shoes cannot light up.
- Socks **must** be worn at all times
- **NO** face make-up, eye shadow, blush, lipstick, etc. Grades 4-6 are permitted to wear skin-toned concealer and powder.
- **NO** holes in clothing
- **NO** sweatpants or pajamas (unless as a class reward day)
- **NO** visible fake tattoos
- **NO** nail polish

NOTE: If a student violates the dress code, the School may call parents to bring the appropriate clothing.

Notifying our families in advance of the uniform policy will allow time to purchase the appropriate uniform for their child to begin the school year. All students must be in complete uniform the first day of School, including embroidered polos.

Lynn Wilson
PH: 740-814-3144
EMBROIDERY \$3.00

DISCIPLINE POLICY

SCHOOLWIDE POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS

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

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

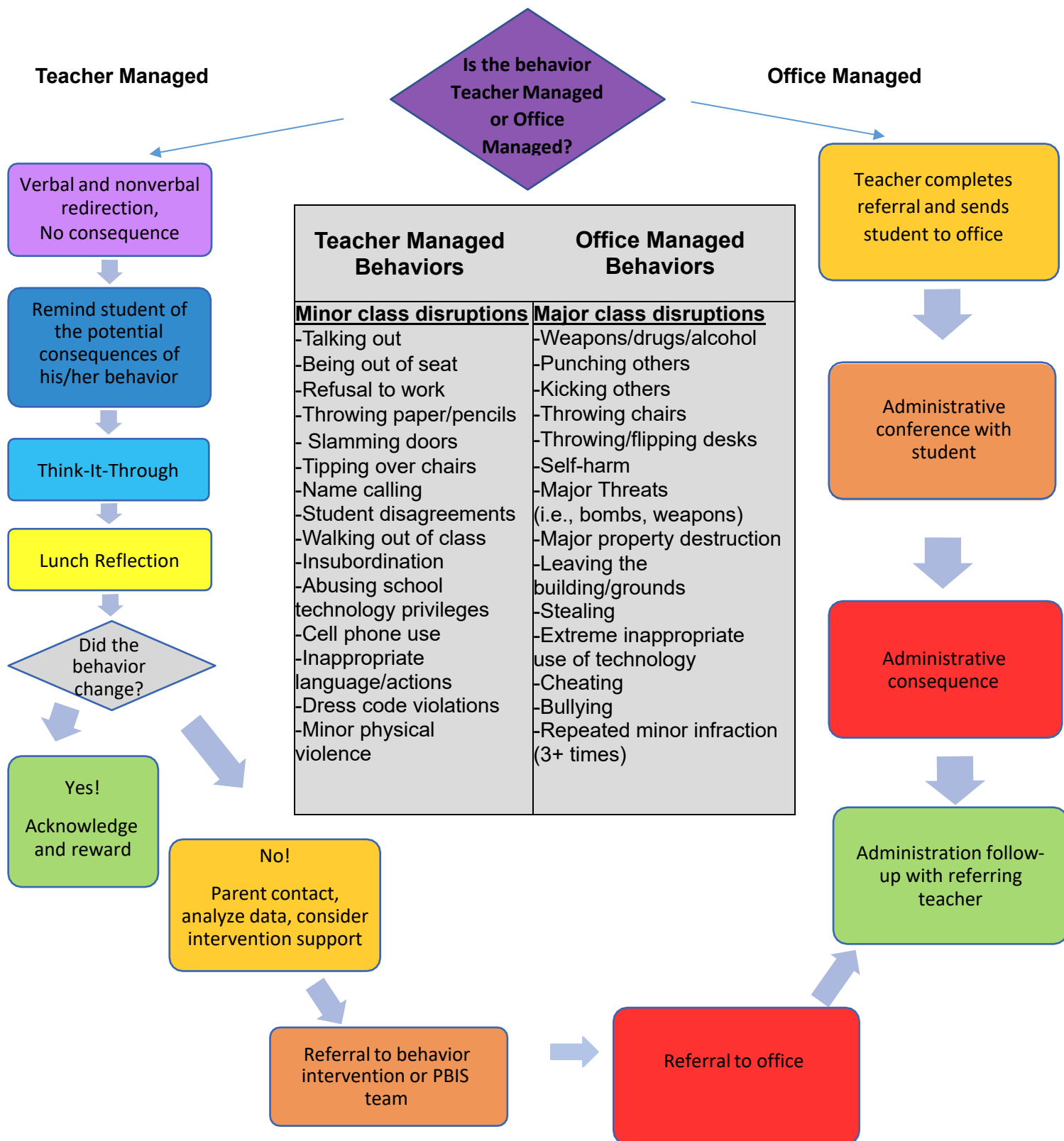
The PBIS prevention-oriented framework applies to all students, staff, and settings, including the classrooms, hallways, bathrooms, etc. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their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

BEHAVIOR EXPECTATIONS CHART

We R.I.S.E. by Getting Along Together

Expectations	Settings						
	Breakfast/ Lunch	Restroom	Classroom	Hallways	Recess	Arrival/ Dismissal	Technology
R-Respect	-Eat in your seat -Listen to Par adults -Say please and thank you when being served	-Flush after every use -Respect privacy	-Listen to Par adults -Practice active listening -Use appropriate language	-Listen to Par adults -Zero talking in the hall -Admire decorations with your eyes only -Maintain personal space -Respect others' personal belongings	-Listen to Par adults -Include everyone	-Listen to Par adults -Wait patiently in line to enter or leave the building	-Keep food and drinks away from technology -Do not write on or damage technology
I-Integrity	-Clean up your area after eating	-Use your time wisely -Clean up after yourself	-Treat supplies with care -Complete tasks with pride		-Stay in your designated area -Follow each activity's rules	-Arrive to school on time each day -Go promptly to your destination	-Only use your assigned devices -Only log into your assigned work or website accounts -Do not take or post pictures, videos, or audio of others without their consent
S-Safety	-Sanitize hands and desk -Do not talk and eat at the same time	-Wash hands after using the restroom -Report spills to adults -Keep hands and feet to self	-Sit with all chair legs on the floor -Keep aisles and passages clear -Keep hands and feet to self	-Use walking feet -Keep hands and feet to self	-Keep your hands and feet to yourself -Use equipment and materials the right way	-Keep hands and feet to self -Line up appropriately -Sanitize your hands upon entering the building	-Use school-appropriate sites -Keep personal information private
E-Excellence	-Use good manners -Make healthy food choices	-Keep restroom clean -Put trash in the trash can	-Try your best -Help and encourage others	-Hold doors for others -Go directly to your destination	-Put equipment away -Clean up any litter -Line up quickly and quietly	-Be kind and patient -Use zero noise when exiting the building	-Use kind words -Be friendly when playing games with others -Report cyber bullying -Clean and charge your device each afternoon
Voice Level	0-1	0	0-3	0	0-4	0	0-1

PBIS FLOWCHART



GETTING ALONG TOGETHER

To succeed in school and life, students need to master reading, math, and other academic skills. Developing those skills requires that students learn how to learn, both independently and with others. Getting Along Together is a schoolwide program developed by the Success for All Foundation, Harvard University, and the University of Michigan that helps students build these skills and apply them both in and out of the classroom. It teaches students strategies to focus their thinking, manage their behavior, build positive social relationships, and understand and cope with their feelings—all in ways that support learning and life success. All students come to school with different strengths and experiences in these areas. Getting Along Together is provided to all students for two reasons: 1) every student has something to learn and something to share in these areas, and 2) when all students know and use the same strategies, those strategies are more useful and effective. Getting Along Together is designed to help each student and the School community as a whole.

Four Goals of Getting Along Together

1. To improve students' learning by teaching specific skills and how to use them. These skills include focusing attention, effectively maintaining and using the high energy levels characteristic of school-age children, behaving in positive and appropriate ways, and understanding and managing feelings
2. To foster engaged learners by providing tools that build and support a positive climate in classrooms and the whole School
3. To build students' ability to face challenges and solve problems by providing activities and routines that promote cognitive, social, and emotional skills
4. To increase students' positive social and behavioral outcomes by teaching strategies for forming strong relationships, maintaining positive mental health, and making safe and responsible decisions.

CODE OF CONDUCT/DISCIPLINE OF STUDENTS

If a student does not respond appropriately to redirection and interventions to meet behavior expectations, based on an administrator's investigation of the incident, the student may face disciplinary consequences up to and including suspension or expulsion. If your child is issued a suspension or temporary in-school alternative placement, the parent, teacher, and School administration may hold a meeting to determine a plan to support your child in making healthy and safe choices.

Guidelines

The School's Code of Conduct contains regulations governing the conduct of students on School grounds during the school day or immediately before or after school hours or any other time when the School is being used by a School group, on transportation to/from School, at School extracurricular activities, or School-related events or functions, and activities occurring off of School grounds if, in the discretion of the Superintendent, or their designee, the conduct may affect the learning environment. This also includes misconduct by a student that, regardless of where it occurs, is directed at a School official or employee or the property of an official or employee.

SUSPENSION, EXPULSION, REMOVAL AND EXCLUSION

The following suspension, expulsion, removal and exclusion options are available to the School. More information related to suspension and expulsion, including information about required notices, appeal rights, and disabilities compliance, can be found in the School's Suspension and Expulsion Policies which are available at the School office or upon request. Additionally, the Policies are posted on the School website.

- **In-School Suspension:** Student attends School and serves the suspension in a supervised learning environment where the student shall be permitted to complete classroom assignments for at least partial credit as determined by the Superintendent and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Out-of-School Suspension:** Removal of a student from School for up to ten (10) school days. The student will have the opportunity to complete any classroom assignments missed due to the suspension and shall receive at least partial credit for such completed and returned assignments, as determined by the Superintendent and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Expulsion:** Removal of a student for a period not to exceed the greater of eighty (80) school days or the number of days remaining in the semester or term. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year, the expulsion may extend into the following school year.
- **Weapons' Expulsion:** Mandatory one (1) year expulsion for bringing a firearm on school property. Removal of a student for up to one (1) year for certain offenses involving firearms, knives capable of causing serious bodily injury, violent acts that are criminal offenses, and bomb threats.
- **Imminent & Severe Endangerment Expulsion:** Removal of a student for up to one hundred and eighty (180) school days for actions that pose imminent and severe endangerment to the health and safety of other students or School employees. Students must meet conditions developed by the School prior to being reinstated.
- **Emergency Removal:** Immediate removal of a student due to their presence posing a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The student will be returned to curricular and/extracurricular activities the next school day unless out-of-school suspension or expulsion processes are initiated.
- **Permanent Exclusion:** Permanent exclusion of a student, sixteen (16) years old or older, from any public school in the state based on the student committing certain criminal offenses.

In addition, the School reserves the right to enact alternative disciplinary actions, as determined on a case-by-case basis by the School administrator or their designee, including but not limited to: detention, restitution, parent conferences, assigned seating, revocation of privileges, and implementing behavior plans or contracts. Please see the

chart included below for general guidelines which the School will use in applying consequences, however the School reserves the right to apply consequence as determined appropriate by the Superintendent or their designee:

Par Excellence STEM Academy Student Consequences Guidelines

	Infraction Type	1st Offense Consequence	2nd Offense Consequence	3rd Offense Consequence	4th Offense Consequence or major severity
1	General Misconduct: Class disruption, disrespect, not following class/school rules or staff instructions	Student conference with staff member (think it through) and Parent Notification; possible loss of privileges (no recess, etc.).	Student conference with staff member (reflection and Parent Notification; possible loss of privileges (lunch in office, no recess, etc.).	Student conference with administrator, Parent notified by student and teacher, 1/2 day in school suspension or 2 hour after school detention.	Student conference with administrator, Parent meeting, 1 day in school suspension or 4 hours of after school detention (2 hours, 2 days).
2	Cursing, vulgar language: Includes abusive, obscene, sexual, and racially offensive language	Student conference with staff member (think it through) and Parent notified by student and teacher; possible loss of privileges (no recess, etc.).	Student conference with administrator, Parent notification by student and teacher, 1/2 day in school suspension or 2 hour after school detention.	Student conference with administrator, Parent meeting, 1 day in school suspension or 4 hours of after school detention (2 hours, 2 days)	Student conference with administrator, Parent meeting, 1-3 days out of school suspension (3-6 grade) or 1-3 days in school suspension (K-2)
3	Fighting: Verbal or physical altercation	Student conference with administrator, Parent meeting, 1 day in school suspension or 4 hours of after school detention (2 hours, 2 days)	Student conference with administrator, Parent meeting, 1-3 days out of school suspension (3-6 grade) or 1-3 days in school suspension (K-2)	Student conference with administrator, Parent meeting, 1-6 days out of school suspension (3-6 grade) or 1-3 days out of school suspension (K-2)	Student conference with administrator, Parent meeting, 1-10 days out of school suspension (all grades) or recommendation for expulsion
4	Destruction of Property: Intent to destroy school property or the property of others	Student conference with administrator and Parent Notification Loss of privileges (lunch in the office and no recess time). Student restitution.	Student conference with administrator, Parent meeting, 1 day in school suspension or 4 hours of after school detention (2 hours, 2 days). Student restitution.	Student conference with administrator, Parent meeting, 1-3 days out of school suspension (3-6 grade) or 1-3 days in school suspension (K-2). Student restitution.	Student conference with administrator, Parent meeting, 1-6 days out of school suspension (3-6 grade) or 1-5 days out of school suspension (K-2). Student restitution.
5	Threats: Includes but is not limited to intimidation tactics and/or threats of violence against other students or school personnel.	Student conference with administrator, Parent meeting, 1-3 day in school suspension or 4-6 hours of after school detention (2 hours, 2-3 days)	Student conference with administrator, Parent meeting, 1-3 days out of school suspension (3-6 grade) or 1-3 days in school suspension (K-2)	Student conference with administrator, Parent meeting, 1-6 days out of school suspension (3-6 grade) or 1-3 days out of school suspension (K-2)	Student conference with administrator, Parent meeting, 1-10 days out of school suspension (all grades) or recommendation for expulsion (for most severe threats)
6	Bullying Behavior: Includes repeated verbal, physical, and/or social behavior that is intended to intimidate or cause physical, social, or psychological harm to another student.	Student conference with administrator, Parent meeting, 1 day in school suspension or 4 hours of after school detention (2 hours, 2 days)	Student conference with administrator, Parent meeting, 1-3 days out of school suspension (3-6 grade) or 1-3 days in school suspension (K-2)	Student conference with administrator, Parent meeting, 1-6 days out of school suspension (3-6 grade) or 1-3 days out of school suspension (K-2)	Student conference with administrator, Parent meeting, 1-10 days out of school suspension (all grades)
7	Bus Misconduct: General misconduct on the bus.	Student conference with staff member (think it through); possible loss of privileges (no recess, etc.).	Student conference with administrator, Parent Notification, 1-5 day suspension from the bus.	Student conference with administrator, Parent Notification, 2-10 days suspension from the bus	Student conference with administrator, Parent Notification, 3-10 days suspension from the bus
8	Possession of dangerous and/or illegal items: Includes but is not limited to possessing a weapon, ammunition, vape, tobacco, alcohol, etc.	Student conference with administrator, Parent meeting, 1-10 days out of school suspension (all grades) or recommendation for expulsion	Student conference with administrator, Parent meeting, 2-10 days out of school suspension (all grades) or recommendation for expulsion	Student conference with administrator, Parent meeting, 3-10 days out of school suspension (all grades) or recommendation for expulsion	Student conference with administrator, Parent meeting, 5-10 days out of school suspension (all grades) or recommendation for expulsion
9	Persistently Dangerous Behaviors: Includes but is not limited to significant acts of violence against other students or school personnel.	Student conference with administrator, Parent meeting, 1-10 days out of school suspension (all grades) or recommendation for expulsion	Student conference with administrator, Parent meeting, 2-10 days out of school suspension (all grades) or recommendation for expulsion	Student conference with administrator, Parent meeting, 3-10 days out of school suspension (all grades) or recommendation for expulsion	Student conference with administrator, Parent meeting, 5-10 days out of school suspension (all grades) or recommendation for expulsion

This chart shares general guidelines that school administrators will use to maintain consistency in applying consequences to similar discipline infractions. Depending upon the individual circumstances of any disciplinary situation, administrators may use their judgment in applying consequences outside of these guidelines if warranted.

Notes: (1) Fourth and successive offenses in the same category or serious infractions may result in progressively increased disciplinary action. (2) The school has tried to anticipate possible offenses, not every possible act of misconduct may be listed here. Failure to specify a behavior as an offense does not mean the behavior is free from disciplinary actions. (3) A student suspended from school may not participate in any school activity from the time of suspension until reinstatement in school. (4) Administrators may use their judgment to require an emergency removal from school of a student in any grade level for any infraction that presents an immediate risk of harm to students or staff or significant disruption to the education process, in addition to issuing a consequence.

Students that are subject to an active out-of-school suspension, expulsion, or removal, and those students who have been permanently excluded from school, are not permitted to attend classes, participate in extracurricular activities, or be on any School property. This prohibition is only excused upon the prior written permission of the School administrator for purposes which the School administrator, or their designee, determine the student must be able to be on School property.

DISCIPLINE FOR STUDENTS WITH DISABILITIES

The *Code of Conduct* applies to all students enrolled in the School; however, the School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Improvement Act of 2004, and any subsequent regulations affecting the provisions. Discipline procedures for students having a 504 Plan will follow the same procedures as those in place for students with disabilities, outlined in the Individuals with Disabilities Education Improvement Act of 2004. No student with a disability will be unlawfully excluded from participation in any program or activity of the School, nor will the student be subject to discrimination by the School.

For more information on the rights of students with disabilities, please contact the Ohio Department of Education and Workforce, or refer to the publication, *A Guide to Parent Rights in Special Education*. Available at <https://education.ohio.gov/Topics/Special-Education/A-Guide-to-Parent-Rights-in-Special-Education>.

VIOLATIONS OF THE CODE OF CONDUCT:

The following are examples of what are considered violations of the Code of Conduct. Each offense or series of offenses will be evaluated individually, based on the circumstances of the offense(s). This list is not all-inclusive of the offenses for which a student could receive disciplinary consequences.

- **Academic Misconduct:** Plagiarizing, cheating, copying another's work or internet publications, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher, and falsifying information (signing homework, etc.)
- **Altering Official Documents:** The forgery, falsifying, or unauthorized alteration of an official School document (such as enrollment forms, field trip permission slips, etc.)
- **Artificial Intelligence:** A student demonstrating any act which would be considered the misuse of Artificial Intelligence under the School's policy.
- **Harassment, Intimidation, or Bullying Behavior:** See the School's policy, attached to this Handbook as Appendix 2, for definitions and prohibited behaviors
- **Bomb Threat:** Making a bomb threat to the School building or to any premises at which a School activity is occurring at the time of the threat
- **Criminal Act:** Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious damage to property

- **Damage/Destruction of Property:** Causing, attempting to cause, or threatening to cause damage to School or private property (including graffiti)
- **Dangerous Weapon:** The use, concealment, sale, possession, or transmission of any dangerous or illegal instruments, including but not limited to, weapons, firearms, knives, fireworks, and any look-alikes or counterfeits of such items
- **Display of Affection:** Any physical display of affection between students that the Superintendent or their designee deems to be inappropriate
- **Disruptive Behavior:** Engaging in conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to, failure to carry out lawful instructions of a teacher, failure to cooperate with School personnel or volunteers, failing to abide by classroom or School-wide rules, and running or making excessive noise in the building
- **Dress Code Violation:** Not adhering to the rules established under the School's dress code
- **Electronic Access:** The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services
- **Extortion/Robbery:** Obtaining money, information, or property from another by threat, intimidation, or coercion
- **Gambling:** Participation in or the organization of games of chance for money and/or other items of value
- **Gang Activity:** Participating in any gang or gang-related activities
- **Hazing:** Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition in this policy
- **Homework:** Repeated failure to complete and submit homework assignments in a timely manner
- **Illegal or Dangerous Substances:** The use, possession, concealment, sale, distribution, or attempt to use/possess/conceal/sell/distribute any drugs, controlled substances, alcoholic beverages or other intoxicants, or their look-alike substances
- **Illegal Organization:** Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School that the Superintendent determines to be disruptive to teaching and learning
- **Littering:** Throwing paper, trash, or other materials on the floor, inside the School building, or on School grounds
- **Loitering:** Being on School grounds with no legitimate reason or after being asked to leave
- **Lunch Time Behaviors:** Violation of lunch time rules, including but not limited to, eating food outside of the designated area, leaving without permission, or failing to remain seated when asked

- **Lying:** Intentionally giving untrue communication
- **Misuse of Electronic Online Hardware or Software:** Using School online services for illegal, inappropriate, or obscene purposes
- **Misuse of School Telephone:** Using the School's telephone for reasons other than an emergency without permission of a teacher or other School personnel
- **Obscenities/Verbal Abuse/Vulgarity/Profanity:** The use of obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, whether written, verbal, or through physical gestures, toward School personnel or any member of the School community
- **Offensive Material:** The production, possession, and/or distribution of materials that, in the sole discretion of the Superintendent, offend common decency or morals
- **Overt Disruptive Behavior:** Engaging in behavior meant to alter the learning process, or to demean, intimidate, or harm another individual or their property
- **Physical Conduct:** Participating in unacceptable physical contact, including but not limited to, fighting, pushing, or intentionally hurting other students or a School employee
- **Playground Behavior:** Violating School rules for the playground, including but not limited to, the use of physical force or violence towards another individual, improper use of playground equipment, leaving without permission, and taking the property of others (such as hats/gloves or the items they are using during recess)
- **Prohibited Items:** Possession or use of prohibited items without prior permission from the School. Prohibited items may include electronic devices (such as telephones, iPods, gaming devices, etc.) and toys or other popular items
- **Reckless Endangerment:** Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property
- **Refusal to do Classroom Work:** The refusal to complete work, labs, projects, or other assignments
- **Safety:** Actions that in the sole discretion of the Superintendent endanger the health and/or safety of fellow students, staff, or guests in the School
- **Sexual Misconduct:** Sexual harassment, including communication of a sexual nature, and other forms of unwelcomed sexual advances, communication, or physical contact
- **Tardiness:** When a student is not in their classroom when the class is scheduled to begin, as determined by the School's schedule
- **Technology Misuse:** Violation of the School's policy regarding the appropriate use of technology and/or the internet
- **Theft:** Stealing, attempting to steal, possessing, or transferring School or private property, or participating in the theft or attempted theft of School or private property
- **Tobacco:** The use, possession, concealment, sale, distribution, or attempt to use/possess/conceal/sell/distribute any tobacco product, including vaporizers and e-cigarettes, as well as look-alike substances

- Any other behaviors or actions that the Superintendent deems, in their sole discretion, impedes, obstructs, interferes with, or violates the mission or philosophy of the School, or may cause a disruption to the learning environment

BUS RULES AND SCHOOL TRANSPORTATION

The School provides transportation to and from regularly scheduled School sessions, School-related activities and School-sanctioned events for students meeting eligibility requirements. Those interested in having transportation provided by the School must submit a completed Transportation Request Form, available in the School office. Pursuant to state law, the School cannot exceed the number of seats available. If more requests are received than seats available, the Superintendent or their designee will select students based on the factors outlined in the Transportation Policy, available upon request.

Driving a school bus is an especially important and demanding job. The safety of all children may be at risk when riders do not follow bus rules and the bus driver's directions.

Students riding the bus will be picked up and dropped off at a designated place in the morning and afternoon. If a student fails to be outside at the designated place on the morning of pick-up, the bus driver cannot and will not wait. If a child is left because they were not in the designated pick-up area, it becomes the responsibility of the parent to transport the child to School.

The school bus is considered an extension of School; therefore, students are expected to adhere to rules of good conduct and proper safety. Violation of any School rule or guideline included in this Handbook, including those listed below, may subject the student to disciplinary action with the School, up to and including suspension or expulsion, and may result in transportation privileges being suspended or terminated. All students who ride a school bus must follow these rules, as well as any other rules given by the bus driver or bus aides. Any violation of the following will result in a letter home from the bus driver and subject the student to potential disciplinary action. The "consequences" listed below follow the School's typical process, but the School reserves the right to determine appropriate discipline based on the circumstances of each violation, on a case-by-case basis.

BUS RULES

- Riders are to be seated while bus is moving
- Riders are to make room for others
- Bus drivers may assign seats
- Keep hands, arms, feet, etc., inside the window
- Aisle-ways are to be kept clear
- Keep noise to a minimum. Quietly talk only to the person seated with you
- Get on and off the bus in an orderly manner. Wait for the bus to stop before getting on and off

- Cross in front of the bus if you must cross the street
- No smoking, eating, or drinking on the bus
- No fighting, using foul language, or whistling
- Do not throw anything
- Absolute quiet while crossing railroad tracks
- Open rear door only in an emergency when the bus is stopped

MAJOR BUS INFRACTIONS

ANY VIOLATION IN THIS CATEGORY IS GROUNDS FOR SUSPENSION FROM ALL BUSES!

The following is a list of **MAJOR INFRACTIONS**:

- Any threat of violence to another student, a driver, bus aide, or any other school personnel
- Any use of profanity or gestures toward another student, the driver, bus aide, or any other school personnel
- Any fighting or any assault on another student, the driver, bus aide, or any other school personnel
- Any USE or POSSESSION of drugs, weapons, tobacco, or alcohol.
- Any form of vandalism, arson, or theft

CONSEQUENCES FOR RULE VIOLATIONS

1st violation – verbal warning from the driver

2nd violation – verbal warning from the driver and notification to Superintendent

3rd violation – referral to Superintendent, which may result in a 1 to 3-day bus suspension

4th violation – referral to Superintendent, which may result in a 3 to 5-day bus suspension

5th violation – referral to Superintendent, which may result in a 10-day bus privilege suspension, with consideration for bus expulsion--Prior notice will be given to the parents, the driver and the bus garage.

Bus Suspension--Prior notice will be given to the parent, the driver, and the bus garage. *Discipline is the same as if the student were in school. The student will lose bus privileges if behavior is not corrected.*

SAFETY

SAFEROH TIPLINE

To provide parents, students, or members of the public with a means to anonymously report instances that might alter the overall safety of the School, the School has partnered with the SaferOH tipline. This tipline is available 24 hours a day, and anyone who has reason to believe that the safety of the School is compromised in any way may

anonymously call or text to report any pertinent information to 844-SaferOH (844-723-3764).

Things to report to the tipline include (but are not limited to):

- Bullying incidents
- Withdrawn student behaviors
- Verbal or written threats observed toward students, faculty, or schools
- Weapon/suspicious devices on or near school grounds
- Gang-related activities
- Unusual/suspicious behavior of students or staff
- Self-harm or suicidal sentiments
- Any other School safety-related concerns

PROHIBITED GANG ACTIVITY

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

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

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

- On behalf of a gang
- To perpetrate the existence of a gang
- To effect or promote the common purpose and design of any gang, including the wearing of apparel, jewelry or symbols
- To represent a gang affiliation, loyalty, or membership in any way while on School grounds or while attending a School function

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students.

WEAPONS-FREE SCHOOL

Par Excellence STEM Academy is a “weapons free school.” A student cannot possess, handle, or transmit any object that can reasonably be considered a weapon, which includes but is not limited to, any type of knife, gun, chain, or club. Even “look-a-like” items and “play” items are not permitted on School property, a school bus, or any interscholastic competition, extracurricular event, or School-sponsored activity held away from School property. Violation of this may result in immediate expulsion and the involvement of local law enforcement.

DRUG-ALCOHOL-TOBACCO FREE SCHOOL

A student shall not possess, use, sell, offer to sell, distribute, transmit, or be showing signs of consumption of any controlled drugs, alcohol, or tobacco (including vapes), or counterfeit substances, including look-alikes, other than medication that has been administered in accordance with the School's policies, on School property, a school bus, or at any School related event or function. Violation of this may result in immediate expulsion and the involvement of local law enforcement.

ANTI-HARASSMENT, ANTI-INTIMIDATION, OR ANTI-BULLYING POLICY

As more fully set forth in the school's Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy (attached as **Appendix 2** to this Handbook), behavior meeting the definition of harassment, intimidation, or bullying is strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from School. The School's commitment to addressing such behavior involves taking a multi-faceted approach that includes the promotion of a School atmosphere in which this behavior will not be tolerated by students, staff, or the School community.

It is imperative that harassing, intimidating, and bullying behavior(s) be identified only when the specific elements of the definition are met because the designation of the conduct of such behavior carries with it special statutory obligations. However, any misconduct, whether or not it meets the required definitions, will be reviewed and the perpetrator will be subjected to appropriate disciplinary consequences.

PESTICIDE APPLICATION

In accordance with Ohio law, parents, faculty and staff who are enrolled or employed at the School may request and receive prior notification of the application of pesticides which are scheduled for a time when School is in session. Such requests shall include the requesting party's email address and/or telephone number and shall be submitted in writing to the Superintendent, or their designee.

FIRE, TORNADO AND OTHER SAFETY DRILLS

The School conducts fire, tornado, lock-down, and bus evacuation drills on a regular basis while School is in session. Procedures for those drills are posted in each classroom. Drills will be conducted during the year to acquaint children with the sound of the alarm and to develop the habit of following directions during an emergency.

REPORTING INJURIES

If a student is injured while at School, they must immediately report the injury to School personnel. Reasonable first aid will be provided, and the School office will complete an injury report and will provide a copy to the parents.

CHILD ABUSE AND NEGLECT

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

Every School official, School employee, or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to suspect, that a student under eighteen years of age (or a student under twenty-one (21) years of age with an intellectual, developmental, or physical disability) has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student, shall immediately notify the Superintendent, or their designee, and report that knowledge or suspicion, by telephone or in person, to the public Children's Services Agency or local law enforcement agency.

SEARCHES OF STUDENT OR STUDENT PROPERTY

Desks, computers, or other items provided to students for their use remain the property of the School. Students, by law, have no expectation of privacy in any School property assigned to them. Upon authorization of the Superintendent, or their designee, any School property may be searched at any time. No student shall lock, or otherwise impede access to, any storage area or other School property. Unapproved locks will be removed and destroyed with no compensation therefor owed to the student.

The Superintendent, or their designee, may, at any time, with reasonable suspicion that evidence will be obtained indicating the student has violated a law or School rule, authorize School personnel to conduct a search of the student or their backpacks and other personal property, and the contents contained therein. In no event shall the School conduct any strip search of a student. The School may call upon the assistance of the local police authorities to assist in any such search of a student or their personal property.

LOST AND FOUND

Personal items that have been left at the School will be turned into the main office. If students find personal items that belong to others, they should turn them into their classroom teacher or the main office as soon as possible. The School is not responsible for lost money, jewelry, or other personal items.

PERSONAL PROPERTY

No toy or other personal belongings (such as, but not limited to basketballs, games, or trading cards) of any kind can be brought to School without prior approval from the teacher to be used only during the approved times. If a staff member sees a student with one of these, it will be taken away and a parent must come to the School to get it. The School is not responsible for any lost, damaged, or stolen items brought into the School.

CELL PHONE AND ELECTRONIC DEVICE USE

Except as permitted by state law, students are prohibited from using their cell phones during the instructional day. Please see the Superintendent, or their designee, for questions about permitted uses. Students are required to follow any and all cell phone

and electronic communication device rules, regulations and procedures that may be established by the Superintendent, or their designee.

Students in violation of such rules, regulations and procedures will be subject to disciplinary action, up to and including suspension or expulsion, and may have the device confiscated by the School. If the School confiscates a cellular telephone or other electronic communications device, the telephone or device will be released/returned to the student at the end of the day. Repeated violations may result in the parent being required to attend a conference with the Superintendent, or their designee, prior to the telephone or device being released/returned. Students assume all risk related to bringing a telephone or other electronic device onto School property and the School assumes no responsibility for the damage, theft, or loss, of any such device or the data contained therein.

VISITORS

Visitation to the School building may be limited as a health and safety precaution during the school day. Visitors may be allowed with a scheduled appointment approved by the Superintendent. The Superintendent or designee will notify scheduled visitors of requirements, such as signing-in, times, and rules to be followed. The School reserves the right to deny access to anyone, including parents, to the School building and grounds, at any time, in the sole discretion of the Superintendent. When parents are visiting, they are asked not to attempt a parent-teacher conference, especially while students are in the classroom.

VOLUNTEERS

The protection and well-being of students enrolled in the School is paramount. Therefore, a background check may be required for volunteers, depending upon their level of contact with students. Volunteers who have no disqualifying events will then be added to our list of volunteers. Contact the School for more information regarding volunteer opportunities and background check requirements.

HEALTH REQUIREMENTS, SERVICES, AND MEDICATIONS

Part of a student's enrollment procedure is the completion of the Emergency Medical Treatment Form. This form details the name of the parent's preferred physician, hospital, and treatment which may be administered in the event of an emergency. The parent is responsible for notifying the School of any changes in this information that occur during the school year.

ADMINISTERING MEDICATIONS TO STUDENTS

Parents are encouraged to arrange administering of medication at home whenever possible. If necessary for any prescribed medication to be administered at School, the student's parent must present a statement signed by both the parent and the student's physician including the following information:

- The name and address of the student
- The school and class in which the student is enrolled
- The name and dose of the medication to be administered
- The times and intervals at which each dosage of the medication is to be administered
- The date the administration of the medication is to begin, and the date administration is to cease
- Any severe adverse reactions that should be reported to the prescriber, and one or more phone numbers at which the prescriber can be reached in an emergency, as well as one or more phone numbers at which the parent, guardian, or other person having care or charge of the student can be reached in an emergency
- Special instructions for administration of the medication
- Written instructions outlining procedures the School should follow in the event the Student is unable to receive the medication or the medication does not provide adequate relief
- A list of adverse reactions that may occur to a child for whom the medications was not intended who uses the medication
- Any other special instructions

Should any information regarding the medication change, the parent must submit a revised written statement. All medications must be in the prescribed container.

Any medication which may be legally sold without a prescription and administered without the instruction of a prescriber (an “over-the-counter drug”) may be administered to students upon a written request by the parent. The request must be signed by the parent and must also include the name of the student, the name of the medication, the dose (which is not to exceed the recommended amount), and the reasons such medication is to be administered. Over-the-counter medication must be delivered to the School by the parent in its sealed, original container. Students are prohibited from having over the counter medications on their person, in their personal bag, their locker, or their desk.

The School has adopted separate policies regarding the use of asthma inhalers, epinephrine auto-injections (EPI pens), and for the care of diabetic students. Contact the Superintendent or clinic staff for more information regarding these policies.

SEIZURE ACTION PLAN

The Board has adopted a Seizure Action Plan Policy to help support students who have an active seizure disorder. If the student has, or develops, an active seizure disorder, parents are required to notify the Superintendent, or their designee, so that the School and parent can create an individualized Seizure Action Plan.

IMMUNIZATIONS

Your child must meet county and state health regulations for entrance to School. The School checks health records each year and will supply you with an immunization request form for necessary immunizations, as established by the Ohio Department of Health, which can be accessed at the following website: <https://www.odh.ohio.gov>.

If a student's Immunization Records have not been received by the School by the 15th day of enrollment, the student will be released from School and will not be able to attend until they can submit their medical records from their last school of attendance or primary physician, or until they can prove that they have begun the immunization process, as prescribed by the director of health.

HEALTH SCREENINGS

All kindergarten, 1st, 3rd, and 5th grade students, or such grades as may be required by the Ohio Department of Health, will be offered vision and hearing screenings. The School may additionally offer screenings for other students as well.

All students enrolling for the first time in either kindergarten or first grade must be screened for hearing, vision, speech and communications, and health or medical problems, and for any developmental disorders prior to November 1st.

In addition, Ohio law requires certain students to be screened for indicators of dyslexia.

ILLNESS AT SCHOOL

If a child becomes ill during school hours, the parent or designated person will be notified according to information provided on the Emergency Medical Treatment Form in the child's records. Parents are encouraged to keep the telephone numbers current on this form. It is requested that the parent please pick the child up from School as quickly as possible when these circumstances arise.

If your child is still ill the next day, a parent must follow the absence reporting requirements as outlined in this Handbook.

A child who is ill will not perform well at school and may expose other students in the classroom. Please keep your child home if any of these symptoms are present: a fever of 99 degrees or greater, an undiagnosed rash, an earache or draining ear, diarrhea or vomiting, severe sore throat, persistent or severe cough, persistent or severe headache, or a known communicable disease. If your child is sent home with a fever of 99 degrees or greater, they must be fever-free without medication for 24 hours before returning to School.

HEAD LICE

Head lice is a very common problem among school-age children. Head lice are spread through close, personal contact with another infested individual, often at sleepovers. Occasionally, lice may be spread by sharing combs, brushes, and other grooming aids. They can also be spread by sharing hats, caps, wigs, or coats, or through a mixture of these items, at the homes of friends, school, church, or other public places.

A misconception is that only people who are unclean become infested with head lice. Frequent bathing will neither prevent head lice nor eliminate an infestation once it has become established.

When a student is sent to the clinic for a head lice check, these procedures are followed:

- If live lice are discovered, the child will be sent home immediately.
- If nits are seen but no live lice are found, the student may remain in school until the end of the day.

The parent will be contacted and instructions provided. Students may return to School after head lice treatment, provided a parent remains with the child until a proper inspection takes place and the child is determined to no longer have head lice or nits.

CHILD FIND POLICY

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

Ohio recognizes the following categories of disability, which may require specialized education and services: deaf and hearing impairments, blind and visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, other health impairments, physical impairments, deaf-blindness, developmental delays, autism, orthopedic impairments, and traumatic brain injury.

What will happen when you contact your local school?

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

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

For more information, please consult *A Guide to Parent Rights in Special Education* available on the Ohio Department of Education and Workforce website <https://education.ohio.gov/Topics/Special-Education>.

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

The School does not discriminate based on religion, religious expression, race, culture, ethnicity, national origin, sex, gender identity, sexual orientation, disability, or age in its

programs, activities, or employment. The Board will vigorously enforce its prohibition against harassment based on sex, race, ethnicity, national origin, religion, disability, genetic information, or any other unlawful basis.

Further, it is the policy of the School to provide an equal opportunity for all students, regardless of race, ethnicity, creed, age, disability, religion, gender, ancestry, national origin, place of residence, or social or economic background, to learn through the curriculum offered in the School.

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

Title IX Coordinator
Gisele James
(740) 344-7279
gjames@parstem.org

ESSA NOTIFICATION

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- Whether the teacher is teaching in the field of discipline of the certification of the teacher, and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

PARENT INVOLVEMENT POLICY

The School has adopted a policy addressing the importance of the involvement of parents, guardians, and foster caregivers (collectively as "Parents"). The School will provide opportunities for Parents to formulate suggestions, interact with and share experiences with other Parents, and participate appropriately in decision-making about the School's Title I plan and revisions in the parental involvement plan. In connection therewith, the School will hold an annual orientation meeting where Parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their

child's education. The School has a Parent Involvement Policy in place, which shall be made available upon request to the Superintendent.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION

Description of Intent

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as revised by the No Child Left Behind Act. For example, the names of the student, parent, and family members will not be revealed, and results will only be reported in total or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

Rights Afforded by the PPRA

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

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

- Political affiliations or beliefs of the student or student's parent.
- Mental or psychological conditions of the student or student's family, or sex-related behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of others with whom respondents have close family relationships.
- Legally recognized privileged relationships, such as with lawyers, doctors, or clergy.
- Religious practices, affiliations, or beliefs of the student or parent.
- Income, other than as required by law to determine program eligibility.

The right to receive notice and an opportunity to opt a student out of the following:

- Any other Protected Information Survey, regardless of funding.
- Any nonemergency, invasive physical exam, or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required

under state law.

- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The right to inspect, upon request and before administration or use, of the following:

- Protected Information Surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

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

Notification Procedures

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

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

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

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

Reporting a Violation

The parent or student who believes their rights have been violated may file a complaint to the following:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

EDUCATION OF HOMELESS CHILDREN AND YOUTH

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

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

- Transportation
- Educational services for which the homeless student meets eligibility criteria, including services provided under Title I of the Elementary and Secondary Education Act or similar state and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education
- Programs for gifted and talented students, and
- School nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview:

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

NON-CUSTODIAL PARENT RECORD REQUEST

A parent who is separated, divorced, and/or not the student's residential parent is permitted access to any records under the same terms and conditions as the residential parent, provided that the parents are not subject to any parenting agreement or court order to the contrary.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit a written request to the Superintendent, or appropriate school official, that identifies the record(s) they wish to inspect. The Superintendent or appropriate school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the Superintendent or appropriate school official, clearly identifying the part of the education record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to a School Official with a legitimate educational interest in the education record. A "School Official" is a person employed, contracted, or volunteering with the School in an administrative, supervisory, academic, or support staff position (whether paid or unpaid), including but not limited to, School employees, a member of the School's Threat Assessment Team, transportation providers and/or drivers, a person with whom the School has contracted to perform a special task (i.e. attorney, auditor, outside consultant), and persons serving on the Board. A School Official has a "legitimate educational interest" in an education record when the School Official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as, when the School Official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment, performing a task related to a student's education; performing a task related to the discipline of a student, providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure, and any other

purpose that the Board deems necessary as related to a student's education.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

5. The School intends to forward any and all education records to another school which has requested such records for the purpose of the student's potential enrollment at that school. The student's parents, or eligible student, upon request, may receive copies of the records disclosed or have the opportunity to request a hearing to challenge the content of the record. The School has the discretion of which education records to disclose to the potential new school and FERPA does not provide parents, or an eligible student, the right to prevent such disclosure or prevent the School from communicating general information about the student to the school in which the student seeks to or intends to enroll

FERPA protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents. However, if the School designates information as directory information, FERPA allows the release of that information unless the student's parent(s) inform the School, in writing, not to release such information.

OFFICIAL DESIGNATION

The School has designated a student's name as directory information. Such information may be disclosed to a third party without parental consent unless the parent(s) have advised the School that they do not want such information disclosed without their prior approval.

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

Par Excellence STEM Academy
2026-2027 Student Handbook

SIGNATURE PAGE

Student's Name: _____ Grade: _____
PRINT

Parent's/Guardian's Name: _____
PRINT

We have received a copy of the Par Excellence STEM Academy Student Handbook for the 2026-2027 school year. We consent, support, and agree to follow the policies, procedures, and Code of Conduct as outlined in the Handbook. We understand that this Handbook overrides any previously adopted, conflicting Handbook. We recognize that although this Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis. Agreed to by:

Student Signature	Date
-------------------	------

Parent Signature	Date
------------------	------

This document will be placed in the student's file.

MEDIA RELEASE
STUDENT INFORMATION FORM

Please print clearly:

Name of participating student

Age

School

City/Town/Zip

Grade

TO BE COMPLETED BY PARENT or GUARDIAN:

I/We understand that as part of my/our child's attendance at the School, photos, videos, and quotations may be taken for use in publications and reports about the School. I/We further understand that members of the news media invited to cover the School may take photos, videos and quotations. I/We grant permission to use such materials for the promotion of the School's programming.

Signature of parent or guardian

Date

PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.
PLEASE RETURN THIS FORM TO THE OFFICE.

Appendix 1

PAR EXCELLENCE ACADEMY **Internet Safety Policy**

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

1. Violating the conditions of the state or federal laws dealing with students’ and employees’ rights to privacy;
2. Using obscene, profane, lewd, rude, inflammatory, threatening, derogatory, or other language that may be offensive to another user;
3. Reposting (forwarding) personal communication without the author’s prior consent;
4. Copying commercial software in violation of copyright law;
5. Harassing another person;
6. Posting false or defamatory information;
7. Plagiarizing information found on the Internet;
8. Using the network for financial gain, for commercial activity or for any illegal activity;
9. Accessing, viewing, and/or transmitting inappropriate material;
10. Damaging technology devices or systems;
11. Using technology to disrupt the educational process, or in violation of this policy;
12. Unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
13. “Hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.

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

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

Additionally, it shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the

Internet and ensure that the same is in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act. To the extent feasible, the School shall take steps to promote the safety and security of users of the School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

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

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

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

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

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

DEFINITIONS

For purposes of this Policy:

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

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

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

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

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

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

Appendix 2

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ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

I. Introduction

It is the policy of the Board of Directors that any form of Harassment, Intimidation, or Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored events, or online via the Web, is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

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

II. Definition of Terms

- A. "Harassment, Intimidation or Bullying" means either of the following:
 - 1. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student; and
 - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
 - 2. Violence within a dating relationship.
- B. "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

- C. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.
- D. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or organized by the School or on behalf of the School.

III. Types of Conduct

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

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

IV. Publication of Policy

A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.

1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.

V. Complaints

A. Written Complaints

1. Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

B. Verbal Complaints

1. Students, parents or guardians and school personnel may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

C. Protection of Person Filing Complaint

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1. Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying. The School will follow appropriate intervention strategies for protecting a victim or other person from additional harassment, intimidation or bullying, and from retaliation following a report, including anonymous reporting.

D. False Complaint

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

VI. School Personnel Responsibilities

A. Teachers and Other School Staff

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.
2. In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of

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ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation or Bullying.”

B. Administrator Responsibilities

1. Investigation

- (a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
- (b) Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial Actions

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- (b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or

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Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

VII. Reporting Obligations

- A. The parent or guardian of any student involved in a prohibited incident will be notified in writing and, to the extent permitted by state and federal laws governing student privacy, will have access to any written reports pertaining to the prohibited incident.
- B. Report to the Parent or Guardian of the Perpetrator
 - 1. If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.
- C. Reports to the victim and his/her parent or guardian
 - 1. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.
- D. List of verified acts of Harassment, Intimidation or Bullying
 - 1. A requirement that the School administrator semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.
 - 2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law. The disciplinary action for any student guilty of harassment, intimidation,

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or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States.

VIII. Police and Child Protective Services

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

IX. Training

The School agrees to provide appropriate staff and volunteer training in the implementation of the above policy and prevention of harassment, intimidation and bullying in the School.

X. Publication of the Prohibition Against Harassment, Intimidation and Bullying

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

In addition, the policy shall appear in the student handbook and in any publication that sets forth the comprehensive rules, procedures, and standards of conduct of the School.

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Exhibit A

ANNUAL NOTICE **OF** **ANTI-BULLYING, ANTI-INTIMIDATION AND ANTI-HARASSMENT POLICY**

It is the policy of the School that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via Electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.

Harassment, Intimidation or Bullying means either any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once which causes mental or physical harm to the other student and creates an intimidating, threatening or abusive educational environment for the other student. Harassment, Intimidation or Bullying is also defined to include violence within a dating relationship.

Students who believe they have been harassed or bullied by fellow students or School employees are encouraged to promptly report such incidents to a school staff member or administrator.

Complaints will be documented and investigated in accordance with the School's policy.

Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, shall promptly notify the building principal and/or his/her designee and shall promptly file a written, incident report concerning the events witnessed.

Additional provisions of the policy may be found in the Parent/Student handbook or obtained from the School office at any time.