



Student Handbook

2022-2023

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 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 are required to take proficiency tests and other examinations that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education, as defined by the Ohio Administrative Code, shall no longer be excused for that purpose upon their enrollment in the School. For more information about this matter, contact the School or the Ohio Department of Education.



OUR MISSION

“Health, Harmony, and Service”

OUR VISION

“Educating families for life.”

To establish an academic center for excellence. To educate and inspire young people from a very early age. To be an academy offering innovative and challenging programs and initiatives to assist both child and parent.

OUR CHILDREN

“Our children are 40% of our population, 100% of our future.”

OUR MOTTO

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

OUR GOAL

“Helping your child succeed every day.”

Dear Parents/Guardians:

Welcome to Par excellence academy for the 2022-2023 school year. Our devoted staff and 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 with you in the partnership of the education of your child.

Our goal is to provide many opportunities for both child and parent(s) and provide lifetime learning skills, which will equip each child and parent for living a more positive and productive life. We also aim at all costs to promote a safe and healthy place to learn and a positive learning environment.

This handbook (the “Handbook”) is written to provide Parents/Guardians and Students with general information which will aid in achieving the above goals—that will ensure a successful learning experience for all concerned. Parents/Guardians are strongly encouraged to review the contents of this handbook and expectations with your child, as a family. All of the information contained within are subject to change in the sole discretion of the Board of Directors (the “Board”). At any time, should any information contained herein conflict with a policy adopted by the Board, the 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 Principal.

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

Most Sincerely,

Gisele James

Gisele James

Par Excellence Academy Superintendent

SCHOOL TELEPHONE NUMBERS

Keep on Hand

| | |
|-----------------------------|---------------------|
| Par Excellence Academy..... | 740-344-7279 |
| Fax Number..... | 740-344-7272 |
| <i>Health Aide.....</i> | <i>740-344-5811</i> |
| Attendance Number..... | 740-344-7279 |

The answering machine is on 24/7 (students must be called off by the custodial parent/guardian by 7:45 a.m.).

Check out our Facebook page and school website
www.parexcellenceacademy.org for all the fun and exciting events this year!

All staff and board email addresses can be found on our website.

DAILY SCHEDULE

7:30-7:45..... Busses arrive
7:30..... School building opens

(Walkers/Drop-Offs should ***not arrive before 7:30 AM.***)

Students walking or being dropped off must enter at the back of the school building. The custodial parent/guardian or adult bringing student must stay with him/her until the doors open at 7:30 a.m. by a Par staff member.

8:00..... **School Begins**
8:10 – 9:25..... Success for All (SFA) Reading classes
9:25 – 10:40..... Mathematics Classes
10:40 -11:30..... Science/Social Studies classes
11:30..... **Lunch/Dismissal**
12:00-3:00..... Instruction by classroom teachers

PAR EXCELLENCE ACADEMY CURRICULUM

Beginning in Kindergarten through Grade 6, students receive formal teaching and instruction in the following learning areas and disciplines:

- Success For All Reading
- PowerTeaching Math
- Getting Along Together
- Social Emotional Learning
- Writing
- Social Studies
- Science
- Geography
- Art
- Health and Nutrition
- Personal Responsibility

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

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.

Ohio Department of Education Testing

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

Additionally, state law requires that each school district in Ohio assess reading skills for students in first, second and third grades by September 30th and kindergarten by the twentieth day of instruction of each year to determine whether they are reading at grade level. If a student is not reading at grade level, the School will notify the parent or guardian and the School will provide intervention services to improve the student's reading performance. If the student does not attain the required level of reading competency by the end of third grade, he/she must be retained, unless otherwise permitted by law. A copy of the complete Third Grade Reading Guarantee Policy, including information regarding the midyear promotion of retained students, is available from the Principal.

Books and Technology

All hardback and paperback books (excluding book exchange books located on the shelves for family use) and technology used by the students will remain the property of the School unless parents are asked to pay a fee. 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 child. Students may use covers to protect their items.

In order to be administered technology, the child 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.

ENROLLMENT

SCHOOL 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 handicapped person, or any other basis. The School admits children of any race, color, religion, religious expression, or sex.

The Ohio Revised Code mandates that all students in grades kindergarten through twelve provide written documentation of the following (which meet minimum requirements) to attend school:

- Proof of residency
- Birth certificate
- Immunization Record
- Proof of custody (if applicable)
- Immunization Record: The immunization requirements for all school-aged children are available at <https://www.ohd.ohio.gov>.

Unless meeting an exemption, your child must meet the immunization requirements. Parents must complete an Immunization Exempt Form if their child meets one of the available exemptions. The School may require additional documentation. No student shall be permitted to remain in the School for more than fourteen (14) days if the student has not met the minimum immunization requirements (or applicable exemptions). Any student not meeting the minimum requirements, or an applicable exemption, will be withdrawn from the School upon the fifteenth (15) day.

Contact the School for a list of documents that have been determined to meet the above requirements.

KINDERGARTEN ENROLLMENT

To be eligible to attend kindergarten, a child must be five (5) years of age on or before September 30. The Par Excellence Academy Kindergarten Success for All program is offered from 8:00 to 11:30. Generally, children remain with the same teacher in the same room the entire day. In addition to formal teaching/learning and instruction in curriculum, brain-breaks and social emotional learning is paramount to our success.

Parents are encouraged to keep the school and teacher well informed of changing conditions in the home which may affect the child's overall development and progress. We encourage parents to talk with their child/children about their day at school and to help their child with any assignments directed by the teacher.

ADMISSION GUIDELINES

Written application must be made in the School office on available admission forms.

Acceptance Procedure

- Enrollment paperwork and required documentation is returned in full to the school.
- Seat is reserved for student.
- Back-to-School forms and information are mailed out to all incoming students which are due by the first day of school.
- The School will request student records from the previous school(s) of attendance upon completion of enrollment. These requested records must be received within fourteen (14) days. If the records are not received within fourteen (14) days, or if the previous school indicates there are no such records, the local law enforcement agency will be notified regarding the possibility that the student may be a missing child.

WITHDRAWALS

Sometimes it may become necessary for a parent/guardian to withdraw the child/children for various reasons. The School will not interfere with parent's choices, but a conference with the Principal and the classroom teacher is requested.

A withdrawal form must be completed by the custodial parent/guardian. These forms are located in the School office.

For students who have withdrawn from Par Excellence Academy, approval to re-enroll will be at the discretion of School administration.

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," "overslept," "running late," are examples of reasons that are **not** considered 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. The Missing Child Act mandates that when a student is absent, a parent/guardian **MUST CALL** the School office as early as possible. To report your child absent, **call 740-344-7279 by 7:45 a.m.** The answering machine is on 24 hours a day in order for parent/guardian to call off their child. If not called, the attendance officer, their assistant, or designee, will make at least one reasonable attempt to notify the parent/guardian of the student's absence within 120 minutes from the start of the school day.

Regular and punctual attendance is essential for successful completion of work. If a student is habitually tardy or absent, it will seriously affect the student's work and progression.

Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the School with documentation of approved excused absences. If a student reaches 72 consecutive hours missed, he or she will be withdrawn.

ABSENCE FROM SCHOOL

- **Unless prior notice of a planned absence has been given, Parents are required by law to call the School office to notify the School the child will not be attending school that day and the reason why.**

- **Only the custodial parent/guardian is permitted to report a student absent from School. Although many stepparents and grandparents are in our children's lives daily, the custodial parent/guardian must be the contact to the School.**
- Parents/guardians are encouraged to arrange vacations around School schedules when possible. Absences not covered above will not be excused.
- Students are expected to make up missed work during any absence based upon the teacher's decision.
- Extended absences may require a tutor. Parents/guardians are asked to obtain a doctor's estimate of the length of time the child will be absent from school.

EXCESSIVE ABSENCES AND TRUANCY

Excessive absences are defined as

- Absent 38 or more hours with a nonmedical excuse or without a legitimate excuse in a month
- Absent 65 or more hours with a nonmedical excuse or without a legitimate excuse in a school year

When a student meets either of these thresholds, the attendance officer or their designee shall notify the child's parent, guardian, or custodian of the absence, within seven (7) days after the date which triggered the notification requirement and the School may refer the student and their family to community resources or other absence interventions where appropriate.

Habitual Truancy is defined as

- Absent 30 or more consecutive hours without a legitimate excuse
- absent 42 or more hours in one school month without a legitimate excuse
- absent 72 or more hours in one school year without a legitimate excuse

When a student's absences surpass the threshold for a habitual truant, the School shall assign the student to an absence intervention team within ten (10) days of the triggering event. The absence intervention team shall develop a plan aimed at reducing or eliminating further absences. The student's continued absence and/or failure to participate and make satisfactory progress in accordance with the plan will require the School to file a complaint in juvenile court naming both the student and their parent, alleging the student is an unruly child based on habitual truancy.

DOCTOR APPOINTMENTS

Parent/guardians are asked to schedule all doctor appointments after School when possible. If you must take your child out of class for an appointment, a note must be received in the School office by the morning of the appointment, preferably a day before the scheduled appointment. A child will be released only to the person designated, in writing, by parent or guardian.

FAMILY VACATION ABSENCE

A student may be excused two weeks prior to the date of absence and a review of the student's attendance history. The School may require additional documentation. A **maximum of five (5) school days during** one (1) school year for vacation purposes will be permitted. Excessive absences from School could jeopardize a student's progress and promotion to the next grade level. Students are encouraged to maintain excellent

attendance. Students must make up any work missed. **Note: Vacation days will not be approved during test weeks.** No students shall be excused the last five days of each semester. The Principal will make the final decision to excuse or not excuse a vacation leave of any student with a record of excessive unexcused absences.

TARDY POLICY

Any student arriving at school after 8:05 is considered tardy. Students must be in their classroom when the 8:00 bell rings. Any student who is on School property but is not in his or her classroom or another authorized area with permission from their teacher following the bell will be considered tardy to School.

Being on time is a life skill important to each student's future. The parents have the responsibility to teach the importance of this skill while the School has the responsibility to protect the instructional time it provides. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher's right to begin the instruction of all students on time. Prompt arrival at School is expected of *all* students.

Excessive tardiness, whether excused or unexcused, will result in an intervention of parent and student with School administration.

Excused tardy: A tardy resulting from events beyond a student's control, such as an accident, road closed due to an accident, area power outage, late bus, doctor's appointment, or other reasons determined by the Principal or designee as acceptable. Documentation may be required, in the sole discretion of the Principal or their designee, to excuse a tardy.

Unexcused tardy: Incidents including oversleeping, errands, road construction, or similar excuses determined by the Principal or designee as unacceptable. Documentation will not obligate the Principal or designee to excuse an unexcused tardy.

Tardiness/Excused and Unexcused Absences: Except for buses which arrive late, all students are expected to **be on time** and should arrive **before 8:00**. A child is considered tardy if he or she arrives after 8:05. Certain conditions may lead to a tardiness or absence to be excused if the student or parent provides the Principal with verification, if any, in the timeframe and manner deemed appropriate in the sole discretion of the Principal. When appropriate, the School may require additional documentation from the parents regarding absences. Absences or tardies may be excused for the following reasons:

- Personal illness
- Doctor or dental appointment
- Death of a relative
- Court appearance or other legal appointment that cannot be scheduled outside of school hours
- Family vacations with prior approval from the Principal
- Illness in the family necessitating the student to remain at home
- Quarantine of the home limited to the length of quarantine as fixed by the proper health officials
- Observance of religious holidays consistent with the student's truly held religious beliefs
- 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 a student being homeless
- Other absences deemed appropriate by the Principal that constitute a good and sufficient cause for absence from school

A student who is tardy or absent for any reason must report to the office to receive a “Late Slip” before going to class. All excused and unexcused tardies and absences are recorded and become part of the student’s permanent record and are also reported on student progress reports.

Any child picked up between 2:45-3:00 will be entered and recorded as an unexcused early dismissal. Doctor’s appointments and **prior** excused leaves are an exception. Your understanding, cooperation, patience, and attention to this matter is appreciated.

DISMISSAL

Student Dismissal time is at 3:00. No one is permitted to enter the School building.

Parents must pick up students by driving to the front door and telling a staff-member who they are picking up. Our commitment to your child and to you is to do whatever is necessary to ensure that your child and each child is safe and protected. Your assistance in this area is crucial; the safety of each child is at stake!

Students who are dismissed before 11:30 are to be signed out by the custodial parent/guardian. No student will be dismissed by anyone without the custodial parent/guardian authorization. The custodial parent/guardian must send a written note (signed and dated) if someone other than themselves will be picking up the student. All early dismissals require a note from the custodial parent/guardian. A note from a grandparent, uncle, aunt – or other family member, a stepparent or a boy/girlfriend cannot be accepted.

EMERGENCIES

If an emergency arises and you must pick up your student before dismissal, the parent/guardian must sign out the student. No student will be dismissed to anyone other than a parent/guardian unless the parent/guardian has called the office to explain 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.

- If you are picking up your child after 2:00 p.m., you must park in the back parking lot and walk to the front of the building.
- At 2:50 p.m. all bus riders are dismissed from the classrooms and out front to the buses.

Students will be dismissed by Par Excellence Academy staff. No student will leave School without permission from the **custodial parent/guardian** or the School office. **Anyone who is picking up a student must be prepared to show a picture identification when asked.**

***Any and all transportation changes are to be in writing and sent with your child to School. If necessary, in an emergency, please call the School office before 11:30 a.m. Please do not call daily to change transportation for your child. This is for the safety of your child. This can cause confusion for your child, teacher, and office.

NO TRANSPORTATION CHANGES WILL BE ACCEPTED AFTER 11:30.

No one is permitted drop off/pick up a child in front of the School between the hours of 7:00–8:00 a.m. and 2:00–3:00 p.m. This is strictly for buses. NO EXCEPTIONS.

SCHOOL HEALTH ISSUES

COVID-19

As issues related to COVID-19 continue to affect society, the School maintains safety precautions and procedures aligned with guidance from the Center for Disease Control and/or other local, state, and federal agencies. Contact the School for more information as to what procedures are currently in place.

COMMUNICABLE DISEASES AND VIRAL INFECTIONS

Please call the School nurse, 740-344-5811, or office and give notification if a child is at home with a communicable disease or infection. The child will be readmitted to School when the doctor deems that the disease is no longer contagious and sends a “Return to School” Slip with the child.

Some communicable diseases are:

| | | | |
|--------------------------------------|----------|----------------|-----------|
| Measles (3-day or 10-day Rubella) | Mumps | Chicken Pox | COVID-19 |
| Scarlet Fever | Pink Eye | Whooping Cough | Influenza |
| Scabies | Impetigo | Ringworm | |

If a child develops a rash at School, the parent/guardian may be notified and possibly be advised to see a physician before returning the child to school.

ILLNESS AT HOME

If the child’s temperature is 99 degrees or above, we ask that the parent/guardians keep the child home.

Guidelines to keep your child home are as follows:

- Temperature of 99 degrees or greater. Student should remain home until they are **without** fever for 24 hours (without aid of medication).
- A skin rash of unknown origin. This could be a communicable disease. Your child should be evaluated by a physician before returning to School.
- Vomiting and diarrhea. Your child should remain home until they are without these for a full 24 hours (without aid of medication).
- Communicable Diseases and Viruses - please call the School nurse and give notification if your child is home with a communicable disease. The nurse will give guidelines at that time for returning to school.
- Head Lice

ILLNESS AT SCHOOL

If the child becomes ill during school hours, the parent/guardian or designated person will be notified. Persons notified will be according to information provided on the Emergency Medical Form in the child’s records. Parents are encouraged to keep the telephone

numbers current on this form. It is requested that the parent/guardian 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/guardian must follow the absence reporting requirements as outlined in this Handbook.

Head Lice

Head lice are 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 aides. It can also be spread by sharing hats, caps, wigs, or coats or through a mixture of these items at the homes of friends at school, church, or other public places.

A misconception is that only persons 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 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/guardian will be contacted and instructions provided. Students may return to school after having head lice, provided a parent remain with the child until a proper inspection takes place. Students are excused for lice outbreaks for up to **three days**. More than three days results in unexcused absences.

Bee Stings and Other Allergies

The School has adopted a policy on the student's ability to possess and use an epinephrine autoinjectors to treat anaphylaxis provided the following conditions are met: The student has written approval of the prescriber of the autoinjector and, if the student is a minor, the written approval of the parent/guardian. The prescriber's written approval shall include the circumstances in which the autoinjector should be used, acknowledgement that the prescriber has provided the student with training in the proper use of such autoinjector and has determined the student is capable of possessing and using the autoinjector, and at least all of the following information:

- The student's name and address
- The names and dose of the medication contained in the autoinjector
- The date the administration of the medication is to begin
- The date, if known, that the administration of the medication is to cease
- Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector
- Circumstances in which the autoinjector should be used
- Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication or the medication does not produce the expected relief from the student's anaphylaxis
- Any severe adverse reactions that may occur to the child using the autoinjector

that should be reported to the prescriber

- Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
- At least one emergency telephone number for contacting the prescriber in an emergency
- At least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency
- Any other special instructions from the prescriber

Food Allergies

If a student has or develops a food allergy, the student and their parent must provide the School with a doctor's note providing 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.

Health Screenings

All kindergarten, first, third, and fifth graders, and new students, will be screened for adequate vision and hearing. By November 1st of each academic year, a student enrolled for the first time in either kindergarten or first grade must be given a hearing, visions, speech and communication screening. Referral forms will be mailed to parents when further evaluation by a physician is recommended.

CHILD FIND POLICY

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

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

What will happen when you contact your local school?

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

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

What are your rights as a parent?

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

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

For more information, please consult *A Guide to Parent Rights in Special Education* available on the Ohio Department of Education Website.

FIRST AID/EMERGENCY MEDICAL TREATMENT

Part of the enrollment procedure for parents to enter their child/children is the completion of the Emergency Medical Treatment Form. This form details the name of preferred physician, hospital and treatment to be administered. The parent is responsible for notifying the School of any changes in this information that occur during the school year.

ADMINISTERING MEDICATION TO STUDENTS

Parents/Guardians are encouraged to arrange administering of medication at home whenever possible. If necessary for any medication, including over-the-counter, to be administered at School, the student's parent/guardian must present a statement signed by both the parent/guardian 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 administer 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.

BREAKFAST/LUNCH

All breakfast and lunches are free for Par Excellence Academy. Meals are provided by Heath City Schools.

In order to keep this program, all families are to complete a form whether or not you know you will qualify for free or reduced lunch.

STUDENT DRESS CODE

Upon enrolling students to Par Excellence Academy, parents are made aware that we are a uniform school. Maintaining a pleasant environment for learning, good grooming, and good health habits are essential to the successful achievement of each student. Parents/guardians are primarily responsible for the manner in which a student dresses to attend school. All Par Excellence 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 2022-2023 school year (including polo embroidery and all black shoes).

Students who violate any of the uniform policies will receive a letter to be signed by the parent/guardian that will alert them to the issue and will then need to be returned to the front office. If violations continue past 3 notices, the student will be retained for recess. The School will reach out to families who may need assistance in adjusting certain uniform issues.

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

❖ **Uniform Dress Pants**

- Navy blue, black, khaki, or 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, a parent /guardian will be called to bring another pair to School.

❖ **Uniform Shorts**

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

❖ **Jumpers, skirts, skorts**

- Blue, black, khaki or red/navy plaid. Skirts must be to the knee. Shorts must be worn under all skirts and do not need to be uniform shorts if they do not show below skirt.

❖ **Uniform Shirts**

- RED OR NAVY BLUE POLOS ONLY. When arms are raised, stomachs should NOT be seen. Long-sleeved polos during colder months are permitted with logo/wording (red or navy blue).
- SOLID navy blue, red, black, white, or grey long sleeve shirts may be worn under embroidered polo.
- Embroidery on shirts – All Polo's must have school name. Lynn Wilson will embroider the wording 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 and must go to the ankle. Plain white, navy blue, black, or red. No tricolor or design on socks, tights, or leggings. Plain color only. No socks above the knees.

❖ **Shoes**

- All black shoes (*White soles accepted). NO boots or "booties" at any time. If boots are worn to School, extra shoes must be brought in and changed into. Boots are NOT permitted to be worn in the building. NO high heels or wedges. Heels must

be the same width as the shoe.

- NOTE: If your child cannot tie his/her shoes, we strongly encourage purchasing velcro shoes to eliminate shoes coming undone.
- Outdoor Activities– Tennis shoes may be changed before going in the grass.

❖ **Hair**

- No extreme color or styles. A student's hairstyle should not interfere with their ability to learn. The Principal has the sole discretion to determine if the hairstyle may interfere with the student's ability to learn or their safety.
- Hair accessories–Any accessories should be kept to the minimum.

❖ **Coats**

- Are not permitted to be worn in the classroom unless there are issues with the heating system. Hoods and hats are not to be worn in the school at any time. During the winter months, plain red, or navy-blue sweaters or hoodies may be worn with or without logo/writing

❖ **Earrings**

- Only studded earrings, nothing hanging or hoops than 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 showing
- **Shoes** - **NO** type of sandals, strapless shoes, high heels (1" or less is appropriate), heels that are narrower than the width of the shoe, wedges, open-toe shoes, flip-flops, boots, or "booties"
- Socks **must** be worn at all times
- **NO** Heelys or lights on shoes
- **NO** face make-up, eye shadow, blush, lipstick, etc.
- **NO** holes in clothing
- **NO** sweatpants or pajamas (unless a class reward day)
- **NO** fake tattoos showing
- **NO** nail polish

NOTE: If a student accumulates too many Uniform Violations, Parents/Guardians will be called to bring the appropriate clothing.

Notifying our families in advance will allow time to purchase the appropriate uniform for their child to begin the 2022-2023 school year. All students have to be in complete uniform the very first day of School, including patches and all black shoes.

LYNN WILSON- EMBROIDERY \$3.00; PH: 740-814-3144

SEARCHES OF SCHOOL OR STUDENT PROPERTY

Desks, computers, or other items provided to students for their use remain the property of Par Excellence Academy. Students by law have no expectation of privacy in any School property assigned to them. 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 student.

Upon authorization of the Principal, any School property may be searched at any time.

The Principal may at any time, with reasonable suspicion that evidence will be obtained indicating the student has violated a law or School rule, call upon the assistance of the local police authorities to conduct a search of backpacks and other personal property, and the contents contained therein.

DISCIPLINE POLICY

SCHOOL-WIDE 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 and for the use of seclusion. The use of a non-aversive effective behavioral system such as PBIS shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

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

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings, 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.

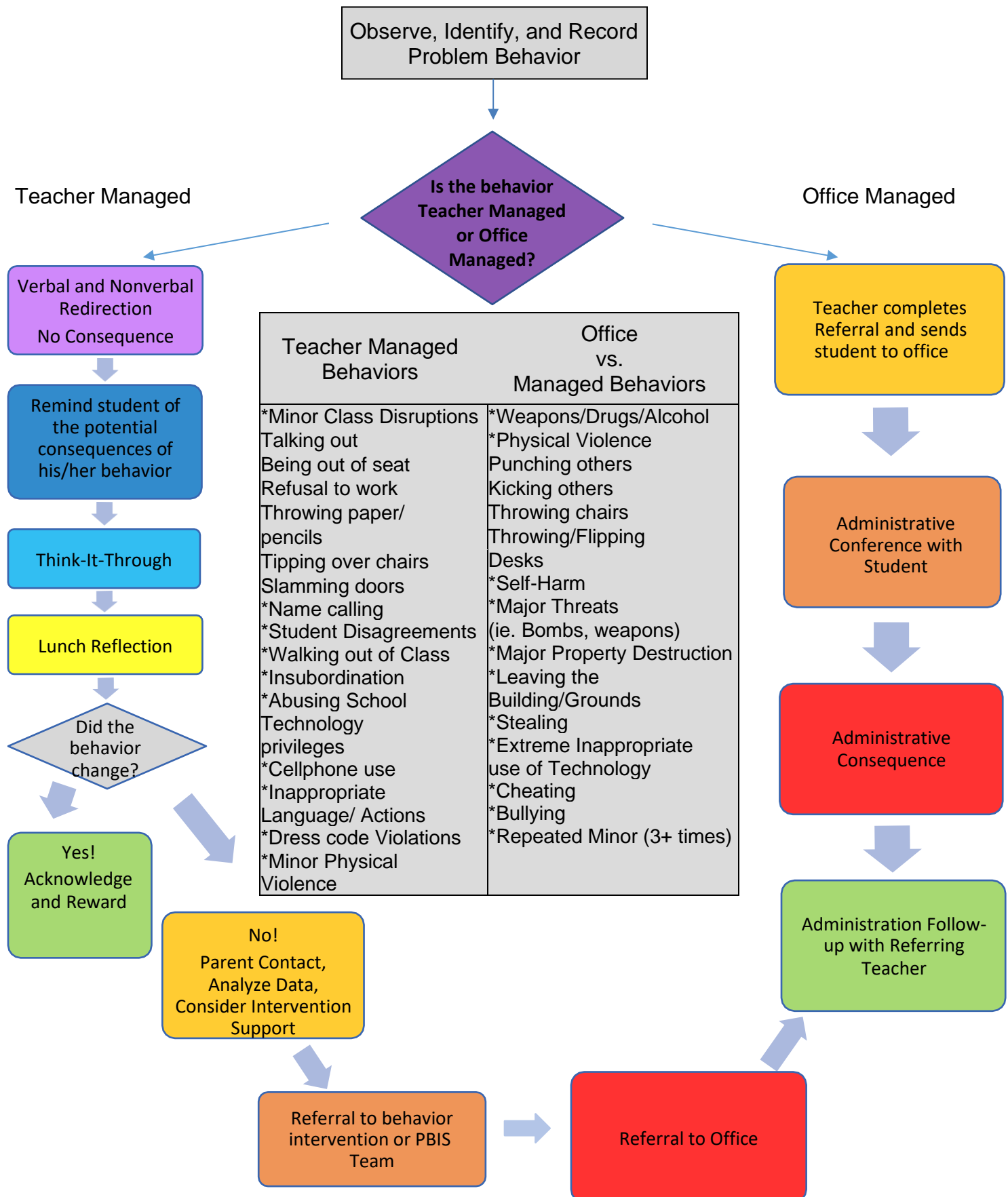
An important aspect of PBIS is the understanding that appropriate behavior and social competence is a skill that requires direct teaching to students just like math and reading. There is no assumption, in PBIS, that students will learn social behavior automatically or pick it up as they go through life. This critical feature in PBIS leads to its effectiveness. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

Behavior Expectation Chart

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

| Expectations | SETTINGS | | | | | | | |
|--------------|---|---|--|---|--|---|--|--|
| | Breakfast/ Lunch | Restroom | Classroom | Hallways | Recess Playground | Arrival/ Dismissal | Technology | Distance Learning |
| R-Respect | -Eat in your seat -Listen to PAR adults | -Use your time wisely -Flush after every use -Respect privacy | -Listen to PAR adults -Practice Active Listening -Pay attention to the speaker | -Listen to Par adults -Keep quiet in the hall | -Listen to PAR adults -Use hands safely -Include everyone | -Use Kind Words -Listen to PAR adults -Wait quietly for dismissal | -Keep food and drink away from technology -Keep it safe from harm | -Keep microphones muted -Only draw on the screen if asked -Use kind words -Practice active listening -Pay attention to the speaker |
| I-Integrity | -Leave a clean table, chair, & floor | -Use your time wisely -Wash hands after using RR | -Treat supplies with care -Complete tasks with pride | -Admire decorations with eyes only -Maintain personal space | -Stay at your designated station | -Respond to name when called -Follow Directions -Go promptly to your destination | -Only use assigned iPad or Technology -Only log into your assign schoolwork | -Participate in instruction daily -Complete your own work -Respond to teacher when called on -Protect school technology |
| S-Safety | -Main social distancing -Wear a mask when <u>you</u> aren't eating -Sanitize hands and desk | -Clean up -Report problems or spills to adults -Keep hands & feet to self -Social distance -wear a mask -wash/sanitize hands | -Sit with all chair legs on the floor -Keep aisles and passages clear -Keep hands & feet to self -social distance -wear a mask | -Use walking feet -Keep hands and feet to self -Social distance -wear a mask | -One at a time down the slide, feet first -Stay with class -Use equipment /materials the right way -Maintain social distance -wear mask if less than 6ft | -Keep hands and feet to self -Line up appropriately -maintain social distance -wear mask | -Use appropriate school sites -Keep personal information private | -Use school appropriate sites -Handle school devices with care -Keep devices still, avoid walking around with the device |
| E-Excellence | -Use good manners -Make healthy food choices | -keep RR clean -put trash in the trash can | -Try your best -Help and encourage others | -Be an active listener -Hold doors for others | -Put equipment away -Clean up any litter -Follow line-up procedures | -Be Kind -Use zero noise when exiting | -Use kind words -Be friendly when playing academic games with others | -Wait for your turn to speak -Celebrate and encourage others -Model active listening for others -Use school appropriate name |
| Voice | 0-1 | 0 | 0-3 | 0-Silent | 0-4-Outside Voice | 0 Silent | 0-1 | 0(muted)-2 |

PBIS Flowchart



GETTING ALONG TOGETHER (G.A.T)

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 the child does not respond appropriately and demonstrate desired behavior, based upon recommendation from individual in authority position and evaluation by the administrator, the student may be suspended or expelled. Suspension is an administrative consequence.

GUIDELINES

The School's Code of Conduct contains regulations governing the conduct of students on School grounds 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 sole discretion of the Principal, 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.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated the Code of Conduct may be suspended or expelled from School. During a suspension or expulsion, students are not permitted to participate in classes, extracurricular activities, or be on any School property.

SUSPENSION

Out-of-school suspension is removal of a student from school for a period of one to ten days. While students are suspended from school, they shall be afforded the opportunity to complete all of their classroom assignments. The student will have the opportunity to complete any classroom assignments missed due to the suspension and the student shall receive at least partial credit for such completed assignments as determined by the Principal and teaching staff. In no event shall the student receive a failing grade on a completed assignment *solely* on the basis of the student's suspension.

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

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

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

- The reasons for the suspension
- Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board or the Board's designee
- Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings
- Notice of the right to be granted an appeal hearing before the Board or the Board's designee to be heard against the suspension
- Notice of the right to request that the hearing be held in executive session
- Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation
- The date and manner by a student or parent/guardian/custodian may notify the Board of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the

principal within five (5) school days of the written notice of suspension. The Principal shall immediately forward this written appeal to the Board and the Board's appeal hearing designee

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

Any in-school suspension shall be served in a supervised learning environment. The student shall be permitted to complete any classroom assignments missed because of the suspension and the student will receive at least partial credit for such completed assignments as determined by the School administrator and teaching staff. In no event shall the student receive a failing grade on a completed assignment *solely* on the basis of the student's suspension.

EXPULSION

Except as specifically provided for by statute, the superintendent may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Expulsions may extend into the following school year.

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

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

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

- The reasons for the expulsion
- Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board or the Board's designee
- Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings
- Notice of the right to be granted an appeal hearing before the Board or the Board's designee to be heard against the expulsion
- Notice of the right to request that the hearing be held in executive session
- Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates
- The date and manner by a student or parent/guardian/custodian may notify the Board of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the principal within fourteen (14) calendar days of the written notice of expulsion. The principal shall immediately forward this written appeal to the Board and the Board's appeal hearing designee

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

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

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

WEAPONS EXPULSION

Based on Ohio Revised Code Section 3313.66, students who bring firearms to the School or onto School property (any Property owned, used, or leased by the School for school, school extracurricular activities, or school related events) shall be expelled for ONE CALENDAR YEAR.

A student may be expelled for a period not to exceed one year for:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is not located at the School or on School Property.
- Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other School program or activity which firearm was initially brought onto the property by another person.
- Bringing a knife capable of causing serious bodily injury to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.
- Possession of a knife capable of causing serious bodily injury at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant which knife was initially brought onto the property by another person.
- Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
- Making a bomb threat to a school building or to any premises at which a School activity is occurring at the time of the threat.

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

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

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

Expulsion will result in a loss of academic credit. This includes loss of credit at any college or university post-secondary or alternative program.

Additionally, students who are expelled for a violation of this section, have reached their

sixteenth birthday, have been convicted or adjudicated delinquent of a violation of O.R.C. 3316.662, may be subject to permanent exclusion from school.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student can be removed from school without first satisfying the prior notice and hearing requirements set forth above. Written notice of the hearing and the reason for the removal shall be given to the student as soon as practicable prior to the hearing. The hearing shall be held on the next school day following the day of the student's initial removal. Students are to remain home during school hours and not attend/participate in School sponsored function(s) pending the hearing.

If a student in grades pre-kindergarten to three poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from school without first satisfying the prior notice and hearing requirements set forth above. The student may only be removed for the remainder of the school day and will be permitted to return to school and participate in extracurricular activities the following day. In this case, the School may forego the written notice and one-day post-removal hearing requirements.

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 publishing's, 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.)
- Harassment, Intimidation, or Bullying Behavior: See the School's policy 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 physical harm 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 is deemed by the Principal or their designee to be inappropriate, is prohibited

- 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 timely complete and submit homework assignments
- 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, which are determined by the Principal to be disruptive to teaching and learning, are prohibited
- 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
- 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 Principal, 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 Principal endanger the health and/or safety of fellow students, staff, or guests in the School
- School Telephone: Students may only use the School's telephone in the event of an emergency and with the permission of a teacher or other School personnel
- 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 Principal 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

HARASSMENT, INTIMIDATION, AND BULLYING

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 a multi-faceted approach which 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 its 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.

FIGHTING AND PHYSICAL ATTACKS

Students are expected and encouraged to respect those around them. Learning to work together and to get along lovingly with one another is one of the major disciplines taught and emphasized at Par Excellence Academy. Students should seek assistance of School staff to avoid fighting. Physical attacks on other students will not be tolerated.

PHYSICAL ATTACK ON A SCHOOL EMPLOYEE

A student shall not attempt to cause physical injury or intentionally behave in such a way that could cause injury to a School employee. Aggressive contact toward a School employee will not be tolerated and will result in disciplinary action.

THEFT

All students should secure their personal items and shall not be in possession of any articles belonging to the School or others without permission. Students at Par Excellence Academy at each grade level are repeatedly encouraged to be responsible for keeping their belongings where they belong, and to return items when borrowed from another student. Integrity and honesty is always recognized and rewarded both in and out of the classroom. The School is not responsible for any personal items lost, damaged, or stolen.

CELL PHONE & ELECTRONIC DEVICE USE

Students are permitted to have cellular phones and other electronic devices with them at School. However, students are prohibited from using cell phones or electronic devices during school hours without prior permission from their teacher. Students using cell phone or electronic devices without teacher approval, or in any manner deemed to be negative, disruptive, or illegal by the Principal, will be subject to disciplinary action and the phone or device may be confiscated until a parent can retrieve said item from the School office. The School is not responsible for any cellular phone or electronic device that is lost, damaged, or stolen.

WEAPONS AND DANGEROUS OBJECTS

A student cannot possess, handle, or transmit any object that can reasonably be considered a weapon, which include but are 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.

DRUGS, TOBACCO, AND ALCOHOL POSSESSION

A student shall not possess, use, sell, offer to sell, distribute, transmit, or be showing signs of consumption of any controlled drugs, or counterfeit controlled substances, including look-alikes, other than prescription 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. This includes tobacco and alcohol.

CHILD ABUSE REPORTS

The laws of the State of Ohio mandate that all suspected cases of child abuse be reported to the appropriate agencies and authorities. Children Protective Services is notified when a child is suspected of child abuse or neglect. Parents/guardians who suspect child abuse or neglect are also obligated to report to the Children Protective Services. Anonymity is maintained for individuals who report child abuse or neglect.

SEXUAL HARASSMENT

All Par Excellence Academy students are expected to behave in a manner which exhibits respect for others. All students have the right to attend School in an environment free of sexual harassment. Violators will be subjected to appropriate discipline, which could lead to suspension/ expulsion. In all cases, parents/guardians will be involved.

BUS RULES AND SCHOOL TRANSPORTATION

Driving a school bus is a very important and demanding job. The safety of all children may be at risk when riders do not follow bus rules and the directions of the bus driver. All students who ride a school bus should follow these rules and what rules the drivers implement:

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/guardian 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. **When discipline problems occur on the bus, the child may be denied the privilege of riding the bus. The bus driver is in authority while the child is on the bus.**

BUS RULES

- Riders are to be seated while bus is moving
- Riders are to make room for others.
- Bus drivers may assign seats
- Keep hand, arms, feet, etc., inside the window
- Aisle-ways are to be kept clear
- Keep noise at a minimum. Quietly talk only to the person seated with you
- Get on and off bus in an orderly manner. Wait for the bus to stop before getting on and off
- Cross in front of bus if you must cross street
- No smoking, eating, or drinking on bus
- No fighting, using foul language or whistling
- Don't 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 Principal

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

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

5th violation – referral to Principal 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. Student will lose bus privileges if behavior is not corrected.*

HOMEWORK AND GRADING SYSTEM

PROGRESS REPORTS AND GRADING

Progress Reports will be issued at the end of each nine-week periods. The reports will be sent home with your child the week following the end of the report period. Kindergarten progress reports will be sent home twice per year. Parents/Guardians can encourage their child greatly by discussing report cards thoroughly as a family. 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.

Achievement Marks/Efforts

| | | | |
|-----|----------------|---|-------------|
| A | 90-100 | | |
| B | 80-89 | | |
| C | 70-79 | | |
| D | 60-69 | E | Exceeds |
| F | 59-below | M | Meets |
| N/A | Not Applicable | P | Progressing |

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 makeup test and the student is not exempt from the requirement to take such test,
- Other factors though to be appropriate by the Principal or School staff.

Ohio law prohibits the promotion of a student to the next grade level if the student has been absent without excuse for more than 10% of the required school attendance days of the current school year and has failed two or more of the required curriculum subject areas unless the Principal 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.

State law requires that each school district in Ohio assess reading skills for students in first, second and third grades by September 30,th and kindergarten students by the twentieth day of instruction of each year to determine whether they are reading at grade level ("On-track") or not reading at grade level ("Not on-track"). If a student is identified as being not on-track the School will notify the parent and the School will provide intervention services to improve the students reading performance. In addition, the School and the parent will develop a Reading Improvement and Monitoring Plan. Unless the student meets an exception, if the student does not attain an appropriate level of reading competence by the end of third grade, they must be retained. For more information contact the School Principal.

HOMEWORK POLICY

For this school year, homework is given as an extension of the school day. Homework is given to reinforce that which has been taught in the classroom, to pre-assess content knowledge and to teach the students to accept the responsibility in accomplishing his/her studies. Homework is also assigned to

allow students to review lessons which have been taught and to prepare for the next day's lessons. Par students must participate in reading every night.

We encourage parents/guardians to become an integral part of the homework process by stressing its importance, and spending time giving support and encouragement to the student in completing the assignments. We encourage parents/guardians to communicate frequently with their child's teacher.

EMERGENCY PLANS/POLICIES AND PROCEDURES

FIRE, TORNADO AND OTHER DRILLS

Fire, tornado, lock-down, and bus evacuation drills are conducted 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.

SCHOOL CLOSINGS AND DELAYS

These announcements will be sent by phone via TEC. The announcement will be aired over radio via WCLT-WHTH. Columbus television stations, NBC-4, ABC-6, and CBS-12 will also air any School closings and delays. Please check their website for school closings as well.

NOTE: If Newark City School District is closed it is **NOT** an automatic closure for Par Excellence. Again, you will be notified via phone blast, the above radio stations or TV.

MISCELLANEOUS INFORMATION

VISITATIONS/VOLUNTEERS

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 Principal. The Principal 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 Principal.

PARENT TEACHER CONFERENCES

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

Parent/teachers conferences are scheduled twice during the school year. Written notices about these conferences will be sent home by students.

SWEETS POLICY

Due to student allergies, we ask parents who would like to bring in a special treat for their child's class to **only provide healthy snacks (i.e., fruit or veggies)** or pencils, erasers or fun little trinkets. We promote health, harmony and service at Par Excellence Academy. Please do not bring in cupcakes, donuts, etc.

Teachers continue to instruct during the time that treats are being distributed; therefore, we ask that you send in the healthy treat with your child or bring to the office and a staff member will take to the classroom. Parents cannot stay to help pass out the treats. To bring in treats, the teacher must be notified 24 hours in advance for planning purposes.

***If you do not plan to invite all students in the classroom to your child's birthday party, please do not send in any type of party invitations for your child to distribute. Feelings get hurt by other children if they are not invited.

TOYS, ELECTRONIC DEVICES AND MISCELLANEOUS

No toy or electronic device 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/guardian must come to the school to get it. The School is not responsible for any lost, damaged, or stolen items brought into the School.

STUDENT RECORDS POLICY

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School principal or appropriate official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents/Guardians and Students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed, contracted, or volunteering at the School in an administrative, supervisory, academic or support staff position, including but not limited to, school employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the school law enforcement unit, which consists of the School Leader; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in

order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office

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

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

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

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

Further, it is the policy of the School to provide an equal opportunity for all students, regardless of race, color, 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
Sarah Arends
(740)344-7279
SArends@laca.org

ESEA 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 on 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.

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/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

RIGHTS AFFORDED BY THE PPRA

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

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

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

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

1. Any other Protected Information Survey, regardless of funding.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

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

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

NOTIFICATION PROCEDURES

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

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

- collection, disclosure, or use of personal information for marketing, sales or other distribution
- administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education

- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

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

REPORTING A VIOLATION

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

Family Policy Compliance Office

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

EDUCATION OF HOMELESS CHILDREN AND YOUTH

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

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

- 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 gifts and talented students; and
- school nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview:

The Administrative Assistant 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.

SAFER OHIO TIP LINE

In order to provide parents, students or members of the public a means to anonymously report instances that might alter the overall safety of the School, the School has partnered with SaferOH. 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 tip line 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

CHILD ABUSE AND NEGLECT

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

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

PAR EXCELLENCE ACADEMY

www.parexcellenceacademy.org

740-344-7279 - Phone Number

740-344-7272 - Fax Number

1350 Granville Rd • Newark, Ohio 43055

Date Revised, April 2022

SIGNATURE PAGE

Par Excellence Academy 2022-2023 Parent/Student Handbook

Student's Name: _____ Grade: _____
PRINT

Parent's/Guardian's Name: _____
PRINT

We have received a copy of the Par Excellence Academy Handbook for the 2022-2023 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 School policies and procedures. 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

Resolution No.: _____

Approved: _____

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

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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.

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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.