

IMAGINE SCHOOLS



SULLIVANT AVENUE COMMUNITY SCHOOL K-6

**2011-2012
Parent/Student Handbook**

**Sullivant Avenue Community School
3435 Sullivant Avenue
Columbus, Ohio 43204
(614)308-5991**

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Welcome to Sullivant Avenue Community School

School Hours: 7:45am-2:40pm

MISSION

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

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

Statement Concerning State Testing and Compulsory Attendance Law

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

Admission

The School will not charge tuition. The School will not discriminate in its pupil admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis. Applications are accepted for student admission up to the deadline date for a lottery drawing. Priority for enrollment shall be given to returning students, their siblings, and students from the district in which the school is located. If on the deadline date for a lottery drawing the number of applicants per grade level exceeds the number of seats, a lottery drawing is held for those grade levels. The lottery drawing places children in order for possible enrollment into the school. As the School operates and accepts students year

round, if other spaces are available after the lottery places become available, students are accepted off a prioritized wait list based on the results of the lottery or, if there is no wait list, then on a first come first serve basis. If a lottery is necessary, it shall take place at a public location. All parties will have the opportunity to be present during the lottery process and will be notified in advance of the date, time and location of the lottery. All parents of children selected in the lottery will be notified of the selection by certified mail. Parents will have up to seven (7) days from receipt of the certified mail to contact the School regarding their decision. If a parent does not respond within seven (7) days of receipt of the certified mail, the school will select another child from the lottery in the order the child's name was drawn.

Process and Criteria

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

Kindergarten Admission

The School can admit to kindergarten any student, whose fifth birthday falls on or before September 30. Any student, whose birthday falls on or before November 30th, will be put on a wait list. At the discretion of the Principal, provided that said student is determined to be Kindergarten Ready based upon the administration of a "Kindergarten Readiness Assessment" the student may be approved for enrollment.

DAILY PROCEDURES

ARRIVAL

Students should arrive to school no earlier than 7:45 a.m. Students will be allowed into the building at 7:45 a.m. Upon arrival, students are to report to their classroom.

TARDY

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

ABSENT

Students arriving after 9:30 a.m. are marked "absent" for one-half day.

BREAKFAST

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

LUNCH

Students will have a 25-minute lunch. A nutritious lunch may be purchased at school or students may bring a lunch from home.

LUNCH OR LUNCH MONEY

Teachers will collect lunch money daily for students buying a school lunch. Students who pack their lunch may buy milk.

PLEASE REMEMBER TO PUT YOUR NAME ON YOUR SACK OR LUNCH BOX IF YOU PACK YOUR LUNCH.

EARLY DISMISSAL

Students who leave school anytime during or before the last 30 minutes of the day are marked as “early dismissal.” You must notify the office, in writing, by 1:00 p.m.

NOTICE

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

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

Thanks for your cooperation.

DISMISSAL AND PICK-UP TIMES

Staff supervises students to their appropriate destinations for dismissal at 2:40 p.m.

Families must enter the building and proceed to child’s classroom to sign out for dismissal. Students must adhere to school wide-rules during dismissal time. Students must have a note if they will not be using the normal means of transportation. See Emergency Changes in Transportation for more information. If there is a change of transportation circumstance, you must notify the office, in writing or by phone by 1:00 p.m.

EMERGENCY SCHOOL CLOSING

In case of severe weather, the principal will notify local TV and radio stations regarding the decision to close school or delay its opening.

Regular school dates follow the schedule of Columbus Public Schools. Sullivant Avenue Community School will be closed due to inclement weather whenever Columbus Public Schools are closed or as Sullivant Avenue deems necessary.

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

Sullivant Avenue Community School is required by state law to make up any days in which the school is forced to close due to weather or unforeseen circumstances. Five calamity days have been added to the school calendar year. If additional days need to be made up the school will contact parents with additional information indicating the date of make-up days. The days may be made up at the end of the year or on any day school is currently not in session (such as spring break).

ATTENDANCE PROCEDURES

Achievement and attendance are highly related. Each student should attend school daily. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

1. Students are expected to be in school, on time, everyday. Occasionally, absence or tardiness cannot be avoided. Absences may be “excused” or “unexcused”. An absence may be **excused if the student brings a note in advance or within three (3) days of the child’s return to school signed by a professional stating the reason.** The Ohio Revised Code lists the following reasons for an excused absence:
 - Personal Illness. (The principal requires the certificate of a physician.)
 - Quarantine of the home. (The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.)
 - Serious illness or death of a relative requires physician note or bereavement note.
 - Observance of religious holidays.
 - Emergency or set of circumstances that, in the judgment of the principal, constitutes good and sufficient cause of absence from school.
 - Court subpoena, copy required.
 - Necessary work at home due to absence of parents/guardians
 - Instruction at home from a person qualified to teach the branches of education in which instruction is required
2. Parents/Guardians must notify the school on the day a student is absent unless the principal has been notified in advance of the absence. Lacking parental notification of an absence, the principal/designee will notify the parent of the student’s absence by telephone or written notice on the same day the student is absent.
3. If a student is dismissed early for a doctor’s appointment or for another valid reason, the student must bring a note signed by his/her physician. The parent must meet the child in the school office before the child will be excused.
4. All other absences are “unexcused” as determined by the principal and include but are not limited to truancy, oversleeping, personal appointments (hairdresser, etc.), unapproved vacations and missing the bus.

ATTENDANCE PROBLEM PROCEDURES

1. **Early dismissals during the last 30 minutes of the day are very disruptive and should be avoided.**
2. Chronic tardiness or absence shall be dealt with initially by phone contact from the classroom teacher to the absent student's parent(s) or guardian. If the teacher is unable to reach the parent or guardian by phone after reasonable effort has been made, a form shall be sent home with a copy going to the principal's office, advising that attempts have been made to reach them by phone and requesting the parent/guardian to contact the teacher. If this does not result in some degree of improvement, the principal shall mail a letter to the offending parent(s) or guardian stating the problem and reminding them of their legal responsibility concerning their child's attendance in school.
 - Chronic tardiness means: Being late for school more than twice in a week or more than five times in a grading period.
 - Chronic absence means: Unexcused absence for 4 or more days in a grading period is a serious problem. If the problem continues, the principal's designee may be asked to help solve the problem. If a student is absent five or more consecutive days (or has five days unexcused absence) in a semester, the parent or guardian must come to the school office with the student before the student will be allowed to return to school.
 - A "habitual" truant is any child of school age who is absent without a legitimate excuse for 5 or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year.
 - A "chronic" truant is any child of school age who is absent without legitimate excuse for 7 or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the school may send notice requiring the child's parent to attend a parental education program.

Regarding "habitual" truants, Sullivant Avenue Community School will develop a plan for the parent and child. If the parent fails to follow the plan, Sullivant Avenue Community School may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant" and that the child's parent violated the School Attendance Law.

Regarding "chronic" truants, if the parent fails to get the child to school and the child is considered a "chronic" truant, Sullivant Avenue Community School must file a complaint in the juvenile court jointly against the child and the parent. The complaint must state that the child is a "delinquent child" by virtue of being a "chronic" truant, and that the parent has violated the School Attendance Law. *Offense is deemed "Educational Neglect."

MANDATORY WITHDRAWAL

Ohio law requires the withdrawal of any student who, without legitimate excuse, fails to participate in 105 consecutive hours of learning opportunities during any academic year.

TRUANCY

Ohio law permits a school to prohibit the promotion of a student to the next grade level if the student has been absent without excuse for **more than 10% of the required school attendance days of the current school year and/or has failed two or more subjects. Sullivant Avenue Community School may retain a student that has been absent without excuse for more than 15 days.**

MISSING CHILD POLICY

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

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

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

ACADEMICS AND THE GRADING SYSTEM

CURRICULUM

The curriculum of Sullivant Avenue Community School is the Ohio Academic Content Standards. To assist in teaching these standards Sullivant Avenue Community School employs scientifically based programs, (including but not limited to) Reading A to Z, Focus Learning, Saxon, Measuring Up, Scholastic Guided Reading and McGraw-Hill, Science, and Social Studies.

Teacher's turn in weekly reports of lessons completed and the explicit assumption is that all children have mastered all material in each and every completed lesson. The curriculum provides a clear standard against which each teacher's performance is measured. Should performance fall below expectations, adjustments are made in teaching technique or placement of the child. The school utilizes curriculum specialists to collect and analyze student data and to train, evaluate and manage teachers, and report to the school administration on student progress. Continuous professional development is provided/mandated.

PROGRESS REPORTS

Student's academic progress will be communicated to parents in the form of quarterly report cards and bi-quarterly interim reports.

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

PROMOTION AND RETENTION

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

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

Promotion

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

Retention

A student is required to be retained if he/she is truant for 10% or more of the required school days and/or has failed at least two (2) courses of study, unless the Principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted.

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

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

Factors

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

The student's level of academic aptitude and achievement;

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

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

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

The School will not utilize a Student's failure to attain a specified score on any statewide achievement tests as a factor in any decision to deny a Student's promotion to a higher grade level, except that the School may use a Student's failure to attain a score in at least the basic range as a factor in deciding to deny a Student's promotion to the next level on the following tests:

- 3rd grade math and reading achievement assessments;
- 4th grade reading, writing and math achievement assessments;
- 5th grade reading, math, science and social studies achievement assessments;
- 6th grade reading and math achievement assessments;
- 7th grade reading, writing and math achievement assessments; or
- 8th grade reading, math, science and social studies achievement assessments.

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

Disabled Students

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

STANDARDIZED TESTING

Students attending Sullivant Avenue Community School are assessed in the fall and spring of each school year by a nationally norm referenced test. Results of this test will measure the academic growth of each individual student and will be sent home in the beginning of the following school year.

SCHOOL SUPPLIES

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

HOMEWORK PHILOSOPHY AND GUIDELINES

Homework will be assigned by teachers at their discretion. Homework will consist only of subject area material that students have received instruction in. This allows students to complete the homework assignment independently.

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

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

CODE OF CONDUCT

The Code of Conduct contains regulations governing the conduct of students. It has as its central purpose the prevention of actions interfering with the school program. Students, parents, and staff are expected to acquaint themselves with this handbook and building procedures and the *Code of Conduct*. Every staff member of Sullivant Avenue Community School is required to enforce this *Code of Conduct*.

THE RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS

Students and parents have rights that Sullivant Avenue Community School must observe, but also understand that responsibilities accompany individual rights. The individual rights of students will be weighed against the safety and welfare of the majority of students in the

school. Above all, Sullivant Avenue Community School will maintain discipline to support and enable the conduct of a quality educational program.

STUDENT AND PARENT RIGHTS

1. **The Right to Due Process of Law:** Before a student is suspended or expelled, students and parents have the right to be informed about alleged misbehavior and provided with an opportunity to respond to such a charge. Students and parents will receive notice of the reason(s) for proposed disciplinary action and will be given the opportunity to challenge the action. Removal, suspension, expulsion, and appeal procedures are posted at the School and are available to parents and students upon request.
2. **The Right to Privacy-Property of Students:** A student's right concerning searches of personal property will be balanced by the responsibility of the School to protect the safety and welfare of all students. School equipment including furniture, computers and related accessories are the property of the School. They are on temporary loan to students and are subject to examination by School personnel at any time.

PARENT RESPONSIBILITIES

Parents have the responsibility to:

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

STUDENT RESPONSIBILITIES

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

1. **Active Participation:** Students have the responsibility for actively engaging in the serious business of learning. For example they will attend school regularly and be on time. They will remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and make every effort to achieve mastery of the lessons.

2. **Obedience to Laws and Rules:** The laws of society and school rules have been created to guarantee each individual's rights and safety. Students will assume personal responsibility for obedience to these laws and rules.
3. **Responsible Exercise of Free Speech and Expression:** Students will express opinions in a manner that is not offensive, illegal, obscene, or inconsistent with the educational goals of the school. The rights of others will be respected, and there can be no interference with the orderly educational process.
4. **Avoidance of Illegal or Dangerous Items:** Students will not bring materials, substances or objects prohibited by law or school policy to school or school activities.

EXPECTATIONS FOR STUDENTS

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

EXPECTATIONS FOR PARENTS/GUARDIANS

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

EXPECTATIONS FOR STAFF

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

PHILOSOPHY OF STUDENT CONDUCT AND DISCIPLINE

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

Schools must be places where effective learning can occur. Schools must maintain standards of conduct and discipline because students and school personnel have a right to a safe and orderly learning environment. Therefore, students are prohibited from engaging in behaviors endangering the safety of others or interfering with the school program. Unacceptable conduct is defined in this document as Level 1, Level 2, Level 3, or Level 4 Offenses. Prompt and effective disciplinary actions will be taken to address these behaviors.

DISCIPLINARY OPTIONS

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

INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004

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

For more information on the rights of students with disabilities, please contact the Ohio Department of Education, or refer to the publication, *Whose IDEA is it, Anyway?* Available at www.ode.state.oh.edu.

LUNCH/RECESS DETENTION

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

REMOVAL FROM SCHOOL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from school without prior notice of hearing. Upon receipt of a removal letter, parents/guardians should contact the school immediately to schedule a conference which must be held within three (3) school days. The conference will provide staff the opportunity to discuss the reasons for the removal and the student (parent/guardian) will be able to share their perspective of the matter.

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

RESTITUTION

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

OUT-OF-SCHOOL SUSPENSION

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

The Principal must give written notice of the intention to suspend and the reason to the student. The student shall be given the right to appear at an informal hearing before the Principal and has the right to challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc. The written notice of suspension shall be sent or given within one calendar day to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Board of Directors appeal hearing designee.

If the parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the Principal within five (5) school days of the written notice of suspension. The Principal shall immediately forward this written appeal to the Board of Director's appeal hearing designee.

EXPULSION

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

The Principal shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion. The student and the parent/guardian shall have an opportunity to appear on request before the Principal to challenge the expulsion or to otherwise explain the actions that led to the intended expulsion. The written notice shall state the time and place to appear which shall not be less than three (3) days or later than five (5) days after the notice of intent to expel is given. The Principal may grant an extension of time. If granted, the Principal must notify all parties of the new time and place. A parent/guardian has the right to appeal the expulsion, which must be submitted, in writing, to the Principal within fourteen (14) school days of the written notice of expulsion. The Principal shall immediately forward this written appeal to the Board of Directors' Appeal hearing designee.

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

SEARCHES

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

WEAPONS - EXPULSION

A student shall be expelled for one year for bringing a firearm to the school or onto school property (any property owned, used or leased by the school for school, school extra-curricular activities or school related events.) A student *may* be expelled for a period not to exceed one year for: 1) bringing a firearm to an inter-scholastic competition, an extra-curricular competition, an extra-curricular event, or any other school program or activity that is located at a school or on school property; 2) bringing a knife to the school, onto school property, or to an inter-scholastic competition, an extra-curricular event or any other program or activity sponsored by the school or which the school is a participant; 3) possessing a firearm or knife at School, on School Property, or at an inter-scholastic competition, an extracurricular event, or any other School program or activity which firearm or knife was initially brought onto School Property by another person; possessing a firearm or knife at School, on School Property, or at an inter-scholastic competition, an

extracurricular event, or any other school program or activity which firearm or knife was initially brought onto the school property by another person; 4) committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property; 5) making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.

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

Knife is defined as a cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters or other similar tools determined by the Principal to be necessary in the school setting as a particular building or grade level, if used only for the necessary purpose.

OFFENSES AND CONSEQUENCES

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

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

Progressive discipline

First Level Offense

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

Second Level Offense

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

Third Level Offense

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

Fourth Level Offense

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

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

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

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

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

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

- Biting
- Fighting
- Spitting
- Threatening other students

- Bringing a toy gun/knife or water gun to school or on the bus.

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

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

***Levels of offenses can vary case to case.**

SCHOOL BUS SAFETY

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

Railroad crossings. Students should not talk when the bus is approaching a railroad crossing or highway intersection.

Seats. Drivers may assign seats and have a seating chart with them. Students must remain in their assigned seats.

Windows. Students should keep head, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only with approval of the driver.

Eating. Students may not eat on the bus. Exceptions may be made only with approval of the driver.

Conversation. Students may talk quietly. No yelling is permitted inside the bus or out windows.

Bus stops. Students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.

Crossing. Students should cross only in front of the bus, and about ten feet in front of the bus.

Time. Students should be on time at designated pickup locations in the mornings and when school is dismissed.

Littering. Littering is not permitted on or from the bus.

Unauthorized Passengers. Non-school children and/or adults not approved by the principal shall not be transported on a school bus.

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

Animals. Animals are not permitted on the school bus.

MAJOR BREACHES OF SCHOOL BUS DISCIPLINE

The following actions are not permitted on the school bus:

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

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

SCHOOL BUS DISCIPLINE POLICY

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

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

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

SCHOOL BUS REGULATION

State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school buses. Should there be a situation or problem relating to the school bus, the parents must contact the principal of the school to resolve the concern.

STUDENT USE/MISUSE OF TECHNOLOGY

Technology can greatly enhance the instructional program. Computers and use of the network or on-line services support learning and enhance instruction. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. The parent and student understand that the use of technology may be monitored and/or recorded and there is no expectation of privacy whatsoever. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. using obscene, profane, lewd, rude, inflammatory, threatening, or other language that may be offensive to another user;
3. reposting (forwarding) personal communication without the author's prior consent;
4. copying commercial software in violation of copyright law;
5. harassing another person;
6. posting false or defamatory information;
7. plagiarizing information found on the Internet;
8. using the network for financial gain, for commercial activity or for any illegal activity
9. accessing and/or viewing inappropriate material.

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

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

The school uses Internet filtering software to prevent access and downloading of undesirable items from the Internet. Sites that cannot be accessed from a School computer are called "Denied Sites". Sites that can be accessed are called "Allowed Sites". Access can be granted to a Denied Site and access can be restricted to an Allowed Site. Such requests must be approved by the principal.

SMOKE-FREE ENVIRONMENT

To protect the health of students and employees, and in accordance with state law, smoking shall be prohibited on all school property.

ANTI-HARASSMENT POLICY

Sullivant Avenue Community School will not tolerate harassment against any staff member or student on the basis of sex, race, color, national origin, religion, age, disability, sexual orientation, status as a Vietnam veteran, military status, or on any other basis prohibited by federal, state or local law. Any parent or student may file a complaint with the principal or contact the regional director.

TRANSPORTATION

STUDENT TRANSPORTATION AND PICK UP AUTHORIZATION FORMS

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

EMERGENCY CHANGES IN TRANSPORTATION

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

DRESSING FOR SCHOOL

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

- Maroon or light blue Imagine polo (encouraged) or maroon or light blue collared polo shirt.
-
- **No hoodies or sweatshirts.**
- Cold weather attire may include **solid navy** sweaters, cardigans, or vests.
- Shoes should allow your child to run and play safely during recess and physical education classes (black or white tennis shoes only, please).
- Hats, bandanas, etc. of any type are not to be worn in the school.
- Khaki (tan) or navy blue pants, shorts, skirts, or jumpers are to be worn firmly at the waist.
- Halter tops, tube tops, or other tops that allow midriff are not allowed at school. Short skirts, unsafe shoes, flip flops, open-toed shoes, high heels, platform shoes, shoes without backs and roller skates (heels) are to be left at home.

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

DRESS CODE VIOLATION

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

PERSONAL ITEMS

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

HEALTH REQUIREMENTS, SERVICES, AND MEDICATION

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

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

Your child must meet county and state health regulations for entrance to school. The school checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs. Students may be excluded from school if the immunization schedule is not completed within a reasonable period time after notification. Written statements of objection to immunizations due to parent's or guardian's religious reason are filed in the student's health folders.

A pupil is also exempt if they present a physician's statement that immunization is medically contraindicated. A signed statement of history of measles or mumps may be

substituted for the measles or mumps vaccinations. However, a history of rubella may not be substituted for rubella vaccine.

STUDENT ILLNESS

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

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

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

HEALTH SCREENINGS

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

ADMINISTERING MEDICATION

1. Students needing medication will be encouraged to receive the medication at home, if possible.
 - Each person or persons designated to administer any prescription or non-prescription medication, including students, must present to the School a statement signed by both parent/guardian and physician which includes all of the following information:
 - i. Name and address of the student;
 - ii. Student's teacher;
 - iii. The name and doses of the medication contained in the inhaler or auto injector;
 - iv. Drug name and dosage to be administered;
 - v. Times or intervals at which each dosage of drug is to be administered;
 - vi. Date on which drug administration begins;
 - vii. Date on which administration of drug ends;

- viii. Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in emergencies.
- ix. Special instructions for administering drug, including sterile conditions and storage.
- x. Instructions outlining procedures to follow if the medication does not provide adequate relief;
- xi. A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- xii. Any other special instructions.

It is the student's responsibility to come to the office to receive medication. New authorization forms must be submitted at the beginning of each school year.

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

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

ANTI-BULLYING, ANTI HARASSMENT AND ANTI-INTIMIDATION POLICY

I. Definition of Terms

A. "Harassment, Intimidation or Bullying" means any of the following:

1. Any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another person and the behavior either:
 - a. Causes mental or physical harm to the other student; or
 - b. Creates an intimidating, threatening or abusive educational environment for the other student.
2. Violence within a dating relationship.

B. Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA) or wireless hand-held device 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/school personnel; or
2. Is sufficiently severe, persistent or pervasive that it created an intimidating, threatening or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseen under the circumstances, and perpetrator's motivation, either admitted or appropriately inferred.

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

II. Types of Conduct

A. Harassment, Intimidation, or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:

- (a) Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
- (b) Sending abusive or threatening instant messages or email;
- (c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,
- (d) Using Web sites to circulate gossip and rumors to other students; and
- (e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

III. Complaints

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

B. Verbal Complaints: Students, parents or guardians and school personnel may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal

complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section IV.

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

IV. School Personnel Responsibilities

A. Teachers and Other School Staff

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

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

B. Administrator Responsibilities

1. Investigation

(a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be

investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

(b) Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity; the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial Actions

(a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

(b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of "Harassment, Intimidation or Bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

V. Reporting Obligations

A. Report to the Parent or Guardian of the Perpetrator

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

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

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

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

1. A requirement that the School administrator semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school sponsored events.

2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law.

VI. Police and Child Protective Services

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

VII. Training

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

GENERAL INFORMATION

REPORTING CHILD ABUSE AND NEGLECT

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

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

FIELD TRIPS

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

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

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

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

HOLIDAY AND BIRTHDAY PARTIES

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

PARENT/TEACHER CONFERENCES

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

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

RE-ENROLLMENT

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

SCHOOL TELEPHONES

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

VISITOR'S POLICY

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

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

To ensure that no unauthorized persons enter the building, all visitors to the school must report to the school office. There you will be asked to sign in and receive a visitors' badge before visiting elsewhere in the building.

EMERGENCY RESPONSE/CRISIS MANAGEMENT PLAN

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

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

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

VOLUNTEERS

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

The background check process is electronic and takes minutes to complete. A fee is required. Results are returned immediately to the school, and volunteers who have no disqualifying events will then be added to our list of volunteers. For more information, please contact the school.

SULLIVANT AVENUE PARENT TEACHER ORGANIZATION COUNCIL

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

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

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

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

TITLE I PARENT INVOLVEMENT POLICY

General Policy of Parent Involvement

The School expects parents of students to be actively involved in the student's education. Parents are strongly encouraged to participate in a variety of activities and forums that will support our students academically and add to the vitality of our school. Parents will be expected to participate and sign an agreement with the school.

A status review is a formally scheduled conversation between faculty and parents in order to discuss the student's development and progress. Parents will be required to confer with faculty about their child's/children's social and academic achievement on a regular basis as scheduled by the School on the School calendar. Parents should attend status reviews in order to receive written report cards. As well, the School encourages parents to initiate conferences about their questions and concerns with the Principal or his/her designee and/or faculty members.

Parent Participation in Title I Programs

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of the students being served. Accordingly, the School establishes this parent involvement policy, which will be distributed to parents of children receiving Title I services. The School will:

A. in consultation with parents, annually evaluate the content and effectiveness of the parent involvement policy in improving the academic quality of schools, including (1) identifying barriers to greater parent participation, (2) designing strategies for more effective parental

involvement, (3) revising the parental involvement policy if necessary, and (4) analyzing whether the plan for Title I services continues to meet the needs of the school and students;

B. involve parents of children receiving Title I services in deciding how Title I funds reserved for parent involvement activities, if any, will be allocated;

C. provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;

D. develop agenda for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;

E. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the Title I program and revisions in the plan in order to improve student achievement and school performance;

F. communicate information concerning school performance profiles and their child's individual performance to parents;

G. assist parents in helping their children in achieving the objectives of the plan by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;

H. provide timely responses to parental questions, concerns, and recommendations so long as responses are not required to be repeated to the same parent multiple times on the same subject;

I. convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain and contribute to the School-Parent Compact, which shall be given annually to parents prior to school opening. The Compact shall describe how the parents, Staff and students will share the responsibility for improving student achievement;

J. provide materials and training to help parents work with their children to improve achievement;

K. educate teachers, pupil services personnel, and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents, how to

implement and coordinate parent programs, and how to build ties between parents and the school;

L. to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal programs programs such as Head Start, Reading First, Early Reading First, Even Start, Parents and Teachers, and Home Instruction for Preschool Youngsters;

M. provide reasonable support for parent involvement activities as parents may request such as flexible scheduling of meetings so parents may attend; and

N. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

CHILD FIND POLICY

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

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

What will happen when you contact your local school?

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

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

What are your rights as a parent?

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

- Review their child's records;
- Refuse permission to release information (except as required by , or permitted by law to be released); and

- Request that information they believe to be inaccurate, misleading, or in violation of their child’s privacy or other rights be changed. The school has a process to resolve disagreements about information collected.

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

ESEA NOTIFICATION

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

Ohio Department of Education Complaint Resolution Policy

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

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or support staff position; a member of the school law enforcement unit, which consists of the School Leader; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

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4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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

OFFICIAL DESIGNATION

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

This School:

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

OR

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

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

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

SIGNATURE PAGE
SULLIVANT AVENUE COMMUNITY SCHOOL
PARENT – STUDENT HANDBOOK
2011-2012

Student's Name: _____ Grade: _____

Parents's/Guardian's Name: _____
PRINT

We have received a copy of the Sullivant Avenue Community School's Parent-Student Handbook for 2011-2012. We have read and understood the Handbook and consent, support, and agree to follow the policies, procedures, and Code of Conduct as outlined in the Handbook.

Agreed to by:

Student's Signature Date

Parent's Signature Date

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