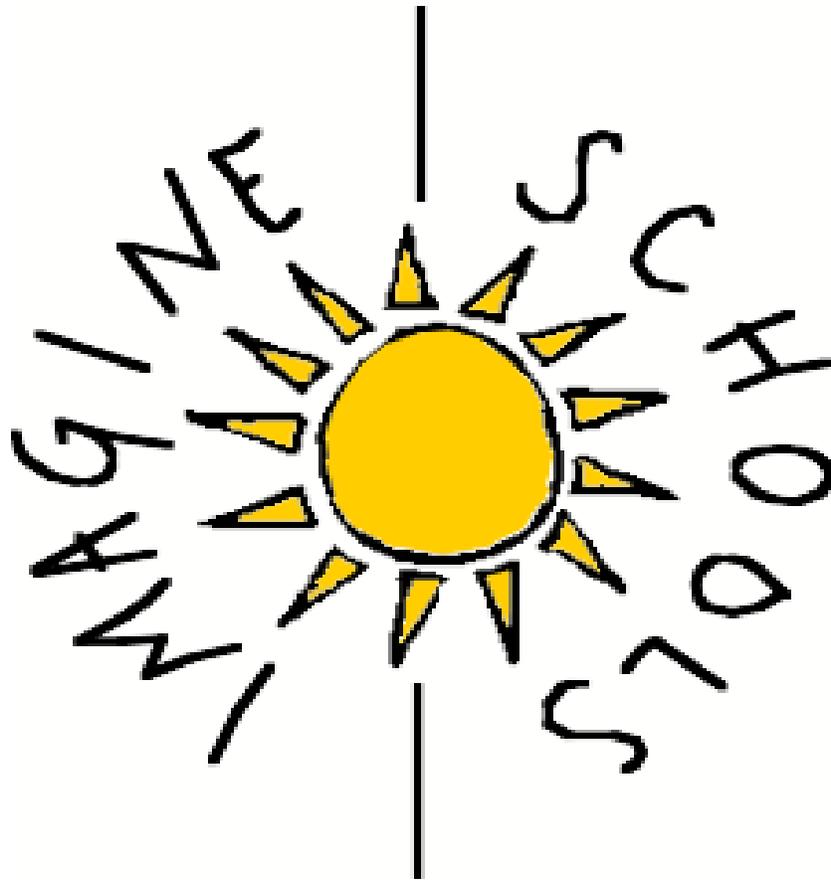


CLAY AVENUE COMMUNITY SCHOOL



PARENT/STUDENT HANDBOOK
2019-2020

TABLE OF CONTENTS

INTRODUCTION	1
MISSION	1
STATEMENT CONCERNING STATE TESTING AND COMPULSORY ATTENDANCE LAW.....	1
ADMISSION	1
PROCESS AND CRITERIA	2
KINDERGARTEN ADMISSION	2
DAILY PROCEDURES	2
ATTENDANCE	4
EXCESSIVE EXCUSED ABSENCES.....	6
MANDATORY WITHDRAWAL	6
MISSING CHILD POLICY	6
ACADEMICS AND GRADING SYSTEM	7
CURRICULUM	7
PROGRESS REPORT	7
PROMOTION AND RETENTION	7
HOMEWORK PHILOSOPHY AND GUIDELINES	8
CODE OF CONDUCT	9
THE RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS	9
STUDENT AND PARENT RIGHTS	9
PARENT RESPONSIBILITIES	10
STUDENT RESPONSIBILITIES	10
EXPECTATIONS FOR STUDENTS	11
EXPECTATIONS FOR PARENTS/GUARDIANS	11
EXPECTATIONS FOR STAFF	11
PHILOSOPHY OF STUDENT CONDUCT AND DISCIPLINE	12
DISCIPLINARY OPTIONS	12
INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004	12
EMERGENCY REMOVAL FROM SCHOOL	13
RESTITUTION.....	13
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS	13
SUSPENSION	14
EXPULSION	15
WEAPONS EXPULSION.....	16
SUSPENSION, EXPULSION, AND REMOVAL FROM BUS	17
SEARCHES	17

SEARCH AND SEIZURE OF PROPERTY	18
INFRACTIONS AND CONSEQUENCES.....	18
STUDENT USE/MISUSE OF TECHNOLOGY.....	21
CELL PHONE POLICY.....	22
TOBACCO-FREE ENVIRONMENT	22
WELLNESS POLICY/FOOD AND BEVERAGE RESTRICTIONS	22
NONDISCRIMINATION POLICY.....	23
DRESSING FOR SCHOOL	23
PERSONAL ITEMS.....	24
HEALTH REQUIREMENTS, SERVICES AND MEDICATIONS.....	24
ADMINISTERING MEDICATION	26
ANTI-BULLYING, ANTI-HARASSMENT AND ANTI-INTIMIDATION POLICY	27
GENERAL INFORMATION	27
REPORTING CHILD ABUSE AND NEGLECT.....	27
FIELD TRIPS	27
VISITOR’S POLICY	28
PARENT/TEACHER CONFERENCES.....	28
RE-ENROLLMENT.....	28
EMERGENCY RESPONSE AND CRISIS MANAGEMENT PLAN.....	29
PARENT ORGANIZATION.....	29
TITLE I PARENT INVOLVEMENT POLICY	29
CHILD FIND POLICY	30
ESEA NOTIFICATION.....	31
COMPLAINT PROCEDURE	31
EDUCATION OF HOMELESS CHILDREN AND YOUTH	32
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION.....	33
THE FAMILY EDUCATION RIGHT AND PRIVACY ACT OF 1974 (FERPA).....	35
OFFICIAL DESIGNATION	38
HOME SCHOOL PARTNERSHIP SIGNATURE PAGE	41
SIGNATURE PAGE.....	42
APPENDIX 1 ELECTRONIC DEVICE AND CELL PHONE POLICY	43
APPENDIX 2 ANTI-HARASSMENT, ANTI-INTIMIDATION, AND ANTI-BULLYING POLICY	44

Welcome to Clay Avenue Community School!

School Hours:

Elementary Campus - 8:20a.m. – 3:15p.m.
Middle School Campus – 8:10a.m. – 3:05p.m.

INTRODUCTION

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This Handbook contains important information that you are responsible for knowing. Become familiar with the following information, and keep the Handbook available for reference by you and your parents. The term “parent” when used herein means an official care-giver 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, please contact the School’s principal. The School principal is also referred to as the administrator and has similar authority and responsibilities as the superintendent of schools for a local district. The parent-student handbook does not constitute a contract between the school and the student/parent, and that the school reserves the right at its discretion to change or amend the handbook at any time in the future.

MISSION

“Learning for all... whatever it takes”.

The Mission of the Clay Avenue Community School (the “School”) is to educate students grades K-8. We seek to increase learning opportunities through an award winning curriculum, integrated with a broad range of support and parental involvement. We look forward to working with community organizations to assist our students to perform at the highest level of academic and creative prowess possible.

STATEMENT CONCERNING STATE TESTING AND COMPULSORY ATTENDANCE LAW

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

ADMISSION

The School will not charge tuition. The School will not discriminate in its pupil admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or

aptitude, status as a handicapped person, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis.

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

PROCESS AND CRITERIA

The School admits children of any race, color, religion, or sex. Furthermore, there will be no discrimination in the admission of students to the school on the basis of race, creed, color, national origin, sex, or disability. All that will be required for a student to be admitted is submission of the following: completing and submitting the registration form and such other enrollment materials that the School deems necessary; and submitting copies of the child’s birth certificate, Social Security Card, current immunization record as mandated by law, and proof of residence. In order to allow for an appropriate placement of a student in a classroom, students will not be eligible to attend the School until 24 hours after the enrollment process is completed and all necessary documents, including the prior school records, are received by the School.

Kindergarten Admission

The School shall admit to kindergarten any student, whose 5th birthday falls on or before September 30.

DAILY PROCEDURES

	Elementary Campus	Middle School Campus
Arrival	Doors open at 8:00 a.m.	Doors open at 7:40 a.m.
Tardy	Students arriving after 8:20 a.m.	Students arriving after 8:10 a.m.
Breakfast	8:00- 8:15 a.m.	7:40- 8:05 a.m.
Dismissal	3:15 p.m.	3:05 p.m.

Arrival

Students should arrive to school no earlier than 8:00a.m to the Elementary Campus and 7:40a.m.to the Middle School Campus. Upon arrival, students who are eating breakfast are to

report to the school gymnasium/cafeteria first and all others should report to their classroom. In order to promote a student's sense of independence, we ask that you please say goodbye to your child at the classroom door and allow them to proceed with their morning routine independently.

Tardy

Students who arrive on time will have a better chance to achieve. **Elementary Campus:** Students who arrive after 8:20a.m.will be marked tardy. **Middle School Campus:** Students who arrive after 8:10a.m.will be marked tardy.

Breakfast

Breakfast at the **Elementary Campus** will be served for all students from 8:00 to 8:15a.m. Only students who arrive by bus after 8:15a.m.will be permitted to eat breakfast late. Breakfast at the **Middle School Campus** will be served for all students from 7:40 to 8:05a.m. Only students who arrive by bus after 8:05a.m. will be permitted to eat breakfast late. Please refer to the next paragraph for current pricing.

Lunch or Lunch Money

Clay Avenue Community School has received a grant allowing all students a free breakfast and free lunch. If your child packs his/her lunch, please remember to put their name on the lunch box/sack.

Food Allergy Action Plan

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

Early Dismissal

Students who leave school early will have missed time counted against their attendance record.

Dismissal and Pick-Up Times

Dismissal at the **Elementary Campus** is at 3:15p.m. Dismissal at the **Middle School Campus** is at 3:05p.m.

At the Elementary Campus, the driveway entrance into the parking lot is closed during arrival and dismissal. Students who ride the bus will enter into the gym through the doors located on Brigham Street. Busses will park in the back lot and along Brigham Street. Please drop off and pick up your child(ren) at the front entrance on Clay Avenue. At the Middle School Campus, the busses will drop off and pick up in the school parking lot. Parents should use parking lot across the street, with entrance/exit from 122ND Street, for drop off and pick up.

Emergency School Closing

In case of severe weather, the principal will notify local TV stations regarding the decision to close school or delay its opening. You can also find this information on our Facebook page and an automated telephone call (a "One Call") will be made. Please make sure that you keep your phone number up to date with the main office to ensure that you are receiving our One Calls.

Please make arrangements, in advance, for your child if you are not home and school is dismissed early due to an emergency.

ATTENDANCE

Attendance on a daily basis is a mandatory requirement for all students. Learning activities that take place in the school classroom are a vital part of the teaching and learning process. A day lost from the classroom can never be recaptured and the dialogue that has taken place between members of a class cannot be duplicated. Thus attendance is very important. Good attendance is encouraged and required in our society for an individual to be successful. Clay Avenue Community School is preparing our students to be successful members of our society and therefore encourages and expects students to develop good attendance habits.

Absences

Students are expected to be in school, on time, every day. Occasionally, absence or tardiness cannot be avoided. Absences may be "excused" or "unexcused". An absence may be excused if the student brings a note in advance or within two (2) days of the child's return to school signed by his/her parent/guardian stating the reason. Absences may be excused for the following reasons:

- **Illness** – When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness for the school is required.
- **Chronic/Extended Illness** – For students who are absent because of chronic illnesses, a disability, or because of a need for homebound services, the parent must complete a Chronic/Extended Illness Notification Form with the principal at the beginning of the enrollment of the student in school or upon the onset of the student condition that affects regular attendance. Documentation from a physician will be required. For students who are absent more than ten days in a month and/or who exhibit defined patterns of absences, the parent will be required to complete the Chronic/Extended Illness Notification Form. Documentation from a physician will be required.
- **Quarantine of the Home** – Limited to length of quarantine as determined by the Ohio Health Department.
- **Family Death or Illness** – For absences because of a death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence.
- **Religious Observances** – Absences as a result of observances of religious holidays should be prearranged by the parent, who is responsible for notifying the child's school of the religious holiday(s) to be observed. If the parent is unable to prearrange the absence, a request for exemption must be received no later than the second day after the student's return to school from the absence occasioned by the religious observance.
- **Foster Care**- 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
- **Prearranged Appointments** – For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.
- **Medical or Dental Appointments**- Must provide proof of appointment

- **Absences due to a student being homeless**
- **Family Vacation** – Must be prearranged, or it is considered unexcused. Limit of one (1) such trip of five (5) school days in any school year.

Emergency - or set of circumstances which in the good judgment of the principal of the school or his/her designee, constitutes a good and sufficient cause for absence from school. Limits will be set by the school official in charge for the case at hand.

Absences not conforming to the reasons listed above will be considered unexcused, and dealt with accordingly. Flagrant violation and/or disregard for the rules of attendance and punctuality will result in appropriate disciplinary action.

Please Note:

Reasonable efforts shall be made to schedule Doctor or dental appointments after school or on weekends. Appointments during school hours will be excused with proof of appointment.

Parent/Guardian Notification Procedures

For all absences, the School will contact the home on each day of the child's absence from school using the automated dialing system.

The School has established procedures that school personnel are required to follow when a student fails to report to school and no indication has been received by school personnel that the student's parent is aware of and supports the student's absence.

Whenever any student fails to report to school and no indication has been received by school personnel that the student's parent is aware of and supports the student's absence (unexcused absence), a reasonable effort to notify the parent by telephone to obtain an explanation for the student's absences shall be made by the principal's designee(s), or volunteers within 120 minutes from start of the school day.

The School will send attendance warning letters to parents and/or make efforts to directly contact parents as it deems appropriate in the event of continued or repetitive unexcused absences.

Truancy

In the event a student of compulsory school age is absent, with or without legitimate excuse with a nonmedical excuse or without legitimate excuse, for 38 or more hours in one school month, or 65 or more hours in a school year, the School shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within 7 days after the date after the absence that triggered the notice requirement.

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

jointly against the child and the parent. The complaint must state that the child is an “unruly child” by virtue of being a “habitual truant”.

Ohio law requires school districts to prohibit 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 teachers of the failed subject areas agree that the student is academically prepared to be promoted.

Excessive Excused Absences

Excessive absences or a pattern of absences that appear to be having an effect on the academic performance of a child will be reported to the principal or his/her designee. Efforts will be made to identify reasons for excessive absenteeism or patterns of absenteeism.

Makeup Work

When students are absent, (this includes absences for suspension or expulsion recommendations), an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. Work (including tests) missed due to an absence may be made up and credit given for such work within five school days. Additional time may be granted by the principal due to the extenuating circumstances. A student will not be penalized for a teacher’s absence.

Students are encouraged to get make-up work assignments before returning to school. They may do this according to the following procedures:

Absence of one or two days: Contact a friend in class to obtain information on work missed.

Absence of three or more days: Call the school office to request assignments remembering that teachers need 24 hours to prepare assignments.

Mandatory Withdrawal

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

MISSING CHILD POLICY

The School shall notify a student's parents, parent who is the residential parent and custodian, guardian, legal custodian, or any other person responsible for the student within a reasonable time after the determination that the student is absent from school.

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

A student at the time of his or her initial entry to school shall present to the person in charge of admission, any records given to him or her by the school he or she most recently attended and a certification of birth or a comparable certificate or certification issued pursuant to Ohio law.

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

ACADEMICS AND GRADING SYSTEM

Curriculum

The School will ensure that all core content area curriculum, instructional and educational materials and textbooks are aligned to the State standards and will update the curriculum alignment if ever revised by ODE. For additional information concerning the school's curriculum contact the Principal.

Progress Report

Student's academic progress will be communicated to parents in the form of quarterly report cards.

Please refer to the school calendar for the exact dates that interim reports and report cards will be sent home.

Promotion and Retention

In general, students who have mastered the curriculum areas will be promoted to the next grade level at the end of each school year. However, retention may be recommended for one or more of the following reasons: non-mastery of the curriculum, discipline record, age of the child, maturity level, and attendance record. If a student fails Math or Reading two or more quarters, they may be asked to attend summer school and could possibly be retained.

Per the Third Grade Reading Guarantee, State law requires that each school district in Ohio assess reading skills for students in kindergarten by November 1st, and first, second and third grades by September 30th of each year to determine whether they are reading at grade level ("On-track") or not reading at grade level ("Not on-track"). If a student is identified as being not on-track the School will notify the parent or guardian and the School will immediately provide intervention services to improve the student's reading performance. In addition, the School and the parent or guardian will develop a Reading Improvement and Monitoring Plan. Unless the student meets an exception, if the student does not attain an appropriate level of reading competency by the end of Third Grade, they must be retained. For information concerning midyear promotion and a copy of the complete Promotion and Retention Policy, contact the principal.

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

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

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

Standardized Testing

Students attending Clay Avenue Community School are assessed in the fall and spring of each school year using a nationally normed referenced test. Results of these tests will measure the academic growth of each individual student and will be sent home in the beginning of the following quarter or the following school year, depending on the assessment and when the results are available. Provisions for the participation of students with a disability, as defined by The Individuals with Disabilities Education Act and Ohio law, in any testing session shall be determined in accordance with the student's IEP.

School Supplies

You are provided a list of supplies that are needed for school. During the school year, additional supplies may be required. **Having the proper supplies is important to academic success. Once school supplies are brought in, they become classroom community supplies. If your child leaves, you may not be able to get those supplies back.**

Homework Philosophy and Guidelines

Teachers at their discretion will assign homework. Homework will consist of skill reinforcement and practice activities that reflect classroom learning.

In addition to homework assignments, research supports the importance of students in all grades reading or being read to for a minimum of 20 minutes per day. Adding basic comprehension questions intermittently while reading adds to the effectiveness of a home reading program.

Take a few minutes to make your child a better student for a lifetime!

The Answer to the Question:

Why Can't I Skip My Twenty Minutes of Reading Tonight?

Let's figure it out-mathematically!

Student A reads 20 minutes five nights every week;
Student B reading only 4 minutes a night. Or not at all!

Step 1: Multiply minutes a night X5 each week.

Student A reads 20 minutes X5 times a week=100 minutes a week;

Student B reading 4 minutes X5 times a week=20 minutes a week.

Step 2: Multiply minutes a week X4 weeks each month.

Student A reads 400 minutes a month;

Student B reads 80 minutes a month.

Step 3: Multiply minutes a month X9 months.

Student A reads 3600 minutes in a school year;

Student B reads 720 minutes in a school year.

Student A practices reading the equivalent of ten whole school days a year.

Student B practices reading the equivalent of only two whole school days a year.

By the end of the 6th grade if Student A and Student B maintain these same reading habits, Student A will have read the equivalent of 60 whole school days, while Student B will have read the equivalent of only 12 school days. One would expect the gap of information retained will have widened considerably and so undoubtedly, will school performance.

CODE OF CONDUCT

The Code of Conduct contains regulations governing the conduct of students. It has as its central purpose the prevention of actions interfering with the school program. Students, parents, and staff are expected to acquaint themselves with this handbook and building procedures and the *Code of Conduct*. Every staff member of Clay Avenue Community School is required to enforce this *Code of Conduct*. All students are expected to conform to the Code of Conduct and are subject to the School's disciplinary process when they fail to do so. The Code of Conduct applies to any behavior that occurs: on school grounds; off school grounds at any school activity, function, or event; traveling to and from school or school activities on school transportation; or via the internet to the extent it affects the learning environment.

The Rights and Responsibilities of Students and Parents

Students and parents have rights that Clay Avenue Community School must observe, but also understand that responsibilities accompany individual rights. The individual rights of students will be weighed against the safety and welfare of the majority of students in the school. Above all, Clay Avenue Community School will maintain discipline to support and enable the conduct of a quality educational program.

Student and Parent Rights

1. **The Right to Due Process of Law:** Before a student is suspended or expelled, students and parents have the right to be informed about alleged misbehavior and provided with an opportunity to respond to such a charge. Students and parents

will receive notice of the reason(s) for proposed disciplinary action and will be given the opportunity to challenge the action. Removal, suspension, expulsion, and appeal procedures are posted at the School and are available to parents and students upon request.

2. **The Right to Privacy-Property of Students:** A student's right concerning searches of personal property will be balanced by the responsibility of the School to protect the safety and welfare of all students. School equipment including lockers, furniture, computers, and related accessories are the property of the School. They are on temporary loan to students and are subject to examination by School personnel at any time.

Parent Responsibilities

Parents have the responsibility to:

1. Support school officials in their efforts to develop and maintain a well-disciplined school.
2. Teach their child socially acceptable standards of behavior.
3. Teach their child to have respect for law, authority, and the rights and property of others.
4. Teach their child to be accountable for his/her own actions and help the child to grow and develop into a self-disciplined citizen.
5. Share the responsibility for student conduct with the school.
6. Maintain an active interest in the student's schoolwork and activities.
7. Require prompt and regular attendance at school.
8. Attend parent conferences.

Student Responsibilities

Students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities must be met at all school functions whether the student is in the school building, traveling to or from school via transportation provided by the school system, online, or whenever representing Clay Avenue Community School.

1. **Active Participation:** Students have the responsibility for actively engaging in the serious business of learning. For example, they will attend school regularly and be on time. They will remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and make every effort to achieve mastery of the lessons.
2. **Obedience to Laws and Rules:** The laws of society and school rules have been created to guarantee each individual's rights and safety. Students will assume personal responsibility for obedience to these laws and rules.
3. **Responsible Exercise of Free Speech and Expression:** Students will express opinions in a manner that is not offensive, illegal, obscene, or inconsistent with the educational goals of the school. The rights of others will be respected and there can be no interference with the orderly educational process.

4. Avoidance of Illegal or Dangerous Items: Students will not bring materials, substances, or objects prohibited by law or school policy to school or school activities.

Expectations for Students

1. Students will follow all rules outlined in this Parent/Student Handbook.
2. Students will cooperate with parents in their efforts to ensure regular daily attendance.
3. Students will respect all that are involved in the educational process. This includes all staff, other students, parents, and themselves.
4. Students will take grade cards, interim reports, notes, letters, and all other important information home to parents/guardians.
5. Students will complete all academic assignments.
6. Students will learn appropriate skills to deal with conflict situations in an effort to avoid disrespectful and harmful behaviors.
7. Students will develop and maintain a positive attitude toward education. They are to demonstrate those strategies that will enable them to be successful, self-motivated students. These strategies include good study habits, appropriate communication tools, good citizenship qualities, and test-taking skills.

Expectations for Parents/Guardians

Parents will be responsible for knowing the expectations as outlined in the Parent/Student Handbook and will send students to school well-equipped, well-rested, in good health, and with a positive attitude.

1. Parents will ensure that students arrive at school on time every school day and inform school personnel when a student is absent.
2. Parents will provide the school with updated information to enable school staff to communicate quickly and effectively in the event of an emergency. This information includes the names, addresses, and telephone numbers of those individuals who should be contacted in case of any emergency.
3. Parents will make a special effort to communicate with teachers at least once each grading period in order to monitor student progress on a regular basis.
4. Parents will provide a designated study time and place for students to complete academic assignments in the home.
5. Parents will attend scheduled parent-teacher conferences and support other school-related activities.
6. Parents will meet their child's teacher(s) at the beginning of each year.
7. Parents that contribute to the disruption of the educational environment or present a risk to the safety or well-being of the School's students and/or staff may be excluded from the School facility at the discretion of the principal.

Expectations for Staff

1. Staff will be responsible for the distribution, explanation, and enforcement of the rules and regulations as outlined in the Student/Parent Handbook.

2. Staff will be responsible for the frequent monitoring of student progress, attendance, and behavior through a variety of ways.
3. Staff will model acceptable behavior that exemplifies the high expectations held for students and parents.
4. Staff will be responsible for keeping lines of communication open between the home and school, which includes meeting with parents.
5. Staff will provide leadership embodying the principles of conflict resolution in the building and in class.
6. Staff will provide a healthful environment conducive to learning and focus on academic achievement.
7. Staff will use a positive reinforcement behavior management system.

Philosophy of Student Conduct and Discipline

Developing a student's self-discipline is a legitimate and constructive goal of education. Parents, communities, and the schools play key roles in shaping student conduct and ensuring good discipline. An essential element of effective discipline is regular parent communication through telephone calls, conferences, written notes, and school visitations.

Schools must be places where effective learning can occur. Schools must maintain standards of conduct and discipline because students and school personnel have a right to a safe and orderly learning environment. Therefore, students are prohibited from engaging in behaviors endangering the safety of others or interfering with the school program. Prompt and effective disciplinary actions will be taken to address these behaviors.

Disciplinary Options

Disciplinary alternatives such as those listed below, may be used by principals and staff. The options are not listed to indicate any progression order that is to be followed. Infractions will be viewed according to their flagrancy.

Individuals with Disabilities Education Improvement Act Of 2004

The Code of Conduct applies to all students enrolled in the School; however students with disabilities will be treated in accordance with the provisions of the Individuals with Disabilities Education Improvement Act of 2004, and any subsequent regulations affecting the provisions. This does not necessarily preclude exclusion from school or school bus/vehicles as a result of a crisis or any emergency or as provided by law.

For more information on the rights of students with disabilities, please contact the Ohio Department of Education, or refer to the publication, *A Guide to Parent Rights in Special Education: Special Education Procedural Safeguards Notice.*, available at www.ode.state.oh.edu.

Lunch Detention

A lunch detention is administered by the teacher or principal during the student's recess.

Emergency Removal from School

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from school without prior notice and hearing. Written notice of the removal and the hearing, which must be held within one (1) school day of the student's removal, shall be provided as soon as practicable.

A student in grades pre-kindergarten to three 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.

The school may not initiate suspension or expulsion proceedings against a student in grades pre-kindergarten to grade three who was removed as an emergency removal unless the student has committed an act that could result in a one-year expulsion under the Weapons Expulsion rules, described above, or as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

Students are to remain home during school hours and not attend/participate in school sponsored function(s) pending the hearing. Should an out-of-school suspension be warranted, days of removal will be applied to the days of out-of-school suspension.

Restitution

Parents of students responsible for defacing or damaging school property could be required to pay the cost of restoring or repairing the property.

Positive Behavior Interventions and Supports

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

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

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

Suspension

While students are suspended from school, they shall be afforded the opportunity to receive all of their homework assignments. During suspension, students are not permitted to participate in extracurricular activities or be on any school property.

The principal, assistant principal or principal designee may suspend a student. Prior to suspending a student, the principal, assistant principal or principal 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; and
2. Provide the student an opportunity to appear at an informal hearing before the principal, assistant principal or principal designee and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

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

1. The reasons for the suspension;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the suspension;
5. Notice of the right to request that the hearing be held in executive session; and
6. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the principal within five (5) school days of the written notice of suspension. The principal shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

Out of School Suspension

Out-of-school suspension is removal of a student from school for a period of one to ten days.

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

EXPULSION

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

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

1. The principal shall give the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the principal 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 principal 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 principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear.
2. Provide the student and parent, guardian, or custodian an opportunity to appear in person before the principal or the principal'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 principal shall also provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

1. The reasons for the expulsion;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the expulsion;
5. Notice of the right to request that the hearing be held in executive session; and
6. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the principal within fourteen (14) calendar days of the written notice of expulsion. The principal shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

If the principal expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year the notice shall provide

the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

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

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

Weapons Expulsion

A student must be expelled for one year for:

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

A student may be expelled for one year for:

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

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

Knife is defined as cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters, or other similar tools determined by 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 principal 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 capable of causing serious bodily injury; the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife capable of causing serious bodily injury; a recommendation from qualified individuals concerning circumstances that justifiably mitigate the student's culpability.

Suspension, Expulsion, and Removal from Bus

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

SEARCHES

Principals and their designees are permitted to search the person, school property, and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

The search of a student's person or intimate personal belongings shall be conducted by the principal or his or her designee. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by school personnel.

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

Search and Seizure of Property:

1. School lockers, desks, and property are on loan to the students and remain the property of the School. They may be inspected and reclaimed at any time.
2. Students must not keep prohibited items, including drugs, drug paraphernalia, look-alike substances, firearms, explosives, and property belonging to others within their lockers, backpacks or desks.
3. Students must open their lockers at the request of School officials.
4. When on School grounds, students and their personal property may be searched if a school official has reasonable suspicion to believe the search may turn up evidence that the student has violated or is violating the law or School rules.
5. A student shall have the opportunity to be present during the search of his or her locker, desk, or other property unless the student is absent from School or the safety or welfare of the School or an individual necessitates a search during the student's absence.

The search of a student's person or intimate personal belongings shall be conducted by the Principal or his/her designee. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the School.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School has established a zero tolerance for alcohol use. The School also authorizes the use of canines, trained in detecting the presence of drugs, when the Principal or his/her designee has reasonable suspicion that illegal drugs may be present in the School. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on School property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

The Principal or his/her designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal or his/her designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

INFRACTIONS AND CONSEQUENCES

CEO and founder of Imagine Schools, Dennis Bakke states in his book *Joy at Work* that, "I like the traditional Jewish definition of justice: 'To each person what he deserves, to each one what is appropriate.' If I combine this definition with an assumption that each person is unique, I

logically complete the sentence this way: ‘Fairness or justice means treating everyone *differently*.’” (*Joy at Work*, 2005, page 28.)

Clay Avenue Community School’s discipline plan promotes this idea of fairness by looking at each student individually and determining the appropriate actions.

In order to better inform parents of students who are disciplined, Clay Avenue Community School has developed and adopted a Five Level System. The system is nothing more than a means of communicating to students, staff and parents the disciplinary actions that will be or may be enforced as a result of a student’s misconduct. Consequences are not ‘automatic’ and are not listed in any particular, or progressive, order. Each offense or series of offenses will be evaluated individually and at the discretion of the principal and/or his/her designee.

Clay Avenue Community School has discipline guidelines with five (5) levels. **These levels of infractions and consequences are guidelines only and the principal and/or his/her designee will have discretion and ultimate authority to decide what consequence to apply to a particular infraction.**

Level 1 Infractions

- Persistent lack of effort, preparation or participation
- Disruptions
- Inappropriate Behavior
- Dress Code Violation
- Inappropriate Language
- Inappropriate Materials

Actions not listed that impede, obstruct, or interfere with the educational process or school regulations

Level 1 Consequences (in no particular order)

- Detention
- Saturday Detention
- Out of School Suspension
- Loss of Recess Privilege

Level 2 Infractions

- Lying/Cheating
- Disruption of an Assembly
- Inappropriate or unauthorized use of Technology(including but not limited to, Computer Equipment, Cell Phones, Social Networks)
- Failure to Serve Detention OR failure to complete an assigned punishment or consequence.
- Physical Aggression

- Abusive Language
- Inappropriate Location/Out of Bounds Area

Actions not listed that impede, obstruct, or interfere with the educational process or school regulations

Level 2 Consequences (in no particular order)

- Saturday Detention
- Out of School Suspension (May result in Long-Term Out of School Suspension)

Level 3 Infractions

- Fighting
- Harassment/Intimidation
- Bullying
- Use or Possession of Tobacco Products
- Flagrant, Vulgar, Deliberate Misbehavior
- Gross Disrespect of Faculty/Staff
- Property Damage/Vandalism <\$300, Restitution Required
- Theft <\$300, Restitution Required
- Forgery/Plagiarism
- Defiant Behavior/Insubordination/Non-compliance

Actions not listed that impede, obstruct, or interfere with the educational process or school regulations

Level 3 Consequences (in no particular order)

- Out of School Suspension
- Long-Term Out of School Suspension
- Expulsion

Level 4 Infractions

- Defiant Behavior/Insubordination/Non-compliance
- Bomb Threat/False Alarm (Fire)
- Indecent Exposure
- Theft >\$300, Restitution Required
- Forgery/Plagiarism
- Property Damage/Vandalism >\$300, Restitution Required
- Threatening Behavior (Written, Verbal, Digital or Physical)
- Use or Possession of Alcohol during School or School Activities
- Sexual Harassment
- Inappropriate Physical/Sexual Contact

Actions not listed that impede, obstruct, or interfere with the educational process or school regulations

Level 4 Consequences (in no particular order)

- Long — Term Suspension
- Expulsion

Level 5 Infractions

- Use or Possession of Firearms, Knives, Weapons or Explosives
- Use or Possession of Illicit or Illegal Drugs
- Physical Assault

Actions not listed that impede, obstruct, or interfere with the educational process or school regulations

Level 5 Consequences

- Expulsion

STUDENT USE/MISUSE OF TECHNOLOGY

Technology can greatly enhance the instructional program. Computers and use of the network or on-line services support learning and enhance instruction. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical, and legal manner. It is the policy of the School to: (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 and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act.

Technology and Electronic Communication Devices are collectively defined as all electronic or technological devices, including but not limited to cellular telephones, beepers, pagers, radios, I-Pods, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, hardware, electronic devices, software, Internet, e-mail, texting, cellular phone cameras or other cameras, and all other similar networks and devices (collectively “Technology”).

The use of Technology at the School, while on School property, at School-related events or School-sponsored activities whether on or off School property, is a revocable privilege. Failure to abide by this policy may render a student ineligible to use the School’s computers, any other Technology, loss of privilege to bring Technology on to School property or at School events, and may bring disciplinary action up to and including expulsion.

Unacceptable uses of Technology include but are not limited to:

1. Text messaging or e-mailing on or off School Property during School hours to or from a student on School Property;
2. Sexting, which is the act of sending sexually explicit messages or photographs, primarily between cellular telephones or other electronic communication devices;
3. Violating the conditions of the Ohio Revised Code dealing with students’ and employees’ rights to privacy;

4. Using obscene, profane, lewd, rude, inflammatory, threatening or other language that may be offensive to another user;
5. Reposting (forwarding) personal communication without the author's prior consent;
6. Copying commercial software in violation of copyright law;
7. Harassing another person;
8. Posting false or defamatory information;
9. Plagiarizing information found on the Internet;
10. Using the network for financial gain, for commercial activity or for any illegal activity;
11. Accessing and/or viewing inappropriate material;
12. Using digital cameras or camera phones to invade the privacy of others by sending unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web.

Students engaging in any of the above behaviors are subject to severe penalties including:

1. Denial of access to computer and network equipment and resources.
2. Verbal or written reprimand.
3. Detention.
4. Suspension.
5. Criminal charges.
6. Expulsion.

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of electronic communications containing, 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 supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy.

CELL PHONE POLICY

Please see the policy attached as Addendum 1.

TOBACCO-FREE ENVIRONMENT

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

WELLNESS POLICY/FOOD AND BEVERAGE RESTRICTIONS

The school recognizes that good nutrition and regular physical activity affect the health and well-being of the school's students. Thus, Clay Avenue Community School is committed to providing

a school environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating and physical activity. No carbonated or caffeinated outside drinks may be brought to the school.

NONDISCRIMINATION POLICY

Clay Avenue Community School will not tolerate harassment against any staff member or student on the basis of sex, race, color, national origin, religion, age, disability, sexual orientation, or status as a Vietnam War veteran and all other veterans. Any parent or student may file a complaint with the principal or contact Imagine Headquarters.

STUDENT TRANSPORTATION AND PICK-UP AUTHORIZATION FORMS

To help ensure the safety and protection of your child, the school requires written authorization for any adult other than the child's parent or guardian to pick up the student. You will find this form at the school's front office.

EMERGENCY CHANGES IN TRANSPORTATION

If your child must change their regular mode of transportation, you are required to send a written notice to your child's teacher. We are not able to take alternate transportation requests over the phone. Should there be an emergency that affects the regularly scheduled means of transportation: Clay Avenue Community School will accommodate requests on a case-by-case basis.

DRESSING FOR SCHOOL

Clay Avenue Community School enforces a school uniform policy. At Clay Avenue, we believe that appropriate clothing supports a positive learning environment. The school dress code will be the following for all students:

1. **Solid color** polo style shirts may be long or short sleeved and are to be worn buttoned and tucked in at all times.
2. Khaki (tan), black or navy pants, shorts, skorts, skirts, and jumpers are to be worn firmly at the waist. Shorts, skirts and jumpers must be longer than fingertip length when hands are at your side.
3. Cold weather attire may include solid color sweaters, cardigans, or vests. **No hoods or jackets are allowed.** Long sleeved shirts may be worn UNDER a short sleeved polo in cold weather.
4. Shoes should allow your child to run and play safely during recess and physical education class. (Tennis shoe or street shoe) **No flip flops, high heels, open toed or shoes without backs are permitted.**
5. Hats, bandanas, large jewelry items and other accessories are not to be worn in the school.
6. No leggings or tights at any time including dress down days.
7. No torn, tattered, or frayed items, including jeans, shorts, and pants that have holes or rips by design.

Halters, tube tops or other tops that show your child's midriff are not allowed at school. Short skirts or shorts, open-toed shoes, high heels, platform shoes, shoes without backs and roller skates are to be left at home.

Be sure to check the weather, if possible, before sending your child to school. If it is wet outside, send your child with an umbrella or raincoat. If it is cold or snowy, your child should wear a jacket, hat, gloves, and boots (optional). Remember recess is outdoors, if it is dry and the temperature is not below 20 degrees including the wind chill.

Dress Code Violation

Students who do not adhere to the dress code policy will receive a Dress Code Infraction Form. This form must be returned to the principal the next day signed by a parent or guardian. After the first violation, students will call home for a change of clothing. The parent or guardian will be required to bring appropriate clothing to school to allow the student to comply with the dress code policy.

PERSONAL ITEMS

The school will not accept responsibility for lost, stolen, or destroyed personal items of students. Students are encouraged not to bring belongings to school, such as basketballs and/or footballs, which are not necessary for education. More specifically, electronic games, toys, walkmans, CD players, cell phones, pagers, computers, iPods/MP3 players, and/or boom boxes are not permitted unless the teacher has granted written permission. Should the items be brought to the school, the school is not responsible for lost, stolen, or destroyed personal items. If any items deemed inappropriate are brought to school they will be confiscated and held in the main office until the parent, guardian, or caregiver properly retrieves them. Please be aware that Clay Avenue Community School will not be held responsible for anyone who loses or gets injured as a result of wearing earrings in gym or otherwise throughout the school day.

HEALTH REQUIREMENTS, SERVICES AND MEDICATIONS

The School recognizes its responsibilities to help protect the health of students. Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept in the front office and used in emergencies.

Clay Avenue Community School shall have on file for each student an emergency medical authorization form providing information from the parent(s) or guardian on how they wish the school to proceed in the event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

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

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

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

Student Illness

When a student becomes ill at school, the parent will be notified to take the child home. Any student suspected of having a communicable disease will be referred to a physician for examination and recommendation for exclusion from school. Readmission will be allowed by a health care provider's statement. Students with repetitive occurrences of lice or influenza (fever, upper respiratory infection, headache, and body aches) will require a health care provider's statement before readmission, at the Principal's discretion.

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

Please call by 9:00 a.m. on days your child is ill. You may call before the office opens and leave a message. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), 5th disease, hepatitis, measles, mumps, meningitis, strep throat, ringworm, and scabies. This information is helpful in the control of illness among students.

Health Screenings

All kindergarten, first, third, fifth, and seventh (vision only) graders and new students to Clay Avenue Community School will be screened for adequate vision and hearing. Referral forms will be mailed to parents when further evaluation by a physician is recommended.

Kindergarten and first grade students enrolled for the first time at the school must be given vision screening by November 1st.

Head Lice

From time to time, students get head lice. Lice are highly contagious. If your child is found to have lice, you are required to pick him/her up immediately. The student must be treated and report to the school office before he/she is allowed back in the classroom. Treatment advice is available through the school office or your doctor. Most children can be treated and return to school within 24 hours.

Bed Bug Policy

Since bed bugs are not known to transmit disease, students will not be excluded from school due to bed bugs. If it is suspected that a student has bed bugs, they will be removed discreetly from the classroom so the school nurse or qualified individual can perform an inspection of the student's clothing and belongings. If bed bugs are found, nonessential items for the school day such as book bags and coats will be put into a large plastic bag and tightly sealed. The parents will be notified immediately by the school nurse or school administration. Further instructions will be given to the parents on how to send the student to school the following day.

Non-Custodial Parent Record Request

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

Administering Medication

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

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

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

- The name and address of the Student;
- The School and class in which the Student is enrolled;
- The name and dose of the medication to be administered and/or contained in the inhaler or auto injector;
- The times and intervals at which each dosage of the drug is to be administered (if applicable);
- The circumstances in which the auto injector should be used (if applicable);
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);

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

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

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

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

See attached the policy attached as Addendum 2.

GENERAL INFORMATION

Reporting Child Abuse and Neglect

Teachers, administrators, and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect.

A report will be made immediately to the County Children Services Board or a municipal or county peace officer in the county in which the suspected abuse or neglect is occurring or has occurred. The principal shall be made aware of suspected abuse or neglect.

Field Trips

When students are traveling away from school, they are subject to the same rules and regulations outlined in the Code of Conduct for in-school behavior. Teacher discretion is paramount in deciding student eligibility to participate in field trips based on classroom behavior.

Signed permission slips must be on file with the teacher for each student for each field trip. All students **MUST** ride on the bus with their teacher to and from the destination. Parents who volunteer must complete the necessary volunteer forms to ensure student supervision and safety.

Volunteers

The protection and well-being of students enrolled in Clay Avenue Community School are paramount. A background check may be required for volunteers depending upon their level of contact with students. BCI location information is available in the front office. Volunteers who have no disqualifying events will then be added to our list of volunteers.

Visitor's Policy

We have an open door policy at Clay Avenue! Parents are welcome to visit and volunteer in the classrooms. Please make arrangements prior to visiting, if possible and check-in at the office upon your arrival.

Visitors that cause a disruption of the educational environment or present a risk to the safety or well-being of the School's students and/or staff may be excluded from the School facility at the discretion of the School's Principal.

Food Delivery Services

Students may not use food delivery services (such as Uber Eats, Grubhub, DoorDash etc.) on school property or school-sponsored events to ensure the safety of students and personnel.

Holiday and Birthday Parties

Holiday and birthday parties are held at each individual teacher's discretion. No party will be permitted without advance notice of at least 24 hours being provided to the teacher and/or principal. Parties are held during the lunch period or at the close of the school day for no more than 15 minutes. Parent participation is encouraged.

Notification of Pesticide Application

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

Parent/Teacher Conferences

Parent/Teacher conferences are held at least once each year and the School may require an initial parent/teacher conference at the time of enrollment. During these established times, parents, guardians, and/or caregivers are encouraged to schedule a conference. Informal conferences, which must be scheduled by the teacher, can be held before or after school or during the teacher's classroom special period. Please call or write your child's teacher to schedule an appointment.

Do not interrupt teachers during morning transition or throughout the school day. You may schedule an appointment for a conference. You may leave a message for teachers as we will not forward calls to their classrooms.

Re-Enrollment

If no notice is received from a parent by June 30th as to their intent to send their child back to Clay Avenue Community School for the next school year, it will be assumed that the child will not return and that another student may fill the position.

Sealed/Expunged Record

Except as otherwise required by law, the School shall not release to anyone records which have been expunged or sealed.

School Telephones

School telephones are for staff use only. Students will only be allowed to use the phone during emergency situations.

Emergency Response and Crisis Management Plan

Clay Avenue Community School strives to provide a safe and secure environment for students and to protect your child should a crisis/emergency occur.

A school wide *Safety/Crisis Plan* has been developed and provided to school personnel for assisting and responding to various crisis/emergency situations.

Your cooperation is also needed should a crisis arise. For more information concerning a school crisis, please refer to local radio or television stations for updates. Parents may also receive information related to any emergency via the School's all call system and class dojo. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the school may limit the availability of telephone lines needed to access emergency rescue services.

Parent Organization

The Parent Teacher Organization (PTO) is a school organization comprised of parents, teachers, administrators, and volunteers whose objective is to provide support to the scholastic and extracurricular programs of our school through fund raising and volunteer assistance. It is a mechanism by which parents can become involved and contribute to the continuing excellence of the school as well as voice their suggestions and concerns.

What are the goals and objectives of the Parent Organization?

Providing a better education for our children requires a close working relationship among parents, administrators, teachers, students, and the community. Our goals and objectives include, but are not limited to:

1. Expand parental and teacher involvement.
2. Build greater parental trust and support for the school personnel.
3. Communicate effectively with parents, administrators, teachers, students, and the community members.
4. Ensure high academic standards among all students.
5. Raise money for school improvements, special purchase items, classroom supplies and student events.

Title I Parent Involvement Policy

Clay Avenue Community School has adopted a policy addressing the importance of parent involvement. In addition to existing policies and/or guidelines, the school also recognizes the need for a policy that meets requirements under Section 1118 of the Elementary and Secondary Education Act, as amended.

Parents of Clay Avenue Community School's students are vital contributors in the education of their children. Accordingly, they are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children belong. Moreover, they are encouraged to be kept informed of the academic progress their children make as a result of participation in these programs. It is through mutual understanding and close cooperation between the school and home that a student's academic success will improve. Two-way communication, both verbal and written, provides a sound base for a good partnership between the school and home to provide an effective educational program for all students.

The Title I Parent Involvement Policy is fulfilled as follows:

1. Parents will be notified in writing regarding their child's participation in a Title I program. The written material includes a copy of this Parent Involvement Policy.
2. Early in the school year, parents will be invited to meet the staff, learn more about available Title I programs, ask questions, and give suggestions. They will also understand how progress will be measured and how they will receive feedback about their child's progress. Parents will also be invited to attend all parent- teacher conferences.
3. Efforts will be made to assist parents in understanding federal and state academic expectations, state content standards, student performance standards, the School curriculum and School expectations and assessment results. This will be accomplished by scheduling regular parent meetings throughout the school year.
4. Parents will be encouraged to visit the School for volunteer training and information, visit their child's classes, actively volunteer in the life of the School and attend other meetings and events. In addition, the School will encourage parents to offer their ideas and suggestions to the School staff.
5. The School will seek suggestions from community-based organizations and coordinate parent involvement opportunities with such programs.
6. Parent newsletters or similar communication will be sent to all families. This communication will provide for home reinforcement of skills and concepts taught at school.

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 your local school for more information and help.

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

What will happen when you contact your local school?

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

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

What are your rights as a parent?

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

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

Clay Avenue Community School policies and procedures for special education are available. Contact the School principal if you wish to review these procedures.

ESEA Notification

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

Complaint Procedure

The Board of Directors ("Board") and Imagine Schools believe that complaints from parents or other members of the community should be addressed thoroughly and completely. The people involved should treat one another with the highest level of respect and dignity. Complaints are best resolved where the issue originated, typically with the teacher.

1. Initially, complaints shall be addressed formally or informally with the school teacher. Complaints must be made in a civil/respectful manner in order to be considered by school personnel. Where appropriate, the complaint should be in writing on a form developed by the principal and should contain a statement of the

facts and the specific outcome desired by the parent/guardian or other person making the complaint (“Complainant”). The Complainant may sign the complaint and should be given a copy. The teacher should work with the Complainant to resolve the issue in a timely, professional and courteous manner. The efforts used to resolve the complaint and the outcome should be noted on the form. Allegations involving illegalities should be reported immediately to the principal, Imagine’s Regional Representative and the Board’s legal counsel.

2. Complaints unresolved through parent/teacher communication or complaints involving teachers or staff members should be in writing as noted in 1. above, and directed to the principal. The principal shall investigate and attempt to resolve the issue in a fair and timely manner. The outcome should be noted on the form and further documented by letter or email as appropriate under the circumstances. If the principal cannot resolve the issue, the complaint (with documented history of preceding steps) is forwarded in written form to the Imagine Regional Representative.
3. The Imagine Regional Representative shall conduct an independent investigation. by contacting all persons involved. The outcome of the investigation should be noted on the form and further documented by letter or e-mail as appropriate under the circumstances. If the Imagine Regional Representative cannot resolve the issue, the complaint (with documented history of preceding steps) shall be forwarded to the Sponsor Representative assigned to the school and the Board’s designated representative, typically the Board’s attorney. The designated representative shall conduct an investigation by contacting all parties involved and report the results to the Board, Imagine Schools, and the Sponsor. The Board shall inform the Complainant, and any other necessary parties about the results of its investigation. The Complainant may address the Board during the Public Comment period at a Board meeting.

Education of Homeless Children and Youth

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

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

- A. transportation;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education

- Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
 - D. programs for gifted and talented students; and
 - E. school nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview:

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

Notice of Nondiscrimination and Grievance Procedures Including Title II, Title VI, Title IX, Section 504 and ADA

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

Vallrey Crump
1030 Clay Avenue
Toledo, OH 43608

Protection of Pupil Rights Amendment (PPRA) Notification

Description of Intent

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

Rights Afforded by the PPRA

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

- The right to provide consent before students is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
 1. political affiliations or beliefs of the student or student's parent
 2. mental or psychological problems of the student or student's family
 3. sex behavior or attitudes
 4. illegal, antisocial, self-incriminating, or demeaning behavior
 5. critical appraisals of others with whom respondents have close family relationships
 6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
 7. religious practices, affiliations, or beliefs of the student or Parent/Guardian
 8. income, other than as required by law to determine program eligibility

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

- The right to inspect, upon request and before administration or use, of the following:
 1. Protected Information Surveys of students
 2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 3. instructional material used as part of the educational curriculum

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

Notification Procedures

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

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

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

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

Reporting a Violation

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

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

The Family Education Right and Privacy Act of 1974 (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that

identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents/Guardians and Students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. 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 by the School in an administrative, supervisory, academic or support staff position, including but not limited to, Imagine school employees; a member of the school law enforcement unit; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); and/or 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.

The School may make disclosures of personally identifiable information contained in the student's education records to the Ohio Department of Education and the School's sponsor, the Ohio Council of Community Schools.

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

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

OFFICIAL DESIGNATION

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

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

OR

 X HAS designated the following marked information as directory information (“X” applicable information below):

- X Student’s name
- _____ Student’s address
- _____ Student’s electronic mail address
- _____ Student’s photograph
- _____ Student’s telephone number
- _____ Student’s date and place of birth
- _____ Student’s major field of study
- _____ Student’s participation in officially recognized activities or sports
- _____ The weight and height of members of athletic teams
- _____ Dates of attendance
- _____ Degrees, honors and awards received
- _____ Date of graduation
- _____ Student’s grade level
- _____ The most recent education agency or institution student attended

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

- _____ All school related publications
- X Yearbook
- _____ Honor roll
- X Other recognition lists
- X Activity programs
- X Awards or awards ceremonies
- X Graduation programs
- X Sports
- _____ Student directory
- _____ Other
- _____ All of the above

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

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

The form below may be utilized for the purpose.

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

PLEASE DO NOT MAKE AVAILABLE MY STUDENT'S DIRECTORY INFORMATION WITHOUT MY PRIOR WRITTEN PERMISSION.

Name of Student: _____

Parent or Responsible Custodian/Guardian Signature

Date

Printed Name of Parent or Responsible Custodian/Guardian

Date

PARENT AND STUDENT SHOULD KEEP THIS HANDBOOK AFTER SIGNING AND RETURNING THE NEXT THREE PAGES FOR PLACEMENT IN THE STUDENT'S FILE.

Signature Page

Please Sign and Return to Teacher

**Clay Avenue Community School
Home-School Partnership
2019-2020 School Year**

The parents/guardians of Clay Avenue Community School recognize that we have a responsibility to actively work to strengthen the communication and commitment between the home and the school. As parents/guardians we agree to...

- send our children to school appropriately dressed, prepared to learn, on a daily basis, and on time.
- make every effort to read to our children at least 15 minutes a day.
- make every effort to attend at least one parent-teacher conference a year to discuss academic progress of our children.
- assist our children with their homework assignments on a regular basis to ensure completeness and accuracy.
- monitor our children’s television watching.
- become knowledgeable about the curriculum our children are expected to learn.
- become knowledgeable about the assessments that will measure our children’s achievement.
- ask questions of the teacher and school personnel and listen to the responses about our children’s progress, assignments, and their educational needs.
- make every effort to support the parent teacher organization (PTO) by becoming more knowledgeable about the school curriculum, decision-making, and school district expectations.
- make every effort to participate in the Parent Teacher Organization (PTO) by suggesting parent training sessions or educational topics for discussion.

Parent/Guardian

Child’s Name/Teacher

Parent/Guardian

Child’s Name/Teacher

Child’s Name/Teacher

Signature Page

**Clay Avenue Community School
Parent/Student Handbook
2019-2020**

Student's Name: _____ **Grade:** _____

Parent's/Guardian's Name: _____
Please Print

We have received a copy of the Clay Avenue Community School Parent-Student Handbook for 2019-20. We have read and understood the Handbook and 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.

Agreed to by:

Student's Signature _____ **Date** _____

Parent's Signature _____ **Date** _____

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

APPENDIX 1
Electronic Device and Cell Phone Policy

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

APPENDIX 2
Anti-Harassment, Anti-Intimidation, and Anti-Bullying Policy

I. Introduction

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

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

II. Definition of Harassment, Intimidation or Bullying

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

such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.

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

III. Types of Conduct

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

IV. Publication of Policy

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

1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.
2. At least once each year, a written statement in substantially the same form as the Annual Notice 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.

V. Complaints

A. Written Complaints

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

B. Verbal Complaints

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

C. Protection of Person Filing Complaint

1. Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and

administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying.

D. False Complaint

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

VI. School Personnel Responsibilities

A. Teachers and Other School Staff

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

B. Administrator Responsibilities

1. Investigation

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

2. Remedial Actions

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

VII. Reporting Obligations

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

VIII. Police and Child Protective Services

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