



A+ Children's Academy Community School  
*Helping Children Reach The Stars*

**A+ CHILDREN'S ACADEMY COMMUNITY  
SCHOOL STUDENT HANDBOOK  
110 Obetz Road Columbus, Ohio 43207  
614-491-8502**

**This Handbook Belongs To:**

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

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

Phone: \_\_\_\_\_

School: \_\_\_\_\_

Teacher: \_\_\_\_\_

## ADMISSION

It is the policy of the Board of Education that each child who will be five years of age on or before September 30 will be eligible to enroll in Kindergarten. Each child who will be six years of age on or before September 30 and has successfully completed Kindergarten will be eligible to enroll in the first grade.

The Board of Education requires that each child who registers for entrance to school furnish the following:

- birth certificate
- immunization record
- social security number
- proof of custody as appropriate
- proof of residence

Admission to A+CA is on a nonsectarian basis and does not discriminate against any pupil on the basis of ethnicity, national origin, gender, sexual orientation, disability, or any other basis prohibited by law. The school does not deny admission to any student based on special education or English language learning needs. A+CA is committed to serving students from low-socioeconomic backgrounds.

## ARRIVAL

**Students** walking to school or transported by their parents may not arrive at school before 8:30 a.m. The school day begins at 9:00 a.m.

**The schools are not responsible for the supervision of children before 8:30am.**

## ATTENDANCE

Students are expected to attend classes regularly and to be on time to develop habits of punctuality, self-discipline, and responsibility. Students must be in regular attendance if they are to derive benefits from our educationally sound activities.

The following reasons for excused absence are established by state law and by regulations of the Ohio Department of Education.

1. Personal illness of the student (doctors excuse may be required by the school for every absence over SIX days during a calendar year.) Once a doctor's note is required; it is required for the remainder of the school year.
2. Illness in the home (student must be 14 years

of age or older).

3. Quarantine of the home.

4. Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence.)

5. Observance of a religious holiday (consistent with the student's established creed or belief).

6. Work at home subject to the following restrictions:

- a) emergency situation
- b) student must be at least 14 years of age
- c) regular school attendance record
- d) good academic standing

## **Tardy/Early Dismissal-Tardy (Elementary)**

Students arriving at school after 9:00 a.m. and before 10:30 a.m. will be considered **TARDY**.

**For each five times that a student arrives late to school (without an authorized excuse) a day of unexcused absence will be added to the student's total number of absences.**

Students arriving at school 90 minutes after school begins or leaving 90 minutes before the end of the school day will be considered absent for one-half day. Students leaving during the last 90 minutes of the school day will be considered **EARLY DISMISSAL-TARDY**.

## **Leaving School for Appointments**

Students leaving **MUST** be signed out by the adult picking them up. Children will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian.

The office staff will call the student to the office. No student will be released to an adult at the classroom. If someone other than the parent or guardian will pick up the child, the parent or guardian **MUST** send a note to the office in advance. Persons other than custodial parent must present a photo ID. Please remember that if the student's leave is less than one hour, it is considered a **TARDY**. If the leave is more than one hour, it is considered a **HALF-DAY ABSENCE**.

**When Your Child is Going to be Absent from School...** Ohio law ("Missing Children's Act") requires schools to contact parents when a student is absent from school. The intent of the law is to notify parents as soon as possible that their child is not in school in case of kidnapping, truancy or other dangerous situations a child may encounter on the way to school without the parent's knowledge.

YOU can help make the Ohio Law protect our students in a very simple way. If your child is going to be absent from school on any day, the following is necessary: Call the school: 614-491-8502

A written note by the parent/guardian MUST ACCOMPANY your child upon the FIRST DAY he/she RETURNS TO SCHOOL. This note must be submitted to the school office. A written excuse signed by the parent/guardian is still required for each absence. This written excuse is required by Ohio Law. The note must list the *student's name; date of absence; reason for absence; and parent/guardian signature.* Students are to give absence notes to the homeroom teacher. This note MUST accompany your child upon the FIRST day he/she returns to school. Students have TWO (2) days to present this note. If no written excuse is received by the homeroom teacher within two school days after the return of the student to school, the homeroom teacher will forward this information to the school office.

### **Truancy Mediation**

When a child has (a) five consecutive unexcused absences or (b) seven unexcused absences in a month or (c) 12 unexcused absences in a year; the school may make a referral to Franklin County Juvenile Mediation Program for family mediation to discuss reasons for the child's truancy. Report of mediation would be made to the school that includes the family's commitment to make specific changes to return the child to school on a consistent basis.

Students truant from school or class will not receive credit for schoolwork missed. Students suspected of being truant from school will be referred to school officials.

Students may be also referred for court

mediation for any of the following reasons: *If a student has...*

- a) *An accumulation of five (5) consecutive unexcused absences, seven (7) unexcused absences in a month or twelve (12) unexcused absences in one school year.*
- b) *An overall attendance rate below 90%.*
- c) *Any incident of truancy.*

Incidents of truancy may involve the purposeful act of not attending classes and/or leaving school property without permission.

Excessive absenteeism may also lead to a home visit by school administration, legal action, and discipline, including suspension/expulsion.

### **Family Vacation Policy**

Any absence from school due to vacation is an UNEXCUSED absence. Schoolwork missed during a vacation absence may be made up if written notice has been given to, and approved by, the building principal two weeks PRIOR to the start of the vacation. Individual teachers will give students the work missed and determine the time limit for makeup work. If there is no two week written notice and approval of the vacation absence by the building principal, the student will receive no credit (zeros) for the work missed during the vacation absence.

### **BEHAVIOR IN THE CAFETERIA**

Students should follow all procedures and rules within the cafeteria as outlined below:

1. Students should sit immediately at tables upon entering the cafeteria.
2. Students must remain seated unless given permission by a staff member to do otherwise.
3. Supervisors will establish procedures for table clean-up by students.
4. Students should not bring any belongings to the cafeteria except lunchboxes if they packed (coats if outdoor recess).
5. Students should not leave the cafeteria with any food or beverage.

### **BOOK BAGS**

Book bags (and other bags used to carry books, supplies, clothing, athletic equipment), may be used to transport books and supplies to and from school, but are to be placed in the student's room on a hook upon arrival at school. These bags are to remain in the room until the student leaves the building for the day.

## **BUS CONDUCT**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school busses.

Students should:

1. Be careful in approaching bus stops; walk on the left, facing oncoming traffic and be sure that the road is clear both ways before crossing.
2. Wait in a location clear of traffic and away from the bus stop.
3. Go directly to assigned seat, if any or first available seat so the bus may safely resume motion. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in the classroom.
4. Reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving, keeping aisles and exits clear.
5. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
6. Keep the bus clean and sanitary; refrain from chewing gum or consuming candy, food or drinks on the bus at any time.
7. Not use, possess, or transfer tobacco, alcohol, or drugs on the bus except for prescription medication required for a student, but only if prior approval for the prescription drug has been obtained in accordance with Board policy.
8. Not use, possess, or transfer firearms, ammunition, weapons, explosives, or other dangerous materials or objects on the bus.
9. Not bring animals on the bus, except those intended for special needs assistance, in accordance with a student's written IEP or 504 plans.
12. Keep head, hands, and all objects inside buses at all times and not throw or pass objects on, from or into the bus.
13. Carry on the bus only objects that can be held in their laps. Equipment such as music instruments, athletic uniforms, etc. which cannot be held by students in their seats, shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with students, space shall be provided to comply with

this rule without having students stand on the bus. Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all time.

14. Not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and might result in a serious accident.
  15. Be courteous to fellow students and to the bus driver.
  16. Treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden).
  17. While waiting to exit the bus, remain seated until the bus stops, and wait for the signal from the bus driver. Always cross in front of the bus.
  18. Leave or board the bus only at locations to which the student has been assigned unless the Student has parental and administrative permission to do otherwise.
- Riding to school is a privilege and convenience. Failure to follow these regulations or any policy of the A+ Children's Academy Community School regarding a student's conduct, may result in his/her forfeiting the privilege of transportation by school bus for up to the balance of the current school year. A student who is to be suspended under these regulations will be provided with notice of the intended suspension from school bus riding and an opportunity to appear before the administration or other district personnel before the suspension is imposed.

## **CAMERAS (Surveillance)**

Cameras have been placed throughout areas of the building. All cameras are operable.

## **CANCELLATION/DELAY OF SCHOOL**

When it becomes necessary to close or delay school due to weather conditions, the closing or delay will be announced over the following radio/TV stations beginning early in the morning. School closings will also be posted on the school's website.

<b>WTVN</b>	<b>610 AM Columbus</b>
<b>WNCI</b>	<b>97.9 FM Columbus</b>
<b>WBNS</b>	<b>1460AM/97.1FM Columbus</b>
<b>WCMH</b>	<b>TV-4 Columbus</b>
<b>WSYX</b>	<b>TV-6 Columbus</b>
<b>WBNS</b>	<b>TV-10 Columbus</b>

DO NOT CALL THE SCHOOL or school personnel at home as the telephones are necessary in completing closing arrangements. Please listen to one of the mentioned stations.

DELAYED OPENINGS State Law allows a school district to utilize up to a two (2) hour delayed opening due to inclement weather and to have the day still count as a day of instruction.

Should the district implement a delayed opening it will be a two (2) hour delay with schools starting at 11am. There will be no extension of the school day if the opening of school is delayed.

Parents are reminded to please NOT drop off students early on a delayed opening as supervision will not be available until just prior to the delayed start time.

Delayed openings will be used sparingly, however, they will be used as an option to closing pending weather conditions.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER Should the district need to dismiss early due to inclement weather the school will dismiss at 1:00pm.

MAKE-UP DAYS The district calendar indicates possible dates for make-ups, although no final decisions on make-up days will be made until necessary. Once decisions are made regarding make-up days this information will be sent home with all students.

THANK YOU FOR YOUR UNDERSTANDING The cooperation of all district families and students with the above procedures is greatly appreciated. Let us assure you that no one takes lightly the decision to either open or close schools during inclement weather. The number one priority in the decision-making process will continue to be the safety of district students. **NO SUPERVISION IS AVAILABLE BEFORE THE DESIGNATED TIMES FOR CHILDREN NOT ENROLLED IN LATCHKEY.**

### **School Closing During a Regular Day**

Be sure your child knows what he/she is to do and where he/she is to go (home, neighbor, sitter, etc.), *Emergency Dismissal Form*. The telephone will not be available for student use until all buses have departed from the school. The school will need the telephone for emergencies. Do not pick

up your child until after the announced time, as classes do continue until dismissal. Early dismissals will be announced on radio and television stations listed. Please do not call the school.

### **CHANGE OF CONTACT INFORMATION**

It is essential that every parent maintain an up to date address and telephone number on record for their child in the school office. Notify the school immediately if you have a change of address or telephone number, employment, marital status, childcare provider, or emergency contacts during the school year.

### **CUSTODY**

Parents have an obligation to inform the school anytime the custody of a child changes. School officials will need to see a complete copy of court orders pertaining to a child's custody.

### **DISMISSAL PROCEDURE (END OF SCHOOL DAY)**

Dismissal time from school is 3:00pm. Students who walk and students who are picked up are expected to go to their destinations for dismissal. Parents or persons picking up students should make arrangements in advance to meet the children at one of the designated pick up points. Do not pick up students before dismissal time, or pick up students from their classroom. Students should understand the rules of dismissal for their school and they should not leave the school except the way in which their parents have directed them with school approval. If a student has questions about how they are to go home, they should check with their teacher or the office staff. Any variation from the child's usual dismissal arrangements should be verified by a note from the parent.

Parents are to park in the parking lot in front of the school. Parents are not to park in the employee lot north of the school building to pick up their child.

Students who are not in the latchkey program should not remain on school property. **Staff is not responsible for supervision of any student beyond dismissal time.**

## **DISRUPTIVE/DANGEROUS ITEMS**

Students are not to bring any item to school that is disruptive to the educational process and/or is considered potentially dangerous.

Prohibited items include, but are not limited to, the following: tools, mace, pepper spray, laser pointers, chains, electronic games, radios, tape, water guns, balloons, rubber bands, firecrackers, shaving cream, and trading cards. Students found in possession of these items may have them confiscated, as well as face possible disciplinary consequences.

**iPod players may not be worn or listened to in the building. Cell phones are permitted to be carried to school in student back packs. They are to be turned off and kept secure in back packs. The school district is not responsible for the loss of cell phones if parents elect to have their child bring one to school in their back pack. Also, cell phones should NOT be used to take any type of photograph or video at any time.** Students are strongly encouraged to leave their cell phones and other electronic devices at home. These are expensive items and schools cannot be held responsible for their loss or the theft of any phone or electronic device. Any phone or electronic device will be subject to confiscation if it creates a disruption to the academic environment. A student using an electronic device which creates a disruption or refusing to follow a reasonable request from a staff member pertaining to the phone or device may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. Using a cell phone or electronic device to film/record/take pictures of any students or staff member is prohibited. Failure to follow this procedure may result in the confiscation of the item for parent pick up.

## **DRESS CODE- UNIFORM POLICY**

A+ Children's Academy Community School is focused on providing a quality education to all children. Therefore, A+ Children's Academy will implement a uniform policy. Studies have shown that uniforms in school provide the following benefits:

- Decreases violence and theft because of clothing and shoes
- Instills discipline among students
- Reduces distractions for students
- Instills a sense of community
- Reduces peer pressure
- Increases the focus more on learning
- Affordable

The Board has adopted a MANDATORY uniform policy enforceable 2/2012. If a child does not come to school in their uniform the parent will be called to provide a uniform for the child.

### **Allowable uniforms**

- Pants, shorts, and skorts may be khaki or navy blue.
- Shorts may be uniform plaid, khaki or navy blue.
- Pants, shorts, skorts, and skirts must be worn at the waist.
- Uniform shorts and skorts must be no shorter than four inches above the knee.
- Uniform skirts must touch the top of the knee.
- Skirts must be school plaid, navy or khaki
- Oxfords may be navy blue, light blue, yellow, dark green or white and must be tucked in and worn with a belt.
- Polo shirts may be white, yellow, navy blue, light blue, or green and can be un-tucked.
- Undershirts cannot have writing visible through the uniform shirt.
- School sweatshirts, zippered black "blazers", black zip fleece cardigan spirit wear or school cardigan sweaters (navy blue or green) may be worn with the uniform. No other jackets or sweaters are acceptable.
- No jackets, coats, hats, (unless for religious purposes) may be worn in the classroom (on non-uniform days as well).
- Shoes must be appropriate dress shoes or tennis shoes. **No flip flops, beach shoes, or sandals.**
- Uniforms must be clean, neat and unaltered. There should be no slit hems, un-hemmed pants or skirts or holes in sleeves.
- Absolutely No oversized or undersized clothing permitted.
- Pierced nose, eyebrows, lips, tongues, etc. are not permitted.

- Temporary tattoos may not be worn. If you already have a tattoo, it may not be exposed
- Males may not wear nail polish.

### **NON-UNIFORM DAYS AND SCHOOL RELATED ACTIVITIES**

Participation in all non-uniform days is optional, but if a student chooses not to participate, they must be in school uniform.

The following items are *not acceptable*:

- Leggings may not be worn as slacks
- Shower or beach shoes, flip flops, or Heelies
- Jeans with holes, tears, drags or sags
- Any apparel which promotes gangs is prohibited. This includes, but not limited to, chains, collars with studs or sharp objects and chains attached to clothing. Shirts must not display alcohol or tobacco, or inappropriate wording or pictures.
- Tight fitting clothes
- Bare midriff shirts or blouses, halter-tops, or tops with „spaghetti straps“
- Visible cleavage
- Pants with writing on the backside

**The principal reserves the right to make judgment as to what is appropriate.**

### **EMERGENCY DRILLS**

During the school year emergency and safety drills are practiced periodically including: fire drills, tornado drills, and student safety drills. Students should know exit routes and tornado drill locations. Fire exit routes and tornado drill location signs are posted in classrooms. During drills, students are to move quietly to the proper location and follow the directions of the supervising staff members.

### **EMERGENCY INFORMATION**

Parents are responsible for completing an *Emergency Medical Form* on an annual basis. It is also the parent’s responsibility to keep all information current. This form is sent home with each student on the first day of school. In case of emergency each student is required to have on file at the school office the following information:

- Parent(s) or Guardian(s) Name(s)
  - Complete and Up-to-Date Address(es)

- Home Phone and Parent(s) Work Phone
- Emergency Phone Number and Address of two (2) Friends or Relatives. *Your child will be released only to the persons listed.*
- Physician’s and Dentist’s Name and Phone
- Custody Papers (*if applicable*)

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education declares it to be the policy of this District to provide equal opportunity for all students to achieve their maximum potential through the classroom and extracurricular programs offered in this district regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

### **FIELD TRIPS**

The following policies shall govern all school trips:

1. Permission slips (with emergency telephone numbers) signed by parents must be collected by the teacher and taken on the trips.
2. All school rules, including the Code of Conduct, apply to field trips and must be followed.
3. Faculty members are in charge of all students.
4. Students who misbehave may be denied the privilege of future trips, and/or other appropriate disciplinary action may be taken.
5. At times, it may be necessary to charge a fee for the trip.

### **GRADING POLICY**

All core subjects taken by students at the intermediate school are graded courses. The following is the A+ Children’s Academy Community School grading scale:

98-100 (A+) 93-97.9 (A) 90-92.9 (A-)  
 88-89.9 (B+) 83-87.9 (B) 80-82.9 (B-)  
 78-79.9 (C+) 73-77.9 (C) 70-72.9 (C-)  
 68-69.9 (D+) 63-67.9 (D) 60-62.9 (D-)  
 0-59.9 (F)

### **Progress Reports**

Progress reports are issued to all students at the mid-point of each grading period after the beginning of each grading period. These reports

are designed to inform students and their parents as to whether work has been satisfactory or unsatisfactory.

**Progress Report/Grade Cards Signatures** Grade Cards and Progress reports are to be signed by parents to indicate that they have been reviewed. Students must return the cards to the homeroom teacher.

**Report Cards** are issued following the completion of each grading period. Please carefully review your child's progress and sign and return. Contact the school if you have questions regarding grades.

Parents are encouraged to call the school to set up conferences with teachers to discuss a student's schoolwork at any time during the school year.

### **Promotions and Retentions**

The Board of Education 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 to their needs at the various stages of their growth. It shall be the policy of the Board that each child is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by the Board and the instructional objectives established for each.

A student will be moved to the succeeding grade level when he/she has:

- a. Completed the course requirements at the presently assigned grade.
- b. In the opinion of his/her teachers, achieved the instructional objectives set for the present grade.
- c. Demonstrated sufficient proficiency to permit him/her to move ahead to the education program of the next grade.
- d. Demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

### **Procedures for promotion/retention of students**

- a. Every effort will be made early in the school term to identify students who are having difficulty with class work. Assistance by the classroom teacher and parent and school supportive services (e.g., guidance counselors,

remedial reading teachers, tutors, school psychologist, etc.) will be provided. Every effort will be made to re-mediate the student's difficulties before s/he is retained.

b. In the event that improved performance is not shown after the above actions, the parents will be notified of the situation and of the possibility of retention of a student at grade level.

c. In making the decision of whether to retain a student, the recommendation of the classroom teacher will be considered.

d. In the event a student is to be retained, a letter indicating such retention will be sent to the parents by the building principal. Failure in reading and/or math shall be the basis but not the sole criteria for retention. A conference will be scheduled in which the principal will make recommendations including the possibility of remedial instruction (including Summer school) or tutoring to attempt to help the student. Placement of a student into the next grade may involve extenuating circumstances and is made upon the recommendation of the building principal.

e. The building principal will have the final responsibility for recommending to the Superintendent whether to promote or retain each student.

### **HARASSMENT**

A+ Children's Academy Community School is committed to providing an environment that is free from unlawful harassment. Therefore, harassment of any kind will not be tolerated. This includes harassment based on race, color, national origin, citizenship, religion, sex, economic status, age, disability, sexual orientation or military status. Such behavior is offensive, lowers morale and interferes with the overall objectives of the school district and will not be tolerated.

Sexual harassment is deliberate or repeated behavior of a sexual nature that is unwelcome. It can include verbal, non-verbal and/or physical behaviors. All persons associated with the school are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities is illegal and unacceptable and will not be tolerated.

## HAZING AND BULLYING

Everyone has the right to feel physically and emotionally safe at A+ Children's Academy Community School. Our students, teachers, staff and parents will do everything possible, as a member of the school's community, to create and preserve a physically and emotionally safe environment. As a member of the A+CA community, they will strive to treat everyone with respect regardless of any differences. Bullying is defined as intentionally aggressive behavior that can take many forms (verbal, physical, social, emotional, or cyber - or any combination of these); it involves an imbalance of power, and is often repeated over time. The bullying can consist of one child bullying another or a group of children against one lone child.

Bullying- Level II offense: Systematically and chronically being cruel to other students on school property or off school grounds if it adversely impacts the educational environment at school for students or staff. This may include, but it is not limited to, pictures, nasty rumors, repeatedly teasing another person, name calling with profanity, and purposeful exclusion.

Bullying- Level III offense: Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment, or unreasonably interfere with the individual's school performance or participation, on school property or off school grounds if it adversely impacts the educational environment at school for students or staff.

### POSSIBLE CONSEQUENCES FOR BULLYING:

- Administrative Investigation
- Student Conference
- Parent phone call or parent conference
- Bullying Contract
- Removal of privileges
- On campus suspension
- Suspension from school
- No contact contract
- Behavioral Referral
- Expulsion

*We understand that Bullying will result in: predictable and escalating consequences:*

**1<sup>st</sup> Offense:** Incident investigated by administration followed by a student conference and parent notification. Incident entered on behavior report.

**2<sup>nd</sup> Offense:** Incident investigated by administration. Consequences will be assigned accordingly and student/parental conference scheduled with Administration. An individual plan is developed and then signed by student, parent and administration.

**3<sup>rd</sup> Offense:** Incident investigated by administration. Student will be assigned an on campus suspension or severe cases an out of school suspension. **Any severe situation will result in a student being sent immediately to the office.** Severe behaviors may lead to more serious consequences according to District policies. **If the student has broken the law, the administration will inform the police.**

### A+CA RULES CONCERNING BULLYING:

- 1.) WE ARE A BULLY-FREE ZONE! WE WILL NOT BULLY OTHER STUDENTS.
- 2.) WE WILL NOT BE BYSTANDERS. WHEN WE SEE BULLYING WE WILL TELL A TEACHER, ADMINISTRATOR, COUNSELOR, STAFF MEMBER OR PARENT. WE CAN ALSO PUT A COMPLAINT IN THE "BULLY BOX".
- 3.) WE WILL TREAT OTHERS HOW WE WOULD LIKE TO BE TREATED OURSELVES.
- 4.) WE WILL TRY TO HELP OTHER STUDENTS WHO ARE BULLIED. WE WILL MAKE IT A POINT TO INCLUDE STUDENTS WHO ARE LEFT OUT.
- 5.) WE WILL TELL OUR PARENTS ABOUT CYBER-BULLYING. WE WILL EXHIBIT ANTI-BULLYING BEHAVIOR WHEN USING TECHNOLOGY.

## IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against poliomyelitis, rubeola (measles), diphtheria, rubella (German measles), mumps, pertussis (whooping cough), tetanus, hepatitis B, and varicella (chicken pox) in accordance with state statutes, unless specifically exempt for medical or other reasons. Required immunizations prior to entering school:

- **DPT**- 4 doses required- 5<sup>th</sup> dose required if 4<sup>th</sup> dose given *before* 4<sup>th</sup> birthday
- **A Tdap booster is required after age 11 (around 7<sup>th</sup> grade). A dose of Tdap or Td vaccine must be administered prior to entry.**
- **Polio**- 3 doses required; booster required if 3<sup>rd</sup> dose given *before* 4<sup>th</sup> birthday
- **Measles/Mumps/Rubella**- 2 doses required; 1<sup>st</sup> dose must be given *after* child's 1<sup>st</sup> birthday
- **Hepatitis B**- 3 doses required for all students Grades K-11
- **Varicella**- 2 doses required for Grades K-2 and 1 dose required for Grades 3-6.

\*Children who do not have evidence of proper immunization will be excluded from school after fourteen (14) days, in accordance with Ohio Revised Code sections 3313.67 and 3313.671.

## INTERNET ACCEPTABLE USE POLICY

The Internet will be used to enhance core curriculum instruction and develop student literacy. The Internet is a *network of networks* which is used by many organizations including schools, government and businesses. It should be viewed as an educational tool similar to books, CD-ROMs, videos, periodicals and other informational sources. Because it is impossible to predict or control what information might be accessed, it is the responsibility of students and staff to adhere to this Acceptable Use Policy. CIS requires responsible and ethical behavior on the part of all Internet users. Failure to adhere to this policy will result in restriction of access to the Internet and/or disciplinary actions.

**Responsible use of the Internet includes, but is**

**not limited to:**

- Research
- Instructional Activities
- Electronic Mail

**Irresponsible use includes, but is not limited to:**

- Any Illegal Activity
- Using Electronic Mail to Harass Others
- Vandalism of Hardware or Software
- Using Inappropriate/Abusive Language or Behavior
- Unauthorized Access
- Misusing and Abusing Passwords
- Violating Copyright Laws or Engaging in Plagiarism
- Pornography

## (SACC-SCHOOL AGE CHILD CARE)

The SACC Program (Latchkey) serves families by providing quality programming for elementary and intermediate school children before and after school hours. The program provided by Children's Academy (Samkel, Inc.) offers the opportunity for children to enjoy a safe, supervised, child-oriented experience. This program is held on the same school grounds as A+ Children's Academy Community School. School behavior and policies exist on all school grounds and students are to abide by such policies while attending the latchkey program. Children's Academy operates singular of A+CA with a separate administration and staff.

## LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

Under Ohio law, parents having custody of a minor under the age of 18 are liable for the student's willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and costs of the suit.

In addition, under Ohio law parents having custody of a minor under the age of 18 are liable for the student's willful and malicious assaults on another person by means of force likely to produce great bodily harm. The person assaulted can bring a civil action against the parents to recover compensatory damages up to \$10,000.00 and costs of the suit.

## **LOCKERS AND OTHER SCHOOL PROPERTY SEARCH AND SEIZURE**

### **Search of School Property**

The following rules apply to the search of school property assigned to a specific student (e.g., desk, locker, etc.) and the seizure of items in his/her possession or on his/her person:

1. Desks and/or lockers assigned to a specific student remain the property of the school district. Random, unannounced searches of desks and/or lockers and their contents may be conducted.
2. General housekeeping inspection of school property may be conducted with prior notice.
3. Searches of desks or other storage spaces and their contents may be conducted when school authorities have reasonable suspicion to believe that the area being searched contains evidence of a crime or violation of school rules.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

**The Board reserves the right to conduct canine searches.**

### **Searches of a Student's Person or Personal Property by School Personnel**

Principals and their designees are permitted to search the person and/or personal property (e.g., purse, knapsack, gym bag, etc.) of a student when there is reasonable cause/suspicion to believe that evidence will be obtained indicating the student has violated either the law or school rules/policies/regulations. Ordinarily, search of student's personal property will be for a specifically identified item(s) and will be conducted when possible in the student's presence and with the student's knowledge.

### **LUNCHES**

Students are required to eat either a lunch from our cafeteria or bring a packed lunch from home. Beverages in glass containers and carbonated beverages (pop) are not permitted. Please advise your child's teacher and the office staff if your child has any food allergies or other dietary concerns.

### **MAKE-UP WORK**

The school is obligated to provide make-up work for excused absences. Students or their parents

are responsible for requesting make up work immediately upon the student's return to school. If dates of absence are known in advance, the teacher should be notified and planned assignments may be given. If an absence has been excused, the student will be permitted to receive credit for make-up work. The amount of time permitted to complete make-up work will be determined cooperatively by the teacher and student, but will not exceed the number of absent days.

### **REQUEST FOR HOMEWORK**

Parents may request homework assignments for their child when they call in their absence to the office or answering machine. In order for the office to have the necessary lead time to acquire these assignments, the request must be made prior to 9:45 AM. Homework will be ready for pick-up in the office from 2:45 to 4:00 PM.

This is necessary to give the teachers time to prepare the homework assignments without interfering with class teaching time. Students are responsible for securing assignments and making up all school work because of excused absences.

For each day of excused absence, students will have 2 school days in which to complete and turn in all missed work. All assignments, including tests, quizzes, etc. must be made up as directed by the individual teacher. It may be necessary for students who have been absent to make up tests, etc., after school or to make other arrangements with the teachers.

### **MEDICATIONS**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. The school's Office Manager supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the

parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.

3. The Office Manager other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.

4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.

5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

### **Inhalers for Asthma**

Students must store and use inhalers in the school office if they do not carry the inhaler on their person. No student will be denied access or permission to the office to receive their administration of the inhaler. Teachers may take the inhalers with them on the playgrounds and the medication will be taken on all fieldtrips. A metered-dose inhaler or a dry-powder inhaler may be used to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the Office Manager must have received copies of these required written approvals.

### **Epinephrine Autoinjectors**

Students must store and use an epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions) in the school office if they are not carrying the injector on their person. No student will be denied access or permission to the office to receive their administration of the autoinjector. Teachers may take the autoinjector with them on the playground and the medication will be taken on all fieldtrips. The right extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

### **Non-Prescription**

Dispensing of non-prescription medication is Not allowed at school. This type of medication should be given at home under parent supervision. A parent is allowed to come to school to administer the medicine throughout the school day.

### **NEWSLETTER**

Periodically (monthly) a school newsletter with information, activities, PTO activities and accomplishments of our students are sent home via hard copy or e-mail to each family. \*If your e-mail address changes, please contact the school office. Non-custodial parents may request a mailing of the newsletter if desired. Communication is available through facebook as well. Also, check out the A+ Children's Academy website for more up-to-the-minute information and school specific dates at: [www.apluschildrensacademy.org](http://www.apluschildrensacademy.org).

### **PARENT CONFERENCES**

You are encouraged at any time to schedule a conference to discuss your child's progress. This means of communication is perhaps one of the best for the child, parents, and the school personnel. Pre-planned conference sessions are scheduled for the school year as noted on the school calendar.

### **PARENT VISITATION**

Parents are welcome to visit our school for special programs and class observation. Plans should be made by contacting the school office. Students are not permitted to invite friends or relatives to school during the school day.

### **Adults Entering the Building**

According to Ohio Revised Code 3313.20, all persons entering the building or on school grounds are required by law to report to the office indicating their presence and sign in. Please do not report directly to the classroom, lunchroom, or playground during school hours. Administration asks that you do not disturb classes and interrupt the education of the children. This is done for the safety of all students.

### **Picking Up Your Child**

If you need to pick up your child, come to the office and sign your child out from there. The office personnel will get your child for you. Parents also need to sign their child in from any appointment or due to any reason for being late to school.

### **PEDICULOSIS (HEAD LICE)**

Occasionally we have reports of head lice. The only way to eliminate this nuisance is for you to check regularly and treat when necessary. Parents are the most important means of controlling this health problem. The child will be excused for one day for treatment for the first incident of pediculosis. Should future incidents occur, any days missed will be deemed unexcused.

If your child has had lice, you must have clearance from our school office stating that your child has been diagnosed nit - free before they will be permitted to return to class.

**Parents must accompany their child to the school office and wait while they are checked to be sure that he/she is cleared to attend class. CHECK DAILY** If upon examination of your child's head you find suspicious evidence of pediculosis, the school suggests a safe and easy method to follow for getting rid of head lice.

- Secure appropriate products for treatment, Which are available wherever pharmaceuticals are sold.
- Shampoo as directed.
- Comb with a fine toothed comb.
- Follow label directions regarding further

treatment.

- Remove all nits, as our school has a no-nit policy.

### **PERSONAL ITEMS**

Students are not permitted to bring personal items (ipods, toys, balls, games, etc.) to school. Such items can become lost or damaged. The school cannot assume responsibility for losses or damages. Cell phones, skateboards, electronic games, iPods, remote control cars, and miniature T.V.'s are NOT permitted. Students will be asked to keep any personal items brought to school in their bookbags. **CELL PHONES ARE NOT PERMITTED TO BE USED AT ANY TIME DURING THE SCHOOL DAY OR DURING THE LATCHKEY PROGRAM. SKATEBOARDS, SCOOTERS, SKATES, STREET SHOES WITH WHEELS, AND ROLLERBLADES ARE NOT PERMITTED.**

### **PICTURES**

Student school pictures are taken in the fall and spring. Whether you wish to purchase school pictures is your choice. All students will be photographed for school records.

### **GENERAL PLAYGROUND RULES**

**Fighting at school or on grounds at any time will not be tolerated and can result in suspension from school.**

1. Stay on designated playground area.
2. Hard balls, baseballs, and super balls are not permitted at school.
3. Capture games are not permitted.
4. Rocks, stones, sticks, ice, or snowballs are not to be thrown.
5. Balls are not to be kicked on the blacktop.
6. Use equipment the way it was intended.
7. No food, gum, or drinks are permitted on the playground.
8. Once children are outside, they are not to go back into the building unless permission has been granted from the teacher on duty.
9. Students should line up quickly and quietly by class when the bell rings or whistle blows.
10. Only equipment provided by the school is permitted on the playground.

### **RECESS POLICIES**

Weather permitting; students are given outside recesses each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor, (below 20

degrees Fahrenheit). Students should always dress for outside recess. Students will have supervised free time indoors on days when bad weather prevents outside activities.

### **SCREENINGS**

The school district provides screening for vision, speech, and hearing. Vision and hearing screenings are mandated by the State; vision in grades K-1-3-5, and hearing in grades K-1-3-5. Screenings can be provided at times other than those listed above, if requested. Questions about the screening procedures should be directed to the school nurse. Parents who wish to have their children excluded from screenings may do so by notifying the school principal.

### **STRANGERS**

Parents are expected to warn their children about talking to strangers and reporting strangers to parents or teachers. In addition, parents are encouraged to watch for and report strangers loitering around the school or between school and home.

### **STUDENT CODE OF CONDUCT**

Upon admission students and their families will be informed of the expectations, rules, and regulations put in place by the schools board. A+CA will comply will all state and federal laws regarding student and parent rights. The individual rights of students and their families will be balanced with the safety and the greater good of the overall student population. A+CA will adopt policies that will provide a safe and productive environment for all students. Students will be expected to strive for academic achievement; behave in a positive manner that will respect themselves, fellow students, and staff; strive for excellent attendance; and cause no emotional or physical harm to classmates and staff. Before the student is suspended or expelled from school they have the right to a written notice of the reason for the disciplinary action. Students and families will also have a right to an informal hearing to dispute the action with school administrators. A+CA will have a zero tolerance policy regarding bullying, weapons, and drugs on school grounds.

### **A+ Children's Academy Code of Conduct and School Safety Policies and Procedures**

The Guide to Positive Student Behavior applies to all A+ Children's Academy students:

- On school grounds before, during and after school hours,
- At any other time when the school is being used by a school group,
- Off school grounds at a school activity, function, or event,
- Whenever an A+CA student represents his or her school,
- On a school bus, a school-sponsored vehicle, or at a bus stop and as it relates to all school property and vehicles.
- At all times whenever a student's conduct is related to school or school activities.

The examples of offenses listed in The Guide to Positive Student Behavior are not intended to be a complete list of offenses that may result in disciplinary action. Any act that disrupts learning and threatens the order and safety of students and the school environment will be considered for disciplinary action. The individual rights of students and their families will be balanced with the safety and the greater good of the overall student population. A+CA will adopt policies that will provide a safe and productive environment for all students. Students will be expected to strive for academic achievement; behave in a positive manner that will respect themselves, fellow students, and staff; strive for excellent attendance; and cause no emotional or physical harm to classmates and staff. Before the student is suspended or expelled from school they have the right to a written notice of the reason for the disciplinary action. Students and families will also have a right to an informal hearing to dispute the action with school administrators. A+CA will have a zero tolerance policy regarding bullying, weapons, and drugs on school grounds.

### **PERSONAL RESPONSIBILITIES OF STUDENT**

- To know and follow the rules and regulations of A + Children's Academy,
- To do your part to create a positive environment at your school by working toward academic excellence,
- striving for perfect attendance, and participating in school activities,
- To respect the dignity and worth of yourself, your fellow students, teachers and school staff,

- To respect the authority of teachers, school administrators and other authorized personnel in maintaining discipline,
- To behave in a way that does not disrupt the educational process or lead to physical or emotional harm AND
- To learn problem-solving skills to effectively handle conflict situations in an effort to avoid disrespectful and harmful behaviors.

### **Discipline**

All students have the right to learn and no student has the right to disrupt the learning activities of others. The safety and security of the child is A+CA's highest priority and is committed to providing a safe learning environment. The Guide to Positive Student Behavior provides definitions of behavior infractions and defines the consequences that can result due to inappropriate conduct. Unacceptable behavior is defined in a progressive order as Level I, Level II or Level III. A+ Children's Academy staff will provide corrective instruction to students who fail to meet the behavioral expectations. Multiple options for correcting student behavior may be selected depending on individual students' needs including the age and grade level of the student, the student's history of misbehavior, the specific offense and its seriousness.

Level I: First-Time Or Minor Offenses

Level II: Repeated Level One Offense, Serious Misconduct

Level III: Repeated Level One/Two Offenses, Illegal and/or Serious

### **INTERVENTION STRATEGIES**

An intervention strategy is an action designed to help a student overcome academic and/or behavioral barriers to learning. School personnel will use intervention strategies to help prevent or reduce negative behaviors.

- Parent Contact/Conference – Notification and conferencing with the parent regarding the student's behavior for all disciplinary actions.
- School-Based Behavioral Interventions - Examples include strategies such as creating a behavioral contract with the student, participation in anger management training, loss of privilege, re-teaching the behavioral expectation, and/or

referral to school counselor.

- Detention - A student may be required to stay after school or assigned to lunch detention as a consequence to his/her behavior. The detention may include lessons in behavior management created to help students learn problem-solving skills that will lead him or her to positive choices.

In School Suspension - Reassignment of the student from the classroom to an alternative setting. Students assigned to in-school suspension will be excluded from extracurricular activities until the next school day following the completion of their suspension.

- Out of School Suspension – Removal of a student from school for a period of one to ten days. While students are suspended from school, they may have the opportunity to work on class assignments. During suspension, students are not permitted to participate in extracurricular activities, be on any school property or in any school buses /vehicles. Appeal procedures are available at any school building upon request and are included in the notice of suspension. Classwork must be provided when the consequence is out of school suspension.

- Expulsion - Removal of a student from school for a period of eleven to eighty school days. (Expulsion can be recommended for Level 2 or 3 behaviors.) Students expelled from the school are not permitted to participate in extracurricular activities, be on any school property or in any school vehicle. Expulsion may extend into the following school year. Additionally, any student expelled will not have access to the School of Choice, Community Choice or Open Enrollment Lottery Process for transfer between schools on their return or for the following school year.

### **Individuals with Disabilities Education Improvement Act of 2004**

The Guide to Positive Student Behavior 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 Department of Educational Services and Resources, or refer to the publication, *Whose IDEA Is This?*

### **Inappropriate Language Policy For Staff and Students**

- Restrictions about inappropriate language apply to public messages, private messages, and material posted on web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could disrupt or cause damage.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop. In addition, you will not harass any student, staff member, or other person on the basis of gender, race, national origin, religion, age, disability, or sexual orientation. Such harassment includes slurs, jokes, intimidation or any attack directed at an individual's gender, race, national origin, religion, age, disability, or sexual orientation.
- You will not infringe on the rights or liberties of another person. You will not knowingly or recklessly post false or defamatory information about a person or organization.

### **Safety Policy**

The following are A+ Children's Academy Safety procedures that are very crucial to follow.

No child shall ever be left alone or unsupervised whether it is on the playground or in the building. Several intercoms are available in the buildings to communicate with the office if needed.

All equipment and program materials are to be kept clean and repaired to prevent injury and or the spread of communicable diseases.

Parents are required to escort their children into their respective classrooms and pick the child up

in the same manner.

No child is to leave with anyone without verbal permission by the parent. The parent is required to contact Administrative Staff with the name of anyone picking their child up.

There is to be a fire extinguisher in each classroom.

Keep outlet safety plugs in all open outlets at all times.

Replace or report burned out exit lights

Keep any medicine high on a shelf and out of the reach of children.

All hazardous cleaning materials are to be kept high on a shelf and out of the reach of children.

Telephone numbers are on hand at all times in the office to contact parents or guardians in case of emergencies. It is the parent's responsibility to notify the school of new and updated information regarding phone numbers.

A+ Children's Academy has fire, tornado, and lock down drills monthly at varying times each month. Records of the drills are maintained in the office.

A fire and weather alert plan is posted in each classroom that explains action to be taken and staff responsibilities in the case of these events.

A+ Children's Academy must have written permission from the parent or guardian before a child is permitted to swim or otherwise participate in water play activities or go on field trips. Staff members participate in all activities. A+ Children's Academy documents any accidents or injuries as well as any other incidents that involve the children throughout the day and are kept on file at the school. Visitors are to enter through the front door of the admission office. All visitors must sign in. Visitors are not permitted beyond the lobby without an administrative staff's consent.

### **STUDENT RECORDS AND DIRECTORY INFORMATION (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the A

+CA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, A+CA may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the A+CA to include this type of information from your child's education records in certain school publications. Examples include, but are not limited to:

- Playbill, (showing your student's role in a drama production)
- Annual Yearbook
- Honor Roll or Other Recognition Lists
- Graduation Programs
- Sports Activity Sheets, (such as Athletic Programs, Showing Weight and Height of Team Members, etc.)

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Outside organization include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings; unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the A+CA to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within two weeks from the beginning of school, or within two weeks of the student's enrollment in school. The A+CA have designated the following information as directory information:

- Student's Name
- Student's Address
- Student's Date of Birth
- Student's ExtraCurricular Participation
- Student's Achievement Awards/Honors
- Student's Height/Weight (Athletics)

## **TEXTBOOKS/LIBRARY BOOKS/ EQUIP**

Students shall be responsible for their textbooks. Lost textbooks, including literature books or textbooks excessively damaged beyond normal usage shall be the responsibility of the individual students. Replacement costs and/or fees will be assessed accordingly.

Library books borrowed by the individual shall be the student's responsibility.

## **TRADING**

Students should not trade any personal belongings with other students. This also is in regard to exchanging money for personal belongings as in renting, buying or selling.

## **WEBSITE**

A+ Children's Academy Community School maintains a district website with valuable information for parents and students. The address [www.apluschildrensacademy.org](http://www.apluschildrensacademy.org)

## **WITHDRAWAL**

A+CA will comply with O.R.C 3314.03 (A)(1)(b) (b) which requires that a student must be withdrawn from the school if the student fails to participate, without a legitimate excuse, in one hundred five consecutive hours of the learning opportunities offered to the student. In addition, A +CA will fulfill the duties outlined in O.R.C 3321.13 upon withdrawal or habitual absence of child from the school. Students expelled from the school are not permitted to participate in extracurricular activities, be on any school property or in any school vehicle. Expulsion may extend into the following school year. Additionally, any student expelled will not have access to the School of Choice, Community Choice or Open Enrollment Lottery Process for transfer between schools on their return or for the following school year.