



Parent-Student Handbook

2022-2023 School Year

"Orchard Park Academy is a community school established under Chapter 3314 of the 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 prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the School administration or the Ohio Department of Education."

Parent-Student Manual 2022-2023

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INTRODUCTION

This Handbook (the “Handbook”) was developed to answer many of the commonly asked questions that you and your parents may have during the school year. 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 caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. If you have any questions about this Handbook, please contact the Principal. The Principal has similar authority and responsibilities as the superintendent of schools for a local district. This Handbook does not constitute a contract between the School and the student/parent, and the School reserves the right at its discretion to change or amend the handbook at any time in the future.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the School, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year.

Cooperation, respect for others, and a sense of wonder are essential to learning. For this reason, the following regulations and guidelines have been outlined in this manual to assist in maintaining a positive learning environment.

Students and parents must follow all procedures as listed in this Handbook. The Board of Directors (the “Board”) may update the policy manual periodically during the school year. If, at any time, a conflict arises between a policy adopted by the Board and this Handbook, the policy shall supersede and control.

MISSION AND VISION

MISSION - Orchard Park Academy (herein referred to as the “School”) is dedicated to improving the lives of its students by providing the pathways for growth, achievement, and lifelong success. We do this by being committed to offering as many learning opportunities as possible, and showing students how to conquer and destroy obstacles, and lead by example.

To achieve the mission, our School will integrate current learning technologies into each classroom. We will offer authentic learning experiences that are representative of how children learn best, as well as offer a schedule and support activities that enable each student to reach to his or her potential. We want our students to leave with the skills and abilities necessary to achieve academic excellence, personal growth, and success as lifelong learners. This mission requires the support of the faculty, staff, families, and community in order to encourage and empower students to be responsible and valued citizens.

VISION-The vision of the School is to empower students to uphold a global perspective and actively pursue the path to success.

DAILY SCHEDULE

School Hours – 9:30 a.m. – 3:45 p.m.

Arrival – 8:30 a.m. - 9:00 a.m. No student should arrive before 8:30 a.m. unless participating in the before care program. The building is not open and adult supervision is not available.

Breakfast – 9:00 a.m. - 9:30 a.m. All students are required to be in the cafeteria by 8:30 a.m. in order to receive breakfast.

Dismissal – 3:45 p.m. Any student not picked up by 4:00 p.m. will be taken to the office and a parent/guardian will be called.

VISITORS

We welcome parent involvement and encourage your support. For the safety of all children, visitors must enter the main doors and report to the office to sign in. Please do not go directly to the classrooms, cafeteria, or playground until you have checked in with the office. All School doors will be locked once School begins.

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 Principal.

The School reserves the right to deny access to anyone, including parents, to the school facility and grounds at any time in the school Principal’s sole discretion.

ABSENCES

Parents are required to call the School prior to 9:30 a.m. in order to report their child’s absence unless the Principal has been notified in advance of the absence. Each student is expected to be punctual and maintain regular attendance. Perfect attendance will be recognized each grading period. Students with more than two tardies per grading period or leaving early more than two times per grading period will not be eligible for this award.

Absences may be deemed as “excused” or “unexcused”. An absence may be excused if the student provides verification, if any, in the timeframe and manner as deemed appropriate by the Principal or their designee. Where appropriate, the School may require written documentation. Absences may be excused for the following reasons:

- Personal illness;
- Illness in the family necessitating the presence of the child;
- Quarantine of the home limited to the length of the quarantine as determined by the proper health officials;
- Death of a relative;
- Medical or Dental appointment;
- Observance of religious holidays consistent with the student’s truly held beliefs;
- Absences due to a student’s placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
- Absences due to a student being homeless; and
- Emergency or other set of circumstances that, in the judgment of the Principal, constitutes good and sufficient cause of absence from School.

Pursuant to state law, a student will be automatically withdrawn from the School if without a legitimate excuse, the student fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the student. The School will act according to any federal, state, county and/or local laws or rules for any student who is deemed truant, including but not limited to, referring the parent/guardian of the student under eighteen (18) to Juvenile Court for possible prosecution.

TARDINESS

Students arriving after 9:15 am must report to the office before going to class. Parents are expected to sign students in at the office if they arrive late or if they are dismissed early. Repeated tardiness will be followed by a phone call and/or letter sent to the parent.

APPOINTMENTS/LEAVING EARLY

Students should only be signed out early for scheduled student related health care appointments or for emergencies. In order to leave School early, a student must bring a note from home with the date, time and parent/guardian signature. This note must be shown to the teacher and then sent to the office. Teachers are NOT allowed to release students from the classroom. Students will be released only to parent/guardians/others showing proper identification who is listed on the enrollment forms and must be signed out from School in the office. No student is to leave the School grounds at any time without permission from the office. If there is someone who is not to

pick up your child for any reason, notify the office in writing. Any parents with legal custody can edit the pick-up list. Students will NOT be called down to the office unless the parent/guardian is present.

HABITUAL TRUANCY/EXCESSIVE ABSENCES

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 will file a complaint in juvenile court jointly against the child and the parent alleging that the child is an “unruly child” by virtue of being a “habitual truant”.

Excessive Absence is when a student, with or without a legitimate excuse, is absent for thirty-eight (38) hours in one school month or absent sixty-five (65) hours in one school year. The School will notify the parents in writing within seven (7) days of the triggering absence, will develop a plan for absence intervention, and may refer the student and family to community resources as appropriate to address absence issues.

WALKERS

Children are not permitted to play on the playground before or after School unless supervised by a parent. If there is a change in transportation, a written note by the parent/guardian must be submitted to the office early in the morning. If you send someone to pick up your child, please identify them in your note. Students who are walkers will be asked to walk on the sidewalks and designated walkways. They will not be permitted to walk through the parking lot or between parked cars. They are expected to go directly home.

BEFORE AND AFTER SCHOOL CARE

Before and after school care may be provided for parents of students registered at our School. The before and after care program is available every day that School is in session from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 5:30 p.m. Please call the main office for more information.

ADMISSION, ENROLLMENT AND LOTTERY

Admission to the School is open to any student in grades K through 8 who reside in any district in the State of Ohio and who are entitled to attend school per ORC Section 3313.64 or 3313.65.

Kindergarten students must turn five on or before September 30th, or turn five before December 31st and meet the School's requirements for early admission.

The character traits of students who will excel at our School are those who:

1. Are able or willing to look at tasks in creative or unique ways (problem solving)
2. Are active learners with a need for kinesthetic learning experiences in addition to auditory/visual learning experiences
3. Prefer to work with others cooperatively and in teams rather than completing a majority of class work alone
4. Are able to rise to the challenge of ambiguity and energized by the possibility of multiple "right" answers
5. Have supportive families who are willing to commit to ensuring that students are present at School and complete their homework
6. Are willing to put forth effort into their own education
7. Work well, or show a propensity to work well, with other students
8. Generally, are well-behaved and do not allow behavior to interfere with their own learning or that of their fellow classmates

In accordance with federal and state antidiscrimination laws, the School will not discriminate on the basis of any legally protected category in the admission of students. The School does not discriminate on the basis of race, sex, or handicap in the educational programs, activities, and employment practices as required by Title IX of the Educational Amendments of 1972 and 504 Rehabilitation Act of 1973. It is the policy of the School to provide an equal education opportunity to all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, religious expression, ancestry, national origin, place of residence, social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Principal.

Capacity & Lottery:

The School will not exceed the capacity of its programs, classes, grade levels or facilities. Applications are accepted for student admission up to the deadline date for a lottery drawing. Priority for enrollment shall be given to students that reside in the district in which the School is located, returning students and their siblings 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 (after the lottery) places become available,

students are accepted from 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 parents of children selected in the lottery will be notified of the selection by certified mail or by telephone call. 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.

Enrollment:

To enroll, parents/guardians must submit the following to the School:

- Completed registration form
- Student's birth certificate
- Photo identification of parent/guardian enrolling the student
- Student's current immunization record
- **Proof of Residency** - one of the following must be in the parent/guardian name and show a street address:
 - mortgage statement
 - lease agreement
 - utility bill
 - bank statement
 - notarized statement of residency
- Custody paperwork, if applicable
- IEP or 504, if applicable
- Records from previous school, if applicable

All prospective students will be given the opportunity to enroll in the School regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs. However, the School should be informed if a child has any physical, emotional or personal problems that might hinder his/her learning. Intent to enroll forms will be available from the School office during the month of March. These intent forms should be completed and returned as soon as possible, but no later than the announced due date. Registration/Enrollment Forms for returning students must be completed annually in order to secure a spot.

Any applications received after April 15 will be dated and timed. Children listed on these applications will be added to the list for their grade in the order for which they are received. If openings are available, the child will be given a spot in the School. If there are no openings, they will be added to the wait list.

As openings occur, families on the waiting list will be contacted regarding the vacancy. Families will have 48 hours to accept the available opening. If they decline the offer, their name is removed

from the waiting list and they must resubmit an intent form the following spring and participate in the stated admission procedures.

WITHDRAWAL

Parents/Guardians withdrawing students from School are asked to give the School at least one week's notice. A withdrawal form will need to be completed and signed. This signed form gives official notice of the student's withdrawal. Except as is required by law, records will not be released until a Release of Information form is completed by the legal parent/guardian. In addition, all outstanding fees, academic records or obligations must be met, including return of all School materials.

KINDERGARTEN ENROLLMENT

Children entering the Kindergarten must be five years of age on or before September 30th or turn five before December 31st and meet the School's requirements for early admission. At the beginning of the school year, all Kindergarten children will receive health screenings pursuant to timelines established by the State. Parents/Guardians will be notified as to the dates and times of the screenings.

COMMUNICATION

A newsletter will be emailed regularly. It will keep parents/guardians informed about the School calendar, special daytime and evening events, School improvement activities, Parent Teacher Organization meetings and more. Teachers will send separate newsletters.

All of the important School information, student papers, and teacher notes will be sent home on a regular basis within agenda/communication folders. Parents/Guardians should read the contents, sign daily and return the notebook/folder to school with the student on the following day. Students will be responsible for replacing lost folders.

CONFERENCES

Parents are required to attend parent/ teacher conferences to ensure student success. A parent/teacher conference is one of the best ways of helping students and collaboratively gaining insights and information about their progress. Cooperation is critical for a conference to be an effective means of communication. Individual conferences between the parents and teachers may be arranged at either party's request. Conferences are usually held before or after the student's school day.

HOMEWORK POLICY

Higher student achievement gains are made when teachers assign homework and students complete the assigned work. Homework helps children assume responsibility, teaches self-discipline and helps to form good study habits. Homework is given in proportion to the student's ability, needs and grade level. Contact the child's teacher for any homework questions or concerns.

DISCIPLINE - CODE OF STUDENT CONDUCT

The School recognizes that exclusion from the educational program is a serious sanction and that suspension and expulsion must follow due process mandates. Additionally, the School will comply with all state and federal law pertaining to disciplining students with disabilities. The rules of the Code of Conduct apply to any conduct that occurs:

- (1) On School grounds during the school day or immediately before or after school hours;
- (2) On School grounds at any other time when the School is being used by a School group;
- (3) On or off School grounds at any School activity, function or event;
- (4) Traveling to and from School, including actions on any School or public conveyance;
- (5) Activities occurring off School grounds if, in the sole discretion of the Principal, it may affect the learning environment; and
- (6) Regardless of where the conduct occurred, if the conduct is directed at a School official or employee, or the property of such School official or employee.

Prohibited Conduct:

Students may be disciplined (including suspended or expelled) for the following offenses. Each offense or series of offenses will be evaluated based on the particular circumstances of the offense(s). Offenses include, but are not limited, to the following:

- (1) Fighting or other dangerous and/or disruptive behavior
- (2) Violation of the School's Dress Code
- (3) Cheating and any form of plagiarism

- (4) Disobeying lawful instructions from the Principal, a teacher, or other School personnel
- (5) Violation of any School or classroom rules, including possession of any prohibited items (including electronic devices without permission and prohibited foods/beverages), sleeping, and/or being in any part of the building or School grounds without permission
- (6) Use, possession, concealment, or distribution of alcoholic beverages, tobacco (including e-cigarettes, vaporizers and look alike items), controlled substances, or intoxicants of any kind on School grounds or at a School-related activity
- (7) Defacing or vandalism of School property or the purposeful destruction or harm of another person's property
- (8) Participating in any gang activities
- (9) Igniting any flammable substance or possession of products such as lighters
- (10) Theft
- (11) Harassment/Intimidation/Bullying of students, faculty, staff, parents, substitutes, or visitors
- (12) Repetitive disruptive behavior
- (13) Rude or vulgar language, gestures, pictures, or actions
- (14) Sexual misconduct including verbal and electronic communication, inappropriate physical acts in the School building or at School-related events
- (15) The use, sale, transmission, concealment, or possession of a weapon or look-alike weapon on School property or at a School-related activity.
- (16) Disrupting School activities or and behavior which impede, obstruct, interfere with or violate the School's mission, philosophy, and regulations
- (17) Arson or attempted arson
- (18) False fire and/or bomb alarm
- (19) Actions that, in the sole discretion of the Principal or their designee, endanger the health and/or safety of fellow students, staff or guests of the School
- (20) Other actions deemed, at the discretion of the Principal or their designee, to be unsafe or containing the potential to disrupt the educational setting

Suspension:

Suspensions may be assigned from one (1) day to ten (10) days, depending on the severity of the student's actions, as determined in the reasonable discretion of the Principal. The Principal, assistant principal, or Principal's designee may suspend a student from the School for not more than ten school days. If at the time a suspension is imposed, there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Principal may apply any remaining part or all of the period of the suspension to the following school year.

While students are suspended from School, they shall be afforded the opportunity to complete all of their classroom assignments missed because of the suspension and the student shall receive at least partial credit for such completed assignments as by the Principal and teaching staff. A student serving a suspension shall not receive a failing grade on a completed assignment solely on account of the suspension. During suspension, students are not permitted to participate in any classes, extracurricular activities, or be on any School property.

Except in the case of a student given an in-school suspension, no student shall be suspended unless prior to the suspension the Principal, assistant principal, or Principal's designee does both of the following:

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

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

1. The reasons for the suspension;
2. Notice of the right of the student, or student's parent to appeal to the Board or the Board's designee;

3. Notice that the student/parent has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board 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;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation; and
7. The date and manner by a student or parent may notify the Board of their intent to appeal the suspension. If the student or parent wishes to appeal the suspension, the request must be submitted, in writing, to the Principal within five (5) school days of the written notice of suspension. The principal shall immediately forward this written appeal to the Board and the Board's appeal hearing designee.

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 classes, extracurricular activities, or be on any School property. Expulsions may extend beyond the current semester of school year.

Only the Principal may expel a student. The Principal, prior to expelling a student, shall give the student and his/her parent, guardian or custodian, written notice of the intent to expel and shall provide the student and his/her parent, guardian, or custodian, with an opportunity to appear before the Principal or their designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the intended expulsion, notification of the right of the student, parent, guardian, custodian, or their representative to appear before the Principal or their 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 parent, 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.

Within one school day after the time of the student's expulsion, the Principal shall also provide written notice of expulsion to the parent and the treasurer of the Board. The notice shall contain:

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

If the Principal expels a student for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year the notice shall provide the student and the student's parent 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 must be present in the re-entry conference. The student and parent 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 or look alike 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 or look alike at School, on School Property, or at an interscholastic competition, an extracurricular event or any other School program or activity which firearm was initially brought onto the property by another person.
- Bringing a knife capable of causing serious bodily injury to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.
- Possession of a knife capable of causing serious bodily injury at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant which knife was initially brought onto the property by another person.
- Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
- Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994". At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to 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.

Emergency Removal:

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

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

Restriction on Suspending and Expelling Students in Grades Pre-Kindergarten through 3

The School shall not issue an out-of-school suspension or expulsion to a student in grades pre-kindergarten through three unless the student has committed an act that could result in a one-year expulsion under the Weapons Expulsion rules, described above, or only 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.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

The 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 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.

SEARCH AND SEIZURE

To maintain a safe and orderly environment in the School and to protect the safety and welfare of students and School personnel, School authorities may search a student and may seize any illegal, unauthorized or contraband materials discovered in the search. Students should not expect privacy regarding School property because School property is subject to search at any time by School officials. Periodic general inspections of School property may be conducted by School authorities for any reason at any time without notice, without student consent, and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, automobile, etc.) may be searched whenever a School official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

A student's refusal to permit searches and seizures as provided in this policy seriously interferes with the School's ability to maintain order and discipline and to insure a safe and secure learning environment. Therefore, such refusal will be considered grounds for disciplinary action up to and including an suspension pending action on a recommendation for expulsion from School.

HARASSMENT, INTIMIDATION, BULLYING

As more fully set forth in the School's policy on Harassment, Intimidation and Bullying (attached as Appendix 1 to this Handbook), behavior meeting the definition of Harassment, Intimidation, or Bullying is strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from School. The School's commitment to address such behaviors involves a multi-faceted approach which includes the promotion of a School atmosphere in which these prohibited acts will not be tolerated by students, staff, or the School community.

It is imperative that Harassing, Intimidating, and Bullying behavior(s) be identified only when the specific elements of the definition are met, because the designation of conduct of such behavior

carries with it special statutory obligations. However, any misconduct, whether or not it meets the required definition, will be reviewed and the perpetrator will be subjected to appropriate disciplinary consequences.

PROHIBITED GANG ACTIVITY

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

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

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

1. On behalf of a gang;
2. To perpetrate the existence of a gang;
3. To effect the common purpose and design of any gang; or
4. To represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function.

These activities may include activities such as recruiting students for membership in a gang and threatening or intimidating other students or staff against his/her/their own will to promote the common purpose and design of any gang.

DRESS CODE

Students must be in uniform every day unless students earn dress down privileges. Uniform includes: polos and khakis or black/blue shorts, skirts, skorts, pants, and jumpers. **NO CARGO SHORTS OR CARGO PANTS. Requirements for student dress are listed below:**

1. All shirts must be tucked in at all times.
2. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.
3. Safe and appropriate footwear must be worn that includes brown or black dress shoes and/or all black tennis shoes. Inappropriate footwear includes, but is not

limited to, roller skates, skate shoes and bedroom slippers. This is necessary for participation in Physical Education.

4. Sweaters and jackets must be solid and in the following colors: white, navy, burgundy or black. Sweaters and jackets must be button down or zipper. No hoods are permitted.

LOST AND FOUND

A 'Lost & Found' box is kept in the main office. To help us locate the owners of lost items, PLEASE LABEL ALL STUDENT BELONGINGS. Periodically, lost items are donated to a local charity and the School shall have no liability for items lost or misplaced by students.

MEDICATIONS

Before any prescription medication may be given to a student by School personnel, a medical form requesting the administration of medication must be completed and signed by a doctor. This form is available in the main office. A similar medication form must be signed by the parent/guardian if over-the-counter medications need to be administered. Students carrying their own inhalers or Epi-Pens must also have a medication form on file.

The parent must submit a revised statement signed by the prescriber if any of the information originally provided to the School changes.

Parents are responsible for keeping a record of the amount of medication at School and for sending more when needed.

The School will acquire and return copies of written requests and statements and ensure that by the next school day, a copy is provided to the person authorized to administer medication. All medications will be stored in a location determined by the School in a locked storage place, except that medication requiring refrigeration may be kept in a refrigerator not commonly used by students.

The School has adopted separate policies regarding the use of Asthma Inhalers, Epinephrine Auto-injectors and Diabetic Students. If a student is diabetic the student or the parent should notify the Principal.

Prescription Medication

1. Medication must be in the original container with current date, dosage, drug name, student and the physician's name clearly marked.

2. Authorization form completed and signed by the parent/guardian giving details as to the time and amount to be given to the student.
3. Parents must pick up unused medications at the end of the school year.

Nonprescription Medication

1. Medication must be in the original container with the original label. It must be readable and have the student's name.
2. An authorization card must be signed by the Physician or Dentist and the parent before the medication can be administered.

EMERGENCY MEDICAL FORMS

Within your enrollment packet there is an emergency medical authorization form. Please make sure that you have filled it out completely and carefully. This form is kept in the office in the event of an emergency and we are unable to reach the parent/guardian. Copies will also be given to teachers to take with them on field trips which require them to be away from school. We must have these on file and no child will be permitted to participate in a field trip unless we have the completed information. As information changes throughout the year, we request that parents inform the office so that appropriate changes may be made on this very important form.

FIRST AID

In the event of an accident, first aid is given by authorized, trained School personnel. In all cases, every effort is made to contact the parent. In minor cases, ice and band aids can be given to students. In the case of a serious accident or illness, the parent/guardian is called, and the student is taken to the nearest hospital emergency room. If we are unable to contact anyone, Emergency Medical Services will be summoned. It is very important that the parent's or guardian's current home and business telephone numbers, as well as two emergency contacts are always on file in the School office.

NOTIFICATION OF PESTICIDE APPLICATION

Parents may request prior notifications of the applications of pesticides which are scheduled for a time when School is in session. To request such notification, contact the Principal or School office.

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. 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 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.

CHILD FIND POLICY

If you have or know of a child who may have a disability, contact the School for more information and help.

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

What will happen when you contact your local school?

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

that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

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

What are your rights as a parent?

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

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

The School's policies and procedures for special education are available. Contact the Principal if you wish to review these procedures.

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.

IMMUNIZATION

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's or guardian's religious reason are filed in the student's health folders.

A student 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>.

HEALTH SCREENINGS

All kindergarten, first, third, fifth, and seventh (vision only) graders will be screened for adequate

vision and hearing. Referral forms will be mailed to parents when further evaluation by a physician is recommended. By November 1st, students enrolled for the first time in either kindergarten or first grade must be given a vision screening.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights are as follows:

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

Parents should submit to the Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Principal, clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested, the Principal will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from 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 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the School Board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the School would otherwise use its own employees, and who is under the direct control of the School with respect to the use and maintenance of PII from education records such as: 1) an attorney, auditor, medical consultant, or therapist; 2) a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or 3) a parent, student, or other volunteer assisting another school

official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. Parents and guardians have 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 as follows:

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

DIRECTORY INFORMATION

Under FERPA, the School may disclose appropriately designated "directory information" without the parent's or guardian's written consent, unless there has been permission given to the School to the contrary in accordance with procedures. The primary purpose of directory information is to allow the School to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If a parents or guardians do not want the School to disclose directory information from their child's education records without your prior written consent, they must notify the School Principal in writing along with their signature on the Parent Student Handbook Agreement. The School has designated the following information as directory information:

- Name
- Address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following 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 (ED) –
 1. Political affiliations or beliefs of the student or student’s parents
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, 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 ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive* notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, 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; and
 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.
- *Inspect*, upon request and before administration or use –
 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; and
- 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

The School has/will adopt policies, in consultation with parents, regarding these rights, as well as 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 parents of these policies at least annually in this Handbook and after any substantive changes. The School will also directly notify, through U.S. Mail or email or other reasonable method, parents of students who are scheduled to participate in the specific activities or surveys described herein and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School will make this notification to parents at the beginning of the school year if the School has identified the specific or approximate dates of the activities or surveys at that time. For applicable surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. 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 not funded in whole or in part by US Department of Education
- Any non-emergency, invasive physical examination or screening as described herein and/or afforded by the PPRA

Parents who believe their rights have been violated may file a complaint with:

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

EMERGENCY DRILLS

In accordance with state laws, fire drills are held each month. Lockdown and tornado drills are also held periodically. Visitors in the building during a drill should follow procedures posted throughout the building.

EMERGENCY RESPONSE/CRISIS MANAGEMENT PLAN

A School-wide Safety/Crisis Plan has been developed and provided to School personnel for assisting and responding to various crisis/emergency situations. In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the School may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to Parents will be through local television and radio stations. Once students are secure and safe, School personnel will contact parents with sign out procedures. Students will only be released to parents or individuals listed on their emergency contact forms.

SAFER OHIO TIP LINE

In order to provide parents, students or members of the public a means to anonymously report instances that might alter the overall safety of the School, the School has partnered with SaferOH. This tipline is available 24-hours a day, and anyone who has reason to believe that the safety of the School is compromised in any way may anonymously call or text to report any pertinent information to 844-SaferOH (844-723-3764).

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

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

FIELD TRIPS

All field trips are an extension of what is being studied in the classroom. Trips are approved by the Principal. Permission slips must be signed by a parent/guardian before a student can go on a field trip. Telephone permission is not acceptable. A student without a signed permission will still be required to attend School and will work in a supervised setting. Children not registered at the School may not attend the field trip.

CAFETERIA

The School participates in the National School Breakfast and Lunch program. Students may qualify for free or reduced meals. We encourage all families to apply to determine eligibility. Please do not send soft drinks or candy for lunch as we encourage healthy eating habits. If students receive a tray lunch, then no additional food/snacks are needed. Each student is expected to practice good manners and courteous behaviors while eating in the cafeteria.

CANDY, GUM & SODA

Foods of “Minimal Nutritional Value” such as candy, gum and soda are not permitted. We encourage healthy food and snacks at school. Snack suggestions include fresh fruits, fresh vegetables, raisins or other dried fruits, grains (such as unsweetened cereals, crackers, unbuttered popcorn, baked tortilla chips, pretzels, graham or animal crackers, goldfish crackers, baked chips), cereal bars, bakery items (Whole grain breads, bagels, English muffins, mini muffins), beverages (bottled water, 100% fruit juices), low fat cheeses, salsa, and yogurt.

FOOD ALLERGY ACTION PLAN

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

CELL PHONES/ELECTRONIC TOYS

No electronic toys or games should be brought to School. These items are distracting to the learning environment. They include the following: iPod, tape player/recorder, CD player, radio, camera, cellular phone (including the camera that may be part of the phone), camcorder, handheld games, etc. The School is not responsible for the loss of these items. **School staff is not responsible if these items are stolen, lost or broken.**

TELEPHONE

Telephone messages regarding School business will be placed in the teacher’s mailbox or sent via email. Teachers will not be called from the classroom to answer a phone call. Students are NOT permitted to receive phone calls. Students’ use of the phone is for EMERGENCIES ONLY.

TEXTBOOKS/LIBRARY BOOKS

All textbooks and library books are loaned to students free of charge. Students are responsible for

lost or damaged books and are expected to pay for them. Students are urged to take good care of books to avoid a fine at the end of the year.

TECHNOLOGY

Students use technology tools to perform research, practice skills, and to create projects. All students are expected to use the technology provided in an approved, ethical manner in accordance with Board Policy for the completion of classroom assignments. See Appendix 2 for more information regarding the School's Internet Safety Policy.

Students who misuse technology through damage, maliciousness, non-educational use, cheating, and/or bypassing the Internet content filter will be subject to immediate disciplinary action. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

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 and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

All parents are required to sign the technology user agreement.

GRADING

Standards-Based Report Cards are used to share information about each child's progress toward Mastery of the Ohio's New Learning Standards.

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

CHILD ABUSE

The School will report allegations of criminal misconduct and suspected child abuse to the appropriate law enforcement agency and/or to Child Protective Services in accordance with law. School personnel shall cooperate with investigations by such agencies.

MISSING AND ABSENT CHILDREN

The School believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of his/her initial entry to School shall present the required enrollment documents as stated herein. If the student does not present copies of the required documents, the Principal shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within a reasonable time, or within fourteen (14) days of the date of request, or if the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the Principal or his/her designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

The primary responsibility for supervision of a student resides with his/her parent(s)/guardian(s). The staff provides as much assistance as is reasonable to the parent(s)/guardians(s) with this responsibility.

The Principal or his/her designee will also immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Principal or his/her designee will also assist parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Principal or his/her designee, including information regarding the fingerprinting program. The Principal or his/her designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

The primary responsibility for a student's attendance at School rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Principal or his/her designee is also required to notify a student's parents when the student is absent from school within 120 minutes from the start of the school day. The parent be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The procedure for absences is as follows:

1. A parent must call the School to inform the School that his/her child or children will be absent from School. This phone call should take place within the first hour that School is in session.
2. If a parent fails to call the School as prescribed in Part A, School personnel will call the parent to inform him/her of the student's absence.
3. In those cases where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

*May substitute any of the following documents for a birth certificate: 1) a passport or attested transcript showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth, or 5) a birth affidavit.

NON-DISCRIMINATION AND TITLE IX

The School does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or age in its programs and activities. The following staff members have been designated to handle inquiries regarding non-discrimination policies; and can advise you on the specific civil rights grievance procedure.

Title IX Coordinator
Leigh Ann King, Executive Director
Oakmont Education Group
481 N. Cleveland-Massillon Road, Akron OH 44333
740-501-3411
laking@oakmontedu.org

TEACHER QUALIFICATION NOTIFICATION

A parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the parent's or guardian's child. Such information shall include all of the following:

- Whether the teacher has satisfied all requirements for licensure adopted by the state board of education pursuant to section 3319.22 of the Revised Code for the grade levels and subject areas in which the teacher provides instruction or whether the

- teacher provides instruction under a waiver of any such requirements;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether a paraprofessional provides any services to the student and, if so, the qualifications of the paraprofessional.

EMERGENCY SCHOOL CLOSING INFORMATION/PROCEDURE

In the event that School needs to be closed for an emergency, such as bad weather, no electricity or water, etc., then parents and families will be notified via local TV stations. In some cases, an automated phone call or text message may also be sent. Please keep the School informed of a current phone number to access this service.

Parent-Student Handbook Agreement **2022-2023**

Student's Name: _____ Grade: _____

Parent's/Guardian's Name: _____ Grade: _____

We have read and understand all of the information contained in this Handbook including student code of conduct and related policies. As parents, we commit to the responsibilities outlined within the Handbook to help our child become a successful learner in the program. We agree to abide by and support the School's policies and code of regulations in the Parent – Student Handbook. We recognize that although this Parent/Student Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students, especially in the upcoming year. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis

Agreed to by:

Student's Signature

Date

Parent's/Guardian's Signature

Date

Please return signed form to the Office. This agreement will be placed into the student's file.

Orchard Park Academy School Media Release
STUDENT INFORMATION FORM

TO BE COMPLETED BY PARENT: Please print clearly:

Name of Participating Student

Age

School

City/Town/Zip

Grade

I/We understand that as part of our child's/my attendance at Orchard Park Academy, photos, videos, and quotations may be taken for use in publications and reports about the program. I/We further understand that members of the news media invited to cover the program may take photos, videos and quotations.

I/We grant permission to the School and its Board Members, Management Company, employees, agents and representatives to use such materials for the promotion of the program and to use this student's name, photographic likeness, alone or in a group – but not to include student educational records (academic/behavioral) - in any publication, document, TV production, video or to release said name or likeness to any media outlets including, but not limited to, newspapers, magazines or TV stations for publicity and/or recognition purposes and/or to use this student's name and/or photographic likeness, alone or in a group, on the official web site of the School and/or Management Company.

I agree that I and/or my child shall have no right, title, or interest in any photo or videotape covered by this agreement and waive any right to compensation for such use. I release the School, its Board members, the Management Company, employees, agents, representatives and all organizations and individuals related to the School from any and all liabilities or damages that result from the use of this student's name and/or photographic likeness as described above.

Signature of Parent or Guardian

Date

PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.

PLEASE RETURN THIS FORM TO THE SCHOOL

TECHNOLOGY USER AGREEMENT 2022-2023 SCHOOL YEAR

Orchard Park Academy is providing technology resources to its students for the purpose of advancing the educational mission of our school. As a user of our technology, you are expected to review and understand the Acceptable Use Expectations:

- Protect your login information from others. Do not use other users' passwords
 - Do not delete or add software to our technology without permission
 - Do not use technology for harassment, cyberbullying, vandalism, inappropriate or illegal purposes
 - Do not use the Internet to access or process inappropriate material
 - Do notify an adult if you come across information or messages that seem inappropriate
 - Do not send hate, harassing or obscene emails
 - Do not give out any personal information over the Internet
 - Treat the technology like it is your own:
- ◆ Never leave the technology in extreme temperatures
 - ◆ Never allow food or drink to be consumed near the technology
 - ◆ Never attempt to repair the technology
 - ◆ Tell your teacher if there is something wrong with your technology.

Violation of any of the above conditions of use may be cause for disciplinary action. Violations may constitute cause for revocation of access privileges, suspension of access to technology, other school disciplinary action, and/or appropriate legal action.

Technology that is returned damaged is subject to a fine of \$50.00.

Student Signature:

Signature of Parent/Guardian:

ORCHARD PARK ACADEMY ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

Approved: March 15, 2021
Resolution: #20-18

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

I. Introduction

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

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

II. Definition of Terms

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

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

III. Types of Conduct

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

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IV. Publication of Policy

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

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

V. Complaints

A. Written Complaints

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

B. Verbal Complaints

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

C. Protection of Person Filing Complaint

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

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

D. False Complaint

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

VI. School Personnel Responsibilities

A. Teachers and Other School Staff

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

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

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

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

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

VII. Reporting Obligations

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

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

VIII. Police and Child Protective Services

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

IX. Training

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

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

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

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

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

Exhibit A

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

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

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

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

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

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

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

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

APPENDIX 2

Approved: January 22, 2018
Resolution No.: 18-04

ORCHARD PARK ACADEMY **Internet Safety Policy**

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

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

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

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

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

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

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

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

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

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

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

DEFINITIONS

For purposes of this Policy:

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

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

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

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

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