



# BIO-MED

SCIENCE ACADEMY

---

**Student and Parent**

**Handbook**

**2<sup>nd</sup> – 6<sup>th</sup>**

**2020-2021**

## **Students and Parents,**

On behalf of all the Academy, I am excited to welcome you as a part of our learning community. The Academy's Governing Authority, the Administration, Teachers, and Staff have worked hard to develop a strong ever-evolving educational program to provide our students with a learning environment for them to grow and learn. To assist in accomplishing this goal, the Academy has created this Student-Parent Handbook.

This Handbook communicates many of the Academy's Core Pillars, Procedures, and Policies, and we ask that you read this Handbook to become familiar with them. While this Handbook covers a wide range of issues that we have found to be common, many policies exceed the scope of this Handbook. If you would like to see the Academy's full list of policies, we ask that you refer to our website.

## **Vision**

Bio-Med Science Academy creates a national model that leads the educational system to evolve, enabling schools to embrace innovative practices. Our STEM-based approach embraces interdisciplinary and differentiated education, creating authentic learning opportunities enriched by professional partnerships. We empower students to thrive in a global society by cultivating empathy and communication skills through collaborative work and community-building.

## **Mission**

Bio-Med Science Academy cultivates academic excellence by nurturing critical-thinking skills, student collaboration, creativity, and a sense of community. We deliver a unique learning experience to students from diverse communities through hands-on, inquiry-based, and interdisciplinary curriculum to become global-minded professionals.

# District Contact Information

**Website – [www.biomedscienceacademy.org](http://www.biomedscienceacademy.org)**

**District Office – 330.325.6186**

**Chief Administrative Officer:** Stephanie Lammlein - [slammlein@biomedscienceacademy.org](mailto:slammlein@biomedscienceacademy.org)

**EMIS Coordinator / Office Manager:** Cortney Porter - [cporter@biomedscienceacademy.org](mailto:cporter@biomedscienceacademy.org)

**Fiscal Specialist:** Corine Tracy – [ctracy@biomedscienceacademy.org](mailto:ctracy@biomedscienceacademy.org)

**IT Support:** Matthew Schneider – [mschneider@biomedscienceacademy.org](mailto:mschneider@biomedscienceacademy.org)

## Shalersville Campus (2<sup>nd</sup> – 4<sup>th</sup>) Contact Information

**School Office – 330-235-9441**

**Chief Operating Officer:** Laure Kollat – [Lkollat@biomedscienceacademy.org](mailto:Lkollat@biomedscienceacademy.org)

**School Counselor:** Kristina King - [kking@biomedscienceacademy.org](mailto:kking@biomedscienceacademy.org)

**Office Staff:** Tina cook – [tcook@biomedscienceacademy.org](mailto:tcook@biomedscienceacademy.org)

## Ravenna Campus (5<sup>th</sup> – 6<sup>th</sup>) Contact Information

**School Office – 330-235-9442**

**Chief Operating Officer:** Natalie Mikesell – [nmikesell@biomedscienceacademy.org](mailto:nmikesell@biomedscienceacademy.org)

**School Counselor:** Kaitlyn Kirkpatrick - [kkirkpatrick@biomedscienceacademy.org](mailto:kkirkpatrick@biomedscienceacademy.org)

**Office Staff:** Carolyn Piombo – [cpiombo@biomedscienceacademy.org](mailto:cpiombo@biomedscienceacademy.org)

## Rootstown Campus (7<sup>th</sup> – 12<sup>th</sup> ) Contact Information

**School Office – 330.325.6186**

**Chief Operating Officer:** Charmayne Polen -[cpolen@biomedscienceacademy.org](mailto:cpolen@biomedscienceacademy.org) and Lindsey McLaughlin - [lmclaughlin@biomedscienceacademy.org](mailto:lmclaughlin@biomedscienceacademy.org)

**School Counselor:** Stephanie Hammond - [shammond@biomedscienceacademy.org](mailto:shammond@biomedscienceacademy.org) and Emily Lee – [elee@biomedscienceacademy.org](mailto:elee@biomedscienceacademy.org)

**Office Staff:** Bri While – [bwhile@biomedscienceacademy.org](mailto:bwhile@biomedscienceacademy.org)

**Please check our website for a complete staff list and contact information.**

# Building Hours

## **Shalersville Campus – Grades 2<sup>nd</sup> – 4<sup>th</sup>**

Operation times- 7:45 a.m. – 3:45 p.m.

Class Hours – 7:50a.m. – 2:35 p.m.

Drop-Off – 7:30 a.m. – 7:50 a.m.

**Please Note – If you need drop-off between 7:00-7:30, there will be a latchkey charge to cover the supervision of your student.**

Pick –Up – 2:35 p.m. – 2:50 p.m.

**Students MUST be picked up on time. There is NO supervision after 3:00 unless students are in a club.**

## **Ravenna Campus – Grades 5<sup>th</sup> – 6<sup>th</sup>**

Operation times- 7:45 a.m. – 3:45 p.m.

Class Hours – 8:10 a.m. – 2:55 p.m.

Drop-Off – 7:50 a.m. – 8:10 a.m.

**Please Note – If you need drop-off between 7:15-7:50, there will be a latchkey charge to cover the supervision of your student.**

Pick –Up – 2:55 p.m. – 3:10 p.m.

**Students MUST be picked up on time. There is NO supervision after 3:10 unless students are in a club.**

## **Rootstown Campus – Grades 7<sup>th</sup> -12<sup>th</sup>**

Operation times- 7:45 a.m. – 4:00 p.m.

Class Hours – 8:30 a.m. – 3:15 p.m.

Drop-Off – 8:00 a.m. – 8:30 a.m.

Pick –Up – 3:15 p.m. – 4:00 p.m.

**Students MUST be picked up on time. There is NO supervision after 3:15 unless students are in tutoring or club.**

**7:45am – 4:00pm Monday - Friday**

# Calendar



Updated 1-31-2020

The Academy will have a different calendar for **JUST THIS** academic year. This is due to the completion of our construction project on the NEOMED campus.

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

  

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

  

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

  

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

  

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

  

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

  

JANUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

  

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

  

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

  

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

  

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

  

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

  

Professional Development - No school						
Vacation - No School						

  

Professional Development - Digital Day						
First/Last Day of School						

Check our website for weekly events

[www.biomedscienceacademy.org](http://www.biomedscienceacademy.org)

## Parent's Quick Guide

### Communication

Clear, consistent communication between school and home is vital to student success. For this reason, the Academy uses several methods to communicate of which families should make themselves aware.

### Email Hours

Email is the main form of communication that the Academy will use. Be sure that the email address that you have listed in Final Forms is a working email that is checked regularly

To facilitate consistent and manageable communication between our families, community, and partners, we will be implementing our "email hours" protocol.

Innovative teaching and learning takes time and energy, and to promote a healthy work/life balance for our teachers and staff, and we have set times and encourage our staff to limit their communication via email to the hours listed. Because of this, please do not expect staff to return an email to you between

the hours of 4:00 p.m. and 7:45 a.m. It is also common practice to expect a 3-business day window between receipt of an email and response.

We appreciate your understanding, and thank you for your patience.

### **Newsletters**

Each week families will receive a newsletter containing important information. This newsletter is sent using Mailchimp to the email address provided by families. If you do not receive a newsletter, please do the following:

1. Check your spam folder for the newsletter and, if found, make the email as “not spam.”
2. Contact the school office staff to ensure that you are on the email list

### **Phone Calls and Mailings**

Both of these methods of communication are used when appropriate. Please be sure that this contact information is up to date in final forms

### **Attendance, Tardiness and Call Offs**

The Academy’s educational program requires students to be continuously present so the students may receive instruction and actively participate in the educational process. Following Ohio law, the Academy requires attendance of all students enrolled during the days and hours the Academy is in session. To be considered in attendance, a student must be either within the Academy’s facilities or in the place where the Academy is in session by the Governing Authority’s authority.

### **Parental Responsibility and Procedure for Reporting Absences**

A student’s parent or guardian is primarily responsible for a student’s attendance at school. Should a student be absent, the student’s parent or guardian is required to notify the Academy on the day the student is absent unless previous notification has been given in accordance with the Academy’s procedure regarding excused absences. In case a student is absent, the procedure for reporting absences should be as follows:

- 1) A legal guardian must call the school to notify that his/her child or children will be absent. This phone call should take place no later than 9:30 am.
- 2) If a legal guardian fails to call the school by 9:30 am, school personnel will call or email the legal guardian to inform him/her of the student’s absence.
- 3) For absences to be excused, the parents must submit, in writing, the date, the reasons for the absence, and a request to have the absence excused within 7 calendar days of the student returning to school.
- 4) After 30 consecutive hours of absences (approximately 5 full days), a note from a legitimate physician is needed for the absence to be excused.

The Governing Authority recognized the following absences as excused:

- The student’s physical or mental illness
- Instruction at home from a person qualified to teach the student due to a disability
- Illness in the family necessitating the student’s presence
- Serious illness or death in the family
- Observing religious holidays consistent with the family’s truly held beliefs

- Medical or dental appointment
- College visitation
- Quarantine
- Required court appearance
- The inability of the parent to employ help in the parent's family business
- Farm work of the parent or guardian at necessary times
- Emergency or other circumstances the Academy determines reasonable

### Tardiness

A student is tardy when a student is more than 5 minutes late for school or is late for the start of the class. If a student misses more than half a class, the student shall be considered absent for the class. A student who is repeatedly tardy will be subject to disciplinary action.

### Early Dismissal from School

Any student who must leave school before the end of the school dismissal **must bring in a written request on the day of the early dismissal.** This request should state the reason, time, and phone number of a legal guardian. If a child is leaving school with anyone other than a legal guardian this must be included on the note and the individual will be asked to show a state-issued ID.

### Ill Students

The teachers, administrators and office staff will work to ensure that your child is provided with limited care should they become ill during the school day. However, it is important to understand that the Academy does not employ a school nurse, and families should not send their children to school to be checked by a medical professional.

Please be sure to have current medical authorization forms completed on Final Forms and that they are updated as needed. These forms need to be completed before for any treatment to be given. The school office has age-appropriate acetaminophen and ibuprofen. However, these will not be dispensed without completed consent documents in Final Forms. Minor cuts, scrapes and bumps will be cleaned with a bandaged applied.

For the health and safety of the other students, we ask that you consider keeping your child home from school if:

- Your child is vomiting in the morning or has vomited the night before.
- If your child has a fever. Your child should be fever-free without the use of medication.
- If your child is diagnosed with any type of infection. Follow the physician's guidelines for when your child can return to school.
- If your child's eyes are crusted over when they wake up in the morning and they appear red. Your child should be checked for the pink eye before coming to school.
- If your child has diarrhea in the morning or the night before the school day.
- If your child has a rash over a large part of their body that is undefined or undiagnosed

### House Bill 410 and 166

With the implementation of House Bill 410, the Ohio State Legislature has made significant changes to Ohio's school attendance laws. This document is to help clarify and inform families on the new law and how Bio-Med Science Academy will be handling these new regulations.

A student's parents or guardians are primarily responsible for a student's attendance at school. Should a student be absent, the student's parent or guardian is required to notify the School on the day the student is absent unless previous notification has been given in accordance with the School procedure regarding the excused absence.

In the case that a student is absent, the procedure for reporting absences should be as follows:

- The parent must call the School by 9:30 am that the School is in session to report the student's absence.
- If a parent fails to call the school, school personnel will contact the parent to inform him/her of the student's absence.

Habitual Truancy - a student is habitually truant when they are absent without a legitimate excuse for any of the following:

- thirty (30) or more consecutive school hours (4.4 days)
- forty-two (42) or more school hours in one (1) month (6.2 days)
- seventy-two (72) or more school hours in one (1) year. (10.6 days)

A parent with a student that meets one of the criteria under habitual truancy will be required to develop an Absence Intervention Plan (AIP) with the school to improve attendance.

- *Failure to follow the AIP may result in charges being filed with the court*

The school will send home an attendance email when a student reaches each of the Excessively absent and Habitually truant.

Defined legitimate excuses:

- the student's physical or mental illness instruction at home from a person qualified to teach the student due to a child's disability
- illness in the family necessitating the student's presence
- serious illness or death in the family
- Family vacation – students MUST have limited mastery or better in all courses and complete appropriate paperwork before travel
- Academy sponsored trip
- observing religious holidays and consistent with the student's truly held beliefs
- medical or dental appointment
- college visitation – with completed college visitation confirmation form submitted one school day after the visit
- quarantine
- required court appearance
- the inability of the parent to employ help in the parent's family business
- farm work of the parent or guardian at the necessary time
- emergency or other circumstances, the School determines reasonable.

For absences to be excused, the parents must submit, in writing, the date, the reason for the absence, and a request to have it excused within 7 calendar days of the student returning to school.

### Pick-Up Protocol

- Families must declare the method for student dismissal (car or bus) on the family questionnaire.
- Students who must deviate from their declared method of dismissal must have a parent/guardian communicate this change with the school through email or written note no later than 2:00 p.m.
- Any changes to dismissal procedure that must occur after 2:00 p.m. must be done through a phone conversation. **Please note:** Do not leave a message on the school voicemail after 2:00 p.m. as this is a very busy time of day and it is possible that the message will not be heard until after dismissal.
- If a parent or guardian does not communicate a change in the dismissal protocol the student will be sent home as indicated during the declaration process.
- Each family will be given a name placard to place on the car visor or dashboard. This placard is intended to ensure that children exit the school in order and are escorted to the correct car. Should you lose this placard it is the family's responsibility to contact the school office for a replacement.

- Families are encouraged to form carpools. If more than one family is to be loaded into a car, please create a placard with all the last names of the students in the carpool.
- Families should indicate on the family questionnaire the names of the families who have ongoing permission to pick up the student as part of a carpool.

## Medication

The Academy recognizes that there are times when a student needs to take medication while they attend school. For the safety of the child, all medications need to be delivered to the school by a parent or guardian. The medication should be delivered to the office staff, along with a Physician's Request for Medication Form (see appendix). All medication should be sent to school in their original container which identifies the name of the student, the name of the medication, and the dosage amount.

Some families may wish to have over the counter medications administered. For the school staff to dispense this medication, the parent or guardian should complete the Physician's Request for Medication Form (see appendix) and deliver the form along with the medication in the original container/packaging to the school office.

To ensure that the staff is aware of the need for the medication, students are NOT permitted to deliver the medication to the office. This must be done by a parent or guardian. Also, students may NOT keep medication with them to take on their own. This includes cough drops.

## School Cancellation

If the school must be closed due to inclement weather or other conditions, students and legal guardians will be notified by the emergency notification system (text or email). The cancellation will also appear on TV channels 3, 5, 8 and 19.

At the discretion of the Chief Administrative Officer, the Academy may hold a "**Digital Day**" when the Academy is closed due to weather or other conditions. These days **WILL count** as an actual in-session school day, and students are **expected** to complete the tasks assigned by designated times and participate in the learning of that day. Failure to do so will result in an unexcused absence.

If the Academy holds an emergency Digital Day, a newsletter will be sent to families to with information on how to access the required assignments.

## Student Fees:

Grades 2<sup>nd</sup> – 5<sup>th</sup> - \$115

Grade 6 - \$125

**We ask that student fees are paid by October 30<sup>th</sup> of the current school year. Student's transcripts and report cards are held when fees are unpaid. Any outstanding balance needs to be paid in full**

**by May 1<sup>st</sup> of the student's senior year, or they will not be permitted to participate in the graduation ceremony and final transcripts will be withheld until the balance is cleared.**

## Dress and Grooming

In general, dress and grooming should be appropriate for the School.

### 1. **Students must wear:**

- Polo shirts with a collar or a button-down dress shirt. They can be long or short-sleeved and must be of solid color. There may not be any writing or images on the shirts.
  - Khaki/trouser pants or jeans with no holes or shredding. They may be any solid color. Pants must be worn at the waist. No leggings, jeggings, skirts, or skorts
  - Student ID on lanyard or clip must be visible at all times.
  - Closed Toe Shoes (no sandals or Crocs)
  - When cooler temperatures arise, students may wear one of the following over their collared shirt: Bio-Med hoodie or any other official Bio-Med top
  - Bio-Med patch may be worn on plain colored hoodies or sweaters
  - Shalersville Students may also be permitted to wear school appropriate khaki shorts during extremely hot temperatures. There must be prior permission given by the Principal or CAO.
2. NO Coats/Jackets may be worn inside during the school day.
3. Body jewelry, hairstyles and color may not interrupt the educational process or pose a safety issue. Students will be in professional situations frequently and will need to represent themselves in such a manner or may lose the chance to participate in the opportunity.
4. Hats may not be worn in the school building at any time

## Outdoor Learning and Recess

It is the philosophy of the Academy that students learn best when exploring and interacting with their natural environment. In support of this philosophy, students will often be outside and should dress appropriately.

Clothes should be in good condition and follow the Dress and Grooming guidelines. However, be sure to dress your child in clothes that are comfortable and allow for easy movement. It can be expected that clothing will become dirty in the course of a normal school day.

Students should come to school in weather appropriate outer clothing. While there are occasions where students will not be able to go outside for recess or learning activities such as heavy rain and bitter cold, it would not be unusual for students to be outside in the snow. Students should consider wearing boots to school when appropriate, but please also send a change of shoes for them to wear inside the building.

**Please be sure to write your student's name on all clothing and outerwear**

## Volunteers

There will be opportunities throughout the school year to volunteer. These opportunities will be sent home to families through email communications. To facilitate the coordination of these opportunities, families will be asked to complete a survey to indicate their interest in volunteering in the school.

Some volunteer opportunities will require the completion of an FBI and BCI background check. The cost of these background checks is the responsibility of the volunteer.

## Visitors

To facilitate the learning of all students at the Academy, please be aware that students will not be permitted to receive visitors during school hours. If families need to contact students during school hours, they should contact the school office, and office staff will relay information to students as necessary.

If families need to meet with school staff (Administrators, Teachers, Intervention Specialists, etc), they are asked to call the school office during regular office hours and schedule an appointment. It is not possible to accommodate walk-in requests for a meeting.

## Lunch

The Academy offers families the opportunity to order and purchase a cold lunch option as part of the school lunch program. Information for ordering will be sent home weekly

Students may also bring their own lunch to school. Lunches which are brought to school should include items that students are able to prepare on their own. Please note the following information about use of microwaves:

- **Students in grades 2-4** will NOT have access to microwaves to heat up lunch items. Students should pack foods that do not need to be heated. Any hot lunch items should be prepared at home and stored in a thermos to remain hot until lunchtime.
- **Students in grade 5-6** will have access to microwaves. Students will be responsible for using the microwaves independently. If families are concerned that their child is unable to use a microwave independently and safely, they should prepare hot lunch items at home and store them in a thermos to remain hot until lunchtime. Please understand that the cafeteria staff is not able to heat up food for the students while monitoring the rest of the students in the cafeteria.

## Classroom Celebrations and Treats

The Academy recognizes that individual celebrations, such as birthdays, can be a special time for students and families often want to share these celebrations with other students at school. Here are some guidelines for sharing individual celebrations:

- Students may bring in a small treat to share with their homeroom. Non-food treats are preferred due to allergies and dietary restrictions. If families choose food treats, they should be packaged with ingredients clearly labeled. No treats with peanuts or tree nuts will be shared.
- There are times when families wish to invite other students to a special celebration outside of school. In the spirit of community, it is asked that unless all students within a homeroom are invited, invitations to these special celebrations be mailed to the student's house rather than delivered at school.

The staff of the Academy is dedicated to creating an inclusive and equitable environment and in the spirit of community, there will be times when there will be school wide celebrations. These celebrations will be communicated with families through newsletters. Please contact your student's teacher, the administrator or the office staff should you have any concerns or questions about these celebrations and your student's participation in these events.

## Websites You Should Bookmark

Canvas – [biomed.instructure.com](https://biomed.instructure.com)

Bio-Med Science Academy – [www.http://biomedscienceacademy.org](http://www.biomedscienceacademy.org)

### *Follow us on Twitter:*

- [twitter.com/biomedacademy](https://twitter.com/biomedacademy)
- [@biomedacademy](https://twitter.com/biomedacademy)

### *Like us on Facebook:*

- Bio-Med Science Academy STEM School

## Rootstown Campus Volunteer Hours

Volunteer hours are a requirement for graduation. The **60 hours** must be completed **by May 1<sup>st</sup> of the student's graduating year**. Hours completed must be documented and signed using the form included in this handbook. The form is also available on Canvas and outside the guidance office of the Rootstown Campus. Students may either use one form per organization and track all of their dates and hours together, or they can turn in hours as they go. All volunteer hours that are accumulated in an academic

year must be submitted by the last day of school of that academic year. Old volunteer hours will not be accepted. Students who do not complete the 60-hour requirement will not receive their high school diploma and not participate in the Graduation Ceremony. Students may start accumulating hours the summer before their 9<sup>th</sup>-grade year. Any student that earns 120 hours or more by May 1<sup>st</sup> of their graduating year will receive a Civic Engagement cord to be worn at the graduation ceremony.

### Property of the Academy

The Governing Authority requires any book technology equipment or material furnished to students for their temporary use to be given good care and returned to the Academy once the item is no longer needed. If the item is abused beyond normal wear or lost/not returned, a fine or replacement cost will be assessed against the student and his or her family.

### Storage Compartments, Lockers, and Coat Hooks

Storage compartments and lockers are the property of the school and are, therefore, subject to random searches by authorized personnel at any time. Items may not be permanently affixed to the locker. See search and seizure.

### Student IDs

Student IDs must be visible at all times. The school will issue one ID to each student. Replacement costs will be assessed to the student if the ID is lost, damaged, or otherwise unusable. Students that do not wear their ID will be subjected to disciplinary action per the Code of Conduct.

## Academics

The Bio-Med Science Academy STEM School was created to offer students a different approach to learning while focusing on STEM + M disciplines. Our students will reflect the following:

### Student Attributes:

In an attempt to help develop a lifelong learner with enhanced 21<sup>st</sup>-century skills In addition to our rigorous curriculum the Academy embraces our student attributes. Student attributes are threaded into all aspects of our school. The Academy is one of the 10 schools in the State of Ohio designing and piloting a State Assessment Rubric for 21<sup>st</sup> Century Skills (internally called attributes).



**Mastery Learning**

The Academy’s philosophical roots are grounded in the concept that all students will learn how to apply and implement their knowledge into their everyday lives and to solve current global issues. The Academy’s staff will work with the students to develop a level of thinking and learning that involves self-processing and a keen awareness of the knowledge they’ve gained. Students are expected to master the core curriculum concepts. If mastery of the curricular concept has not been achieved in the first attempt, students will then be given additional time and remediation if needed. **Students must master a course to progress onto the next course.**

**Mastery Grading**

Bio-Med Science Academy				
Mastery Scale				
	Level	Code	Descriptor	Score Range
Mastered	High Performing	HP	The student consistently and independently demonstrates the ability to <b>evaluate, integrate, and create</b> with essential content knowledge and skills in a task	4.0-3.58
	Mastery	M	The student consistently and independently demonstrates the ability to <b>analyze, apply, and transfer</b> essential content knowledge and skills in a task	3.57-3.18
	Limited Mastery	LM	The student demonstrates the <b>ability to comprehend</b> and apply essential content knowledge and skills in a task	3.17-2.78
Not Mastered	Approaching Mastery	AM	The student <b>inconsistently demonstrates</b> the ability to comprehend and apply essential content knowledge and skills	2.77- 2.38
	Not Yet Mastered	NYM	The student is <b>not yet demonstrating</b> the comprehension and application of essential content knowledge and skills	2.37-1.98
	No Evidence of Mastery	NEM	The student has <b>not produced</b> a sufficient amount of evidence to determine a level of mastery	1.97-0

**Grade Reporting**

The Academy will be tracking student’s mastery progress using a web-based program called Canvas. This program is specifically designed to track student’s mastery progress while also being a platform for coursework and communications. Canvas will be available 24/7 with unique usernames and passwords.

**Academic Reflection Circle (ARC)**

Families can monitor student progress on Canvas throughout the year and are encouraged to communicate with the classroom teacher(s) about any concerns they may have or their need for further information.

In addition to this ongoing communication, the Academy holds Academic Reflection Circles on an invitation basis twice a year. Families of students who are in Academic Watch, Academic Warning or

Academic Emergency will be invited to attend an Academic Reflection Circle which will be co-lead by the student and the classroom teacher. These formal meetings are intended to support student progress by creating an academic intervention plan.

## Policies

Please Note:

Policies are updated and changed throughout the year please consult the Master Policy Manual on our website for the latest version.

Policy No. 3330

### Parent's Right-to-Know

As a condition of receipt of Title I funds, the School is required to communicate certain information listed below. All notices and information shall be provided in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand.

#### Right to Know Notice

The School shall annually notify all parents of their right to request information about the qualifications of the student's classroom teachers. The notice shall indicate that parents may request information regarding:

- whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- whether the teacher's undergraduate degree and any other graduate certification or degree including the field of discipline of the certification or degree); and
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

The annual notification is available at Form **3330.1**, Parent's Right-to-Know Letter.

Upon receiving an informational request from a parent, the School shall respond in a timely manner.

#### Automatic Notice

The School shall also automatically provide each parent with written notice of the following:

- information on the level of achievement of the child in Ohio's academic assessments; and
- timely notice that the parent's child has been assigned, or has been taught for more than four (4) consecutive weeks, by a teacher who is not properly certified and licensed, as defined in 20 USC § 6311. Notice may be provided using Form **3330.2**, Parent's Notification Regarding Your Student's Teacher.

*Federal:* 20 U.S.C. § 6311.

*Ohio:* R.C. 3319.074.

*Cross Reference:* Policy 3230, Qualified Educators; Policy 3310, Parental Involvement and Participation; Policy 3320, Title I Parental Involvement Policy; Form 3330.1, Parent's Right-to-Know Letter; Form 3330.2, Parent's Notification Regarding Your Student's Teacher Letter.

Amended 8-20-2019

Policy No. **3710**

### Rights of Individuals with Disabilities

Consistent with this policy, the School shall comply with all applicable laws regarding the rights of individuals with disabilities. No otherwise qualified person shall, solely by reason of his/her disability, be excluded from participating in, be denied the benefits of or be subject to discrimination under any School sponsored program or activity.

An individual with a disability is defined as a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, speaking, breathing, learning, reading, thinking, communicating, and working.

*Program.* The School shall make all reasonable efforts to serve the School's special needs children whom are eligible for special education and/or related services. As more fully explained in 37101.1, Special Education Policies and Procedures, the School shall:

- provide a free appropriate public education to each qualified person with disabilities in need of a special education;
- conduct special education programs in the least restrictive environment and shall be placed in an educational setting with students to the extent appropriate;

- not deny any student, because of his/her disability, from participating in any co-curricular, intramural, or interscholastic activities or any of the services offered; and
- enforce the due process rights of disabled students and their parents.

*Employment Practices.* No qualified person with a disability shall, on the basis of his/her disability, be subject to discrimination in employment under any of the programs or activities of the School. The School shall take positive steps to employ and advance in employment qualified persons with disabilities. The School shall make all decisions concerning employment in a manner which ensures that discrimination on the basis of disability does not occur and shall not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status. The School shall not participate in a contractual or other relationship that has the effect of subjecting qualified applicants or employees with disabilities to prohibited discrimination. The School shall not use any employment test or other selection criterion that screens out or tends to screen out persons with disabilities or any class of persons with disabilities unless the test or selection criterion is job-related for the position and alternative tests or criteria are not available.

*Facilities.* Consistent with all applicable laws, the School shall provide barrier free access to School or provide an alternative means of providing service so that no individual with a disability is excluded from participating in the School program solely because of the individual's disability.

#### Disseminating this Policy

To ensure compliance with the School's policies regarding individuals with disabilities, the School shall post a statement pertaining to regarding the School's position on non-discrimination in the School and published in any school statement pertaining to employment positions

*Federal:* 42 U.S.C. 1210, et seq.

*Cross Reference:* Form 3710.1, Special Education Policies & Procedures; Policy 3720, Section 504 of the Rehabilitation Act of 1973; Policy 3730, Alternate State Assessments for Students with Disabilities; Policy 3740, Child Find Responsibilities.

**Policy No. 4103**

### **Harassment and Sexual Harassment**

The School seeks to create and maintain an environment that promotes learning, dignity, and respect. This environment is interfered with when a student or any other individual is harassed or discriminated against. As a result, the School strictly prohibits any type of harassment, sexual harassment, or offensive conduct that has the purpose or effect of interfering with the school setting, creates a threatening; intimidating; hostile; discriminatory, or hostile learning environment, or impedes; disrupts; or hinders the School's educational process.

Harassment takes many forms and includes, but is not limited to, conduct that has the purpose or effect of intimidating, teasing, bullying, threatening, or discriminating against another because of race, ethnicity, color, religion, disability, age, sexuality, and/or all other categories protected by law.

Sexual Harassment includes, but is not limited to unwelcome insults, advancements, requests for sexual favors, verbal and/or physical conduct of a sexual nature.

Harassment of any kind is not tolerated. Any student who is found to have harassed a fellow student or staff member will be subject to discipline as established in the School's policies.

Incidents of harassment of a student or staff member shall be reported to any teacher, the Head Administrator, or the Administrator's Designee. Reports may be made using Form 5080.1, Reporting Acts of Harassment. Upon receiving a report, the report recipient shall promptly inform the Head Administrator, his/her designee, or a Governing Authority Member, who will investigate the report and take the appropriate action.

*Cross Reference:* Policy 4104, Policy on Harassment, Intimidation, and Bullying; Policy 4105, Anti-Hazing Policy; Policy 4106, Policy on Gang Activity & Other Prohibited Groups.

**Policy No. 4104**

## Policy on Harassment, Intimidation, and Bullying

The School seeks to create and maintain an environment that promotes learning, dignity and respect. This environment is interfered with when one is physically or emotionally harmed. The school recognizes the seriousness of harassment, intimidation, or bullying, electronic or otherwise. Therefore, the School prohibits acts of harassment, intimidation, or bullying of any student on school property, on a school bus, or at school-sponsored events. School-sponsored events may be conducted on or off School property and/or on school-related vehicles that are recognized or authorized by the Governing Authority.

This policy was developed in consultation with parents, guardians, school employees, school volunteers, students, and other community members in order to combat acts of harassment, intimidation, or bullying.

Any student found responsible for harassment, intimidation, bullying or "bullying by electronic act" will be subject to discipline including suspension and/or expulsion.

"Harassment, intimidation, or bullying" is defined as either:

- any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- violence within a dating relationship.

"Electronic act" or "bullying by electronic act" or "cyber bullying" are defined as an act committed through use of a cellular or mobile telephone, computer, pager, personal communication device, or other electronic communication device.

### Promoting Civility

In an effort to promote civility in the school environment, the School seeks to recognize school administrators, faculty, staff, and volunteers that promote civility and stand up to harassment, intimidation, and bullying.

### Procedure for Reporting, Investigating & Documenting Harassment and Bullying

The procedure for reporting harassment, intimidation, and bullying varies by one's affiliation with the School. Students, school personnel, and volunteers *must* report incidents to the Head Administrator or his/her designee. All other individuals are strongly encouraged to report prohibited incidents to the Head Administrator or his/her designee.

Reports may be made in two ways. First, the report may be made using the Form **5080.1**, Reporting Acts of Harassment. The Form shall be submitted to any staff member, teacher, or administrator. Upon receiving the report, the staff member must immediately send the report to the Head Administrator. Second, students, parents or guardians, and school personnel may make informal complaints to a school staff member or administrator. Informal complaints must be described with specificity as to the action, the persons involved, the number of times the alleged conduct occurred, where it occurred, and the individuals targeted. The staff member that receives the informal report must immediately document it using Form **5080.1**, Reporting Acts of Harassment. Anonymous complaints may be made as an individual finds necessary.

Upon receiving the report, the Head Administrator or his/her designee shall promptly and thoroughly investigate the alleged incident and then prepare a report documenting the alleged incident. Upon completing the investigation, a determination shall be made. If the investigation substantiates the claim, the School shall notify all custodial parents or guardians involved in the incident. The custodial parent or guardian of any student involved in a confirmed act will be notified and will have access to any written reports pertaining to the confirmed act to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974,"(20 U.S.C. 1232g), as amended.

On a semiannual basis, the Head Administrator shall provide the President of the Governing Authority with a summary of all reported acts and post the summary on its web site, if the district has a web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," (20 U.S.C. 1232g).

### Procedure for Responding to and Disciplining Acts

Acts of harassment, intimidation, and bullying, electronic or otherwise, vary in scope and seriousness. As a result, each incident requires its own discipline. The extent of the discipline is to be determined at the sole professional discretion of the Head Administrator. The Head Administrator may consider the following types of intervention for confirmed acts.

Non-disciplinary intervention may be appropriate when acts are identified early or do not require a disciplinary response. Such forms of non-disciplinary intervention include:

- *Counseling.* A student may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and the student's duty to avoid any conduct that could be considered harassing, intimidating, or bullying.
- *Peer Mediation.* Peer mediation may be used when a conflict arises between students or groups. Peer mediation, however, may be inappropriate and should be used cautiously as a power imbalance may make the process intimidating for the victim. This could be true if the victim's communicative skills and assertiveness are low and have been eroded by fear from past intimidation and of future intimidation.

Disciplinary intervention may take a wide number of forms.

- *In and out-of-school Suspension.* Suspensions shall follow the procedure outlined in Policy **4530**, Suspension and Expulsion Policy.
- *Expulsion.* Expulsions shall follow the procedure outlined in Policy **4530**, Suspension and Expulsion Policy. Expulsions shall be reserved for (1) serious incidents and/or (2) past interventions have not been successful in eliminating prohibited behaviors.

The disciplinary procedure shall not infringe on any student's rights under the First Amendment to the Constitution of the United States. Due process procedures for suspension and expulsion, as provided for under R.C. 3313.66 will be followed.

#### Deliberately False Reports are Prohibited

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Students that do make a false report shall be subject to the disciplinary procedure set forth in the School's Policy on Student Discipline.

#### Strategy for Protecting Victims and Prohibiting Retaliation or Additional Harassment

After a report is made, the School prohibits additional acts of harassment, intimidation, or bullying, electronic or otherwise. The Head Administrator shall determine the appropriate consequences and remedial action for those who engage in the aforementioned conduct by following the School's policies and procedures.

To aid in preventing additional acts against victims and retaliatory acts against individuals making reports, the School has adopted the following strategy:

- Provide adult supervision when students are not in a traditional classroom setting including: hallway passage, recess, lunch, and bathroom breaks.
- Communicate incidents with school personnel, have school personnel continue to monitor those involved for further signs of offending behavior, and intervene when offending behavior is witnessed.
- For offending students, fairly monitor and supervise.
- For the victim(s), provide daily contact to ensure there have been no further incidents and provide counseling as is determined necessary.
- For those that make reports, continue contact to ensure there have been no further incidents or retaliatory conduct.
- Allow individuals to make an anonymous report.

All School personnel, volunteers, and students shall be individually immune from civil liability in an action from damages arising from reporting an incident as provided by law.

#### Disseminating this Policy

This policy shall appear in the School's Policy Manual, and in any of the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the School.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the School and to their custodial parents or guardians, and once each school year a written statement describing the policy and the consequences for violations of the policy 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. Information regarding the policy shall be incorporated into employee training materials.

This policy shall be incorporated into in-service training.

*Ohio:* R.C. 3313.66, R.C. 3313.666, R.C. 3313.667, R.C. 3319.321.

*Cross Reference:* Policy 4103, Harassment and Sexual Harassment; Policy 4105, Anti-Hazing Policy; Policy 4106, Policy on Gang Activity & Other Prohibited Groups; Policy 4530, Suspension & Expulsion Policy; Form 5080.1, Reporting Acts of Harassment.

**Notification of Bullying Incident Form**

Parent of: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

This is to notify you that ORC 3313.666 and the School's Policy on Harassment, Intimidation, and Bullying prohibit bullying or harassment during education programs or activities, on school buses, or through use of data or computer software accessed through computer systems of certain educational institutions. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. "Bullying" is defined as:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that
  - a. Causes another person substantial physical harm or visible bodily harm;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

This letter is to inform you that your child has been involved in a report of a bullying or harassment incident.

\_\_\_ A report has been made that alleges your child as a perpetrator of bullying or harassment.

\_\_\_ A report has been made that alleges your child as a victim of bullying or harassment.

\_\_\_ A report has been made that alleges your child as a witness, bystander and/or complainant of bullying or harassment.

Please discuss this with your child and call the school if you need further assistance or information.

An investigation into the reported act of bullying has been initiated. You will be notified of the outcome and any actions taken pertaining to your child. Thank you for your attention to this matter.

Sincerely,

Head Administrator

**Anti-Hazing Policy**

The School seeks to create and maintain a safe educational environment. Hazing is strictly prohibited. The School will actively enforce and monitor this policy. No individual may plan, encourage, or engage in hazing. Additionally, no staff member may permit, condone, or tolerate hazing activities.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental/physical harm to any person.

Hazing is a serious activity that may take place on or off School property. This policy extends to acts of hazing regardless of where the hazing occurs so long as the hazing is in any way connected to the activities or incidents that have occurred on property owned, used or controlled by the School.

Hazing still occurs even if the individual consents to, permits, or assumes the risk of the activities performed.

The School will actively enforce and monitor this policy. The School requires School employees to be vigilant and take the following steps regarding incidents. Upon learning of hazing, planned hazing, or possible events that may include hazing; staff members are required to inform involved individuals that hazing is prohibited, end all acts or planned acts immediately, and report the incident to the Head Administrator or his/her designee immediately.

Individuals that violate this policy may be subject to discipline and to civil and criminal penalties. Students that engage in hazing will be subject to discipline up to and including permanent exclusion.

*Ohio:* R.C. 2307.44, 2903.31, 3313.661.

*Cross Reference:* Policy 4103, Harassment and Sexual Harassment; Policy 4104, Policy on Harassment, Intimidation and Bullying; Policy 4106, Policy on Gang Activity & Other Prohibited Groups.

**Policy No. 4106**

**Policy on Gang Activity & Other Prohibited Groups**

The School seeks to create and maintain a safe learning environment. This environment is threatened and interfered with the presence of gangs, gang activity, and other prohibited groups.

School administrators will monitor the School environment, and students violating this policy will be subject to appropriate disciplinary action, which may include suspension and/or expulsion.

**Gangs and Gang Activity**

The School will not tolerate gangs. The School prohibits gangs or gang activities while at the School, in school buildings, school buses, or school-sponsored events.

A “gang” is defined as any identifiable group, organization, or association of three more persons that exists without the School’s authorization, that engages in gang activity; anti-social behavior; criminal behavior; or other activities that disrupts the School environment, and possesses an identifiable name, sign, or symbol.

A “gang activity” is defined to occur when a person commits, attempts to commit, conspires, has been complicit in the commission of, or solicited; coerced; or intimidated another into an offense of violence, a felony, or other criminal conduct prohibited under R.C. 2923.41.

The School further prohibits the use of symbols, hand signals, graffiti, apparel or manner of grooming which indicates or implies membership or affiliation with a gang or gang activity.

**Other Prohibited Groups**

The School prohibits fraternities, sororities, and secret societies as described by law.

*Ohio:* R.C. 2923.41.

*Cross Reference:* Policy 4103, Harassment and Sexual Harassment; Policy 4104, Policy on Harassment, Intimidation and Bullying; Policy 4105, Anti-Hazing Policy; Policy 4620, Student Groups & Activities.

**Attendance**

4200

**Attendance, Absence, & Truancy**

The School's educational program requires students to be continuously present so the student may receive instruction and actively participate in the educational process. In accordance with Ohio law, the School requires attendance of all students enrolled in the School during the days and hours the School is in session. To be considered in attendance, a student must be either within the School facilities or in place where School is in session by the School's authority.

In developing this policy, the School has consulted with the Judge of the Juvenile Court, parents, guardians, custodians, students, and all appropriate state and local agencies.

**Parental Responsibility & Procedure for Reporting Absences**

A student's parents or guardians are primarily responsible for a student's attendance at school. Should a student be absent, the student's parent or guardian is required to notify the School on the day the student is absent unless previous notification has been given in accordance with the School procedure regarding excused absence.

In case a student is absent, the procedure for reporting absences should be as follows:

The parent must call the School within the first hour that the School is in session to report the student's absence.

If a parent fails to call the School, school personnel must make a good faith attempt to contact within 120 minutes of the start of the school day, the parent/guardian of a student who is absent from school without legitimate excuse.

The School must make at least one good faith attempt to contact the parent, guardian, or caretaker.

A good faith attempt shall include, but not be limited to, contacting the parent by:

- (1) An actual or automated telephone call;
- (2) A notification sent through the school's automated student information system;
- (3) A text message;
- (4) An email;
- (5) An actual visit to the student's residence; or
- (6) Any other method adopted by resolution of the School's governing authority.

If the parent/guardian responds to any of those attempts but is unable to participate, the Head Administrator or Designee shall inform the parent of the parent's right to appear by the designee.

If an automated calling system is used, it must include verification that each call is placed, and whether the call was answered by the intended recipient or the system leaves a voicemail containing notice of the student's absence.

The notification requirement does not apply to students participating in College Credit Plus, or other "off-campus activities" as well as students receiving home-based, online, or Internet- or computer-based instruction.

To facilitate policy, parents or guardians must provide the School with their current home, work, and/or cellular telephone numbers; home address; and emergency telephone numbers.

**Absences**

*Excused Absences.* The Governing Authority recognizes the following absences as excused:

- the student's physical or mental illness;
- instruction at home from a person qualified to teach the student due to a child's disability;
- illness in the family necessitating the student's presence;
- serious illness or death in the family;
- observing religious holidays and consistent with the student's truly held beliefs;
- medical or dental appointment;
- college visitation;
- quarantine;
- required court appearance;
- inability of the parent to employ help in the parent's family business;
- farm work of the parent or guardian at necessary times; or
- emergency or other circumstances the School determines reasonable.

If the student is absent or will be absent for one of the above reasons, the student must provide a written note upon returning/prior to leaving the School or the absence will be considered unexcused. The statement must be from a parent and explain the cause for absence. At his or her sole discretion, the Head Administrator or his/her designee may investigate each individual absence. A student, whose extended absence is due to a medically-documented physical or mental impairment, will not be disciplined. As provided by law, such students may be entitled to receive an education tailored to their individual needs or abilities.

*Limited Excuse Absence.* Students absent solely to participate in an out-of-state School-approved activity shall constitute a limited excused absence. Limited excuse absences are to be treated as an excused absence provided: (1) the absences are limited to a maximum of twenty-four hours per school year, (2) the student must complete any missed classroom assignments, (3) and if the activity will cause the student to be absent for four or more consecutive school days, teachers must accompany the student for instructional assistance.

*Unexcused Absence.* A student's absence is unexcused if it is not an excused or limited excused absence. A student who is repeatedly has unexcused absences will be subject to disciplinary action.

*Tardiness.* A student is tardy when a student is more than five minutes late for school or is late for the start of class. If student misses more than half a class, the student shall be considered absent for the class. A student who is repeatedly tardy will be subject to disciplinary action.

#### Truancy

No student of compulsory school age shall be habitually truant.

*Habitual Truancy* – a student is absent without a legitimate excuse for any of the following:

- thirty (30) or more consecutive school hours, or
- forty-two (42) or more school hours in one (1) month, or
- seventy-two (72) or more school hours in one (1) year.

#### Notification and Absence Intervention Team

The School's Attendance Officer must notify a child's parent, guardian or custodian if the child has "excessive absences" which shall be defined as *nonmedical* excused absences and unexcused absences with or without legitimate excuse for 38+ hours in one school month or 65+ hours in a school year. This notice shall be made in writing within 7 days after the date of the absence that triggered the notice.

If the student continues to be truant after the notification and surpasses the threshold for habitual truancy, the School must assign the student to an absence intervention team within 10 days after the absences surpass those for habitual truancy. This team must develop an intervention plan for the student to reduce or eliminate further absences within 14 school days after the student is assigned to the team. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. They shall also include counseling for those students classified as a habitual truant.

The team must make at least three (3) meaningful good faith attempts to secure participation in this process and any recommended truancy prevention mediation programs from the student's parent, guardian or custodian.

A good faith attempt shall include, but not be limited to, contacting the parent by:

- (1) An actual or automated telephone call;
- (2) A notification sent through the school's automated student information system;
- (3) A text message;
- (4) An email;
- (5) An actual visit to the student's residence; or
- (6) Any other method adopted by resolution of the School's governing authority.

The parent is permitted to participate through a designee. If the parent fails to respond or participate, then the School is required to investigate as to whether the failure to respond trigger mandatory reporting to JFS and the team must develop the plan without parent participation.

The School has the discretion to extend the intervention plan or process over the summer months.

#### Issuance of Age and Schooling Certificates/Work Permits

Student who are at least 16 years of age may be excused from School attendance if the Head Administrator or his/her designee has issued the proper age and schooling certificates.

Age and schooling certificates are required for the employment of minors in most occupations, the most notable exceptions being employment on a family farm or any employment by one's parents.

Age and schooling certificates are not required for minors aged sixteen or seventeen who are employed during the summer vacation months.

All age and schooling certificates must be filed electronically with the Director of Commerce. The Head Administrator or his/her designee shall not issue or file an age and schooling certificate until certain documentation has been received, including a written pledge or promise from the employer indicating that the child will be lawfully employed, the child's school record, evidence of the child's age, and a physical fitness certificate.

Records relating to the issuance and denial of age and school certificates must be kept in the office issuing them. No records need be kept, however, in the case of certificates denied to children who are immediately determined to be of insufficient age.

Children who are granted age and schooling certificates must be enrolled in a competency-based instructional program to earn a high school diploma in accordance with rules adopted by the State Board of Education.

The Head Administrator or his/her designee may revoke an age and schooling certificate on account of noncompliance with any legal requirements, the physical condition of the child, the failure of the child to attend part-time classes (if required), or other sufficient cause.

#### Disciplinary Consequences for Truancy

On the 61<sup>st</sup> day after implementing the absence intervention plan, the Attendance Officer must file a complaint in the juvenile court if all of the following apply:

1. The student is absent without excuse for 30+ consecutive hours, 42+ hours in a school month or 72+ hours in a school year;
2. The School has made meaningful attempts to reengage through the absence intervention plan and any offered alternatives to adjudication;

3. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered alternative adjudication.

A complaint regarding a habitual truant where the parent, guardian, or custodian fails to get the child to attend school must be filed jointly against the student and the parent, guardian, or custodian. If the student is absent without excuse for 30+ consecutive hours or 42+ in a school month but the absence intervention team has determined that the student has made substantial progress on the absence intervention plan, the Attendance Officer is not required to file a complaint.

The School shall also make notification to the registrar of motor vehicles pursuant to ORC 3321.13, if applicable, and shall also initiate legal action under ORC 2919.222, 3321.20, and/or 3321.38, if applicable to the student's situation.

Pursuant to the Ohio Revised Code, the School shall not suspend, expel, or remove a student from school solely on the basis of the student's absences from school without legitimate excuse.

A student who is habitually truant will be excused for the absences if it is determined that: (1) the student was enrolled in another school, or (2) the student's absence was excused by law or this policy, or (3) the student has received an age and schooling certificate.

#### Attendance Officer Responsibilities

The Attendance Officer responsibilities shall be held by the Head Administrator or his/her designee. The School's Attendance Officer shall investigate all nonattendance, shall be vested with police powers, may serve warrants, and may enter workshops; factories; stores; and all other places where children are employed and do whatever is necessary in the way of investigation or otherwise to enforce the laws relating to compulsory education and the employment of minors. The Attendance Officer may also take into custody any youth of compulsory school age not legally employed on an age and schooling certificate who is not attending school and shall conduct such youth to the school he has been attending or should rightfully attend.

#### Withdrawal

By law, a student will be withdrawn automatically if the student fails to participate in seventy-two (72) consecutive hours of learning opportunities and the absence is not excused pursuant to O.R.C. 3314.03(A)(6)(b). Upon a student's withdrawal pursuant to this provision, the School shall automatically notify the student's school district of residence pursuant to any applicable Ohio laws, rules and regulations.

A student may be voluntarily withdrawn if a parent submits a written Voluntary Withdrawal notice to the Head Administrator.

#### Reporting Requirements

The School must report to the Ohio Department of Education any of the following occurrences:

1. When student is absent 38+ hours in a school month or 65+ hours in a school year and the School sends notice to the parent, guardian or custodian;
2. When the child has been absent without legitimate excuse the number of hours to classify as a habitual truant;
3. When the child is adjudicated an unruly child for being habitual truant violates the court order regarding that adjudication; and
4. When an absence intervention plan has been implemented for a child.

*Ohio:* R.C. 2152.02, R.C. 2152.011, R.C. 3313.668, R.C. 3313.672, R.C. 3326.22, R.C.3321, et seq., R.C. 3331.01; O.A.C. 3301-69-02.

*Cross Reference:* Policy 3820, Resolving Issues with Attendance; Policy 4203, Emergency School Closings & Calamity Days; Policy 3540, Promotion and Retention of Students

Resolution 2017-09-03  
Resolution 2017-10-04  
Resolution 2019-06-03  
Amended 8-20-19  
Amended 9-17-19  
Amended 2-18-2020

**Policy No. 4203**

### **Emergency School Closings & Calamity Days**

The Head Administrator or his/her designee shall make all decisions regarding calamity days that require the School to be closed. Closings may be made because of hazardous weather, disease epidemic, utility failure, or other conditions that jeopardize the health and safety of those affiliated with the School. As deemed necessary, the Head Administrator may close the School, delay the opening of the School, or dismiss School early. Should a calamity day be declared, School-related activities will be canceled.

*Cross Reference:* Policy 3820, Resolving Issues with Attendance; Policy 4201, Attendance, Absence, & Truancy; Policy, 4630 School-Sponsored Trips.

## Graduation

4300

Policy No. **4301**

### Graduation Requirements

In order to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency, the Governing Board awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. Each student must demonstrate, unless exempted, at least a proficient level of skill on the tests required by the State Board of Education to graduate.

In addition, the student must have attained the applicable score on the tests required by the State Board of Education for graduation in reading, writing, mathematics, science and social studies. Each student must demonstrate, unless exempted, the required level of skill in reading, writing, mathematics, science, and social studies at the end of the tenth grade.

Students in special education shall receive a diploma if certified they have properly completed the requirements of their IEP, and unless exempted, they take the tests required by the State Board of Education for graduation, with or without accommodations. Students should not be exempted from taking the prescribed tests unless no accommodation can be made to enable the student to take the test. They shall participate in all graduation activities.

The requirements for graduation from high school include earning twenty-five min. (25) units of credit in grades nine (9) through twelve (12). Specific course requirements are listed below.

No student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early.

One (1) credit is a minimum of 120 hours of course instruction, except that for a laboratory course, it is a minimum of 150 hours of course instruction.

One-half (1/2) credit is a minimum of sixty (60) hours of course instruction, except that for physical education courses, it is a minimum of 120 hours of course instruction.

Students will be required to earn 25 (min.) credits to graduate, including credits in the following:

- 4 credits of Laboratory Science
- 1 credits of Technology
- 3 credits of Engineering
- 4 credits of Mathematics
- 3 credits of Social Studies
- 4 credits of Language Arts
- 1 credit of Fine art
- .5 credit of Health
- .5 credit of Physical Education
- 1-3 credit(s) of Senior Apex

- 3-4 elective credits through Accelerated term and/or junior-senior elective courses
- 60 hours of Volunteer Hours completed by May 1<sup>st</sup> of the student's senior year

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit toward graduation shall be granted for any course that a student successfully completes outside of school hours at an accredited postsecondary institution whether or not the course was paid for by the School or by the parents or student.

Students below the ninth grade level may take high school courses for advanced credit toward graduation. In order to receive such credit, the course must be taught by a person certified/licensed to teach in high school and the course must be designated by the Board as meeting the high school curriculum requirements.

In order to meet the testing requirements for graduation, a student must meet one of the following:

1. A total of 18 Graduation Points across all end-of-course tests;
2. A remediation-free score on the ACT or SAT; or
3. A composite score of 13 on the Work Keys and an approved industry-recognized credential.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

#### Diploma with Honors

The School shall award the Diploma with Honors to any student who has fulfilled the following requirements:

- A. met the course, credit, and other requirements established by the Board or completed the IEP developed for the student.
- B. attained at least the applicable score on the tests required by the State Board of Education for graduation
- C. (I) completes the academic curriculum in the high school and has met at least nine (9) of the following ten (10) criteria:
  1. Earn at least five (5) units of Math
  2. Earn at least five (5) units of Science, including 2 units of advanced science
  3. Earn at least three (3) units of Social Studies
  4. Earn at least three (3) units of one (1) World Language, or no less than two (2) units of each of two (2) World Languages studied
  5. Earn at least one (1) unit of Fine Arts.
  6. Earn at least two (2) units of electives with a focus in STEM
  7. GPA: maintain an overall high school grade point average of at least 3.5 on a 4.0 scale
  8. ACT/SAT: Earn at least the following minimum scores: 27 or higher on the ACT, 1280 or higher on the SAT
  9. Field Experience: Complete a field experience and document the experience in a portfolio specific to the student's area of focus
  10. Portfolio: Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

OR

(II) completes an intensive career-technical education curriculum in the high school and has met at least nine (9) of the following ten (10) criteria:

1. Earn at least four (4) units of Math
2. Earn at least four (4) units of Science, including 2 units of advanced science
3. Earn at least four (4) units of Social Studies
4. Earn at least two (2) units of one (1) World Language
5. Earn at least four (4) units of electives in career-technical courses
6. GPA: maintain an overall high school grade point average of at least 3.5 on a 4.0 scale
7. ACT/SAT/Work Keys: Earn at least the following minimum scores: 27 or higher on the ACT, 1280 or higher on the SAT, 6 or higher on Reading for Information and 6 or higher on Applied Mathematics for Work Keys
8. Field Experience: Complete a field experience and document the experience in a portfolio specific to the student's area of focus
9. Portfolio: Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus
10. Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

**Resolution – 2017-08-05**

## **Student Code of Conduct**

4400

**Policy No. 4410**

### **Student Code of Conduct**

In order to achieve the School's educational goals, the School requires all students to conform to the policies outlined in this handbook and further elaborated in the School's manual. Failure to comply with these requirements will result in discipline.

Discipline is to be administered in a reasonable manner and shall generally follow the Student Discipline Program outlined below, with each infraction assigned to a specific level of discipline. However, the Head Administrator retains discretion to assign an infraction to a different level of discipline depending on the facts and circumstances.

Under no circumstances does the Governing Authority condone the use of unreasonable force and fear. The School strictly prohibits Corporal Punishment by all teachers, administrators, and volunteers. See **Policy 4560**, Positive Behavior Interventions and Support, Seclusion, and Prohibited Practices.

The Student Code of Conduct and related disciplinary process apply in the School, on the School property, at School activities or functions off the School premises, elsewhere on the NEOMED campus, including the NEW Center, between 7:30 a.m. and 4:15 p.m. on days that Bio-Med Academy is in session, and during transportation to and from the School. Offenses and punishment will be determined by the Head Administrator and on an individual basis.

#### **Student Discipline Program for Students in Grades Pre-K-3<sup>rd</sup> Grade:**

The School shall not issue an out-of-school suspension or expulsion for a student in grades pre-K through 3 except for serious offenses or as necessary to protect the immediate health and safety of the student, classmates, classroom staff and teachers, or other school employees.

The School's authority to issue an in-school suspension for a student in grades pre-K through 3 is expressly not affected by this rule, provided the suspension is served in a supervised learning environment. An in-school suspension means the student will serve all of the suspension in a supervised learning environment within a school setting.

Pre-K to 3<sup>rd</sup> Grade Students may be suspended and/or expelled for the violation of offenses listed in Categories 1 and 2:

Category 1: A serious and specific offense for which suspension or expulsion is statutorily required (bringing a firearm to school) or statutorily authorized (possessing a firearm, bringing a knife capable of causing serious bodily injury, making a bomb threat, or causing serious harm to persons or property).

Category 2: An offense not listed in Category 1 but for which the district or school determined suspension was necessary to protect the immediate health and safety of the student, the student's classmates, or the classroom staff or teachers.

Students shall not be suspended and/or expelled for violation of offenses listed as Category 3, minor offenses, not described in Category 1 or 2.

Student Discipline Program for Students in Grades 4<sup>th</sup> to 12<sup>th</sup>:

See the Infraction Table for a complete listing of offenses and the offenses' discipline levels.

*Level One.* Should a student commit a Level One offense, the teacher shall inform the student that he/she broke a rule, explain the rule, and administer an appropriate consequence. A Level One offense occurs:

- when a student engages in conduct constituting a Level One offense; or
- when a student commits a Level Two, Level Three, or Level Four offense that the Head Administrator deems appropriate to be considered a Level One offense.

*Level Two.* Should a student commit a Level Two offense, the teacher shall explain the infraction and administer an appropriate consequence. The teacher shall also contact the student's parents/guardians and send a report to the parents/guardians and the appropriate administrative office. A Level Two offense occurs:

- when a student engages in conduct constituting a Level Two offense;
- when student repeatedly violates a Level One offense; or
- when a student commits a Level One, Level Three, or Level Four offense that the Head Administrator deems appropriate to be considered a Level Two offense.

*Level Three.* Should a student commit a Level Three Offense, the student shall be subject to suspension under the School's suspension policy. A Level Three Offense occurs:

- when a student engages in conduct constituting a Level Three offense;
- when student repeatedly violates a Level One or Level Two offense; or
- when a student commits a Level One, Level Two, or Level Four offense that the Head Administrator deems appropriate to be considered a Level Three offense.

*Level Four.* Should a student commit a Level Four offense, the student shall be subject to expulsion, under the School's expulsion policy. A Level Four Offense occurs:

- when a student engages in conduct constituting a Level Four offense;
- when student repeatedly violates a Level One, Level Two, or Level Three offense; or
- when a student commits a Level One, Level Two, or Level Three offense that the Head Administrator deems appropriate to be considered a Level Four offense

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet publishing, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 2 – 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.	
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.	
Assault	Unlawfully causing any physical injury.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.	
Bullying	Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or violence within a dating relationship.	Level 2 - 4 disciplinary action; alternative discipline under bullying policy.	Level 3 - 4 disciplinary action; alternative discipline under bullying policy.	Level 4 disciplinary action; alternative discipline under bullying policy.	
Bullying by Electronic Act ("Cyber Bullying")	Bullying, as defined above, through use of a cellular or mobile telephone, computer, pager, personal communication device, or other electronic communication device.	Level 2 - 4 disciplinary action; alternative discipline under bullying policy.	Level 3 - 4 disciplinary action; alternative discipline under bullying policy.	Level 4 disciplinary action;	
Bomb Threat	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.	Level 3 - 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	
Damage / Destruction of Property	Causing, attempting to cause, or threatening to cause damage to School or private property (including graffiti).	Level 2 – 3 disciplinary action.	Level 3 – 4 disciplinary action.	Level 4 disciplinary action.	
Dangerous Weapon	Bringing a dangerous weapon onto School Property or possessing a dangerous weapon on School Property. Dangerous weapon means a weapon, device, instrument,	Level 3 – 4 disciplinary action.	Level 3 – 4 disciplinary action.	Level 4 disciplinary action.	

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	
	material, or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury.				
Display of Affection	Any physical display of affection between students is prohibited.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.	
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other students, and running and/or making excessive noise in the building.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.	
Dress Code Violations	[Insert School's Dress Code]	Level 1 - 2 Parent may be called	Level 1 - 2 Parent may be called	Level 3 - 4	
Electronic Access	The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.	Level 2 -3 disciplinary action.	Level 3 -4 disciplinary action.	Level 4 disciplinary action.	
Electronic and Other Communication Devices	No Student shall use any electronic devices (cellular telephones, PDA's, CD players, I-Pods, gaming devices, etc.) without approval, on School property between the hours of 8:00 a.m. to the conclusion of School.	Level 1 - 2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Extortion/Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Level 2 – 3 disciplinary action.	Level 3 – 4 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Firearm	Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a firearm at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Gambling	Illegal participation in, or the organization of, games of chance for money and/or other items of value.	Level 1 - 2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 4 disciplinary action.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student	Levels 1 - 3	Level 3 - 4	Level 4
Hazing	Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition in this policy.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a	Level 1	Level 2	Level 2 - 3

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern and may result in appropriate disciplinary measures.			
Illegal or Dangerous Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; and/or paraphernalia.	Level 2 - 4 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.
Illegal Organization	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.	Level 1 - 2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 4 disciplinary action.
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written, verbal, or symbolic, toward School personnel or any member of the School community.	Level 1 – 2 disciplinary action.	Level 2 – 3 disciplinary action.	Level 3 - 4 disciplinary action.
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1 – 2 disciplinary action.	Level 2 – 3 disciplinary action.	Level 3 - 4 disciplinary action.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, social media, Wikipedia, the Internet, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.)	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Knife	<p>Bringing a knife capable of causing serious bodily injury to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.</p> <hr/> <p>Possessing a knife capable of causing serious bodily injury at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.</p>	<p>Level 4 disciplinary action and 1 year discretionary expulsion.</p> <hr/> <p>Level 4 disciplinary action and 1 year discretionary expulsion.</p>	<p>Level 4 disciplinary action and 1 year discretionary expulsion.</p> <hr/> <p>Level 4 disciplinary action and 1 year discretionary expulsion.</p>	<p>Level 4 disciplinary action and 1 year discretionary expulsion.</p> <hr/> <p>Level 4 disciplinary action and 1 year discretionary expulsion.</p>
Littering	<p>Throwing paper, trash, or other materials on the floor, inside the School building, or on School grounds.</p>	<p>Level 1 disciplinary action.</p>	<p>Level 2 disciplinary action.</p>	<p>Level 3 - 4 disciplinary action.</p>
Loitering	<p>Presence of an individual in or about a School under one or more of the following circumstances:</p> <ul style="list-style-type: none"> <li>• After a reasonable request to leave.</li> <li>• Does not have a legitimate reason for presence.</li> <li>• Does not have written permission from proper authority for presence.</li> <li>• Refusal to identify self.</li> </ul>	<p>Level 3 disciplinary action.</p>	<p>Level 3 disciplinary action.</p>	<p>Level 4 disciplinary action.</p>
Lunch and Lunch Time Behaviors	<p>When Parents provide a Student's lunch, they are expected to provide a healthy meal. Carbonated beverages, such as soda (pop) are prohibited. Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent table manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Eating food outside the designated area or room</li> <li>• Leaving without permission</li> <li>• Littering</li> <li>• Discourtesy (toward volunteers, other students or staff)</li> </ul>	<p>Level 1 disciplinary action.</p>	<p>Level 2 disciplinary action.</p>	<p>Level 3 - 4 disciplinary action.</p>

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<ul style="list-style-type: none"> <li>• Failure to remain seated and to clean up your space</li> <li>• Talking too loud and/or inappropriately</li> </ul>			
Lying	Intentionally giving untrue communication.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
Misuse of Electronic Online Hardware or Software	Students using School online services for illegal, inappropriate, or obscene purposes.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarity/  Profanity	Use of obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	Level 1 – 2 disciplinary action.	Level 2 – 3 disciplinary action.	Level 3 - 4 disciplinary action.
Offensive Material	The production, possession, and/or distribution of materials that offend common decency or morals.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
Other Overt Disruptive Behavior	Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of individual or the School.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.	Level 1 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.
Playground Behavior	<p>The playground is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Any use of physical force or violence</li> <li>• Throwing objects of any kind, including snow, and/or ice</li> <li>• Taking property of others (hats, gloves, etc.)</li> <li>• Not being in the supervised area</li> <li>• Improper use of playground equipment</li> <li>• Using unapproved playground equipment</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Reckless Endangerment	Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.	Level 1 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Safety	<p>Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Talking during safety drills</li> <li>• Running, pushing, yelling, or other inappropriate behaviors</li> <li>• Possession of or use of tobacco, alcohol, or drugs</li> <li>• Leaving the school building or grounds without permission</li> <li>• Any of the inappropriate playground behaviors listed above</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event.	Level 3 disciplinary action.	Level 4 disciplinary action.	Level 4 disciplinary action.
Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia.	Level 1 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.
School Hall and Restrooms	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<ul style="list-style-type: none"> <li>• Any use of physical force or violence at any time anywhere on school property</li> <li>• Harassment of other students, teachers, volunteers, etc.</li> <li>• Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>			
School Property	<p>Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Defacing textbooks, library books, and other school materials</li> <li>• Destruction or improper use of school computers, printers, or other technology</li> <li>• Defacing/destruction of school property including desks, walls, lockers, etc.</li> <li>• Failure to respect the property of other students, teachers, school personnel, etc.</li> <li>• Gum chewing on school property</li> <li>• Improper use of restrooms and/or supplies</li> <li>• Stealing</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
School Telephone	<p>Use of the telephone by students is strongly discouraged. To help students develop responsibility, phone calls home require the written consent of the student's teacher. Violations include but are not limited to calls not approved by the teacher/principal.</p>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
School-Wide Discipline and Classroom Policies	<p>The School has in place a school-wide behavior management and discipline plan designed to provide consistent expectations throughout the School. In addition, each classroom has its own characteristics and expectations, and teachers may establish certain classroom rules to assist them in providing a pleasant atmosphere and good educational environment. These school-wide and classroom rules are in addition to those listed in this Code of Conduct,</p>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action.			
Sexual or Other Harassment	Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.	Level 4 disciplinary action.
Social Behavior	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> <li>• Any use of physical force or violence at any time anywhere on school property</li> <li>• Harassment of other students, teachers, volunteers, etc.</li> <li>• Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
Tardiness	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.
Technology Misuse	See policy regarding Technology, Network, and Internet Access Acceptable Use and Safety.	Levels 1 through 3	Level 3 - 4	Level 4
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 1 disciplinary action.	Level 2 - 3 disciplinary action.	Level 3 - 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Toys or Play Objects	<p>School is a place of learning. Distractions cause students to be inattentive. Therefore, students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Bringing toys or distracting objects to school</li> <li>• Creating toys or distracting objects at school</li> </ul>	Level 1 disciplinary action.	Level 1 disciplinary action.	Level 1 disciplinary action.
Transportation	<p>Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will be supported by the School and the management company. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Disrespectful behavior towards the driver or another student</li> <li>• Physical violence and/or abusive language (swearing)</li> <li>• Eating on the bus</li> <li>• Constant yelling or screaming (which could endanger the lives of others)</li> <li>• Failure to remain seated</li> <li>• Threatening behavior</li> <li>• Possession of drugs, glass, weapons, animals, or stolen merchandise.</li> <li>• Any other violation of school policy.</li> </ul>	Level 1 disciplinary action.	Level 1 - 2 disciplinary action.	Level 3 - 4 disciplinary action.
Trespassing	<p>Being in a School building or on School grounds without permission or authorization or refusing to comply with a request to leave School premises.</p>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Truancy	Habitual absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures, as set forth by Policy No. 4210	Level 2 disciplinary action; possible referral to intervention team	Level 2 disciplinary action; possible referral to intervention team	Level 2 disciplinary action; possible referral to the Juvenile Court system.
Verbal altercation	Engaging in minor verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 - 4 disciplinary action.

Amended 2018-10-16

Amended 2019-3-19

Policy No. **4410.1**

### Student Bill of Rights and Responsibilities

This Student Bill of Rights and Responsibilities serves as a guide for students as they learn and grow through the School's educational process. Rights are given according to the student's maturity and to the extent the rights do not interfere with the student's responsibilities.

#### Right to be Respected

- Each student has a right to be treated equally and fairly.
- All individuals have a right to be respected, accepted, and heard. Students, staff, teachers, and administrators will be respectful in their actions and thoughts.
- Each student has a right to learn in a safe environment. The learning environment will be free of verbal and physical threats, harassment, and intimidation and bullying. No individual may commit, encourage, or assist in such acts. *Such Rights are further elaborated in Policy 4103, Harassment and Sexual Harassment and 4104, Policy on Harassment, Intimidation and Bullying.*

#### Right to Learn

- Students shall have the responsibility to learn and to respect the rights of others to learn.
- Each student has a right to ask questions so long as the questions are presented respectfully and pertain to the lesson.
- Students shall respect the rights of others to teach.
- Each student has a right to a productive, disruptive-free learning environment. To ensure this, students must dress, behave, and act accordingly.

#### Student Discipline

- Each student has the right to access and understand the rules and behaviors to which they are subjected before they are punished.

#### Expression & Communication

- Each student has a right express differing viewpoint and to disagree with statements and policies. However, such expression must be done respectfully and without disrupting class. In doing so, student must recognize and respect the rights of others. See Policy **4450**, Student Symbolic Expression.

## Property

- Each student has a right to own and possess his or her property. All searches and seizures must be done in accordance with the School's Policy **4490**, Search and Seizure. All property must be treated with respect.

## **Policy No. 4420**

### Dress and Grooming

The Governing Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Chief Administrative Officer to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Chief Administrative Officer, in consultation with his/her staff, shall develop a dress and grooming code which complies with this Policy and enter such code into the student handbook. The code should delineate what types of clothing or manner of clothing does not comply with Board policy and why such clothing or manner of wear is not permitted. Such guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with schoolwork, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Chief Administrative Officer is the arbiter of student dress and grooming.

The Chief Administrative Officer shall instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance. It is essential that any restrictions on students also apply to central office administrators, building administrators, and all professional staff so that School leadership of students is by example rather than fiat.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

#### Specific Dress Policies by Board Action

- Polo shirts with a collar or a button-down dress shirt. They can be long or short sleeved and must be of solid color. There may not be any writing or images on the shirts and any emblems must fit under a single hand of the student.
  - Khaki pants or jeans pants with no holes. They may be any solid color. Pants must be worn at waist. No leggings or jeggings....
  - Student ID on lanyard or clip. This must be visible at all times.
  - Closed Toe Shoes
  - When cooler temperatures arise, students may wear one of the following over their collared shirt: Bio-Med hoodie or any other official Bio-Med top
  - Students may also be permitted to wear school appropriate khaki shorts during extremely hot temperatures. There must be prior permission given by the Principal or CAO.
5. NO Coats/Jackets may be worn during the school day.
  6. Body jewelry, hair styles and color may not interrupt the educational process or pose a safety issue. Students will be in professional situations frequently and will need to represent themselves in such a manner or may lose the chance to participate in the opportunity.
  7. Students will be required to wear school polo (lime green) on certain days. They will have timely notification.
  8. No open toed shoes.

**Internet & Technology Acceptable Use**

*Please read carefully before signing. In order to access and use the Technology, the network, and internet, students and staff must read this policy and submit a signed agreement form.*

The School's Governing Authority realizes that the internet and technology can greatly supplement the School's educational mission. With these opportunities come challenges to use technology in a safe and educational manner. This policy has been adopted to ensure students and staff properly use the School's Technology.

All Technology must be used responsibly, ethically, and legally. Users that do not adhere to these rules—and the guidelines elaborating these rules—will have their technology and internet use privileges removed and will be subject to disciplinary action.

This policy extends beyond the School's grounds. This policy also applies when a user's Technology use disrupts or interferes with the School, regardless of where or when the violation takes place. Users may be at home or elsewhere and still be subject to this policy.

The term "Technology" includes, but is not limited to, computers, tablets, mobile electronic devices, printers, routers, other hardware, software, internet, intranet, network, electronic mail, cellular phones, iPod/MP3/DVD/CD players, video recorders, data devices, video games, beepers, pagers, radios, and all other similar devices.

"Users" is defined to include any student, faculty, or staff member using the School's Technology.

**Technology Use Guidelines**

Unacceptable uses include, but are not limited to, the following:

- Violating Ohio and Federal law regarding:
  - students' and employee's privacy rights,
  - copyright laws and all licensing agreements,
  - illegal downloading; installing; or accessing internet files; software, shareware; and freeware, and
  - all other applicable laws.
- Engaging in cyber-bullying.
- Using/accessing profane, obscene, pornographic, threatening or otherwise inappropriate language/materials which may be offensive or intended to harass/bully other users.
- Using technology for the following purposes: illegal activity, activity inconsistent with the School's mission, and activity prohibited by the School's policy manual.
- Gaining unauthorized access, "hacking," or attempting to gain unauthorized access.
  
- Sending or forwarding "spam" to a large group of users.
- Damaging or attempting to damage technology. Damaging includes, but is not limited to, physically damaging hardware, damaging or negatively affecting software, changing the settings without authorization, or disrupting the network.
- Using the School's technology for personal gain or profit.
- Sharing passwords or logging in to any system with credential other than one's own.

Use of Technology should conform to the following:

- Technology use is limited to educational purposes.
- Users shall use technology efficiently and courteously.
- Users shall exercise common sense and good judgment of what is permitted in a school environment.

If a user is unsure if his/her technology use conforms to these guidelines, the user shall ask the instructor before continuing with such use. If the user inadvertently violates the above guidelines, he/she should report it to the instructor immediately.

**Supervision and Monitoring**

To ensure this policy is complied with and to ensure Technology works properly, the School will supervise and maintain Technology. Violations of this policy or the law may be uncovered during these processes. Should a user be found in violation, the user will be disciplined according to the Handbook's policy on Student Discipline.

**Filtering**



User Liability.

The School is not responsible for theft, loss, damage, or destruction of devices brought on to school property. Students are solely responsible for devices they bring on school property.

Violating Mobile Electronic Device Policy.

Students that violate the above policy will be subject to disciplinary action and the Student may lose his/her privilege to bring the MED on school property and/or have his/her device confiscated. If confiscated, the Student shall cooperate in surrendering the MED, and the device will only be returned to the Student's Parent or Guardian. While confiscated, the School may further inspect the MED if it reasonably believes the student has violated other policies.

*Cross Reference:* Policy 4430, Internet & Technology Acceptable Use.

### Student Symbolic Expression

Students have the right to symbolic expression at provided students comply with this policy's time, place, and manner requirements.

Symbolic expression is defined as a student's ability to distribute or display non-sponsored, non-commercial written material, handbills, petitions, audio, and video; clothing; buttons and badges; and banners, signs, and other insignia.

#### Student Symbolic Expression Guidelines.

Symbolic Expression may not be made, displayed, or distributed if it:

- materially and substantially disrupts the School's educational mission or presents the likelihood of doing so;
- contains libelous, obscene, racist, vulgar, lewd, or indecent words, phrases or depictions;
- intends to be threatening, insulting, intimidating, harassing, or to incite fighting; or
- promotes or advertises any product or service not permitted to minors by law.

Symbolic expression, consistent with the above policy, must be distributed or displayed so as not to interfere with the School's education or student's safety. Accordingly, the following time, place, and manner restrictions apply:

- a student may display or distribute permitted materials during lunch and after school in approved locations;
- a student may not display or distribute material during class periods or during passing time between classes; and
- material must not block exits and must allow proper entry to and exit from the building.

The School may require that symbolic expression materials be reviewed prior to being distributed.

*Cross Reference:* Policy 4410, Student Bill of Rights & Responsibilities; Policy 4420, Dress and Grooming; Policy 4460, Assembling & Disorder.

Policy No. 4460

### Assembling & Disorder

Students have the right to assemble peaceably and to express their ideas and opinions, provided students observe the concurrent responsibility to respect the rights of others and not to disrupt the educational process. The School prohibits any demonstration that infringes on the rights of others or disrupts the School's educational program and reserves the right to terminate any demonstration that disrupts the School's primary goal of providing an education.

A demonstration may disrupt or violate the rights of others regardless of its purpose, whether it is peaceful or violent and whether it is conducted by an individual or a group.

*Cross Reference:* Policy 3843, Obscene Materials; Policy 4410, Student Bill of Rights & Responsibilities; Policy 4420, Dress & Grooming; Policy 4450, Student Symbolic Expression.

## Drugs, Alcohol, and Tobacco

### Alcohol and Drug Usage

The School recognizes that drug and alcohol abuse is a serious problem. Drug and alcohol abuse prevents individuals from reaching their academic and social potential. The School, therefore, prohibits students and all other individuals from using, possessing, concealing, or distributing any drug, alcohol, or any drug/alcohol-related paraphernalia in the School, on school property, on vehicles used or operated by the School, and at any school-sponsored event.

“Drugs” are defined as alcoholic beverages, as all controlled substances prohibited by Ohio Revised Code 4729.01 and Federal Law, chemicals which release toxic vapors, alcoholic beverages, prescription or patent drugs (except those for which permission to use has been granted pursuant to the policies found in this manual or authorized by the Governing Authority), anabolic steroids, and any substance that is a “look-alike” to any of the above.

Students who violate this policy will be subject to appropriate disciplinary action, which may include suspension, expulsion, and referral for prosecution. Disciplinary action may also include a voluntary referral to qualified and properly licensed persons or agencies for screening and assessment.

Students who are suspected of using, possessing, or distributing drugs and/or alcohol will be subject to the School’s policies and procedures on search and seizure.

### School Prevention Program

To further the School’s educational mission and to prohibit drug use, the School shall develop a Drug Prevention Program. The program shall be developed in accordance with the Ohio Department of Education and shall educate students about the health, legal, social, and psychological consequences of using drugs. The program shall also equip students with techniques for overcoming peer pressure to use drugs and promote positive health, self-esteem, and respect for one’s body.

### Additional School Policies to Prevent Drug and Alcohol Use

To ensure the School further prevents drug use and evolves to reflect changing issues involving drug use, the School shall:

- Develop a curricula, activities, and programs for instructing students on the illegality and negative effects of possessing or using drugs, alcohol, and tobacco.
- Provide students and parents with information about drug and alcohol counseling, rehabilitation and re-entry programs.
- Conduct a review of the School’s program and initiatives twice annually. The review will be conducted by the Head Administrator or his/her designee, will the program’s effectiveness and implement changes.
- Establish administrative guidelines to implement this policy.

### Alternative Nicotine Products; Cigarettes; Electronic Smoking Devices; Tobacco Products; and Vapor Products Use Prohibited

The School prohibits the use of alternative nicotine products; cigarettes; electronic smoking devices; tobacco products; and vapor products (collectively referred to as “Tobacco Products”) on School grounds. The absolute prohibition on Tobacco Product usage extends to all persons including students, staff members, school visitors, and any other person on school property.

For purposes of this policy,

“Alternative nicotine product” means an electronic smoking device, vapor product, or any other product or device that consists of or contains nicotine that can be ingested into the body by any means, including, but not limited to, chewing, smoking, absorbing, dissolving, or inhaling

“Cigarette” includes clove cigarettes and hand-rolled cigarettes.

“Electronic smoking device” means any device that can be used to deliver aerosolized or vaporized nicotine or any other substance to the person inhaling from the device including an electronic cigarette, electronic cigar, electronic hookah, vaping pen, or electronic pipe. “Electronic smoking device” includes any component, part, or accessory of such a device, whether or not sold separately, and includes any substance intended to be aerosolized or vaporized during the use of the device.

“Tobacco product” means any product that is made or derived from tobacco or that contains any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, a cigarette, an electronic smoking device, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. “Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, blunt or hemp wraps, and liquids used in electronic smoking devices, whether or not they contain nicotine.

“Vapor product” means a product, other than a cigarette or other tobacco product as defined herein, that contains or is made or derived from nicotine and that is intended and marketed for human consumption, including by smoking, inhaling, snorting, or sniffing. “Vapor product” includes any component, part, or additive that is intended for use in an electronic smoking device, a mechanical heating element, battery, or electronic circuit and is used to deliver the product. “Vapor product” includes any product containing nicotine regardless of concentration

This policy is based, in part, on the health and safety of the entire School community. By banning usage on School property, this policy ensures all nonusers are not exposed to the unwanted, negative side effects of tobacco.

This policy extends to the School building, School property, on School buses, at any interscholastic competition, at an extra-curricular event, or any other School-sponsored activity.

This policy applies at all events sponsored by the School and all events on School property that are not sponsored by, or associated with, the School.

"No Smoking" signs should be posted at each entrance and other areas as needed. Each sign must include a telephone number for reporting violations.

*Federal:* 21 U.S.C. 806.

*Ohio:* R.C. 3313.95, R.C. 3313.751, R.C. 3794; R.C. 2927.02.

*Cross Reference:* Policy 4490, Search and Seizure

Adopted Resolution 2019-11-06

### Pregnant Students & Students with Children

The School's Governing Authority believes that enrolled students should not be denied an educational program because of issues relating to pregnancy, pregnancy-related disabilities, potential parenthood, childbirth or parenthood.

In order to participate in school activities, the School may require a pregnant student to provide a written note from her doctor. The written note must state (1) that the student may participate in the desired classes, co-curricular and/or extra-curricular programs and (2) that such participation will not harm the student's health or her pregnancy.

*Federal:* 20 U.S.C. 1681.

### Search and Seizure

In order to preserve a safe environment for all students and staff, the School may conduct reasonable searches of students and student property. All searches, must recognize the privacy rights of students and may not be done without reasonable basis or in an unreasonable manner.

The authorization to search extends to all situations in which the student is under the School's jurisdiction or control.

#### Types of Searches

Searches may include, but are not limited to the following types.

*School-provided Storage.* School lockers, desks, and other storage spaces provided by the School are the School's property. Students have no expectation of privacy in these storage spaces from school officials. The School may allow the Head Administrator or his/her designee to conduct regular searches of all such storage places or as is determined reasonably necessary.

*Person & Personal Property.* An Individual's person, car, and other personal belongings may be searched whenever the School has reason to believe (1) the student is concealing evidence connected to a school policy violation or criminal activity and (2) the items to be searched are capable of concealing such evidence. Searches do not require a student's consent.

*Electronic Searches.* Students have no expectation of privacy with regards to using the internet, intranet, network, or electronic mail. Usage of such electronics may be monitored and maintained and may uncover that a student has violated the School policy or usage.

#### Guidelines for Searches & Seizures

All searches and seizures shall conform to the following guidelines:

1. The extent of each search shall be proportionate to the severity of the alleged infraction.
2. Searches of a student's person shall be conducted in a private area by a school official and observed by an objective third party. At least one of the school officials and/or the third party shall be of the same sex as the student being searched. The search may not require the student to remove clothing nor should the student be touched in any way.
3. School locker, desks, and other storage property may be inspected. Students must open lockers and other storage areas at the request of School officials. A student has the right to be present during a search unless the student is absent or an otherwise compelling situation necessitates a search in the student's absence.
4. The Head Administrator or his/her designee may use canines when he/she reasonably suspects that illegal drugs may be found and a search warrant has been obtained. The canines (i) must be trained in detecting drugs, (ii) may only be used to determine if drugs are present in areas where the substance may be concealed, and (iii) must be conducted in conjunction with law enforcement officials or otherwise certified organizations.
5. Students are prohibited from keeping prohibited items belonging to other individuals within their lockers, backpacks, or desks.
6. The Head Administrator or his/her designee may use a breath-test instrument to determine if a student has consumed alcoholic beverages.

Documenting Searches & Possessing Contraband

All searches shall be immediately documented in a written report by the Head Administrator or his/her designee. The written report shall (1) explain why the search was conducted, (2) identify persons providing information, (3) indicate areas searched, (4) describe and identify contraband found, (4) identify persons present, and (5) explain how contraband was disposed of following the search.

All contraband and other illegal or dangerous substances seized shall be controlled and disposed of by the Head Administrator or his/her designee.

Amended 9-17-19

### Tiered Student Discipline Program

In order to achieve the School's educational goals, the School requires all students to conform to the policies outlined in this handbook and further elaborated in the School's manual. Failure to comply with these requirements will result in the student's discipline.

Discipline is to be administered in a reasonable manner and is designed to help the student take responsibility for his or her actions. The School shall generally follow the Tiered Student Discipline Program outlined below. However, the type of discipline will depend on the facts, circumstances, and severity of a student's failure to comply with applicable guidelines, rules, or policies.

Under no circumstances does the Governing Authority condone the use of unreasonable force and fear. The School strictly prohibits Corporal Punishment by all teachers, administrators, and volunteers. See **Policy 4560**, Positive Behavior Interventions and Support, Seclusion, and Prohibited Practices, for a complete explanation of the School's force and restraint policies.

The Student Code of Conduct and related disciplinary process applies in the School, on the School property, at School activities or functions off the School premises, elsewhere on the NEOMED campus between 7:30 a.m. and 4:15 p.m. on days that Bio-Med Academy is in session, and during transportation to and from the School. Offenses and punishment should be determined by the Head Administrator.

#### Tiered Discipline Program

*Tier One.* Should a student commit a Tier One offense, the teacher should alert the student that he/she broke a rule, explain the rule, and administer an appropriate consequence. Tier One offenses include, but are not limited to:

- 1) Disruptive and/or Prohibited Behavior
  - a. Engaging in any physical display of affection with another student
  - b. Failing to follow reasonable instructions, directions, or guidelines or refusing to comply with a reasonable request while on School property or at a School activity or event
  - c. Running or causing any disruption in a school building
  - d. Littering inside a School building or anywhere on the School premises
  - e. Misbehaving and/or failing to follow applicable guidelines, rules, or policies during assigned lunch periods, on School playgrounds, in School hallways or restrooms, or on School transportation vehicles
  - f. Lying to School employees, personnel, or officials, parent volunteers, or any member of the School community
  - g. Violating School dress code guidelines, rules, or policies
  - h. Using any electronic device (cellular telephones, smartphones, iPads, iPods, gaming devices, etc.) without approval, on School property, and during School hours
  - i. Chewing gum on School property
  - j. Failing or refusing to turn in homework assignments or complete classroom work
  - k. Ignoring safety guidelines, rules, or policies
  - l. Failing to adhere to any School and/or individual classroom guidelines, rules, or policies
  - m. Shouting at, harassing, or disrespecting School employees, personnel, officials, parent volunteers, any members of the School community, or other students
  - n. Failing to show up on time for class
  - o. Using or creating toys or other distracting objects
- 2) Misuse and/or Abuse of School Property
  - a. Using School internet access, School telephones, technology, or any School electronic device for an illegal, improper, or unauthorized reason
  - b. Stealing or defacing School books, materials, electronic devices, or supplies

*Tier Two.* A Tier Two offense occurs if the student repeats a Tier One offense or the student engages in conduct constituting a Tier Two offense. Should a student commit a Tier Two offense, the teacher should explain the rule and administer an appropriate consequence. The teacher shall also contact the student's parents/guardians and send a report to the parents/guardians and the appropriate administrative office. In addition to repeated Tier One offenses, Tier Two offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One Offenses
- 2) Disruptive and/or Prohibited Behavior
  - a. Using inappropriate, insulting, or abusive language in any form towards School employees, personnel, officials, parent volunteers, any members of the School community, or other students
- 3) Damage/Destruction of School Property
  - a. Causing, attempting, or threatening to cause or attempt any form of damage or destruction to School property
- 4) Academic Dishonesty
  - a. Cheating or plagiarizing
  - b. Misappropriating or misrepresenting the work of another as one's own work

- c. Using unauthorized materials during a quiz or exam
- d. Fraudulently altering work or official documents
- e. Falsifying dates, records, signatures, or any other aspect of an official document or School assignment
- f. Interfering or tampering with the instructor's work or another student's work
- g. Aiding and abetting another student attempting to engage in act of academic dishonesty
- h. Remaining on School property without a reason for being present, after being instructed to leave, without permission from School authority, or without properly identifying oneself
- i. Trespassing on School property
- j. Engaging in or coercing another to engage in any form of hazing
- k. Participating in any gang activity or similar organizational activity, which is disruptive to the educational process
- l. Wearing, carrying, displaying, or exhibiting an affiliation with a gang
- m. Intimidating or bullying other students by means of verbal abuse/menacing or threats of violence including all forms of cyber-bullying
- n. Engaging in obscene, vulgar, or insulting conduct or using obscene, vulgar, or insulting language
- o. Possessing, producing, or distributing offensive and prohibited materials
- p. Willfully engaging in a course of conduct intended to interfere with the educational process
- q. Repeatedly failing to show up for class without an acceptable excuse

*Tier Three.* A Tier Three offense occurs when the student continues to violate the rules despite appropriate actions at Tiers One and Two or the student engaged in conduct constituting a Tier Three offense. The Head Administrator or his/her designee may suspend the student under the suspension procedures. Tier Three offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One and/or Tier Two Offenses
- 2) Violence and Threats of Violence
  - a. Physical Injury
    - i. Inflicting bodily injury upon another person
    - ii. Physically contacting another student, which results in physical injury or unacceptable physical contact
    - i. Willfully engaging in a course of conduct that unreasonably places School employees, personnel, officials, parent volunteers, any members of the School community, or other students at risk of physical injury
  - b. Threats
    - i. Threatening a School building or any School premises at which an extracurricular event, interscholastic competition, or any other School program or activity is occurring with a bomb
    - ii. Threatening to inflict bodily injury upon another person
- 3) Miscellaneous Prohibited and/or Illegal Activity
  - a. Extorting another person by threat, intimidation, or coercion
  - b. Obtaining or attempting to obtain money, information, or personal property by means of theft, robbery, or fraud/deception
  - c. Transferring, distributing, selling, or purchasing stolen goods
  - d. Engaging in or committing an act that is criminally punishable
  - e. Participating in or organizing any gambling activity, which involves the payment or exchange of something of value in return for the chance to win a prize or something of value
  - f. Participating in any illegal gang-related activity
  - g. Using, possessing, selling, purchasing, or distributing any banned or controlled substance, drug, alcohol, alcohol product, tobacco product or similar substance capable of altering behavior, mood, feelings, or state of mind including any paraphernalia associated with the particular substance
  - h. Making unwanted sexual requests, advances, or communications or engaging in any other form of sexual harassment

*Tier Four.* A Tier Four Offense occurs if the student continues to violate the rules despite appropriate action at Tiers One, Two, and Three or the student engages in conduct constituting a Tier Four offense. Tier Four offenses are punishable by exclusion, under the exclusion procedures. Tier Four offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One and/or Tier Two and/or Tier Three Offenses
- 2) Weapons
  - a. Firearms
    - i. Bringing a firearm to the School or onto any School property
      1. Mandatory one-year expulsion
    - ii. Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is not located in the School or on School property
      1. Discretionary one-year expulsion
    - iii. Possessing a firearm at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
      1. Discretionary one-year expulsion
  - b. Knives
    - i. Bringing a knife to the School, onto any School property, to an interscholastic competition, an extracurricular event, or any other School program or activity

- 1. Discretionary one-year expulsion
- ii. Possessing a knife at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
  - 1. Discretionary one-year expulsion
- c. Dangerous Weapons
  - i. Bringing or possessing a dangerous weapon, device, instrument, material, or substance capable of causing death or serious bodily harm on School property

*Cross Reference:* Policy 2650, Bomb Threats; Policy 2660, Weapons; Policy 2670 Public Conduct on School Property; Policy 4103, Harassment and Sexual Harassment; Policy 4104, Policy on Harassment, Intimidation, and Bullying; Policy 4105, Anti-Hazing Policy; Policy 4106, Policy on Gang Activity & Other Prohibited Groups; Policy 4410, Student Bill of Rights & Responsibilities; Policy 4430, Internet & Technology Acceptable Use; Policy 4440, Use of Mobile Electronic Devices; Policy 4450, Student Symbolic Expression; Policy 4460, Student Symbolic Expression; Policy 4470, Drugs, Alcohol, and Tobacco; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities; Policy 4560, Positive Behavior Interventions and Support, Seclusion, and Prohibited Practices.

Amended 3-19-19

Policy No. **4520**

### **Transportation Discipline**

This policy applies *only* where the student's sole discipline is the denial of bus riding privileges. A student may be disciplined under this policy, may be subject to additional discipline under the School's Code of Conduct.

In regard to riding privileges and rules, the School is required to enforce and follow the policy of the student's home district that provided the transportation. Accordingly, the School must follow the school district's policy in imposing the period of time for suspension.

#### **Due Process Rights**

While the School follows the discipline policies of the home district, the School still oversees the student's right to a hearing. Before a student's privileges are suspended, the student shall be provided notice and shall be given an opportunity to be heard before the School's Head Administrator in accordance with Policy **4530**, Suspension & Expulsion Policy.

A student may be immediately removed, without hearing, when a student poses a danger to other persons or property or threatens the bus's safe operation under the School's Emergency Suspension Rule.

If a disabled student is suspended or immediately removed, the School shall follow the laws governing suspension and expulsion of disabled students.

#### **Disseminating this Policy**

To ensure familiarity and compliance with these policies, the School has posted the School District riding policies in the school and has made the policies available for Parents or Students.

*Ohio:* R.C. 3326.20, R.C. 3327.01.

*Cross Reference:* Policy 4510, Tiered Student Discipline Program; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.

Policy No. **4530**

### **Suspension & Expulsion Policy**

The Governing Authority understands the severity of excluding a student from the School. The Governing Authority, however, will not tolerate violent, dangerous, disruptive, or inappropriate behavior by students that substantially impedes the School from accomplishing its educational mission. The following policy outlines when a student may be excluded from school, the procedure to follow, and the due process rights available to students.

Violations of the Code of Conduct, for pre-k to 3<sup>rd</sup> grade students, are broken down into the following Categories:

Category 1: A serious and specific offense for which suspension or expulsion is statutorily required (e.g., bringing a firearm to school) or statutorily authorized (e.g., possessing a firearm, bringing a knife capable of causing serious bodily injury, making a bomb threat, or causing serious harm to persons or property).

Category 2: An offense not listed in Category 1 but for which the School determined suspension was necessary to protect the immediate health and safety of the student, the student's fellow classmates, or the classroom staff or teachers.

Category 3: A "minor offense" that neither belongs in Category 1 or Category 2.

Students may be excluded by:

- *In-School Suspension.* A student may be removed temporarily to an in-school suspension, which is a suspension served in a supervised learning environment within the School setting.
- *Out of School Suspension.* A student may be removed temporarily from the School for a maximum of ten (10) days for misconduct and violating school rules. Said students shall have an opportunity to (1) complete missed classroom assignments and (2) receive at least partial credit for any assignment completed. The School may reduce a student's grade due to the student's suspension, but the School shall not assign a failing grade solely because of the student's suspension.
  - *Exception:* Pre-K to 3<sup>rd</sup> grade students shall only be subject an out of school suspension for serious offenses or only as necessary to protect the immediate health and safety of the student, fellow classmates, classroom staff and teachers, or other employees.
- *Emergency Suspension.* A student may be removed *immediately* from the School, without formal due process procedures when the Head Administrator determines, at his or her discretion, that the student's continued presence at the School poses a danger to others or to property or is an ongoing threat. The School shall then proceed to have a hearing on the next school day.
  - *Exception:* Pre-K through 3<sup>rd</sup> grade students may be removed on an emergency basis only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed. When a student is removed and returned to curricular and extracurricular activities on the next school day, the School shall not be required to hold a hearing provide notice of such hearing. Suspension proceedings shall not be initiated against a student in Pre-K through 3<sup>rd</sup> grade who was removed from a curricular or extracurricular activity on an emergency basis unless the student committed a serious offense or it is necessary to protect the immediate health and safety of the student, fellow classmates, classroom staff and teachers, or other employees.
- *Expulsion.* A student may be removed entirely for a maximum of one (1) year or up to eighty (80) days depending on the severity of the student's behavior. All expulsions require a hearing.
  - *Exception:* Pre-K to 3<sup>rd</sup> grade students shall only be subject to an out of school expulsion for serious offenses or only as necessary to protect the immediate health and safety of the student, fellow classmates, classroom staff and teachers, or other employees.
- *Emergency Expulsion.* A student may be removed *immediately* from the School, without formal due process procedures when the Head Administrator determines, at his or her discretion, that the student's continued presence at the School poses a danger to others or to property or is an ongoing threat. The School shall then proceed to have a hearing on the next school day.
  - *Exception:* Pre-K through 3<sup>rd</sup> grade students may be removed on an emergency basis only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed. When a student is removed and returned to curricular and extracurricular activities on the next school day, the School shall not be required to hold a hearing provide notice of such hearing. Expulsion proceedings shall not be initiated against a student in Pre-K through 3<sup>rd</sup> grade who was removed from a curricular or extracurricular activity on an emergency basis unless the student committed a serious offense or it is necessary to protect the immediate health and safety of the student, fellow classmates, classroom staff and teachers, or other employees.

### Suspension

A student may be suspended for a maximum of ten (10) days for misconduct and violating school rules. , If a suspension is imposed with fewer than ten (10) days left in the school year, the student may be required to perform community service or another alternative consequence for a number of hours equal to the remaining period of the suspension. The student shall be required to begin the community service or alternative consequence during the first full weekday of summer break. The School, in its discretion, may develop an appropriate list of alternative consequences. If the student fails to complete community service or the assigned alternative consequence, the School shall determine an appropriate course of action. Such action, however, shall not include requiring the student to serve the remaining period of the suspension at the beginning of the following school year.

Suspensions generally entitle students to a hearing, outlined below, except in the following two situations. First, students suspended from co-curricular or extra-curricular activities will not be entitled to notice, hearing, or appeal because participating in such activities is a privilege and not a right. Second, in-school suspensions are not subject to hearing.

*Suspension Procedure.* The following procedure shall apply to out-of-school suspension.

- Before imposing the suspension, the Student is provided a "Notice of Intent Suspend from School," Form **3810.2**. The Notice shall provide the reasons for the proposed suspension.
- The Student is provided an informal hearing to challenge or otherwise explain the incident leading to the proposed suspension. The hearing will be conducted before the Head Administrator or his/her designee and the student may not call witnesses at the hearing.
- If the suspension is issued, the Head Administrator will notify, in writing, the following parties: the Student's parents or guardian, with a "Notice of Suspension," Form **3810.3**. The written notification shall explain the reasons for the suspension. The student's parents or guardian shall also be notified, in writing with a "Notice of Suspension Letter," Form **3810.4**.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within 14 calendar days of receiving the "Notice of Intent to Suspend from School." The Student or the Student's parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing

Authority, by a majority vote of its full membership shall act upon the suspension by affirming the suspension, reinstating the student, or otherwise modifying the order.

#### Emergency Suspension

A student may be removed immediately from the School or School property—without following the suspension or expulsion procedures—if the Head Administrator or his/her designee determines the student's presence at the School creates (1) a health risk, (2) presents a danger to other persons or property or (3) seriously disrupt the School's function.

Additionally, a student may be immediately removed from curricular or extracurricular activities by a teacher. The student will be sent to the Head Administrator or his/her designee. The teacher must submit in writing the reasons for removal.

*Emergency Suspension Procedure.* The following procedure shall apply to Emergency Suspensions:

- Once removed from the activity or school premises, the School shall provide the student written notice "Notice of Emergency Removal," Form **3810.1**, as soon as practicable. The notice shall provide reasons for the removal and notify the student of a hearing.
- The hearing shall take place the next school day from the time of the initial order. The hearing shall be held in accordance with the Suspension hearing rules unless it is probable that the student may be subject to expulsion, in which case the hearing shall be held in accordance with the Expulsion rules. The individual who ordered, caused, or requested the emergency suspension shall present at the hearing.
- If the Head Administrator reinstates a student before the hearing, the teacher, upon request, shall be given in writing the reasons for reinstating the student.
- If the suspension is issued, the Head administrator will notify, in writing, the following parties: the Student's parents or guardian with a "Notice of Suspension," Form **3810.3**. The written notification shall explain the reasons for the suspension. The student's parents or guardian shall also be notified, in writing with a "Notice of Suspension Letter," Form **3810.4**.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within 14 calendar days of receiving the "Notice of Intent to Suspend from School." The Student or the Student's parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon suspension by affirming the suspension, reinstating the student, or otherwise modifying the order.

#### Ability to Make Up Work Required

The School shall allow students to complete classroom assignments missed during both in-school and out-of-school suspensions.

#### Expulsion

A student may be expelled or totally removed from the education program for more than ten (10) days. Expulsions imposed with fewer days left in the school year than the expulsion requires may be extended into the following school year at the discretion of the Head Administrator or his/her designee. Instead of or in addition to serving an expulsion, the student may be required to perform community service. However, a student may not perform community service if he or she is expelled for bringing a firearm to School or onto School property.

During the student's expulsion, the School may continue educational services in an alternative setting.

*Offenses worthy of Expulsion.* Expellable offenses may be broken into three categories

1. Students must be expelled for one year for the following offense:

- Bringing a firearm to the School, onto School property, or on any property used or leased by the School for school; extracurricular events; or school-related events. On a case by case basis, the School may reduce this disciplinary action in accordance with section 3313.661 of the Revised Code.

2. Students may be expelled for a maximum of one (1) year for the following offenses:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the school district. On a case by case basis, the School may reduce this disciplinary action in accordance with section 3313.661 of the Revised Code.
- Bringing a knife capable of causing serious bodily injury or possessing a knife capable of causing serious bodily injury that was brought on by another person to the School, onto School property, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School.
- Making a bomb threat to a school building or any premises at which a school activity is occurring at the time under the threat.
- Committing an act that is a criminal offense when committed by an adult and the offense results in serious physical harm to persons or property, *while* the student is at school, on any other property owned or controlled by the Governing Authority, at an interscholastic competition, an extracurricular event, or any other school program or activity.

3. Students may be expelled up to eighty (80) school days for the following offenses:

- Serious misconduct.

- Serious violation of the School rules.
- Other cause.

A “firearm” is defined in accordance with 20 U.S.C. 7151 and means any weapon (including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receive of any such weapon, any firearm or firearm silence; or any destructive device.

A “knife” is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device that is used for or is readily capable of causing death or serious bodily injury.

The Head Administrator may, in his/her sole judgment and discretion, modify or reduce such expulsion for a student committing serious physical harm in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability); or
- other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

The Head Administrator may, in his/her sole judgment and discretion, reduce an expulsion for making a bomb threat to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student’s disability); or
- other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student’s response to the imposition of any prior discipline imposed for behavioral problems.

On a case by case basis, the head Administrator may reduce disciplinary action for all offenses involving firearms and knives.

*Expulsion Procedure.* The following procedure shall apply to Expulsions:

- Before enforcing the expulsion, the Student *and* his/her parent or guardian is provided a “Notice of Intent Expel,” Form **3810.5**. The Notice shall provide the reasons for the proposed expulsion, the time and place for the hearing.
- The Student is provided a hearing not less than three or more than five days after receiving the Notice. The student may challenge or otherwise explain incident leading to the proposed expulsion. The hearing will be before the Head Administrator or his/her designee and the student may not call witnesses at the hearing.
- If the expulsion is issued, the Head administrator will notify, in writing, the following parties: the Student’s parents or guardian and the Treasurer with a “Notice of Expulsion,” Form **3810.6**. The written notification shall explain the reasons for the suspension. The form shall explain the right to appeal to the Governing Authority, the method of appealing to the Governing Authority, and the right to request that the hearing be held in executive session. If the expulsion is for more than twenty (20) school days or if the expulsion will extend into the following semester or school year shall, the notice shall include information about services or programs offered by public and private agencies, including names addresses and phone numbers, 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.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within fourteen (14) calendar days of receiving the “Notice of Intent to Expel from School.” The Student or the Student’s parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon expulsion by affirming the expulsion, reinstating the student, or otherwise modifying the order.

The Head Administrator must continue to follow through on expellable offenses, even if the expelled student withdraws from the School prior to the hearing or Head Administrator’s decision.

Emergency Expulsion

A student may be removed immediately from the School or School property—without following the suspension or expulsion procedures—if the Head Administrator or his/her designee determines the student’s presence at the School creates (1) a health risk, (2) presents a danger to other persons or property or (3) seriously disrupt the School’s function.

Additionally, a student may be immediately removed from curricular or extracurricular activities by a teacher. The student will be sent to the Head Administrator or his/her designee. The teacher must submit in writing the reasons for removal.

*Emergency Expulsion Procedure.* The following procedure shall apply to Emergency Expulsion:

- Once removed from the activity or school premises, the School shall provide the student written notice “Notice of Emergency Removal,” Form **3810.1**, as soon as practicable. The notice shall provide reasons for the removal and notify the student of a hearing.

- The hearing shall take place within the next school day from the time of the initial order. The hearing shall be held in accordance with the Expulsion hearing rules. The individual who ordered, caused, or requested the emergency expulsion shall present at the hearing.
- If the Head Administrator reinstates a student before the hearing, the teacher, upon request, shall be given in writing the reasons for reinstating the student.
- If the expulsion is issued, the Head administrator will notify, in writing, the following parties: the Student's parents or guardian and the Treasurer with a "Notice of Expulsion," Form **3810.6**. The written notification shall explain the reasons for the expulsion. The form shall explain the right to appeal to the Governing Authority, the method of appealing to the Governing Authority, and the right to request that the hearing be held in executive session. If the expulsion is for more than twenty school days or if the expulsion will extend into the following semester or school year shall, the notice shall include information about services or programs offered by public and private agencies, including names addresses and phone numbers, 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.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within fourteen (14) calendar days of receiving the "Notice of Intent to Expel from School." The Student or the Student's parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon expulsion by affirming the expulsion, reinstating the student, or otherwise modifying the order.

#### Consultation with Mental Health Professional

Beginning 2018-2019 school year, the Head Administrator shall consult with a mental health professional under contract with the School prior to issuing an out-of-school suspension or expulsion for a student in any of grades pre-K through three. If the events leading up to suspension or expulsion indicate a need for additional mental health services, the Head Administrator or mental health professional must, without a financial burden to the School, assist the student's parent or guardian with locating providers or obtaining those services. That assistance might include referral to an independent mental health professional. This does not limit a School's responsibility to provide special education and support services in the manner required by Ohio and federal law.

The School, its governing authority, and its employees shall be immune from civil damages for injury, death, or loss to person or property arising from a school employee's decision not to provide or procure mental health services for a suspended or expelled student, unless the decision is made with malicious purpose, in bad faith, or in a wanton or reckless manner.

#### Permanent Exclusion

The Head Administrator may seek permanent exclusion pursuant to the process outlined in Ohio Revised Code 3313.662. The acts (as provided under 3313.662) qualifying a student for permanent exclusion are specified. A student must be 16 or older (at the time the act was committed) and convicted or adjudicated delinquent for violating any of the following:

- 2923.122: Illegal conveyance or possession of a deadly weapon or dangerous ordnance or of object indistinguishable from firearm in a school safety zone.

Any of the following acts, if committed on property owned or controlled by, or at an activity held under the auspices of the school:

- 2923.12: Carrying Concealed Weapons
- 2925.03: Trafficking or Aggravated Trafficking of Drugs
- 2925.11: Possession of Controlled Substances (Other than minor drug offenses)

Any of the following acts, if committed on property owned or controlled by, or at an activity held under the auspices of the school if the victim was an employee of the school:

- 2903.01: Aggravated Murder
- 2903.02: Murder
- 2903.03: Voluntary Manslaughter
- 2903.04: Involuntary Manslaughter
- 2903.11: Felonious Assault
- 2903.12: Aggravated Assault
- 2907.02: Rape
- 2907.05: Gross Sexual Imposition
- Complicity for any of the above criminal acts, regardless of whether the complicity occurred on property owned or controlled by, or at an activity held under the auspices of the school.

After obtaining or receiving proof of the conviction or adjudication and determining that it is appropriate to seek permanent exclusion, the Head Administrator shall give the student and the student's parent, guardian, or custodian written notice that the Head Administrator intends to recommend to the Governing Authority that the Governing Authority adopt a resolution requesting the superintendent of public instruction to permanently exclude the pupil from public school attendance.

#### Sealed Records

The School shall comply with any court order regarding the sealing of a current or former student's records under R.C. 2151.357; provided, however, that the School shall retain records as permitted under R.C. 2151.357 for any student who has been permanently excluded under Sections 3301.121 and 3313.62 of the Revised Code, where those records are regarding an adjudication that the student is a delinquent child that was used as the basis for the student's permanent expulsions. Except as permitted by Sections 3301.121, 3313.662, or 2151.358 of the Revised Code, no officer or employee of the School shall release, disseminate, or otherwise make available records of a student which have been sealed pursuant to R.C. 2151.357 for any purpose involving employment,

bonding, licensing, or education to any person or to any department, agency, or other instrumentality of the state or of any of its political subdivisions any information or other data concerning any arrest, taking into custody, complaint, indictment, information, trial, hearing, adjudication, or correctional supervision.

#### General Policies regarding Exclusion

While a student is excluded, whether suspended, removed, or expelled, the Governing Authority prohibits the Student from attending or participating in all School functions or entering the School. The Head Administrator may permit the student to do otherwise.

#### Reporting to the Department of Education

For each of school years 2018-2019, 2019-2020, 2020-2021, and 2021-2022, the School must report to the Department of Education the number of out-of-school suspensions and expulsions issued for any of its students in any of grades pre-K through three, placing each suspension or expulsion in one of the three categories.

Using the numbers reported for the 2018-2019 school year as a base line, each district or school must reduce the number of Category 3 suspensions according to the following schedule:

2017/2018: 0%  
2018/2019: 0%  
2019/2020: 25%  
2020/2021: 50%  
2021/2022: 100%

Additionally, the School must report to the Department of Education, information on whether the School has implemented a PBIS framework.

This policy will be posted in a central location. Additionally, this policy will be made available to students.

*Ohio:* R.C. 2151.357, 3301.121, 3313.66, R.C. 3313.661, R.C. 3313.662, R.C. 3313.664; R.C. 3321.13.

*Cross Reference:* Policy 4510, Tiered Student Discipline Program; Policy 4520, Transportation Discipline; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.  
Adopted 1-9-18

Amended 2019-09-19

Amended Resolution 2019-06-0

Policy No. **4540**

### **Disciplining a 504 Student**

When a student that is disabled under Section 504 of the Rehabilitation act (a "504 Student") violates the School's code of conduct, the 504 Student shall be disciplined according to this policy.

If the 504 Student's discipline is considered a Change in Placement, then the School shall follow the discipline in accordance with Policy **4530**, Suspension & Expulsion Policy. If the discipline is not considered a Change in Placement, then the School may discipline the 504 Student in the same way the School would discipline without disabilities.

A Change in Placement is defined as:

- the Student's removal is for more than 10 consecutive days, or
- the Student has been subjected to a series of removals that constitute a pattern, and all the following exist:
  - the series of removals totals more than 10 school days in a year;
  - the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and
  - additional facts (length of each removal, total amount of time removed, proximity in time of the removals).

The School, however, should not follow this policy when the discipline pertains to the use or possession of illegal drugs or alcohol. When a 504 Student violates the School's drug/alcohol policy, the School shall follow Policy **4530**, Suspension & Expulsion Policy. The 504 Student may be disciplined to the same extent as a non-disabled student.

Additionally, the School may conduct an emergency removal of a 504 Student when there is a (1) parental agreement to an interim placement or (2) through injunctive relief from a court, when the current placement presents a substantial likelihood of resulting in injury to the student or others.

*Federal:* 29 U.S.C. 705.

*Cross Reference:* Policy 3710, Rights of Individuals with Disabilities; Policy 3720, Section 504 of the Rehabilitation Act of 1973; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.

### Suspension & Expulsion for Students with Disabilities

When a student with disabilities violates the School's Code of Conduct, the student shall be disciplined according to applicable laws, this School's policies regarding discipline, and all other special education policies.

Pursuant to Ohio law, the School's discipline varies depending on whether the discipline is a Change in Placement. A Change in Placement occurs if:

- the Student's removal is for more than 10 consecutive days; or
- the Student has been subjected to a series of removals that constitute a pattern, and all the following exist:
  - the series of removals totals more than 10 school days in a year
  - the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and
  - additional facts (length of each removal, total amount of time removed, proximity in time of the removals).

#### Removal for 10 Days or Less (Not a Change in Placement)

The School may remove a child with a disability without any additional action if the child is removed for a period of 10 days or less. A child may be removed by being placed in an appropriate interim alternative educational setting, another setting, or suspension. Services shall be offered as follows:

- *The removal is not for 10 consecutive days.* The School shall provide services only to the extent that services are provided to a child without disabilities who are similarly removed.
- *The removal is for more than 10 days in the same school year, but for separate incidents of misconduct* (as long as those removals do not constitute a change of placement). The School shall provide services, as determined by school personnel in consultation with at least one of the child's teachers, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

#### Removal for more than 10 Days (Change in Placement)

If a Change of Placement occurs, the School must (1) provide notice to the parents and (2) conduct a Manifestation Determination Review (MDR). First, the notice to the parents must inform the parents of all the procedural safeguards, including a MDR, a right to receive services, and a continuation of services for a free appropriate public education. Second, the School must conduct a MDR. A MDR seeks to determine if the conduct was a manifestation of the student's disability. A MDR is attended by the student's parents and relevant members of the IEP team and reviews all relevant information in the child's file, including the child's IEP, any teacher observations and any relevant information provided by the parents.

Through the MDR, the School shall determine whether the conduct is a manifestation of the student's disability. The conduct is a manifestation of the student's disability if it either was (a) caused by or had a direct and substantial relationship to, the child's disability; or (b) the direct result of the school districts failure to implement the IEP.

- *MDR determines the conduct **was not** a manifestation of the disability.* The School shall (1) ensure that the child continues to received educational services so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress towards meeting the goals set out in the child's IEP and (2) ensure that the child receives, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.
- *MDR determines the conduct **was** a manifestation of the disability.* Upon determining the behavior is a manifestation of the disability, the School must make several determinations. First, it must determine if the behavior was a direct result of the School's failure to implement the IEP. If it is, the School must take immediate steps to remedy the deficiencies. Second, the School must conduct a functional behavioral assessment within ten (10) days of the manifestation determination and complete the assessment as soon as practicable, unless the School conducted a functional behavior assessment prior to the manifestation determination. If the assessment was already made, the IEP team must review and modify the plan to address the behavior. Third, the School must return the student to placement from which he or she was removed.

#### Special Circumstances

In limited circumstances, the School may remove a student to an interim alternative educational setting (IAES) for not more than forty five (45) school days without regard to whether the conduct was a manifestation of the disability. The following circumstances include:

- the student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function;
- the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the ODE or the School; or
- The student has inflicted serious bodily injury on another person while at school, on school premises, or at a school function.

The terms controlled substance, weapon, illegal drug and serious bodily injury are defined in accord with O.A.C. 3301-51-05(K)(20)(h)(i).

The Student's IEP team will meet following the placement in an IAES. The IEP team will determine (1) what the permanent setting will be, (2) take steps to review and modify the plan, and (3) continue to provide the student with educational services to enable the student to participate in the general education curriculum and to progress toward IEP goals.

#### Due Process

The Student's parents or guardians may appeal either the outcome of an MDR or the decision regarding placement by filing a due process complaint.

The School may request an expedited due process hearing if it believes that maintaining the current placement of the student is substantially likely to result in injury to the child or to others.

Expedited hearings must occur within twenty (20) school days after the date the due process complaint is filed, and no extensions of time shall be granted.

*Federal:* 20 U.S.C. 1041 et seq., 20 USC 1415.

*Ohio:* O.A.C. 3301-51-05(K)(20)(h)(i).

*Cross Reference:* Policy 3710, Rights of Individuals with Disabilities; Policy 3720, Section 504 of the Rehabilitation Act of 1973; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.

### **Policy No. 4560**

#### **Positive Behavior Intervention Supports, Restraint, Seclusion, and Prohibited Practices**

The School shall make every effort to prevent the need for the use of Restraint and/or Seclusion. Restraint and/or Seclusion shall not be used, except when there is an immediate risk of physical harm to the students or others and shall only occur in a manner that complies with this policy and protects the safety of all children and adults at the School. Every use of Restraint and/or Seclusion shall be documented and reported.

#### Positive Behavior Intervention and Supports

To greatly reduce, or in most cases eliminate, the need to use Restraint and/or Seclusion, the School shall implement an evidence-based system of Positive Behavioral Intervention and Supports (PBIS System). The School shall conform to the standards, definitions, and requirements set forth in Ohio Adm. Code 3301-35-15 and ODE's Policy on Positive Behavior Interventions and Support, and Restraint and Seclusion. The PBIS System shall encompass a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors. The PBIS System applies to all students, staff and settings.

The PBIS System shall include:

- Trained school staff to identify conditions such where, under what conditions, with whom and why specific inappropriate behavior may occur;
- Preventative assessments, which should include: a review of existing data, interviews with parents; family members; and students, examination of previous, and existing behavioral intervention plans;
  - Using the above data, the School shall develop and implement preventative behavioral interventions and teach appropriate behavior.
- A system that will support students' efforts to manage their own behavior, implement instructing techniques in how to self-manage behavior and decrease the development of new problem behaviors, decrease the development of new problem behaviors, prevent worsening of existing problem behavior, redesign learning/teaching environments to eliminate triggers and maintainers of problem behaviors; and
- Family involvement.

#### Restraint

The only type of restraint permitted is Physical Restraint, and any use of Physical Restraint must comply with this Policy.

Physical Restraint is defined as the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical Restraint does not include—and this Policy does not apply to—brief, but necessary physical contact used to break up a fight, to knock a weapon away, to calm or comfort, to assist a student in completing a task where the student does not resist the contact, or to prevent an impulsive behavior threatening the student's behavior.

Physical Restraint may only be used:

- when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible, but in no circumstances may not be used for punishment or discipline or as a substitute for other less restrictive means of assisting a student in regaining control;
- in a manner that is age and developmentally appropriate;

- by Student Personnel who are trained in safe restraint techniques, except in the case of unavoidable emergency situations when trained personnel are not immediately available; and
- by Student Personnel in accordance with Ohio law.

*Procedure for using Physical Restraint.* If Student Personnel use Physical Restraint, Student Personnel must:

- be appropriately trained to protect the care, welfare, dignity, and safety of the student;
- continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- use verbal strategies and research based de-escalation techniques in an effort to help the student regain control;
- remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated;
- conduct a de-briefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- complete all required reports and document staff's observations of the student.

*Prohibited forms of restraint.* The School prohibits the following forms of restraint under all circumstances, including emergency safety situations:

- "Prone Restraint" or a physical or mechanical restraint while the student is in the face down position.
- physical restraints that obstruct the airway of a student.
- physical restraints that interfere with a student's primary mode of communication.
- any restraint that unduly risks serious harm or needless pain to the student. This includes intentionally, knowingly, or recklessly using any of the following techniques:
  - uses any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
  - pins down with knees to torso, head and/or neck;
  - includes using pressure points, pain compliance, and joint manipulation techniques;
  - drags or lifts of the student by the hair or ear;
  - uses other students or untrained staff to assist with the hold or restraint; or
  - secures a student to another student or to a fixed object.
- restraint of preschool children in violation of paragraph (D) of rule 3301-37-10 of the Administrative code.
- "Mechanical Restraint" or any method that restricts a student's freedom of movement, physical activity, or normal use of the body, using an appliance or device manufactured for this purpose. This does not mean devices used for the specific and approved therapeutic or safety purpose for which such device were designed including: restraints for medical immobilization, adaptive devices or mechanical supports to allow for greater freedom of mobility, and vehicle safety restraints when used as intended during the transport of a student.
- "Chemical Restraint" or any drug or medication used to control a student's behavior or restrict freedom of movement. This does not include drugs or medications prescribed by a qualified health professional for standard treatment of the student's medical or psychiatric condition. This also does not include drugs or medications administered as prescribed the qualified health professional acting under the scope of Ohio law.

#### Seclusion

Student Personnel may only use seclusion in accordance with this Policy.

Seclusion is defined as the involuntary isolation of a student in a room, enclosure or space from which the student is prohibited from leaving by physical restraint, closed door, or other physical barrier. Seclusion is a last resort, safety intervention that provides an opportunity for the student to regain self-control.

Seclusion may be used only:

- if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
- as a last resort to provide an opportunity for the student to regain control of his or her actions; and
- in a room or area that is (1) not locked and (2) provides for adequate space, lighting, ventilation, clear visibility, and the student's safety.

Seclusion shall not be used:

- for the convenience of staff;
- as a substitute for an educational program;
- as a form of discipline/punishment;
- with preschool students in violation of Ohio Adm. Code Rule 3301.-37-10(D);
- as a substitute for less restrictive alternatives, inadequate staff, staff training in positive behavior supports and crisis prevention or intervention; or
- as a means to coerce, retaliate, or in a manner that endangers a student.

*Procedure for using Seclusion.* If Student Personnel use seclusion, Student Personnel must:

- continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- use verbal strategies and research based de-escalation techniques in an effort to help the student regain control;
- remove the student from seclusion when the immediate risk of physical harm to self or others has dissipated;
- conduct a de-briefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- complete all required reports and document staff's observations of the student.

#### Additional Prohibited Practices

The School prohibits the following practices under any circumstances:

- *corporal punishment*;
- *child endangerment*, as defined in R.C. 2919.22;
- *deprivation of basic needs*; and
- *Aversive Behavioral Interventions*. Aversive Behavioral Intervention is defined as any interventions that are intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors. This is defined to include applications of noxious, painful and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalants or tastes.

#### Reporting Restraint and/or Seclusion

Each use of Restraint and/or Seclusion shall be documented in writing and reported immediately to the building administration and the parent(s).

Additionally, the use of Restraint and/or Seclusion shall be documented in a written report. A copy of the written report shall be made available to the parent or guardian within twenty-four (24) hours of the use of Restraint and/or Seclusion. The School shall maintain a copy of the report in the student's file. These reports are educational records subject to the Family Educational Right to Privacy Act (FERPA). Pursuant to FERPA, the School is prohibited from releasing any personally identifiable information to anyone other than the parent.

The School shall report information concerning its use of restraint and seclusion annually to the Ohio Department of Education.

#### Repeated Dangerous Behavior

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, the School shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, this functional behavioral assessment should be followed by a behavioral intervention plan that incorporates appropriate positive behavioral interventions

#### School District Monitoring and Complaint Procedures

*Monitoring Procedure.* To ensure this Policy is implemented, the School shall establish a monitoring procedure.

*Complaint Procedure.* The School shall also adopt a complaint procedure. The Complaint procedure shall be developed as follows:

- A parent may present written complaints to the Head Administrator to initiate a complaint investigation by the School regarding an incident of restraint and/or seclusion
- The School will respond to the Complaint within thirty days of the complaint's filing.

#### Availability of IDEA Complaint Process for Students with Disabilities

The Parent of a student with disability may choose to file a complaint with the Ohio Department of Education, Office for Exceptional Children (the "Office"), in accordance with the complaint procedures available concerning students' disabilities. Complaints alleging injuries to a student with a disability or the use of restraints and/or seclusion shall not be deemed insufficient on the face if they are framed within the context of IDEA, including:

- a pattern of challenging behaviors that are related to the student's disability;
- whether the student has had or should have a functional behavioral assessment (FBA) or a positive behavior support plan (PBSP);
- whether the FBA and the PBSP are appropriate
- whether the student's behavior and interventions are addressed or should have been addressed in the IEP; and
- whether staff has been sufficiently trained in de-escalation and restraint techniques.

#### Training and Professional Development

The School shall train its staff in accordance with this Policy. The training shall include the following components:

- All student personnel shall be trained annually on the requirements of this Policy, O.A.C. 3301-35-15, and the School's policies and procedures regarding restraint and seclusion. Student Personnel include teachers, principals, counselors, social workers, school resource officers, teacher's aids, psychologists, bus drivers, or other School staff who interact directly with students.
- The Head Administrator shall develop a plan regarding training student personnel as necessary to implement PBIS. This may be a multi-year process for a School that is not currently implementing PBIS across the entire program.
- The Head Administrator shall ensure that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, and that their training is kept current in accordance with the requirements of the provider of the training. Such training shall include Controlled FORCE training for teachers.

#### Disseminating this Policy

This Policy shall be made available to parents annually. Additionally, if the School has a website, the School shall post this Policy on its website.

*Ohio:* O.A.C. 3301-35-15; Governor's Executive Order 2009-135; Ohio Department of Education Policy on Positive Behavior Interventions and Support, Restraint, and Seclusion (January 2013).

*Cross Reference:* Policy 2670 Public Conduct on School Property; Policy 4103, Harassment and Sexual Harassment; Policy 4104, Policy on Harassment, Intimidation, and Bullying; Policy 4105, Anti-Hazing Policy; Policy 4510, Tiered Student Discipline Program; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4540, Disciplining a 504 Student; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities; Policy 4561 Use of Physical Force.

Resolution 2017-09-03

Amended 2019-07-16

### **Use of Physical Force**

The School recognizes the need to be prepared to meet any and all threats, both internal and external, to the students and employees within the School. School administration, staff and employees may use reasonable physical force upon a student necessary to maintain a safe learning environment. They may also use reasonable physical force upon a student necessary to protect a staff member's personal safety; the safety of another staff member or visitor; the safety of the student or other students; school property from damage or destruction; themselves and others from danger arising from a dangerous weapon or object which is in the possession of or control of a student.

*Cross Reference:* Policy 4560 Positive Behavior Intervention Supports, Restraints, Seclusion, and Prohibited Practices

Adopted 2019-07-16

### **Student Activities**

4600

### Student Publications Sponsored by the School

The School understands that students often learn by actively participating in applied projects such as student publications. Whether a student publication or any part of a student publication will be published shall be decided by the student publication's adviser. The adviser's decision to publish or not to publish may be appealed to the Head Administrator or his/her designee.

In determining whether something is publishable as a student publication, the following guidelines shall be followed:

- the publication must include the student or organization's name;
- the publication's contents must be written responsibly and, in a manner, based upon professional standards of accuracy, objectivity, and fairness;
- if a viewpoint is provided on an issue, an equal opportunity must be given to the opposing view;
- student publications must be written in a manner that is appropriate for all students of the School; and
- before publication, the School may review the student publication to ensure the publication conforms with the First Amendment.

Additionally, the School will not publish any publication that does any of the following:

- infringe upon the rights of others and may not be libelous or defamatory, obscene to minors, incite violence, substantially disrupt the educational process, nor promote illegal activities; and
- grossly prejudice any ethnic, religious, racial or other delineated group; nor seek to establish a particular religious denomination, sect, or point of view.

School Officials may regulate the time, place, and manner of distribution.

Advertising is permitted in all school-sponsored publications. Prior to being published, the Head Administrator or his/her designee may approve all advertisements. Advertisements are subject to the same general restrictions as School Publications.

*Cross Reference:* Policy 4410, Student Rights and Responsibilities; Policy 4460, Assembling and Disorder; Policy 3843, Obscene Materials.

### **Policy No. 4610.1**

#### School-Sponsored Newspaper

Notwithstanding Policy 4610, the Governing Board designates the school-sponsored student newspaper The Hive as a limited-purpose public forum.

The student newspaper provides students with the opportunity to express creativity and opinions, to learn journalism techniques and principles, and to learn about the rights and responsibilities of public expression in our democratic society. Student journalists will determine the content of material published in The Hive. While student journalists have journalistic control, they also have great responsibility. They are expected to establish and enforce standards for publication that are consistent with professional journalism.

The newspaper shall contain a statement notifying the reader that The Hive is produced entirely by students and not subject to prior content review. Further, it shall state that while the school sponsors the newspaper, the Governing Board assumes no liability for the newspaper's content.

The Governing Board and employees shall not engage in prior review and restraint of the newspaper, except with respect to unprotected speech, which includes: (1) libelous material; (2) obscenity; (3) material that is likely to cause a material and substantial disruption of school activities; (4) content that promotes activities that are illegal as to minors. Students may be disciplined for the publication of unprotected speech.

Advertising in the student newspaper shall be governed by Policy 4610.

Adopted 5-21-19

## Student Groups & Activities

All extracurricular student groups and activities must be approved by the Head Administrator or his/her designee prior to the group being formed. In deciding whether to approve the group, the Head Administrator may consider whether the group has a clear and appropriate purpose, is consistent with the School's educational mission, complies with the School's policies; local laws; state laws; and federal laws, and any other relevant factors.

*Cross Reference:* Policy 4106, Policy on Gang Activity & Other Prohibited Groups; Policy 4410, Student Bill of Rights & Responsibilities.

Policy No. **4630**

## School-Sponsored Trips

Student learning and the School's educational mission are supplemented by Field Trips and School-Related Trips. To ensure these trips support the School's mission and are consistent with the School's policies and are academically enriching, this Policy regulates the various aspects of school-sponsored trips.

A "Field Trip" is defined as a school supervised, learning experience that takes students off the School's property to learn about an area that is directly related to a particular subject matter.

A "School-Related Trip" is defined as a planned activity that takes students off the School's property in an area related to the School's mission. School-related trips include athletic trips.

For a Field Trip to be approved, the Field Trip must:

- be approved by the Head Administrator or his designee;
- be educational in nature and relate to the course being offered;
- accomplish academic objectives;
- be under the School's supervision; and
- include a planned itinerary.

Field trips not approved in the manner above are not sponsored by the School. The School does not endorse, support or assume liability for unauthorized Field Trips or School-Related Trips even if they are conducted by the School's staff, volunteers, or parents.

Field Trips may include a fee. No student shall be prohibited from attending the trip because he/she is unable to afford the fee. All students attending the Field Trip must turn in a completed Field Trip Permission Form, Form **4630.1**. Students that attend the Field Trip are not considered absent from school. Students that do not participate in the Field Trip shall not be punished academically. If an assignment is given in conjunction with the Field Trip, non-attending students shall be given an alternative assignment.

While on a Field Trip or School-Related Trip,

- students remain subject to the School's rules and policies;
- a copy of each attending student's Emergency Medical Authorization Form shall be maintained; and
- the staff shall not change the trip's itinerary, except where the student's health or safety is in danger or circumstances beyond the control of the staff have occurred. Should the staff member change the trip's itinerary, the administration shall be notified immediately.

*Cross Reference:* Policy 2410, Student Medical Emergencies; Policy 4201, Attendance, Absence, & Truancy; Policy 5444, Reporting Accidents & Treating Injuries; Policy 5447, Student Transportation in a Private Vehicle.

**FIELD TRIP PERMISSION FORM**

I permit \_\_\_\_\_ (student's name) to attend the field trip to \_\_\_\_\_.

The Field Trip will begin on: \_\_\_\_/\_\_\_\_/20\_\_\_\_ at \_\_\_\_:\_\_\_\_ am/pm

The Field Trip will conclude: \_\_\_\_/\_\_\_\_/20\_\_\_\_ at \_\_\_\_:\_\_\_\_ am/pm

The Field Trip will travel by: \_\_\_\_\_(type of transportation)

Trip Address \_\_\_\_\_; phone (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

The Trip will be supervised by: \_\_\_\_\_

The Purpose of the Field Trip is:

---



---



---

This Form must be signed by the student's parents or guardians and returned by the student in order for the student to attend the trip. While on the trip, the student will still be considered in School and *must* abide by the School's policies and code of conduct. A Teac **Parents or guardians must inform the supervising member of any medication requirements and provide necessary instructions.**

I have read the above and grant my child to attend this field trip.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Policy No. **4640**

**Fundraising Activities and Projects**

All fundraising activities and projects must be approved by the Head Administrator or his/her designee prior to commencing the activities. Approval must be obtained from the Head Administrator or his/her designee and must be conducted in accordance with the School's fundraising guidelines. Employees must follow all forms; rules; and regulations; maintain accurate records, safeguard funds, and deposit funds appropriately.

Individuals interested in conducting a fundraising activity or project may obtain the forms, rules, and regulations from the Head Administrator or his/her designee.

*Cross Reference:* Policy 5441, Staff and Student Boundaries; Policy 5451, Contracts & Leasing; Purchasing.

**Use of School Facilities by Non-School Sponsored Clubs & Activities**

During instructional hours, the School prohibits the School's facilities from being used by non-school sponsored clubs or activities or school-sponsored, non-curriculum-related clubs and activities

During non-instructional hours, students may use the School to meet regardless of the activity's content or size of the group. Use is subject to the extent permitted by the owner, landlord or lease of the School.

Policy 6110, Visitors; Policy 6120, Volunteer Policy No. 4660

**Student Employment**

The School believes that a student's focus and efforts should be on his/her education. The School understands, however, that extenuating circumstances may arise, and a student may need to work.

Students that do work while attending school, are advised to take employment that does not interfere with their ability to obtain an education. Students that do work should receive guidance in finding appropriate jobs and balancing work duties with his or their education.

*Cross Reference:* Policy 4410, Student Bill of Rights & Responsibilities.

Policy No. 4670

**PARTICIPATING IN INTERSCHOLASTIC ATHLETICS AND EXTRACURRICULAR ACTIVITIES OF OTHER SCHOOL DISTRICTS**

This policy determines when the Revised Code permits a student enrolled in the School (the "Student") to be able to participate in Extracurricular Activities at other school districts. This Policy does not relate to participation in the School's own extracurricular activities.

"Extracurricular Activity" is defined as a student activity program that a school district operates and is not included in the school district's graded course of study. This includes an interscholastic extracurricular activity that a school or school district sponsors or participates in and that has participants from more than one school or school district.

**Eligibility**

A Student's eligibility is determined by which school district offers the Extracurricular Activity.

*Eligibility in Home District.* A Student *shall* be afforded the opportunity to participate in the Extracurricular Activities at the school district to which the student otherwise would be assigned during the school year—as provided for in R.C. 3313.537—if the following are met:

- the Student is the appropriate age and grade level, as determined by the school district's superintendent; and
- the Student fulfills the same academic, nonacademic, and financial requirements as any other participant.

*Eligibility in Other Districts.* A Student *may* be afforded the opportunity to participate in the Extracurricular Activities at a school district the student is not entitled to attend—as provided for in R.C. 3313.537—if the following are met:

- the Student is the appropriate age and grade level, as determined by the school district's superintendent;
- the Student fulfills the same academic, nonacademic, and financial requirements as any other participant;
- this School (Community School) does not offer the extracurricular activity; and
- the extracurricular activity is not interscholastic athletics, or interscholastic contests or competition in music, drama, or forensics.

**Prohibited Requirements**

The school district that is providing the extracurricular activity shall:

- not impose additional rules on the Student to participate that do not apply to other students participating in the same extracurricular activity;
- not impose fees on the Student that exceed any fees charged to other students participating in the same extracurricular activity;
- not establish eligibility requirements that conflict with R.C. 3313.537; and
- not take any action contrary to R.C. 3313.537.

The interscholastic conference or organization that regulates interscholastic conferences or events shall not require an otherwise eligible Student to meet eligibility requirements that conflict with R.C. 3313.537.

*Ohio: R.C. 3313.537.*

*Cross Reference: Policy 5840 – STUDENT GROUPS*

**Amended – 09-19-17**  
**Resolution – 2017-09-02**

# **Appendices**



## Student Activity Release Form

If a student has at least limited mastery in all their courses they may be granted excused absences to participate in extra-curricular activities at that time. If a student has one or more course below limited mastery they will not be excused from classes. Students will not be excused early for practices, only events or games. Bio-Med Science Academy may contact a student's coach or advisor if a student is absent from school on the date of an event or game due to illness or an unexcused absence in an effort to keep the home district in compliance with the bylaws of their school or governing body.

\*Students **must** submit a completed a request for early dismissal form **48 hours** prior to each absence.

*Please complete this form and attach all required paperwork in order to be considered for an excused absence for an extracurricular activity.*

Student's Name: \_\_\_\_\_

Home School District: \_\_\_\_\_

Activity: \_\_\_\_\_

Name of Advisor or Coach: \_\_\_\_\_

Contact number for Advisor or Coach: \_\_\_\_\_

Email for Advisor or Coach: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach or Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a copy of the official schedule of games or events to this form.



# BIO-MED

SCIENCE ACADEMY

## Permission for Early Dismissal for Extracurricular Activities and Events

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Home School District: \_\_\_\_\_

Extracurricular Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Time of Early Dismissal: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Administrator's Approval Signature: \_\_\_\_\_

*Permission for an excused absence will not be granted unless this form is submitted 48 hours in advance and a schedule (when applicable) is on file along with the Student Activity Release Form*

OFFICE USE ONLY

Date Submitted:



**Additional Community Service/Volunteer Work Verification Form:**

Please note below any additional service you have done outside of service days coordinated by BIO-MED Science Academy. *A separate form must be completed and signed for each place of service in order for the experience to count toward your community service hours that will be listed on your transcript.* If there is a place you volunteer regularly, complete one form each school year to keep track of your hours. If you do volunteer work through a school sponsored club, please have the advisor sign this form. Please return completed forms to Miss Hammond.

Student Name: \_\_\_\_\_ Class of: \_\_\_\_\_

Location of Service Work/Agency Name:

\_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Phone Number: \_\_\_\_\_

Date(s) of Service: \_\_\_\_\_

Total Number of Hours Volunteered: \_\_\_\_\_

Description of Tasks Performed:

\_\_\_\_\_  
\_\_\_\_\_

Agency Supervisor/Representative: \_\_\_\_\_  
print sign

date

Parent/Guardian: \_\_\_\_\_  
print sign

date

Student: \_\_\_\_\_  
print sign



## Physician's Request for Medication Form

The following student is under my care and should receive the medication indicated below. It is not possible to arrange for this medication to be taken at home under the supervision of a parent, and therefore, must be taken during school hours.

Name of Student:

---

Address:

---

City/State/Zip:

---

Name of Prescribed Medication and Dosage:

---

---

---

---

---

Number of Times/Intervals Medication is to be administered:

---

Dates Administration to Begin and End:

---

Adverse or severe reaction that should be reported:

---

---

---

Special Instructions for Administration of Medication:

---

---

This medication can be safely administered by non-medical personnel:

Yes       No

---

(Physician's Name)

(Phone Number)

---

(Physician's Signature)

(Date)

# Bullying, Harassment, or Intimidation Reporting Form

Please complete all of the information to the best of your ability. Please print legibly.

Today's date \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_

**Person Reporting Incident:**

Name \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Place an  in the appropriate box:

- Student  Student (witness/bystander)  Parent/guardian  Close adult relative  School staff member

1. Name of student victim \_\_\_\_\_

2. Name(s) of alleged offender(s) (if known)	Age	Is he/she a student?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

3. On what date(s) did the incident happen? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo/day/year                      Mo/day/year                      Mo/day/year

4. Where did the incident happen (choose all that apply)?

- On school property     At school-sponsored activity or event off school property  
 On a school bus     On the way to/from school

5. What did the alleged offender(s) say or do?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Attach a separate sheet if necessary)

6. Why did the bullying, harassment, or intimidation occur? (Attach a separate sheet if necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Attach a separate sheet if necessary)

7. Is there any additional information you would like to provide?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Attach a separate sheet if necessary)

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_