



Global Educational Excellence Academies

Family & Student Handbook & Code of Conduct

Bridge Academy of Ohio (est. 2007)

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Full-day Kindergarten through third grade

Central Academy of Ohio (est. 2007)

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Fourth through Eighth grade

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It is the policy and practice of the academy to provide equal educational opportunities. Programs will be administered without regard to race, religion, physical or mental challenges, gender, national origin, ancestry, age, weight, height, marital status, or any other legally protected characteristic. This policy is carried out in all of the school's practices.

ACADEMY MISSION STATEMENT

To Promote Lifelong Learning by Nurturing Academic Excellence, Positive Character, and an Appreciation of Cultures.

GEE MISSION STATEMENT

Global Educational Excellence (GEE) empowers “schools of choice” by nurturing academic excellence, positive character traits, and an appreciation of cultures.

BOARD OF DIRECTORS

Each Academy has its own Board of Directors. The Board consists of members of the community, parents of students and outstanding citizens nominated to these positions. The Charter Authorizer approves each Board member. The School Board is the governing body of the Academy and holds monthly meetings to resolve important school matters. Members of the public are always welcome and encouraged to attend School Board meetings. The schedule is posted in the office at each school and on the school’s website.

SERVICE PROVIDER

Global Educational Excellence was founded in 1998 to offer the highest quality educational services to public school academies. Its founders, Mohamad Issa and Dr. Said Issa, have had extensive experience in the management and leadership of schools. Mohamad Issa has worked with start-up schools for over ten years, providing business and management expertise to enable schools to maximize resources.

Dr. Said Issa’s medical training has given him a special perspective on the growth and development of children, a perspective that he has shared in his years as a founding board member of Central Academy. Together, they formed GEE as a vehicle for developing nurturing educational environments where all children are offered quality educational opportunities.

As the service provider for the academy, GEE manages financial information, human resources, the development and implementation of a curriculum, grant writing and government compliance, the maintenance of the school’s physical facility and environment, and student educational record-keeping. With the guidance of the School Board, GEE recruits and engages academy staff members, including teachers and administrators who are best suited to the school and its student community.

ADMISSION POLICY

The Academy is a public charter school (an Ohio community school) that is open to any Ohio resident. The Academy does not deny admission to anyone on the basis of intellectual or athletic ability, measures of achievement or aptitude, physical handicaps,

religion, creed, race, gender, color, or national origin.

APPLICATION PROCESS

There are two enrollment periods at the Academy. There is an open enrollment period for students interested in attending the Academy for the first time. The re-enrollment time period is for students returning to the Academy for another year.

OPEN ENROLLMENT (FOR NEW STUDENTS)

- ❖ After accommodating all re-enrolling students, siblings have second priority.
- ❖ If there are more sibling applicants than there are spaces available, the Academy will perform a random selection or lottery drawing to determine which students are selected for the spaces available. Public officials will conduct the random selection.
- ❖ New students have the next priority. During the open enrollment period new students should send in their applications. All new students who do not get in will be placed on the waiting list according to their order in the lottery selection. Applicants who apply after the lottery will be added on the list in the order they enroll.
- ❖ Students who have been expelled from other schools due to major offenses will not be admitted to the Academy. If there are more new students than there are spaces available for them (after siblings and returning students) a random selection drawing will be scheduled.
- ❖ The Academy will perform a random selection or lottery drawing at the end of the open enrollment period to determine which students are selected for the spaces available.
- ❖ Public officials will conduct the random selection drawing and the new students will be placed on the waiting list according to their order in the lottery selection.
- ❖ Students who apply after the lottery drawing will be added on the list in the order they enroll.
- ❖ Whenever spaces become available during the academic year, families on the waiting list will be contacted. If interested, the child must be registered immediately or the next person on the list will be contacted until all spaces are filled. It is very important to update your contact information so you don't miss the opportunity when it comes.
- ❖ Registration and waiting lists will NOT carry over to the following academic year. Interested families must fill out a new Student Enrollment Application for each academic year.
- ❖ Only legal guardians or parents may enroll a student.

RE-ENROLLMENT (FOR RETURNING STUDENTS)

- ❖ Interested students must re-enroll for the following school year during the time period set by the School Board by submitting an application form by the deadline established by the Academy.

OPERATING HOURS

7:45 am - 8:25 am STUDENT DROP-OFF

8:00 am - 8:25 am BREAKFAST

8:30 am - 3:30 pm FULL DAY

3:30 pm - 3:45 pm STUDENT PICK-UP

Supervision of students before and after school is not provided.

Parents, please arrange for your child's transportation if you are unable to personally pick them up by 3:45 p.m. If your child is being picked up during the school day by anyone who is not on the emergency card, a photocopied ID and a signed note specifying who is picking up the child must be presented to the school office in order for the child to leave with that person.

Siblings of students being tutored will not be supervised after dismissal. Repeated incidences of violation will result in loss of tutoring privileges for both the student and sibling.

Please be advised with regard to weather-related delays and closings, we will generally follow Sylvania Public Schools unless specifically announced on radio and television.

The stations to watch and/or listen to are:

- TV Channels (11, 13, and 14)
- Radio Stations (AM 1370, FM 92.5)

ATTENDANCE

EXCUSED ABSENCES

An absence will be considered excused when the parent/guardian informs the school by 9:00 a.m. the day of the absence. If there is no notification before this time, the absence WILL be unexcused. NO EXCEPTIONS.

EXCUSED ABSENCES ARE:

- ❖ Religious observations
- ❖ Personal sickness (including medical and dental visits) or illness of a family member
- ❖ Death in the family
- ❖ Court Matters

- ❖ Other urgent situations

All homework missed due to excused absences can be made up. Students are allowed two days to make up a missed assignment. It is the student's responsibility to find out what assignments they have missed.

UNEXCUSED ABSENCES

When the parent/guardian does not inform the school of the child's absence and reason for the absence by 9:00 that school day, the absence is marked unexcused. After the third (3rd) unexcused absence, a meeting will be held with the principal and the parent. If the matter is not resolved through the meeting with the principal, the matter will be referred to the truancy prosecution office in the county.

- ❖ Homework due the day of an unexcused absence will not be accepted.
- ❖ Homework assigned on the day of an unexcused absence cannot be made up.

TARDINESS

- ❖ A tardy is considered excused if the parent walks in with the child and signs his/her child in if they arrive before the 9:00 a.m. absence deadline.
- ❖ If a student is going to arrive at school later than 9:00 a.m., the parent must call the attendance line and let the school know.
- ❖ If there is no phone call prior to 9:00 a.m. the student will be marked absent.
- ❖ The parent must walk in with the student when they arrive at school and the tardy will be unexcused if there was no prior phone call.
- ❖ Five (5) unexcused tardies will be counted as one unexcused absence.
- ❖ After the fifth (5) unexcused tardy a student will NOT be allowed in school without a parent-principal conference held to develop a plan on how to decrease the student's tardiness.

RETENTION POLICY

Grades K-5: More than 15 total absences may result in retention unless there is a legitimate reason prearranged with the school administration.

Grades 6-8: More than 10 total absences in a semester may result in failure of the class unless there is a legitimate reason that has been prearranged with the school administration.

ABSENCE FROM PHYSICAL EDUCATION CLASSES AND/OR RECESS

Requests that a child be excused from Physical Education or outdoor play at recess need to be accompanied by a note from the parent or physician explaining the reason. Parents that request their child not participate in Physical Education or recess for more than a day should submit a physician's statement giving the physical reason for the

excuse from gym. Both physical education and outdoor recess are considered a part of the school program and children are expected to participate in them.

PUBLIC VISITATION POLICY

Visitors are always welcome and appreciated. For the safety of all students and staff, we request that all visitors report to the school office BEFORE proceeding anywhere in the school buildings. No siblings under the age of five (5) may visit the classrooms, even when accompanied by a parent.

IN THE OFFICE THE VISITOR WILL:

- Sign-in & specify classroom(s) to be visited, and duration of time to be spent in each;
- Be issued a visitor pass to be worn for the duration of the visit; and
- Sign out when the visit is over.

Guest students age seven (7) and older are welcome at the Academy. However, the host student must obtain written permission from the principal at least ONE DAY BEFORE the actual visit. On the day of the visit, the guest must report to the school office to obtain a visitor's pass BEFORE proceeding anywhere in the school. He/she must also sign in on the Academy visitor's log and remember to sign-out when the visit is over. During the last two weeks of school, no guest permissions will be given to any students.

Student guests are expected to observe all Academy rules, including proper dress code. Student guests are also the responsibility of the student whom they are visiting. Please remember that the host/hostess student must still follow his/ her daily routine, and is not exempt from any schoolwork or scheduled exams. Please be advised that no more than one (1) visitor will be allowed in any one classroom in one day. Moreover, the principal reserves the right to deny permission for any visitation.

EMERGENCY AND ILLNESS PROCEDURE

- ❖ Parents are responsible for informing the school office staff of any medical condition a child may have.
- ❖ The parent or guardian is responsible for keeping the information on the card current, including phone numbers, addresses, and guardians.

STUDENT EMERGENCY AND ILLNESS PROCEDURE

- Student Emergency Cards must be on file at the school office at all times.
- Parents are responsible for informing the school administration of any medical conditions a child has.
- The parent or guardian is responsible for keeping the information on the card current, including phone numbers, address, and guardian.
- If your child requires emergency room care at a hospital, his/her Emergency Card

will be consulted and a copy of the card will accompany the child to the emergency room to authorize necessary emergency treatment if a parent is not immediately available.

MEDICATION

Medication is defined as: prescription, non-prescription, and herbal, and includes those taken by mouth, inhaler, injection, or applied to eyes, nose, or skin. The student's parent/guardian must give the school written permission and a request to administer medication. Written directions for the administration of medication must be from a physician that describes how the medication is administered. One adult in the presence of another adult – except when emergency threatens the student's life – must administer medications. A student may self-administer medication so long as the Academy office has written permission from the parent and the medication is labeled from a pharmacy. If the student abuses this responsibility, the administration may remove this privilege.

INJURIES AND ACCIDENTS

In case of an accident or injury to a child, the parents/guardians will be contacted immediately. An Injury/Accident Report Form will be completed and forwarded to the parent. A copy of this form will be maintained in the office. If parents cannot be reached, school administration may request an ambulance if they feel it is necessary.

ILLNESS

If a student becomes ill at school, a school staff member will contact the parent/guardian and recommend that the student be picked up. The Board of Directors may require students to submit to periodic health examinations. Please make sure that you sign out ill children from the school office before taking them home. If the school staff sees the need for urgent care and parents cannot be contacted, 911 will be called to assist. If the incident is an accident/injury, an Injury/Accident Report Form will be completed and forwarded to the parent. A copy of this form will be maintained in the school office and the student's file.

Any student reasonably suspected of having a communicable disease -- defined as "an illness due to a specific infectious agent or its toxic products that results from transmission of that infectious agent or its products from a reservoir to a susceptible host directly, as from an infected individual or animal, or indirectly through the agency of an intermediate plant or animal host, vector, or the inanimate environment," -- will be contacted and may be excluded from school until the individual's physician submits a written recommendation for continuation of attendance. The Academy Board may require students to submit to periodic health examinations.

MANDATORY EXCLUSION FROM SCHOOL:

Temporary exclusion from school is mandated by state law for several medical

conditions as listed in Ohio Revised Code 3301. Please see the law text for complete requirements. The following precautions shall be taken for children suspected of having a communicable disease:

- The parent shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.
- A child with any of the following signs or symptoms shall be isolated immediately and discharged to the parent:
 - ❖ Diarrhea (more than one loose stool in a twenty-four-hour period);
 - ❖ Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - ❖ Difficult or rapid breathing;
 - ❖ Yellowish skin or eyes;
 - ❖ Conjunctivitis;
 - ❖ Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms;
 - ❖ Untreated infected skin patch(es);
 - ❖ Unusually dark urine and/or grey or white stool; or
 - ❖ Stiff neck.
- A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the program coordinator or team leader and the parent(s). While isolated, the child shall be observed for the following symptoms:
 - ❖ Unusual spots or rashes;
 - ❖ Sore throat or difficulty swallowing;
 - ❖ Elevated temperature;
 - ❖ Vomiting; or
 - ❖ Evidence of lice, scabies, or other parasitic infestation.

STUDENT ASSESSMENT

OAT

The State of Ohio requires the administration of the Ohio Achievement Test as an assessment for students' learning.

ELEMENTARY

Grade 3 - Reading & Mathematics

Grade 4 - Reading, Mathematics, and Writing

Grade 5 - Reading, Mathematics, Science & Social Studies

MIDDLE SCHOOL

Grade 6 - Reading & Mathematics

Grade 7 - Reading, Mathematics & Writing

Grade 8 - Reading, Mathematics, Science & Social Studies

HONOR ROLL

The academy encourages all students to maintain high academic standards by honoring middle school students who achieve a cumulative grade point average (GA) of 3.0 and above at the end of each marking period. GPA's will be calculated for each student based on individual grades in each subject area.

- Silver - GPA between 3.0 and 3.49
- Gold - GPA between 3.50 and 4.0

STUDENT REPORTS AND CONFERENCES

PROGRESS REPORTS AND REPORT CARDS

An academic year is divided into 4 marking periods or quarters. The first two quarters make up the first semester and the remaining two quarters make up the second semester. For 1st through 8th grades, report cards are issued and mailed to the students' homes after every quarter. Teachers will conduct parent/teacher conferences twice a year.

Progress reports will be given out at each mid-quarter. Please consult the school calendar for exact dates of scheduled conferences, report cards, and progress reports. Kindergarten, report cards go home at the end of each semester.

TEXTBOOK POLICY

- Teachers may issue students textbooks and other materials for student use during the course of the academic year. These books are on loan to the student for that period.
- Books should be covered and kept clean.
- If the book is not returned at the end of the school year, the student/family must pay for the missing book or item.
- If the book or other item that is returned is in poor or damaged condition (in excess of the normal wear and tear), the student/family must pay a damage fee to be determined by school administration.

LOST & FOUND POLICY

Students should first check their classrooms and school cafeteria and grounds for lost or misplaced items. We strongly encourage parents to clearly mark their child's name on

all personal items and clothing articles. We also recommend that expensive items not be brought to school, for example electronic devices and jewelry. The Academy is NOT responsible for any lost, damaged, or stolen items belonging to the student.

CONTACT INFORMATION

Please feel free to call the school at any time with any school concerns. The phone numbers for each academy are on the Handbook Cover. If the parent needs to reach a teacher, the best times to call are before or after the school day. During the school day the parent may leave a message and the call will be returned when the teacher is available. Students with urgent or emergency matters have a phone available to them during the day in the school office. Parents are not to call the child's cell phone during the school day as this will result in a discipline violation for the student and the confiscation of the student's phone.

CHARACTER TRAITS

We believe that character education is a basic ingredient in the education process. The Academy staff has identified the following character traits as important for the development of responsible citizenship. These character traits are taught and practiced throughout the school year in a variety of specific lessons and settings.

RESPECT: Respect is the foundation for a safe and peaceful school environment that is conducive to learning. Respect may be further divided into respect for oneself, respect for others, and respect for property.

COOPERATION: We believe that by working together, we will produce quality work and achieve academic excellence. Cooperation means listening to each other, sharing ideas, with each participant doing his or her part.

HONESTY AND INTEGRITY: Truthfulness and sincerity will create a positive atmosphere, a great school, and produce students who will succeed in life.

SAFETY: A safe environment contributes to successful learning. Emotional and physical safety is the responsibility of everyone, meaning that we are careful not to hurt ourselves or others. We attempt to solve our problems with mediation strategies.

PERSEVERANCE: We believe that if students remain constant to their purpose, idea, or task in the face of obstacles or discouragement, they will reach their goals in life.

RESPONSIBILITY: We are responsible for our thoughts, actions, and feelings, taking pride in our efforts and successes. It also means that we admit when there is need for improvement. We view ourselves as active participants in the advancement of self and others throughout our lives. Responsibility means success.

CONSERVATION: Our property and our environment are of utmost importance and we must actively participate in taking care of both. Conservation also means that we re-

use and recycle resources and appreciate the abundance of possessions that are often taken for granted.

CONSIDERATION: Consideration involves saying what is true and kind and helping others at every opportunity. When we treat each other with kindness and consideration, we will have the opportunity to enrich the lives of others and ourselves by what each of us has to offer.

COMPUTER/INTERNET POLICY

Internet services are available to all students for the purposes of instruction and academic support. Students are expected to conduct themselves ethically and be mindful of all applicable laws and regulations. They should be familiar with procedures for accessing email and/or the Internet and have participated in training provided by the school. Students should have specific information objectives and/or search strategies formulated before they access the Internet. School policy states that **ALL** students must have a signed Acceptable Use Policy form on file before they are allowed to use the Internet independently.

The following are unacceptable uses of e-mail/Internet by students who access the network through school accounts or using school-owned equipment, any of which may result in the revocation of Internet privileges or, depending on the nature of the offense, detention or suspension.

Unacceptable use includes but is not limited to:

- ❖ Sending or displaying offensive messages or pictures;
- ❖ Using obscene, harassing, or insulting language;
- ❖ Violating copyright laws or fair use practices;
- ❖ Trespassing in others' folders, documents, or files;
- ❖ Using the network for commercial or political purposes;
- ❖ Using the network to access inappropriate materials;
- ❖ Intentionally damaging computers, computer systems, or computer networks;
- ❖ Using other's passwords;
- ❖ Indiscriminate personal use – Purchases, personal emailing, or “instant messaging”;
- ❖ Downloading software without permission of school administration or network technician;
- ❖ Other behaviors in violation of Academy policy, state statutes, or federal laws.

STUDENT RESPONSIBILITIES:

Authorized usage: Students using school district technology as an educational resource shall also accept the responsibility for the preservation and care of that technology. Only those students with appropriate and explicit authorization may use academy

technology resources. It is the student's responsibility to obtain written permission from an authorized person before removing any technology resource from the school premises. Each student who takes possession of school equipment acknowledges that he/she will be the sole operator, whether on or off the school premises.

VIDEO FILMING AND PRESENTATION

It is the student's responsibility to secure permission from the principal to air a video production. Appropriate visual, textual, and audio content is expected. It is the student's responsibility to obtain the appropriate consent of people, places and/or events being shown in a video production. It is the student's responsibility to be aware that cultural traditions may preclude an individual from participating in video production. The supervising teacher or a designated individual will assist students in making appropriate decisions.

PRIVACY OF INDIVIDUALS AND/OR THE DISTRICT

It is the student's responsibility to respect the privacy of others and to maintain his/her own privacy regarding electronic resources and passwords.

Students shall not access, copy, or modify passwords, files, email, voice mail, or other materials belonging to other users without explicit authorization of the supervising teacher or designated supervisor. In the case of suspected misuse or threat to electronic systems, system administrators have the responsibility to review passwords, files, email, voice mail, or other materials stored on any district system by users.

A student shall not publish the works of others. A student shall not publish or disseminate personally identifiable information of a student. Personally identifiable information includes, but is not limited to, the student's name, name of the student's parent or other family member, address of the student or student's family, a personal identifier (such as the student's social security number or student number), or a list of personal characteristics or other information that would make the student's identity easily traceable, including visual images.

DRESS CODE POLICY

DRESS CODE NOTES

PLEASE OBSERVE THE FOLLOWING AT ALL TIMES:

- ❖ Clothes, jewelry, symbols, or anything that may be offensive, inappropriate, and/or disruptive or denote membership in a gang are not allowed.
- ❖ Pants worn under the coat must be navy blue dress pants. NO jeans will be allowed under the jilbab.
- ❖ Hats and doo-rags are not allowed to be worn inside the building.
- ❖ Students at the Academy must be in full school uniform at all times.

❖ Students out of uniform will be sent to the office.

The school uniform for both boys and girls is as follows unless revised by the School Board:

DRESS CODE SUMMARY

GRADES K - 5	GRADES 6 - 8
Gray (Academy) polo shirts, (short or long sleeves) or Gray (Academy) sweatshirts (long sleeves)	Blue (Academy) polo shirt, (short or long sleeves) or Blue (Academy) sweatshirts (long sleeves).
Turtle-Neck Sweaters: may be worn during cold weather, UNDER the Academy Polo/sweat shirts. Acceptable colors: black, white, gray, or navy blue.	Turtle-Neck Sweaters: may be worn during cold weather, UNDER the Academy Polo/sweatshirts. Acceptable colors: black, white, gray or navy blue.
Navy blue or black dress pants are allowed. NO DENIM (JEANS), SWEATPANTS, NYLON PANTS	Navy blue or black dress pants are allowed. NO DENIM (JEANS), SWEATPANTS, NYLON PANTS
Socks: gray, navy blue, white, or black socks must be worn at all times.	Socks: gray, navy blue, white, or black socks must be worn at all times.
Tennis shoes or shoes without excessive decorations and no open-back, open-toe, or high-heeled shoes.	Tennis shoes or shoes without excessive decorations and no open-back, open-toe, or high-heeled shoes.

ELECTRONIC DEVICE POLICY

All student cell phones/electronic devices must be kept in the student’s locker or other location and are not allowed to be on the student’s person at any time during school hours. Cell phones/electronic devices must also be turned off during the school day and are not to be used on school property during school hours. Failure to follow this policy could result in the confiscation of the cell phone/electronic device from the student for the remainder of the school year. The school is not responsible for any fees

accrued during the time the cell phone/electronic device is under a staff member's control. The student who possesses the cell phone/electronic device assumes responsibility for its care and the Academy is not responsible for preventing theft, loss, or damage to the cell phone/electronic device brought onto its property or under the care of a GEE employee.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.

- ❖ Parents or adult students should submit a written request to the school principal indicating as precisely as possible the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or adult student, of the time and place where the records may be inspected.
- ❖ If a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
- ❖ If the student's record involves answers to a standardized test, the District will not provide the requestor a copy of standardized test questions.

2. The right to request amendment of the student's education records that the parent or adult student believes are inaccurate or misleading.

- ❖ Parents or adult students may ask the Academy to amend a record that they believe is inaccurate or misleading. This request should be made in writing and given to the principal. The request should clearly identify the part of the record they want changed and should specify why it is inaccurate or misleading. The Academy may or may not comply with the request.

3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent.

- ❖ FERPA permits disclosure of school records without consent to school officials with legitimate educational interests. A school official is a person employed by the Academy as an administrator, supervisor, instructor, or support staff member (including health person or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Academy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such

as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- ❖ The student or parent will be notified if a court has requested access to the student's records. Parents of adult students will be allowed access to the records without the student's consent providing the student is considered a dependent under Section 152 of the Internal Revenue Code and has not graduated from the district. Observations and personal notes kept in the sole possession of an individual teacher, counselor, or administrator as a memory assistance device are not part of the student's educational record. If these are shared with another staff member or used in evaluation or in planning, they are then considered part of the educational record.
- ❖ Upon request, the Academy discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- ❖ Parents or adult students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

FIELD TRIP POLICY

Field trips enhance learning and provide depth to a student's educational experience. Individual classroom teachers plan school-sponsored field trips. A permission slip with details of the trip will be sent home for a parent's signature whenever a field trip is planned.

- ❖ A signed permission slip must be returned to the school in order for a child to go on a field trip.
- ❖ Parent volunteers are strongly encouraged to participate on field trips. Younger siblings are not allowed.

We strongly encourage parents to clearly mark their child's name on all personal items and clothing articles. We also recommend that expensive items not be brought to school; ex., electronic devices and jewelry.

Parent Participation Policy
Parents have a right to ensure that their children receive the best possible education available within their means. Parents have the right to review all curriculum and surveys before they are distributed to students. Research has shown a strong link between parent participation in the schooling process and student achievement.

PARENTS SHOULD:

- ❖ Participate in the Parent-Teacher Involvement Committee;
- ❖ Attend the two parent/teacher conferences held each year;

- ❖ Sign and return the Progress Reports;
- ❖ Take the initiative to contact the teacher by the end of the first marking period if not already contacted by the teacher;
- ❖ Schedule a visit to the classroom at least once each marking period (please stop in the office before proceeding to class);
- ❖ Follow-up on the child's homework assignments and tests;
- ❖ Volunteer in the child's class and at the school.

TITLE IX: DISCRIMINATION POLICY

Pursuant to Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Using the guideline of the Title IX Amendment, the Academy is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior. It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties, subject to the supervision and control of the Academy school board, to harass or discriminate against a student based upon their gender. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day, including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities, or field trips.

SEXUAL HARASSMENT DEFINED:

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile, or abusive educational environment, or substantially or unreasonably interfere with an individual's education or limit an individual's ability to participate in or benefit from the education program.

GENDER DISCRIMINATION DEFINED:

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the School Board prohibits gender discrimination.

Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator, who is the Academy Principal. If the student has a complaint against the school principal, the student may contact the GEE Title IX coordinator at 734-662-7050, ext 206.

LEGAL REFERENCES: Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Title IX, Education Amendments of 1972; 34 C.F.R. Sect. 106.41 of the Title IX Regulation. Section 504, Rehabilitation Act of 1973; Education for all Handicapped children Act of 1975; Age Discrimination Act of 1975, P.L. 94-135; 15CFR8.a

STUDENT CODE OF CONDUCT

GOALS & OBJECTIVES

The Student Code of Conduct focuses on the concept of responsibility and rights based on democratic principles. This code is intended to help:

- ❖ Establish a school environment that provides an atmosphere conducive to active involvement in learning;
- ❖ Provide opportunity for self-direction and self-discipline;
- ❖ Provide experiences that develop attitudes of responsible citizenship and self-achievement;
- ❖ Provide for the safety and physical well being of all students;
- ❖ Implement conditions that clarify the responsibilities and rights of all participants in our school community;
- ❖ Convey that each student is an individual and that there are situational variations involving misconduct. Therefore, discipline and control will be treated as an individual matter for each pupil;
- ❖ Foster the idea that the best discipline is self-directed and preventive in nature rather than regulatory and restrictive;
- ❖ Encourage behavioral responsibility on the part of each individual within the school community; and
- ❖ Encourage communication that will clarify appropriate guidelines for behavior and clarify the roles of persons in the school setting.

LEGAL BASIS FOR SCHOOL DISCIPLINE

The Board of education of a school district or the governing board of an educational service center shall make any rules that are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon the school grounds or premises. (See R.C. 3313.20(A); see also Chapter 3313 generally.)

R.C. 3313.661(A): The board of education of each city, exempted village, and local school district shall adopt a policy regarding suspension, expulsion, removal, and permanent exclusion that specifies the types of misconduct for which a pupil may be suspended, expelled, or removed. The types of misconduct may include:

- Misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by that district;
- Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee and/or the property of such official or employee.

R.C. 3313.661(B): A board of education may establish a program and adopt guidelines

under which a superintendent may require a pupil to perform community service in conjunction with a suspension or expulsion imposed under section 3313.66 of the Revised Code or in place of a suspension or expulsion imposed under section 3313.66 of the Revised Code, except for an expulsion imposed pursuant to division (B)(2) of that section.

R.C. 3313.665: The Board may establish a reasonable dress code or may establish a school uniform.

Moreover, boards of education and school officials have considerable latitude to interpret their policies on student conduct. A board's reasonable interpretation of its own rules is controlling unless that interpretation is so extreme as to be a violation of due process. Thus, courts generally refrain from substituting their own notions in the construction of school rules.

In re Appeal of Suspension of Huffer from Circleville High Sch., 47 Ohio St.3d 12, 546 N.E.2d 1308 (1989). See also *Rohrbauch v. Elida Local Bd. of Educ.*, 63 Ohio App.3d 685, 579 N.E.2d 782 (Allen 1990); *Kiser v. Clear Fork Valley Local Sch. Bd.*, 1991 WL 12806, No. CA-2782 (5th Dist. Ct. App., Richland, 1-25-91); *Reed v. Vermilion Local Sch. Dist.*, 83 Ohio App.3d 323, 614 N.E.2d 1101 (Erie 1992); *Hardesty v. River View Local Sch. Dist. Bd. of Educ.*, 63 Ohio Misc.2d 145, 620 N.E.2d 272 (C.P., Coshocton 1993).

RESPONSIBILITIES & RIGHTS OF STUDENTS

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives each citizen certain rights. The Supreme Court has declared that a student does not shed those constitutional rights by walking through the school door. As students have had their rights clarified through litigation, so too have they been reminded of, and instructed in, their responsibilities. Rights, as afforded us by the Constitution, are a legal requirement. Responsibilities, on the other hand, refer mainly to the individual's obligation to others within society. In order for individuals to preserve their own rights, they must take upon themselves a sense of responsibility toward the preservation of the rights of others. This is to say that students do have rights to pursue their own self-fulfillment. Those rights terminate at the point where they begin to infringe upon the rights of others.

Responsibilities and rights included in this document are those related to: Classroom Behavioral Expectations, Protection from Corporal Punishment, Law Enforcement, Search and Seizure, Dress and Grooming, Freedom of Speech, Student Publications, Married and/or Pregnant Students, Access and Privacy of Records, and Students with special needs.

EACH STUDENT HAS THE RESPONSIBILITY TO:

- ❖ Respect the inherent human dignity and worth of every individual;

- ❖ Be informed of and adhere to rules and regulations established by the Board of Education and implemented by school administrators and teachers for the welfare and safety of students;
- ❖ Study diligently and maintain the best possible level of academic achievement;
- ❖ Be punctual and present for the school program;
- ❖ Observe fair rules in conversation and responsible journalism free of libelous or slanderous remarks and obscenities in verbal and written expression;
- ❖ Dress and appear in a manner that meets reasonable standards of health, cleanliness, safety, and decency;
- ❖ Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities;
- ❖ Behave in an appropriate manner while in attendance at school, on school buses, or at school related functions held on or off school grounds; and
- ❖ Possess and carry at all times a Middle School Student I.D. Card and present it as requested by school personnel.

CLASSROOM BEHAVIORAL EXPECTATIONS

Generally, standards for behavior throughout the school should be the same. However, each teacher may specify particular rules and procedures suited to the specific needs of the class. A rule of reason, restraint, and understanding applied to any difficult situation will go farthest in resolving existing differences.

Teachers cannot permit disturbances that interrupt the learning process. When a student feels an issue is very important and a difference of opinion has come about, the student should wait until the end of the period or seek a mutually convenient time to discuss the problem with the teacher unless it pertains to the lesson.

The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. When a student disrupts a class or refuses to accept the teacher's authority, that student should be referred to an administrator for appropriate action. If a teacher finds it necessary to send a student from a classroom for any disciplinary reason, the student must report immediately to the office.

A volunteer, contractor, or staff member engaged at the Academy is prohibited both from inflicting and from threatening to inflict corporal punishment upon any pupil, and from causing corporal punishment to be inflicted upon a pupil.

PROTECTION FROM CORPORAL PUNISHMENT

Teachers, principals, and central administrators are charged with certain rights, duties, and responsibilities in disciplining students. This includes the responsibility for making rules, giving commands and using disciplinary measures. An employee, volunteer, or

contractor engaged by the Academy is prohibited both from inflicting and from threatening to inflict corporal punishment upon any pupil, and from causing corporal punishment to be inflicted upon a pupil.

“Corporal punishment” is defined by the state as the deliberate infliction of physical pain by any means upon the whole or any part of a pupil’s body as a penalty or punishment for the pupil’s offense.

While recognizing that students may require disciplinary action in various forms, the Board of Education will not condone the use of unreasonable force and fear as appropriate procedures in student discipline.

Professional staff as well as support staff, within the scope of their employment, may apply reasonable force and restraint to:

- ❖ Remove a student who refuses to comply with a request to behave or report to the office;
- ❖ Quell a disturbance threatening physical injury to self or others; and
- ❖ Obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense or for the protection of persons or property.

LAW ENFORCEMENT

Officers of the local Police Department and County Sheriff’s Office and the County Juvenile Court do have the authority, after presenting proper identification, to remove a student from school. The law enforcement agencies mentioned have assumed responsibility for notification to parents of the removal of a student. When any such authority removes a child, the school will also inform the parents or guardian of the name of the agency and its phone number.

A student being interviewed by the police, a representative of the court, or other responsible social agencies regarding infractions of the law shall have the right to the following:

- ❖ The right to be informed of his/her legal rights;
- ❖ The right to be protected from coercion and illegal constraint; and
- ❖ The right to remain silent.

It is school policy to have the principal or his/her designee present during the student’s interview with the police.

SEARCH & SEIZURE

No student is to be randomly searched by school authorities but a search can be expected if school authorities have reason to suspect or believe that one of the following situations prevails:

- ❖ The student is withholding evidence of an illegal act; and/or
- ❖ The student is in possession of something, which is believed to present a danger to the health or safety of the student or others.

While school authorities are to respect the rights of each student in the use of his/her locker/desk, it should be clear that the desk and locker are the property of the school and are assigned to the student for the purpose of storing school-related materials and items essential to the educational well-being of the student.

Desk and locker inspections will be held at various times throughout the year. Searches of desks and lockers will be limited to the instances in which school authorities have reason to suspect that one of the following prevails:

- ❖ The student is using his/her desk/property/locker for illegal purposes or is using it to withhold evidence of a violation of the law;
- ❖ The student is using his/her desk/property/locker in such a way as to interfere with school discipline;
- ❖ The student is using his/her desk/property/locker in such a way as to interfere with the fundamental duty of school authorities to operate the school;
- ❖ The student is using his/her desk/property/locker in such a way as to endanger the health and safety of him/herself or others.

A student should be present when the desk/property/school locker is searched. If he/she is not, the school will notify the student as soon as possible that the search occurred.

FREEDOM OF SPEECH

The Academy recognizes that freedom of speech is a right of every American. A student may express his/her personal opinions, whether in the context of a class, general discussion, a campaign speech for student government office, or an editorial in a student publication. It is understood that the student's freedom of expression is not absolute and is limited in the following ways:

RESPECT FOR THE RIGHTS OF OTHERS;

- ❖ A student does not have the right to infringe upon the rights of others, encourage the breaking of existing laws or policies, or exceed the bounds of lawful assembly.

VIOLENCE IS TO BE AVOIDED;

- ❖ Physical aggression or threats against persons or their property will not be tolerated.

DECENCY IS EXPECTED AT ALL TIMES.

- ❖ A student's printed material, oral language, physical acts or displays, are unacceptable if obscene.

ACCESS & PRIVACY OF RECORDS

All parents and guardians of students under 18 years of age and all students 18 years of age or older have the right, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), to examine the official school records, files, and data relating directly to the student. They also have the right to amend any of the contents of said records to ensure their accuracy and fairness. The procedure for examining the student's records simply involves making a written or verbal request to the principal of the school. The principal shall provide access to the records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Unusual circumstances allow the principal to issue a notice extending the response time for not more than ten (10) additional school days.

Should the parents, guardians, or adult student want to amend the records, an appeal to this effect is made to the principal. If the principal decides that the material in question is accurate and fair and the parent or adult student disagrees, the principal's decision may be appealed to GEE and eventually to the Board of Education.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the adult student or the parent or guardian of a student under the age of 18, except to the teachers and officials of this school district who have a legitimate educational interest in such information, unless there has been a Federal request for submission of student records in connection with the student's application for financial aid.

If the student moves to another school system or applies for entry into college or other school, the student's records will be sent to the school or school system that is involved upon receiving this request from that school system. The parents, guardians, or adult student may review the record and discuss it with the principal. A small fee may be charged for each copy of the record.

The student or parent will be notified if a court has requested access to the student's records. Parents of adult students will be allowed access to the records without the student's consent providing the student is considered a dependent under Section 152 of the Internal Revenue Code and has not graduated from the district. Observations and personal notes kept in the sole possession of an individual teacher, counselor, or administrator as a memory assistance device are not part of the student's educational record. If these are shared with another staff member or used in evaluation or in planning, they are then considered part of the educational record.

STUDENT PUBLICATIONS

All middle schools have students involved in the process of writing, publishing, and distributing student publications. A policy has been written to safeguard the advisors,

principals, and students involved from editorial practices which could result in legal action. The advisor, editor, and his/her staff will enforce this student publication policy. The Board of Education reserves the right to designate which publications and productions violate the rights of others and are not protected by the right of free expression, and therefore prohibit their publication and distribution. The actions of the editorial board are subject to approval from the advisor of the school publication. The policy is as follows:

- ❖ Any material which will injure an individual's reputation, psyche, or future, or will expose an individual to unnecessary harassment or embarrassment, will not be published.
- ❖ Any material which is irrational and/or void of truth will not be published.
- ❖ Any material which is in poor taste and has no social worth will not be published.
- ❖ Any material which is prejudicial to a religious, ethnic, racial or other delineated group will not be published.
- ❖ Any material which is libelous to any specific person or persons will not be published.
- ❖ Language, pictures, music, or symbols that are obscene, libelous, or offensive to good taste shall be avoided.
- ❖ A by-line shall accompany every printed article, story, or presentation.
- ❖ School publications/productions shall not endorse any candidate for public office or take a political stand on any issue.
- ❖ All materials to be printed or produced are subject to review by the advisors and/or principal. Those who are denied approval for inclusion of materials in school publications/productions may appeal to a committee composed of the principal, the relevant advisors, and the presidents of each class. The function of this committee is to review and the appeal is conducted in an advisory capacity only. The final decision remains with the principal.
- ❖ Any material relating to issues which are not within the province of a school publication will not be published.

THE FOLLOWING REGULATIONS APPLY:

Schools may solicit business sponsorships to defray the cost of yearbooks. The principal has formulated guidelines for the sale of sponsorships and guidelines to ensure that such sponsorships are acknowledged in the yearbooks in a dignified manner. Display advertising will not be accepted.

Advertising in school publications may be accepted provided it meets criteria established by the principal.

SPECIAL EDUCATION STUDENTS

A special education student from birth through age twenty-five has a right to a free and appropriate public education in the least restrictive environment which complies with federal and state laws, regardless of the nature or severity of the disability. The standards of conduct contained within this code apply to all students, including special education students. However, due to the unique needs of special education students and federal/state laws, the procedures determining appropriate disciplinary action will vary when a special education student is involved. Therefore, specific policies and procedures developed by the Academy pertaining to special education students must be followed.

CODE VIOLATIONS AND CONSEQUENCES

OFFENSE DEFINITIONS/EXPLANATIONS:

The Academy promotes intrinsic self-evaluation where students are enabled to develop their own action plans to deal with any inappropriate behavior. The following list of violations with their consequences is not all-inclusive but is meant to give students/parents an idea of the possible penalty for violations.

VARIABLE OFFENSES

The rule violations which follow frequently vary in degree and intensity. These include but are not limited to indefinite suspension and referral to civil authorities and/or the Board of Education will be utilized. In less serious occurrences, parental conference, out-of-school suspensions of 1 to 10 days, after-school detention, in-school suspension, work program, or other punishment may be deemed appropriate including possible expulsion for 180 days. Whether the infraction is a first or second offense, grade level/maturity of the student may also determine the degree of punishment.

Bullying	Intimidation
Gross Disrespect	Insubordination
Disruption	Truancy
Gang Activity	Extortion
Fighting	Instigating Violence
Vandalism	Stealing or Knowing of Stolen
Possession	Property
Indecency	Sexual Harassment

ABSOLUTE OFFENSES

Some offenses are considered not to possess degree. The violation either occurs or does not occur. Should a violation occur, the minimum penalty listed shall be imposed. The

nature of the circumstances surrounding the offense may result in more serious punishments or penalties, including referral to the School Board for expulsion.

1. ALTERING SCHOOL DOCUMENTS - FALSIFICATION OF RECORDS - the act of changing, altering, or forging any school-related document, including but not limited to passes, re-entries, progress reports, report cards, transcripts, and computer/on-line records.

- PENALTY - Administrative intervention to expulsion.

2. ARSON - The willful and malicious burning of or attempt to burn any building or part of any building or any property of the school district.

- MINIMUM PENALTY - Expulsion for at least 180 days; also parent contact and possible referral to authorities.

3. BOMB THREAT - The deliberate attempt through verbal or written communication to disrupt normal school operations by reporting an impending threat of explosives on school property when no such threat exists.

- MINIMUM PENALTY - Expulsion up to 180 days; also parent contact and possible referral to authorities.

4. BULLYING - The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include but is not limited to actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.

- MINIMUM PENALTY - Suspension to expulsion and possible referral to authorities.

5. CRIMINAL ACTS - The act of committing or participating in any conduct or act defined as a crime by federal or state law or local ordinance.

- PENALTY - Suspension to expulsion.

6. CRIMINAL SEXUAL CONDUCT

- PENALTY - Suspension to expulsion.

7. DISCRIMINATORY HARASSMENT - The act of engaging in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct relating to a person's gender, race, national origin, religion, height, weight, marital status, handicap or disability (ex., sexual or racial comments, threats or insults, unwanted sexual touching, etc.).

- PENALTY - Administrative intervention to expulsion.

8. DISRUPTION OF SCHOOL - Inciting and/or contributing to the disruption of the educational process and/or school-sponsored activities.

- PENALTY - Administrative intervention to expulsion.

9. DISTRIBUTION OF PRINTED MATERIAL - The act of distributing unauthorized material on Academy property.

- PENALTY - Administrative intervention to expulsion.

10. DRUGS/ALCOHOLIC BEVERAGES, SALE/DISTRIBUTION - The sale, distribution, or transfer of illegal drugs, look-alike drugs, or alcoholic beverages.

- PENALTY - Ten-day suspension; also parent conference, referral to civil authorities, & possible expulsion up to 180 days.

11. DRUGS/ALCOHOLIC BEVERAGES, POSSESSION OR USE OF - Possession, use, or under the influence of alcoholic, illegal drugs, look-alike drugs, or other substances which produce irregular or abnormal behavior.

- MINIMUM PENALTY - Ten-day suspension; also parent conference, referral to civil authorities.

12. EXTORTION - The act of taking or attempting to take any money or things of value from a student in school in the presence of either an implied or expressed threat.

- PENALTY - Suspension to expulsion.

13. FALSE ALARM - The intentional act of initiating or participating in the setting of a false fire alarm or making a false fire, bomb, or catastrophe report.

- MINIMUM PENALTY - Five-day suspension, and possible referral to civil authorities.

14. FALSE ALLEGATIONS - The act of libel or slander or to make false allegations against another student, academy staff members, Board of Education members, or volunteers.

- PENALTY - Administrative intervention to expulsion.

15. FIGHTING - The act of engaging with another person in bodily contact in a physically threatening and/or destructive manner.

- PENALTY - Suspension to expulsion. (*See Physical Assault*)

16. FIREWORKS/EXPLOSIVE MATERIALS, USE OF - use of fireworks, explosive materials, or smoke-producing devices.

- MINIMUM PENALTY - Five-day suspension and confiscation; also parental contact.

17. FIREWORKS/EXPLOSIVE MATERIALS, POSSESSION - possession of fireworks,

explosive materials, or smoke-producing devices.

- **MINIMUM PENALTY** - One-day suspension and confiscation; also parental contact.

18. FIREWORKS/EXPLOSIVE MATERIALS, DISTRIBUTION - distribution of fireworks, explosive materials, or smoke-producing devices.

- **MINIMUM PENALTY** - Three-day suspension and confiscation; also parent contact.

19. FORGERY - The act of fraudulently using, in writing, the name of another person or falsifying times, dates, grades, addresses, or other data on school forms, documents, or stickers.

- **PENALTY** - Administrative intervention to expulsion.

20. GAMBLING - The act of playing any game of chance for money or valuables, including but not limited to card and dice playing.

- **PENALTY** - Administrative intervention to expulsion.

21. GANG ACTIVITY - A group of two or more persons whose purposes or activities include the commission of illegal acts or violation of Academy rules and/or policies.

- **PENALTY** - Administrative intervention to expulsion.

22. GROSS DISRESPECT - Willful and extreme rudeness directed toward school employees or other adults, including derogatory remarks and obscene gestures.

- **PENALTY** - Administrative intervention to expulsion.

23. HAZING - Any activity which endangers the physical safety of a student produces mental or physical discomfort, causes embarrassment or fright, or degrades the student.

- **PENALTY** - Administrative intervention to expulsion.

24. IMPROPER COMMUNICATION - The act of making threatening, annoying, nuisance, vulgar, and/or obscene communications -- verbally, in writing, or by gestures -- to any students or staff.

- **PENALTY** - Administrative intervention to expulsion.

25. IMPROPER USE OF TECHNOLOGY - The act of violating the "Acceptable Use Policy and Procedures" student contract for the use of computers, electronic information, resources, or other technologies (e.g., use of networks operated by the school district, etc.) nor shall the student violate the verbal or written directions of school district personnel regarding the acceptable use of computers and other technologies.

- **PENALTY** - Administrative intervention to expulsion.

26. INDECENCY - The act of offending against commonly recognized standards of good taste, including offensive displays of affection or use of ethnically offensive language.

- **PENALTY** - Administrative intervention to expulsion.

27. INSUBORDINATION/FAILURE TO COOPERATE - The failure to respond or carry out a reasonable request by authorized school personnel.

- **PENALTY** - Administrative intervention to expulsion.

28. INTIMIDATION - Interference with the normal school operation by threat of force or violence.

- **PENALTY** - Administrative intervention to expulsion.

29. OBSCENITY/PROFANITY - The act of using obscene or profane language by pupils, in verbal or written form or in pictures, caricatures, or obscene gestures.

- **PENALTY** - Administrative intervention to expulsion.

30. PARAPHERNALIA - Items related to or identified with the use of alcohol, tobacco and/or drugs, including but not limited to lighters, matches, pipes, rolling papers, etc.

- **MINIMUM PENALTY** - Confiscation of items; also possible remittance to authorities.

31. PERSONAL PROTECTION DEVICES - The act of possessing, attempting to possess, handling, or transmitting a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

- **PENALTY** - Suspension to expulsion.

32. PETITIONS - The act of presenting petitions which are not free from obscene or libelous statements, personal attacks, or are not within bounds of reasonable conduct.

- **PENALTY** - Administrative intervention to expulsion.

33. PHYSICAL ASSAULT - The willful, unprovoked striking, physically threatening to strike, or act of intentionally injuring any student or employee.

MINIMUM PENALTY - *Against another student:* suspension or expulsion up to 180 days.

Against a school employee, contractor or volunteer: permanent expulsion

34. PLAGIARISM - the act of using another person's ideas or writings as one's own. Includes the copying of language, structure, idea, and/or thought of another and representing it as one's own original work.

- **PENALTY** - Administrative intervention to expulsion.

35. SCHOLASTIC DISHONESTY - Includes but is not limited to the actual giving or

receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.

- **PENALTY** – Administrative intervention to expulsion.

36. SMOKING – The act of using cigarettes or other tobacco products anywhere on school property. More specifically: smoking in the building at any age, smoking in front of the school or on the sides of the building at any age, or smoking behind the school building at any age.

- **MINIMUM PENALTY**
- **1st offense:** Three-day suspension; also parent contact and referral to civil authorities.
- **2nd offense:** Five-day suspension; also parent contact and referral to civil authorities.
- **3rd offense:** Ten-day suspension; also parent contact and referral to civil authorities.

37. STEALING OR KNOWING POSSESSION OF STOLEN PROPERTY – The act of dishonestly acquiring the property of others and/or knowing and concealing the location or possession of such property.

- **PENALTY** – Suspension to expulsion.

38. TOBACCO POSSESSION – The act of possessing cigarettes or other tobacco products.

- **MINIMUM PENALTY** – Verbal warning and confiscation.

39. TRESPASSING/LOITERING – The act of prowling or loitering on foot, in a motor vehicle, or in other manner, in or around the school buildings or property without authorization.

- **MINIMUM PENALTY** – Administrative intervention to expulsion.

40. TRUANCY – The act of unauthorized and willful absence from a specific class or school for any period of time.

- **PENALTY** – Administrative intervention to expulsion.

41. UNAUTHORIZED PROTEST – The act of protesting which results in disruption of the school without the authorization of a principal.

- **PENALTY** – Administrative intervention to expulsion.

42. UNAUTHORIZED USE OF SCHOOL EQUIPMENT– The act of using school equipment (e.g., fax machines, copiers, computer equipment, laboratory equipment, athletic supplies, etc.) in any unauthorized, dangerous, or illegal fashion.

- **PENALTY** - Administrative intervention to expulsion.

43. UNLAWFUL DISRUPTION OF EDUCATIONAL PROCESS - including but not limited to an act of violence, in possession of a weapon, alcohol or drugs, or any act that interrupts the learning process.

- **PENALTY** - Possible suspension or expulsion up to 180 days; suspended from all after school activities for 90 days or more; referral to civil authorities, and possible transportation to police station

44. VANDALISM - The act of willful destruction of property belonging to others or the destruction, damage, or defacement of school property.

- **PENALTY** - Administrative intervention to expulsion.

45. VERBAL ASSAULT - Any act, oral or written, which can reasonably be expected to induce another person to be in apprehension of danger of bodily injury or harm, or the use of offensive language directed at a person where such language is likely to provoke a reasonable person to physical violence.

- **MINIMUM PENALTY** - Suspension or expulsion up to 180 days.

46. VIOLATIONS OF BUILDING'S RULES AND REGULATIONS - The act of committing or participating in any conduct or act prohibited by a school building's rules or regulations.

- **PENALTY** - Administrative intervention to expulsion.

47. WEAPONS-USE/POSSESSION - The act of possessing, using, or threatening to use any weapon, any reasonable weapon-like tool, or any instrument capable of inflicting bodily injury. *Includes look-alike weapons.*

- **PENALTY** - *Possession:* Confiscation, suspension or expulsion up to 180 days and parent contact; referral to civil authorities.
- *Use:* Expulsion from school, parent contact, and referral to civil authorities.

48. WEAPONS-DANGEROUS - A firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or an automobile or motorized vehicle.

- **PENALTY** - Permanent expulsion.

49. CELL PHONES, PAGERS, OTHER ELECTRONIC COMMUNICATIONS DEVICES - A firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, or an automobile or motorized vehicle.

- **MINIMUM PENALTY** - Confiscation and possible remittance to authorities.

RANGE OF PENALTIES

These disciplinary penalties are not to be construed as an all-inclusive list. They are not intended to limit the authority of school officials to deal appropriately either with violations of an individual school building's rules and regulations or with other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

EXCLUSION FROM SCHOOL

The term "suspension" means that a student shall not attend class or participate in any activity sponsored by the school, or be present on school property except by permission of an administrator of the school involved. Refusal of an administrator to permit a student to attend extracurricular activities shall not be construed as suspension from school.

IN-SCHOOL SUSPENSION

Only the appropriate administrator may assign students in-school suspension.

Students may be assigned up to five (5) days of temporary consecutive suspension.

The classroom teacher will be notified as soon as the student is assigned to the in-school suspension and will submit appropriate assignments for the student no later than the next morning before first hour. Students will receive credit for daily work done while in the in-school suspension program.

Since this is a school-related placement, student absences are reported as school-related on the attendance report for classes missed.

Students will have a 25-minute lunch break at a time when no other students occupy the cafeteria, and a five-minute break during the afternoon session, except for emergencies at the principal's discretion.

Attendance at assemblies and other activities during the school day will not be allowed during the suspension period.

Participation in extra-curricular and co-curricular activities will not be allowed during the time of in-school suspension.

No passes will be granted to students attending in-school suspension.

Progressive discipline will be applied in those cases where an administrator determines that the behavior changes did not occur or improve.

The Principal reserves the right to make any accommodations or adjustments to the above whenever he/she feels necessary.

TEMPORARY SUSPENSION

Temporary suspension lasts for a period not to exceed ten school days and may be

imposed by the assistant principal, principal, GEE, or designee. A student shall be fully informed in writing of the charges brought against him/her including the factual basis and rationale for such disciplinary action as may be imposed. If the charges include any of those listed in R.C. 3313.662 (*see Permanent Exclusion, below*) for which permanent exclusion may be sought, the written notice must indicate the possibility that the School Board may seek permanent exclusion.

The student shall have an opportunity to respond to the charges prior to the imposition of the disciplinary action unless the student's presence endangers persons or property or threatens the disruption of the academic process, thus justifying immediate removal from school, whereupon the necessary notice and hearing shall be provided as soon as practicable. The parents shall be notified immediately by phone or personal contact when a student is to be suspended from school. Written verification of such contact shall be made indicating date and person contacted.

When such suspension exceeds a period of five school days, verbal notification to parent or guardian shall be followed by written communication to the parent or guardian stating the charges, reasons, and conditions of the suspension and right of appeal. One copy of the letter shall be placed in the student's file.

GEE shall be notified in writing immediately of any suspension which exceeds a period of five school days. Following or in lieu of suspension, the principal may recommend either an extended suspension or expulsion to GEE. This recommendation shall be in writing and shall provide a review of the charges and their factual basis and state the reasons for the recommendation. GEE shall provide a copy of this recommendation to the parents. The responsibility for make-up work is with the student at the convenience of the teacher. Students have the responsibility to complete all assignments while on suspension. Credit will be received for daily assignments given during a temporary suspension from school.

Only GEE or the School Board may impose a suspension covering a period in excess of ten (10) school days but not to exceed thirty (30) school days. In such action the following procedure shall be followed:

- ❖ The parents shall be given written notice of the time and place of the hearing before GEE with the statement of charges and building administrator's letter of recommendation.
- ❖ Before any handicapped student may receive a long-term suspension, an Individual Educational Planning Committee (IEPC) meeting or Section 504 committee meeting must be convened.
- ❖ At such hearing, witnesses shall be heard regarding all contested facts. The parents, student, or the student's representative may question witnesses, may present

witnesses on the student's behalf, and may discuss the appropriateness of any sanction.

- ❖ The decision shall be in writing and shall specify the factual basis and rationale for the result and advise the parents of the right of appeal to GEE. Copies shall be delivered to the parents, the building administrator, and GEE.
- ❖ The Academy shall make every effort to provide an opportunity for a student under extended suspension to continue his/her education.

If a specific consequence is not stated for a violation of a particular rule, then disciplinary action may range from administrative intervention to suspension and/or expulsion, depending upon the nature and severity of the offense, the student's prior behavioral record, the recommendation of school personnel, and all other relevant circumstances.

LONG-TERM EXPULSION

State law allows the Board to impose a long-term expulsion of up to one (1) year under the following circumstances:

1. Bomb Threat – One-Year Expulsion

A student who makes a bomb threat directed at any school staff member, a school building, other school property, or a school-related event, may be expelled for a period not to exceed one year in accordance with a policy adopted by the Board. [R.C. 3313.66(B)(5)]

2. Possession of a Firearm on School Property – One-Year Suspension

A student who possesses a firearm on school grounds shall be expelled for one year unless a lesser period is deemed appropriate in accordance with a policy adopted by the Board. [R.C. 3313.66(B)(2)(a)]

3. Possession of a Firearm at a School Activity – One-Year Suspension

A student who possesses a firearm at a school activity that is not located on school grounds may be expelled for up to one year, but may be expelled for a lesser period if deemed appropriate, in accordance with a policy adopted by the Board. [R.C. 3313.66(B)(2)(b)]

4. Possession of Knife on School Grounds or Another's Knife/Firearm at School or a School Activity – One-Year Suspension

A student who (1) brings a knife on school grounds or (2) possesses another's knife or firearm on school grounds – or at a school activity not located on school grounds – may be expelled for up to one year if a resolution is adopted by the Board authorizing such expulsion. [R.C. 3313.66(B)(3)]

5. Criminal Conduct Causing Serious Physical Harm to Persons/Property – One-Year Suspension

A student engaging in conduct that would be criminal if committed by an adult and that causes serious physical harm to persons or property on school grounds – or at a school activity not located on school grounds – may be expelled for up to one year in accordance with a policy adopted by the Board. [R.C. 3313.66(B)(4)]

The building administrator may recommend a student’s long-term expulsion in writing to GEE. Expulsion is exclusion from the Academy and may be imposed only by the Board of Education in accordance with the following procedures:

- ❖ GEE shall determine whether to recommend a student’s expulsion to the Board of Education.
- ❖ GEE shall make every effort to hold a conference with the parent prior to making his/her final recommendation to the Board of Education.
- ❖ In accordance with the state law and School Code procedures, if an extended suspension is imposed by the designee of GEE, the student shall continue to be under suspension until GEE can make a recommendation to the Board and until the Board makes a final decision.
- ❖ GEE’s recommendation to the Board shall be in writing and shall include the essential elements which form the basis of the charge.
- ❖ A copy of the recommendation shall be transmitted to the parent of the student being considered for expulsion.
- ❖ The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of same to the parent at least five school days before the date of the hearing.

THE HEARING BEFORE THE BOARD SHALL BE CONDUCTED UNDER THE FOLLOWING PROCEDURES:

- ❖ The hearing will be private unless requested otherwise by the parent. The decision of the Board regarding any hearing is held in public.
- ❖ An attorney or other advisors of his/her choosing may represent the student.
- ❖ Witnesses may be presented at the hearing regarding the contested facts. The parent, student, or the student’s representative may question witnesses, may present witnesses on the student’s behalf, and may discuss the appropriateness of any proposed sanction. The School Board shall make reasonable efforts to arrange for witnesses to be present at the hearing.
- ❖ The hearing is not a court proceeding and court rules of evidence shall not be enforced at the appeal hearing. During the appeal hearing, witnesses may be heard regarding all contested facts.

- ❖ There may be present at the hearing the academy principal, the Board's attorney, and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
- ❖ The Board shall render a written opinion of its determination within five school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
- ❖ The Board acknowledges that it may have a continuing responsibility for providing an alternative educational service to handicapped students who have been suspended long-term or expelled.

SUSPENSION & EXPULSION OF HANDICAPPED STUDENTS

When a handicapped student engages in inappropriate behavior, a common inclination is to deal with the handicapped student in the same manner as a non-handicapped student. The reason for engaging in the inappropriate behavior, however, may be due to the student's handicapping condition or an inappropriate special education placement.

A handicapped student may be short-term suspended from school if he/she is guilty of gross misdemeanor or persistent disobedience. Short-term suspension means a temporary exclusion (a period of time between one (1) hour and ten (10) school days from the student's educational program, class, transportation, or any aspect of programs or services identified in the Individualized Educational Program.

A handicapped student may be suspended long-term or be expelled for the same reasons that non-handicapped students may be suspended long-term or expelled based on the following procedure: An Individualized Educational Planning Committee (IEPC) must be convened. The IEPC must find that:

- The determination of eligibility is appropriate.
- The student's behavior is not a manifestation of the student's handicapping condition.
- The student's Individualized Educational Program (IEP) currently reflects the special education programs and services determined to meet the unique educational needs of the student.

If these standards are met through decisions of the IEPC, the handicapped student may be suspended for more than ten (10) days or expelled. The IEPC shall review and possibly revise the student's Individualized Education Program (IEP).

Long-term suspension means exclusion for more than ten (10) days from the student's education program, class, transportation, or any aspect of the programs or services identified in the Individualized Educational Program. Expulsion shall be the permanent exclusion of a student from the Academy.

FOR HANDICAPPED STUDENTS DETERMINED ELIGIBLE ACCORDING TO SECTION 504 OF THE REHABILITATION ACT OF 1973, THE FOLLOWING APPLIES:

- ❖ A Section 504 committee meeting must be convened.
- ❖ The Section 504 committee must determine that the student's handicap would not cause the student to violate school rules.
- ❖ If this standard is met through decisions of the Section 504 committee, the handicapped student may be suspended for more than ten (10) days or expelled using the same procedure the Board of Education would follow for a non-handicapped student.
- ❖ If this standard is not met through decisions of the Section 504 committee, the student may not be suspended for more than ten (10) days or expelled.

Emergency removal of a handicapped student from his/her current placement may take place through parental agreement for an interim placement or through injunctive relief from a court when the current placement presents a substantial likelihood of resulting in injury to the student or others.

THE APPEAL PROCESS

DISCIPLINE CASES OTHER THAN EXPULSION

In all cases where disciplinary sanctions have been imposed, a student and/or his/her parent has the right to a hearing with the appropriate administrator. Hearings on appeal need not repeat matters or procedures accomplished at a prior hearing.

In compliance with R.C. 3313.66(D), within one school day of the student's suspension or expulsion, the school shall notify the parent/guardian in writing of the disciplinary sanction, including:

- the reasons for the sanction;
- their right to appeal the sanction;
- their right to be represented in any hearing regarding such an appeal, including holding such hearing in executive session.
- if the charges include any of those listed in R.C. 3313.662 (*see Permanent Exclusion, below*) for which permanent exclusion may be sought, the written notice must indicate the possibility that the School Board may seek permanent exclusion and that the suspension/expulsion may be extended by motion to the court if the suspension/expulsion expires while court proceedings are still pending; or
- if the suspension is for more than twenty (20) days or extends into the following school semester or school year, information about services or programs offered by public and private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the pupil's

expulsion, including the names, addresses, and phone numbers of the appropriate public and private agencies.

PERMANENT EXCLUSION UNDER STATE LAW

Under certain circumstances, the school may seek permanent exclusion of a student in accordance with the procedures of Ohio Revised Code 3313.662 and 3301.121. Under Ohio Revised Code 3313.662, the school may seek permanent exclusion if the student is convicted of – or adjudicated a delinquent child for committing when the pupil was sixteen years of age or older – an act that would be a criminal offense if committed by an adult and if the act is any of the following:

- A violation of section 2923.122 of the Revised Code [*possession of deadly weapon near a school*];
- A violation of section 2923.12 of the Revised Code [*concealed weapon*], or a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district;
- A violation of section 2925.11 of the Revised Code [*possession of controlled substance*], other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the board of education of a city, local, exempted village, or joint vocational school district;
- A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 [*murder, assault, etc.*], or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by – or at an activity held under the auspices of – a board of education of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of that board of education;
- Complicity in any of the aforementioned violations, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

PARENT/STUDENT ACKNOWLEDGMENT OF RECEIPT OF FAMILY & STUDENT HANDBOOK AND CODE OF CONDUCT

I confirm that I have received and reviewed a copy of the GEE Student/Parent Handbook & Code of Conduct with my child.

I understand that this Handbook is designed to acquaint me with the current Academy Policies and Procedures that govern students attending the Academy.

I understand that GEE and/or the Academy Board reserves the right to interpret, modify, or eliminate any of the Policies and Procedures at any time, and that if there are changes made, that they will be made available to the public.

As a recipient of this Handbook I understand that I am responsible for knowing its contents and ensuring that my child understands its contents. I understand that I may contact the Academy Leader at any time to ask for explanation or clarification of any policy or procedure contained herein.

I understand that this version of GEE's Parent & Student Handbook & Code of Conduct supersedes any and all prior Parent/Student Handbooks I may have received.

I understand that this Handbook is an extension of the Academy's adopted Board Policies and Procedures which I can review at any time in the Academy office or on the Academy website, and that this Handbook is not, nor is it meant to be, a complete rendition of the Academy's Policies and Procedures.

I understand that I am required to return this signed acknowledgement to my child's teacher before the third week of school and that if I fail to return this form, it can result in my child not being able to participate in school activities until it is received.

Print Parent/Legal Guardian Name: _____ Date: _____

Sign Parent/Legal Guardian Name: _____

Print Student's Name: _____ Date: _____

Student Signature: _____

Academy: _____ Teacher: _____ Grade: _____

Please cut along the dotted line, and return the signed acknowledgment to the school office