



Sullivant Avenue Community School K-6

2018-2019
Parent/Student Handbook

Sullivant Avenue Community School
3435 Sullivant Avenue
Columbus, Ohio 43204
(614)308-5991
www.imaginesullivant.org

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Welcome to Sullivant Avenue Community School
3435 Sullivant Ave. Columbus, Oh 43204
614-308-5991
www.imaginesullivant.org
School Hours: 7:45 a.m.-2:40 p.m.

INTRODUCTION

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This Handbook contains important information that you are responsible for knowing. Become familiar with the following information, and keep the Handbook available for reference by you and your parents. The term “parent” when used herein means an official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. If you have any questions about this Handbook, please contact the 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 and the policies and procedures referenced herein at any time in the future.

MISSION

Sullivant Avenue Community School (the “School”) provides a caring and supportive learning community in which members challenge and motivate each other to become proficient, honorable citizens and productive life-long learners. We strive to accomplish this through the following measures of excellence:

- Parent choice and satisfaction
- Adhering to shared values
- Academic achievement
- Positive character development
- Economic sustainability
- School Development

STATEMENT CONCERNING STATE TESTING AND COMPULSORY ATTENDANCE LAW

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

ADMISSION

The School will not charge tuition. The School will not discriminate in its pupil admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis. Applications are accepted for student admission up to the deadline date for a lottery drawing. Priority for enrollment shall be given to returning students, their siblings, and students from the district in which the school is located. If on the deadline date for a lottery drawing the number of applicants per grade level exceeds the number of seats, a lottery drawing is held for those grade levels. The lottery drawing places children in order for possible enrollment into the school. As the School operates and accepts students year round, if other spaces are available after the lottery places become available, students are accepted off a prioritized wait list based on the results of the lottery or, if there is no wait list, then on a first come first serve basis. If a lottery is necessary, it shall take place at a public location. All parties will have the opportunity to be present during the lottery process and will be notified in advance of the date, time and location of the lottery. All parents of children selected in the lottery will be notified of the selection by certified mail. Parents will have up to seven (7) days from receipt of the certified mail to contact the School regarding their decision. If a parent does not respond within seven (7) days of receipt of the certified mail, the school will select another child from the lottery in the order the child's name was drawn.

PROCESS AND CRITERIA

The School admits children of any race, color, religion, or sex. Furthermore, there will be no discrimination in the admission of students to the school on the basis of race, creed, color, national origin, sex, gender identity, sexual orientation or disability. All that will be required for a student to be admitted is submission of the following: completing and submitting the registration form and such other enrollment materials that the School deems necessary; and submitting copies of the child's birth certificate, Social Security Card, current immunization record as mandated by law, and proof of residence.

KINDERGARTEN ADMISSION

The School shall admit to kindergarten any student, whose 5th birthday falls on or before September 30. The School shall also admit to kindergarten any student, whose 5th birthday falls between October 1st and December 31st in accordance with the School's Early Entrance Policy.

DAILY PROCEDURES

ARRIVAL

Students should arrive to school no earlier than 7:45 a.m. Students will be allowed into the building at 7:45 a.m. Upon arrival, students are to report to their classroom. Parents/Guardians are permitted to drop their children off at their classroom. Brief conversations with the teacher are permitted but should not distract from the teacher

providing adequate student supervision. In the event more in-depth conversations need to occur, conferences before or after school shall be scheduled at a convenient time for both parties.

TARDY

Students who arrive on time will have a better chance to achieve. Students who arrive after 8:05 a.m. will be marked tardy. Tardy students will not receive school breakfast due to serving hours between 7:45 a.m.-8:05 a.m. Tardy students must be signed in by the caregiver at the front desk upon arrival. If a student is going to be tardy and will need a school lunch you must notify the office by 9:00 a.m. A tardy will only be excused if a written notice of the reason is provided. See Attendance Procedures for reasons a tardy/absence will be excused.

ABSENT

Students arriving after 9:30 a.m. are marked “absent” for one-half day. See Attendance Procedures for further information about absences.

BREAKFAST

Breakfast will be served between 7:45 a.m. and 8:05 a.m. Bus students will receive breakfast upon arrival. Students (other than bused) will receive breakfast if they arrive prior to 8:00 a.m.

LUNCH OR LUNCH MONEY

Students will have a 25-minute lunch. A nutritious lunch may be purchased at school or students may bring a lunch from home. If you bring lunch to your child during school hours, you must drop it off in the office. No adults will be permitted to take lunches to classrooms. *PLEASE REMEMBER TO PUT YOUR CHILD’S NAME ON THEIR LUNCH BOX IF YOU PACK A LUNCH.*

EARLY DISMISSAL

Students who leave school early, including anytime during the last 30 minutes of the day are marked as “early dismissal.” You must notify the office, in writing, by 1:00 p.m. if your student will be leaving school early.

EARLY DISMISSALS DURING THE LAST 30 MINUTES OF THE DAY ARE DISRUPTIVE AND SHOULD BE AVOIDED!

If you must pick your child up early for an appointment, please pick them up before 1:30 p.m. If not, please refrain from picking them up until the 2:40 p.m. dismissal time.

Thanks for your cooperation.

DISMISSAL AND PICK-UP TIMES

Staff supervises students to their appropriate destinations for dismissal at 2:40 p.m. Parents/Guardians must enter the building and proceed to child's classroom to sign out for dismissal. Brief conversations with the teacher are permitted but should not distract from the teacher providing adequate student supervision. In the event more in-depth conversations need to occur, conferences before or after school shall be scheduled at a convenient time for both parties. Students must adhere to school wide-rules during dismissal time. Students must have a note if they will not be using the normal means of transportation. See Emergency Changes in Transportation for more information. If there is a change of transportation circumstance, you must notify the office, in writing or by phone by 1:00 p.m.

EMERGENCY SCHOOL CLOSING

In case of severe weather, the principal will notify local TV and radio stations regarding the decision to close school or delay its opening. In addition to local TV and radio, parents will receive a phone call blast regarding delay or closing.

Sullivant Avenue Community School will be closed due to inclement weather whenever Columbus Public and/or South-Western City Schools are closed or as Sullivant Avenue deems necessary.

Please make arrangements for your child if you are not home and school must be dismissed early due to an emergency.

ATTENDANCE PROCEDURES

Achievement and attendance are highly related. Each student should attend school daily. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced. Parents will be notified via phone blast regarding student absence.

1. Students are expected to be in school, on time, every day. Occasionally, absence or tardiness cannot be avoided. Absences may be "excused" or "unexcused". An absence may be excused if the student brings a note in advance or within three (3) days of the child's return to school signed by the parent/guardian or appropriate professional, as the case may be, stating the reason. Absences may be excused for the following reasons:
 - Personal illness (the Principal requires the certificate of a physician).
 - Quarantine of the home (the absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials).
 - Serious illness or death of a relative (requires physician note or bereavement note).
 - Observance of religious holidays.

- Emergency or set of circumstances that, in the judgment of the Principal, constitutes good and sufficient cause of absence from school.
 - Court subpoena, copy required.
2. Parents/Guardians must notify the school on the day a student is absent unless the School has been notified in advance of the absence. Lacking parental notification of an absence, the Principal/designee will notify the parent of the student's absence by telephone or written notice on the same day the student is absent. The student's parents, parent who is the residential parent and custodian, guardian, or legal custodian or any other person responsible for the student shall provide to the School a current address and telephone number at which said person or persons can receive notice that the student is absent from School.
 3. If a student is dismissed early for a doctor's appointment or for another valid reason, the student must bring a note signed by his/her physician. The parent must meet the child in the school office before the child will be excused.
 4. All other absences are "unexcused" as determined by the principal and include but are not limited to truancy, oversleeping, personal appointments (hairdresser, etc.), unapproved vacations, and missing the bus.

PROCEDURES FOR ATTENDANCE ISSUES (TRUANCY)

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

Chronic tardiness or absence shall be dealt with initially by phone contact from the classroom teacher to the absent student's parent(s) or guardian. If the teacher is unable to reach the parent or guardian by phone after reasonable effort has been made, a form shall be sent home with a copy going to the Principal's office, advising that attempts have been made to reach them by phone and requesting the parent/guardian to contact the teacher. If this does not result in some degree of improvement, the Principal may mail a letter to the offending parent(s) or guardian stating the problem and reminding them of their legal responsibility concerning their child's attendance in school.

- Chronic tardiness means: Being late for school or picked up early more than twice (2) in a week or more than five (5) times in a grading period.
- A "habitual truant" means: any child of school age who is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year.

What happens if a student is habitually truant?

As required by law, within ten (10) days of the school's determination that a student is a habitual truant, the School shall assign the student to an absence intervention team which shall develop a plan aimed at reducing or eliminating further absences. The student's

continued absence and/or failure to participate and make satisfactory progress in accordance with the plan may require the School to file a complaint in juvenile court, naming both the student and the student's parent, guardian, or other person having care of the student, and alleging that the student is an unruly child based on habitual truancy.

If a student is a truant and the parent, guardian, or other person having care of the student has failed to cause the student's attendance, the School may require the parent, guardian or other person having care of the student to attend an educational program for the purpose of encouraging parental involvement in compelling the attendance of the child at school.

MANDATORY WITHDRAWAL

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

MISSING CHILD POLICY

A student at the time of his or her initial entry to school shall present to the person in charge of admission, any records given to him or her by the school he or she most recently attended and a certification of birth or a comparable certificate or certification issued pursuant to Ohio law. Within 24 hours of a student's entry into the school, a school official shall request the student's official records from the school he or she most recently attended. If the school the student claims to have most recently attended states that it has no records of the student's attendance, or the records are not received within 14 days of the date of the request, or the student does not present a certification of birth or comparable certificate, the principal of the school shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and the possibility that the student may be a missing child.

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

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

ACADEMICS AND THE GRADING SYSTEM

CURRICULUM

The School will ensure that all core content area curriculum, instructional and education materials and textbooks are aligned to Ohio's Learning Standards/Common Core and update the curriculum alignment if ever revised by the Ohio Department of Education

("ODE"). For additional information concerning the school's curriculum contact the Principal.

PROGRESS REPORTS/REPORT CARDS

Student's academic progress will be communicated to parents in the form of quarterly report cards and bi-quarterly interim reports. Please refer to the school calendar for the exact dates that interim reports and report cards will be sent home.

For any student enrolling after the onset of the school year, he/she will only be given grades if in attendance for a minimum of four weeks of the current grading period.

PROMOTION AND RETENTION

The Board of Directors (the "Board") recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate for their needs at the various stages of their growth. Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Decisions on the promotion and retention of students in a grade are based on documented instructional objectives, performance standards, and promotion criteria. The Principal shall develop and maintain instructional objectives, performance standards, and promotion criteria for each grade level in the School. Parent(s) and students shall be made aware of the instructional objectives, performance standards, and promotion criteria. Periodically during the year teachers shall provide written progress and grade reports. Teachers will also provide evaluation reports to parents and students during teacher-parent conferences. The grading system used to measure student progress toward achieving the predetermined instructional objectives and performance standards is applied consistently throughout the School. The Principal, after consultation with staff and parents, has the authority to make the final decision relative to the promotion or retention of a student.

Promotion

Promotion of a student from one grade to the next shall be based solely on that individual student's having met applicable promotion criteria. Except as may be required by the Third Grade Reading Guarantee, the decision to promote a student shall rest solely with the Principal, with appropriate input from the student's teacher(s), the professional staff, and parent(s).

Retention

State law requires that each school district in Ohio assess reading skills for students in first, second and third grades by September 30, and kindergarten students by November 1, of each year to determine whether they are reading at grade level ("On-track") or not reading at grade level ("Not on-track"). If a student is identified as being Not on-track the School will notify the parent or guardian and the School will immediately provide intervention services to improve the students reading performance. In addition, the School and the parent or guardian will develop a Reading Improvement and Monitoring Plan. Unless the student meets an exception, if the student does not attain an appropriate level of reading

competency by the end of Third Grade, they must be retained. For information concerning midyear promotion and a copy of the complete Promotion and Retention Policy contact the Principal.

Additionally, a student shall not be promoted or allowed to pass to a higher grade or course level if the student fails to meet established standards for a particular grade or course level.

Retention and/or placement decisions will be made only after the Principal notifies and confers with parent(s) as to the student's progress or lack thereof. These notifications and conferences will take place as soon as teachers and the Principal identify that a student's promotion could be in jeopardy.

Factors

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

The student's level of academic aptitude and achievement;

The student's level of social and emotional development and the student's ability to effectively interact with other students in his/her current grade level;

The student's attendance patterns (absences, tardies, early checkout, excused, or unexcused) and its effect on the student's progress;

Any other factors thought to be appropriate (i.e., behavior), by the Principal, teacher(s), and professional staff.

Other than as required by the Third Grade Reading Guarantee, the School will not utilize a Student's failure to attain a specified score on any statewide achievement tests as a factor in any decision to deny a Student's promotion to a higher grade level, except that the School may use a Student's failure to attain a score in at least the basic range as a factor in deciding to deny a Student's promotion to the next level on the student achievement assessments established from time to time by the State Board of Education.:

The School may choose not to promote a Student to the next grade level, who does not take a required statewide achievement test or make-up test, and who is not exempt from the requirement to take such test.

Disabled Students

Promotion and retention of previously identified disabled students shall be subject to the factors and policy above, but shall also consider the contents of the student's individualized educational plan (IEP).

STANDARDIZED TESTING

Students attending Sullivant Avenue Community School are assessed in the fall and spring of each school year by a nationally norm referenced test. Results of this test will measure

the academic growth of each individual student and will be sent home in the beginning of the following school year.

SCHOOL SUPPLIES

Parents will be provided with a list of supplies that are needed at school. Supplies will be distributed at the teacher's discretion. During the school year, you may be asked to provide other items that will help with learning.

HOMEWORK PHILOSOPHY AND GUIDELINES

Homework will be assigned by teachers at their discretion. Homework will consist only of subject area material that students have received instruction in. This allows students to complete the homework assignment independently. For a copy of the homework policy, please contact the School Principal.

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

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

CODE OF CONDUCT

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

THE RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS

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

STUDENT AND PARENT RIGHTS

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

- receive notice of the reason(s) for proposed disciplinary action and will be given the opportunity to challenge the action. Removal, suspension, expulsion, and appeal procedures are posted at the School and are available to parents and students upon request.
2. **The Right to Privacy-Property of Students:** A student's right concerning searches of personal property will be balanced by the responsibility of the School to protect the safety and welfare of all students. School equipment including furniture, computers and related accessories are the property of the School. They are on temporary loan to students and are subject to examination by School personnel at any time.

PARENT RESPONSIBILITIES

Parents have the responsibility to:

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

STUDENT RESPONSIBILITIES

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

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

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

EXPECTATIONS FOR STUDENTS

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

EXPECTATIONS FOR PARENTS/GUARDIANS

1. Parents will be responsible for knowing the expectations as outlined in the Parent/Student Handbook and will send students to school well-equipped, well-rested, in good health, and with a positive attitude.
2. Parents will ensure that students arrive at school on time every school day and inform school personnel when a student is absent.
3. Parents will provide the school with updated information to enable school staff to communicate quickly and effectively in the event of an emergency. This information includes the names, addresses, and telephone numbers of those individuals who should be contacted in case of any emergency.
4. Parents will make a special effort to communicate with teachers at least once each grading period in order to monitor student progress on a regular basis.
5. Parents will provide a designated study time and place for students to complete academic assignments in the home.
6. Parents will attend scheduled parent-teacher conferences and support other school-related activities.
7. Parents will meet their child's teacher(s) at the beginning of each year.

EXPECTATIONS FOR STAFF

1. Staff will be responsible for the distribution, explanation, and enforcement of the rules and regulations as outlined in the Parent/Student Handbook.
2. Staff will be responsible for the frequent monitoring of student progress, attendance, and behavior through a variety of ways.
3. Staff will model acceptable behavior that exemplifies the high expectations held for students and parents.

4. Staff will be responsible for keeping lines of communication open between the home and school, which includes meeting with parents.
5. Staff will provide leadership embodying the principles of conflict resolution in the building and in class.
6. Staff will provide a healthful environment conducive to learning and focus on academic achievement.
7. Staff will use a positive reinforcement behavior management system.

PHILOSOPHY OF STUDENT CONDUCT AND DISCIPLINE

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

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

DISCIPLINARY OPTIONS

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

INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT

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

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

LUNCH/RECESS DETENTION

A lunch/recess detention is administered by the teacher or school staff which will be served during the student's lunch/recess.

REMOVAL FROM SCHOOL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from school without prior notice and hearing. Written notice of the removal and the hearing, which must be held within three (3) school days of the student's removal, shall be provided as soon as practicable.

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

SERVICE LEARNING ALTERNATIVES

The Board authorizes the Principal the option to require a student to perform community service in conjunction with, or in place of a suspension or expulsion, except when an expulsion is imposed for bringing a firearm to school or onto School property. The Principal shall be responsible for implementing this policy and ensuring compliance with applicable laws.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

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

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

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

RESTITUTION

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

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is removal of a student from school for a period of one to ten days. While students are suspended from school, they may be afforded the opportunity to receive some or all of their homework assignments. During suspension, students are not permitted to participate in extracurricular activities; be on any school property or in any school buses. Appeal procedures are available at the School Office, upon request and are included in the notice of suspension.

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

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student; and
2. Provide the student an opportunity to appear at an informal hearing before the Principal, assistant principal or principal designee and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

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

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

If there are fewer than ten (10) school days remaining, the out-of-school suspension may not be applied to the following school year, but the Principal may require the student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining period of the suspension.

EXPULSION

Expulsion is removal of a student from school for a period of 11 to 80 school days. Students expelled from the school are not permitted to participate in extracurricular activities, be on any school property or in any school buses. Expulsions may extend into the following school year.

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

1. Gives the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion.
 - a. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Principal or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear.
 - b. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the Principal grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is granted, the Principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear.
2. Provides the student and parent, guardian, or custodian an opportunity to appear in person before the Principal or his/her designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

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

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

If the Principal expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

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

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

WEAPONS – EXPULSION

The School adheres to federal and state law. 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 a period not to exceed one year for: (1) bringing a firearm to an inter-scholastic competition, an extra-curricular event, or any other school program or activity that is not located at the School or on property that is owned or controlled by the School; (2) bringing a knife to the school, onto school property, or to an inter-scholastic competition, an extra-curricular event or any other program or activity sponsored by the school or which the school is a participant; (3) possessing a firearm or knife at School, on School Property, or at an inter-scholastic competition, an extracurricular event, or any other School program or activity which firearm or knife was initially brought onto School Property by another person; possessing a firearm or knife at School, on School Property, or at an inter-scholastic competition, an extracurricular event, or any other school program or activity which firearm or knife was initially brought onto the school property by another person; (4) committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property; and (5) 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 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 a cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters or other similar tools determined by the Principal to be necessary in the school setting as a particular building or grade level, if used only for the necessary purpose.

DISABILITIES COMPLIANCE

The School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Individual with Disabilities Education Improvement Act of 2004. Discipline procedures for students having a disability, will follow the procedures outlined in the Individuals with Disabilities Education Improvement Act of 2004 or such successor or replacement law.

SEARCHES

Principals and their designees are permitted to search the person, and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The search of a student's person or intimate personal belongings shall be conducted by the Principal or his or her designee. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by school personnel.

OFFENSES AND CONSEQUENCES

The following Level 1-4 offenses and related consequences are guidelines for the school and parents. They are not "automatic." Each offense or series of offenses will be evaluated individually. This is not an all-inclusive list of the offenses for which a student could receive consequences.

All students are expected to conform to the Student *Code of Conduct* and are subject to the School's disciplinary process when they fail to do so.

PROGRESSIVE DISCIPLINE

First Level Offense

- Teacher explains or reviews class and School rules and warns the child of possible consequences.
- Teacher applies appropriate in-school consequences, including time-outs or other methods of in-school reflections, warnings or classroom-based discipline methods.

Second Level Offense

- Teacher applies appropriate consequences, including longer or more restrictive or serious in-school discipline.
- Teacher personally communicates the problem(s) with the child's parent(s).
- Teacher sends a written report home and a copy to the office.

Third Level Offense

- If actions taken at Levels 1 – 2 have not corrected the inappropriate behavior OR if the student engaged in more serious act(s) of misconduct, the School may suspend the student from School, not to exceed ten School days.

Fourth Level Offense

- If actions taken at Levels 1 – 3 have not corrected the inappropriate behavior OR if the student engaged in serious act(s) of misconduct, the Principal may expel the student from School, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded pursuant to legal process under Ohio law.

LEVEL ONE OFFENSES (may include but are not limited to)

- Running and/or making excessive noise in the hallway/classroom
- Failure to complete required assignments
- Not following directions/guidelines of the school and/or staff
- Possession of electronic devices (Gameboys, video games, Walkman, cellular phone, pagers, tablets, etc.
- Minor Disruptive behavior
- Throwing objects
- Using or writing inappropriate language
- Lying to staff

LEVEL TWO OFFENSES (may include but are not limited to)

- Cheating
- Verbal and Non-Verbal Harassment
- Disrespect towards staff
- Aggressive touching of another student (pushing, pinching, rough play)
- Leaving classroom without permission
- Inappropriate touching/exposure
- Major Disruptive Behavior

LEVEL THREE OFFENSES (may include but are not limited to)

- Biting
- Fighting
- Spitting
- Threatening other students
- Bringing a toy gun/knife or water gun to school or on the bus.
- Bringing a lighter, matches, or combustible objects

LEVEL FOUR OFFENSES (may include but are not limited to)

- Threatening staff (verbal and physical)
- Theft or damage or destruction of school property
- An act or threatened act of arson, initiating without cause a fire alarm, reporting of a fire, or reporting of an impending bomb or catastrophe.
- Use, possession, and/or transmission of dangerous weapons, chemical devices, fire-works, or explosives.
- Use or possession of drugs or alcohol.
- Gambling on school property.
- Possession, transmission, sharing, or viewing of pornographic materials.
- Sexual assaults directed toward students or other individuals.
- Ethnic intimidation
- Misuse of Technology/Computers

*Levels of offenses can vary case to case.

SCHOOL BUS SAFETY

School bus drivers carry a heavy burden of responsibility for the lives of the boys and girls who are their passengers. They must give full attention to driving while students are in transit. In order to do this, the following rules must be followed by the students in addition to observing the general *Code of Conduct*:

- Railroad crossings. Students should not talk when the bus is approaching a railroad crossing or highway intersection.
- Seats. Drivers may assign seats and have a seating chart with them. Students must remain in their assigned seats.
- Windows. Students should keep head, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only with approval of the driver.
- Eating. Students may not eat on the bus. Exceptions may be made only with approval of the driver.
- Conversation. Students may talk quietly. No yelling is permitted inside the bus or out windows.
- Bus stops. Students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.
- Crossing. Students should cross only in front of the bus, and about ten feet in front of the bus.
- Time. Students should be on time at designated pickup locations in the mornings and when school is dismissed.
- Littering. Littering is not permitted on or from the bus.
- Unauthorized Passengers. Non-school children and/or adults not approved by the principal shall not be transported on a school bus.

- Unauthorized Entering or Leaving. Students may not enter or leave a bus at other than their regular stop unless written permission is given by parents and approved by the principal. Students must remain on the bus from the time of boarding until arriving at the approved place of departure.
- Animals. Animals are not permitted on the school bus.

MAJOR BREACHES OF SCHOOL BUS DISCIPLINE

The following actions are not permitted on the school bus:

- Fighting/bullying.
- Throwing objects inside the bus or out the bus windows.
- Using profanity or smoking on the bus.
- Carrying firearms on a school bus.
- Tampering with the emergency door.
- Inappropriate touching/exposure.

School authorities will consider violations of these rules to be major breaches of conduct, or student misconduct, which may result in denial of transportation privilege, or other disciplinary actions. These rules are considered absolutely vital to the safe operation of the school bus. Violation of these rules will ordinarily result in denial of the transportation privilege and suspension or expulsion from school.

SCHOOL BUS DISCIPLINE POLICY

It is our policy that in the event a student fails to follow bus rules, depending on the severity of the misconduct, the following consequences apply:

1. First and second incident report-warning notices mailed to the student's home.
2. Third incident report-bus riding privileges suspended for three (3) days.
3. Fourth incident report-bus riding privileges suspended for five (5) days.
4. Fifth incident report-bus riding privileges suspended for ten (10) days.
5. Sixth incident report-bus riding privileges suspended for twenty (20) days.
6. Seventh incident report-removed from the bus for the remainder of the school year.

In the event that a student is suspended from riding the bus, the student will be provided with notice (which is not required to be in writing) and an opportunity to appear before the Principal or the Principal's designee to challenge the bus riding suspension.

During a bus suspension, a child is suspended from the bus only, not school. It is the parents' responsibility to transport the child to and from school.

SCHOOL BUS REGULATION

State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school buses. Should there be a situation or

problem relating to the school bus, the parents must contact the Principal to resolve the concern.

STUDENT USE/MISUSE OF TECHNOLOGY

Technology can greatly enhance the instructional program. Computers and use of the network or on-line services support learning and enhance instruction. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner.

It is the policy of the school to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) provide for the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication; and (e) otherwise comply with the Children's Internet Protection Act.

Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. The parent and student understand that the use of technology may be monitored and/or recorded and there is no expectation of privacy whatsoever.

Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. using obscene, profane, lewd, rude, inflammatory, threatening, 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 and/or viewing inappropriate material;
10. damaging technology devices or systems;
11. using technology to disrupt the educational process, or against policy; and
12. Unauthorized disclosure, use and dissemination of personal identification information; and
13. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.

Students engaging in any of the above behaviors are subject to severe penalties including but not limited to:

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

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

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

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy.

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:

1. The standards and acceptable use of Internet services as set forth herein;
 - a. Safety on the Internet;
 - b. Appropriate behavior while online, on social networking Websites, and in chat rooms; and
 - c. Cyberbullying awareness and response
2. Compliance with the E-rate requirements of 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.

Parents/Guardians that utilize computers and technology accessible through the School are expected to abide by this policy. Parents that fail to follow this policy will be denied further access to the technology accessible through the School and may be subject to additional consequences as appropriate.

TOBACCO-FREE ENVIRONMENT

To protect the health of students and employees, and in accordance with state law, the use of tobacco, including e-cigarettes, shall be prohibited on all school property and at any activity supervised by the School.

TRANSPORTATION

STUDENT TRANSPORTATION AND PICK UP AUTHORIZATION FORMS

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

EMERGENCY CHANGES IN TRANSPORTATION

If your child must change their regular mode of transportation, you are required to send a written notice to your child's teacher. Alternative transportation requests must be received by 1:00 p.m. day of change. Should there be an emergency that affects the regularly scheduled means of transportation; the School will accommodate requests on a case by case basis.

DRESSING FOR SCHOOL

Sullivant Avenue Community School enforces a school dress code policy. We believe that appropriate clothing supports a positive learning environment. The dress code for all students:

- Maroon or light blue Imagine polo (encouraged) or maroon or light blue collared polo shirt. Shirts must be tucked-in at all times.
- No hoodies or sweatshirts.
- Cold weather attire may include solid navy sweaters, cardigans, vests, or Imagine Schools jackets that can be purchased at the school.
- Shoes should allow your child to run and play safely during recess and physical education classes. Flip-flops, open-toed shoes, and shoes with heels are not permitted.
- Hats, bandanas, etc. of any type are not to be worn in the school.
- Khaki (tan) or navy blue pants, shorts, skirts, or jumpers are to be worn firmly at the waist.

Students must be in dress code every day. Newly enrolled students must have dress code attire prior to being admitted to their assigned classroom on their first day. There will be occasions when students will be given special permission to have a non-dress code day. During these times students are permitted to wear attire that does not conform to the dress-code policy. These days will be clearly communicated to families IN ADVANCE of the day permission is granted. During these days, students must still be in school appropriate clothing. Clothing that contains inappropriate language or images will not be permitted.

Shorts and skirts must be an appropriate length (must not be shorter than the child's fingertips resting towards the knees).

The Principal or his/her designee will make the final determination if attire is inappropriate. In the event, clothing is deemed inappropriate, the child will not be permitted to class until a parent/guardian brings a change of clothing for the student.

Be sure to check the weather, if possible, before sending your child to school. If it is wet outside, send your child with an umbrella or raincoat. If it is cold or snowy, your child should wear a jacket, hat, gloves, and boots (optional.) Remember, recess is outdoors if it is dry and the temperature is not below 32 degrees including the wind chill.

DRESS CODE VIOLATION

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

PERSONAL ITEMS

The school will not accept responsibility for lost, stolen or destroyed personal items of students. Students are encouraged not to bring belongings to school, such as toys, basketballs and/or footballs, which are not necessary for education. More specifically, electronic games, toys, Walkmans, CD players, cassette recorders, cell phones, pagers, tablets, and/or boom boxes are not permitted unless written permission has been granted by the teacher. If any items deemed inappropriate are brought to school they will be confiscated and held in the main office until it is properly retrieved by the parent, guardian or caregiver.

HEALTH REQUIREMENTS, SERVICES, AND MEDICATION

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

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

IMMUNIZATIONS

Your child must meet county and state health regulations for entrance to school. All new students are required to submit a copy of their Immunization Records within the first fourteen (14) days that they are enrolled. No student shall be permitted to remain in school for more than fourteen (14) days if the student has not met the minimum immunization

requirements established by the Ohio Department of Health which can be accessed at the following website: <https://www.odh.ohio.gov>.

A pupil may also be 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.

If a student's Immunization Records have not been received by the School by the 15th day of enrollment, the student will be released from School and will not be able to attend until he/she can submit his/her medical records from their last school of attendance or primary physician or until he/she can prove that he/she has begun the Immunization process, meaning that the he/she has been immunized against mumps, rubeola, rubella, and chicken pox, and if the student has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and meningococcal disease, the student has received at least the first dose of the immunization sequence, and presents written evidence to the School administrator of each subsequent dose required to obtain immunization at the intervals prescribed by the director of health.

STUDENT ILLNESS

When a student becomes ill at school, the parent will be notified to take the child home. Any student suspected of having a communicable disease will be referred to a physician for examination and recommendation for exclusion from school. Readmission will be allowed by a physician's statement.

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

Please call by 8:00 a.m. on days your child is ill. You may call before the office opens and leave a message. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

HEALTH SCREENINGS

All kindergarten, first, third, and fifth graders will be screened for adequate vision and hearing. Referral forms will be mailed to parents when further evaluation by a physician is recommended.

LICE POLICY

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

ADMINISTERING MEDICATION

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

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

If it is necessary for the School to administer any prescription or non-prescription medication, the student's parent/guardian must present to the School a statement signed by both parent/guardian and the prescribing physician which includes all of the following information:

- Name and address of the student;
- Student's teacher;
- If an Asthma Inhaler or Epinephrine Auto-Injector, the name and doses of the medication contained therein;
- Drug name and dosage to be administered;
- Times or intervals at which each dosage of drug is to be administered;
- Date on which drug administration begins;
- Date on which administration of drug ends;
- Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in emergencies;

- Special instructions for administering drug, including sterile conditions and storage.
- Instructions outlining procedures to follow if the medication does not provide adequate relief.
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication.
- And any other special instructions.

New authorization forms must be submitted at the beginning of each school year.

1. The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.
2. Medication must be received at school in the container in which the prescribing physician or other licensed professional dispensed it. Medication and dosage listed on the label must be identical to the authorization form.
3. Parents are responsible for keeping a record of the amount of medication at school and for sending more when needed.
4. Students who intend on possessing and using a metered dose or dry powder Asthma Inhaler to prevent asthmatic symptoms or an Epinephrine Auto-Injector to treat anaphylaxis must first present a statement from the parent and physician including the information set forth above as well as an acknowledgement that the doctor has determined that the student is capable of possessing and using the injector or inhaler appropriately and has provided the student with training in the proper use of the injector or inhaler.
5. The person designated by the school will establish a location in the school to store drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
6. No person who has been authorized by the School to administer a drug and has a copy of the most recent statement which was given prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner constituting gross negligence or reckless misconduct.
7. Each medication that is given should be documented on the medication record form for the corresponding student. The person giving medication should review the authorization form prior to administration for special instructions and possible side effects.
8. All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.

All medication remaining in the building after the last day of school will be discarded.

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

ANTI-BULLYING, ANTI HARASSMENT AND ANTI-INTIMIDATION POLICY

See attached Exhibit A.

GENERAL INFORMATION

REPORTING CHILD ABUSE AND NEGLECT

Teachers, administrators and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect. Such report will be made immediately to the County Children Services Board, a municipal or county peace officer in the county in which the suspected abuse or neglect is occurring or has occurred. The Principal shall be made aware of suspected abuse or neglect.

FIELD TRIPS

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

Signed permission slips must be on file with the teacher for each student for each field trip. All students MUST ride on the bus with their teacher to and from the destination, unless given permission from the Principal/Designee. Parents who volunteer must complete the necessary volunteer forms to ensure student supervision and safety. Background checks will be required.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics, extracurricular and co-curricular activities is a privilege to those students who meet the academic and character standards of the Imagine Philosophy. All activities will have clear rules and expectations for participation. Eligibility rules, necessary forms and requested information must be completed and signed before students may participate in any extracurricular or athletic activity.

HOLIDAY AND BIRTHDAY PARTIES

Holiday and birthday parties are held at each individual teacher's discretion. Parties are held at the close of the school day for no more than 15 minutes, unless previously made arrangements with the classroom teacher. Parent participation is encouraged.

NOTIFICATION OF PESTICIDE APPLICATION

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

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held twice each year. During these established times, parent, guardians and/or caregivers are encouraged to schedule a conference. Informal conferences, which must be scheduled by the teacher, can be held before or after school or

during the teacher's classroom special period. Please call or write your child's teacher to schedule an appointment.

Parents may request a conference with a teacher at any time.

RE-ENROLLMENT

If no notice is received from a parent by the last day of the school year as to their intent to send their child back to Sullivant Avenue Community School for the next school year, it will be assumed that the child will not return and that position may be filled by another student.

SCHOOL TELEPHONES

School telephones are for staff use only. Students will only be allowed to use the phone during emergency situations and when given direct permission from staff.

VISITOR'S POLICY

Sullivant Avenue Community School encourages parents and other citizens of the community to visit classrooms to observe the work of students. Please contact the front office if you are interested in observing a classroom.

For the safety of students, visitors will only be allowed into the building after 9:00 a.m. and until 1:00 p.m. All visitors must be out of the school building before 1:00 p.m.

To ensure that no unauthorized persons enter the building, all visitors to the school must report to the School Office. There you will be asked to sign in and receive a visitors' badge before visiting elsewhere in the building. Any visitor that disobeys School rules or disrupts the learning environment may be removed from the building and may be prohibited from visiting the School in the future.

EMERGENCY RESPONSE/CRISIS MANAGEMENT PLAN

Sullivant Avenue Community School strives to provide a safe and secure environment for students and to protect your child should a crisis/emergency occur. In the event of an incident, the School may disseminate information to Parents via the website, telephone auto call, electronic mail or other public communication methods.

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

Your cooperation is also needed should a crisis arise. For more information concerning a school crisis, please refer to local radio or television stations for updates. **PLEASE DO NOT CALL THE SCHOOL DIRECTLY.** Calling the school may limit the availability of telephone lines needed to access emergency rescue services.

VOLUNTEERS

The protection and well-being of students enrolled in Sullivant Avenue Community School is paramount. To that end a background check may be required for volunteers depending upon their level of contact with students.

Volunteers who have no disqualifying events will then be added to our list of volunteers. For more information, please contact the school.

SULLIVANT AVENUE PARENT TEACHER ORGANIZATION COUNCIL

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

What are the goals and objectives of the Sullivant Avenue PTOC?

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

- Expand parental and teacher involvement.
- Build greater parental trust and support for the school personnel.
- Communicate effectively with parents, administrators, teachers, students, and the community members.
- Ensure high academic standards amongst all students.
- Raise money for school improvements, special purchase items, classroom supplies and student events.
- Work with the parent committee task force.
- One parent/guardian to represent each classroom and attend PTOC meetings.

TITLE I PARENT INVOLVEMENT POLICY

The School will provide opportunities for parents to formulate suggestions, interact and share experiences with other parents and participate appropriately in decision-making about the School's Title I plan and revisions in the parental involvement plan. In connection therewith, the School will hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education.

CHILD FIND POLICY

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

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

What will happen when you contact your local school?

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

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

What are your rights as a parent?

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

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

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

ESEA NOTIFICATION

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

EDUCATION OF HOMELESS CHILDREN AND YOUTH

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

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

- A. transportation;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview:

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

Ohio Department of Education Complaint Resolution Policy

It is the policy of the Ohio Department of Education (“ODE”) to investigate all allegations of noncompliance with state or federal law, rules, or regulations. In order to initiate a complaint with the ODE that a school district or the ODE has violated State law or regulations, or federal law or regulations that apply to any covered federal program, a complainant must submit a written, signed complaint that: (1) describes the pertinent facts; (2) identifies the alleged violations of the law; and (3) recommends how the complainant would have the ODE resolve the complaint.

The complaint must be mailed to the ODE. Complainants include any: public agencies, parents, and other individuals or organizations. The ODE will not accept or investigate allegations of violations from anonymous sources. The ODE will strive to resolve all complaints within sixty (60) days of receipt.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION

DESCRIPTION OF INTENT

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

RIGHTS AFFORDED BY THE PPRA

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

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

1. political affiliations or beliefs of the student or student's parent
2. mental or psychological problems of the student or student's family
3. sex behavior or attitudes
4. illegal, antisocial, self-incriminating, or demeaning behavior
5. critical appraisals of others with whom respondents have close family relationships
6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
7. religious practices, affiliations, or beliefs of the student or Parent/Guardian
8. income, other than as required by law to determine program eligibility

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

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

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

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

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

NOTIFICATION PROCEDURES

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

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

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

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

REPORTING A VIOLATION

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

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

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

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

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

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

Jennifer Keller, Regional Representative
3435 Sullivant Avenue
Columbus, Ohio 43223

**THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
RIGHT TO INSPECT AND AMEND EDUCATIONAL RECORDS**

Notice of Rights under the Family Educational Rights and Privacy Act ("FERPA") and
Authorization to Release Student Directory Information

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents/Guardians and Students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
 - A. A "school official" is a person employed by the School in an administrative, supervisory, academic or support staff position, including but not limited to, Imagine School employees; a member of the school law enforcement unit; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board.
 - B. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education.
 - C. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

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

OFFICIAL DESIGNATION

The School must choose one of the following options and mark appropriate lines with an

"X". This School:

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

OR

_____ HAS designated the following marked information as directory information ("X" applicable information below):

- Student's name
- _____ Student's address
- _____ Student's telephone number
- _____ Student's date and place of birth
- _____ Student's major field of study
- _____ Student's participation in officially recognized activities or sports
- _____ the weight and height of members of athletic teams
- _____ dates of attendance
- _____ awards received
- _____ date of graduation

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

- _____ all school related publications
 - _____ yearbook
 - _____ honor roll
 - _____ other recognition lists
 - _____ activity programs
 - _____ awards or awards ceremonies
 - _____ graduation programs
 - _____ sports
 - _____ student directory
 - _____ other _____
 - _____ all of the above
-

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

If you do NOT want the School to disclose directory information from your child's education records without your consent, you must notify us in writing within ten (10) days of your receipt of this notice. The form on the following page may be used for that purpose.

Please do not make available my student's directory information without my prior written permission.

Name of Student

Date

Parent/Guardian Signature

Date

PARENTS AND STUDENTS SHOULD KEEP THIS HANDBOOK AFTER SIGNING AND RETURN THE NEXT PAGE FOR PLACEMENT IN THE STUDENT'S FILE.

SIGNATURE PAGE
SULLIVANT AVENUE COMMUNITY SCHOOL
PARENT – STUDENT HANDBOOK
2018-2019

Student's Name: _____ Grade: _____

Parent's/Guardian's Name: _____

PRINT

We have received a copy of the Sullivant Avenue Community School's Parent-Student Handbook for 2018-2019. We have read and understood the Handbook and consent, support, and agree to follow the policies, procedures, and Code of Conduct as outlined in the Handbook.

Agreed to by:

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

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

EXHIBIT A

ANTI-BULLYING, ANTI_HARASSMENT AND ANTI-INTIMIDATION POLICY

I. Introduction

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. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

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

II. Definition of Harassment, Intimidation or Bullying

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

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

III. Types of Conduct

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

IV. Publication of Policy

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

1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.
2. At least once each year, a written statement in substantially the same form as the Annual Notice attached hereto as Exhibit A, describing the policy and the consequences for violations of the policy must be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

V. Complaints

A. Written Complaints

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

B. Verbal Complaints

Students, and or their parents or guardians may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by

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

C. Protection of Person Filing Complaint

Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying.

D. False Complaint

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

VI. School Personnel Responsibilities

A. Teachers and Other School Staff

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other

professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

2. In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation or Bullying.”

B. Administrator Responsibilities

1. Investigation

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

2. Remedial Actions

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

VII. Reporting Obligations

A. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

B. Reports to the victim and his/her parent of guardian

If after investigation, acts of Harassment, Intimidation and Bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.

C. List of verified acts of Harassment, Intimidation or Bullying

1. The School principal/administrator shall semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, at school-sponsored events or via Electronic act.
2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law.

VIII. Police and Child Protective Services

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

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.