



BRIDGES
PREPARATORY ACADEMY

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Student & Parent Handbook 2021-2022

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Mission Statement:

The Mission of Bridges Preparatory Academy is to create lifelong learners through high-quality primary education and social skills development.

Vision Statement:

The Vision of Bridges Preparatory Academy is to provide students with the educational foundation necessary to succeed beyond our doors and throughout their educational journey.

Guiding Principles for Faculty & Staff (SOAR):

S- Service: We take pride in serving our students as educational leaders

O- Opportunity: Creating opportunity for our students and our school to further success for all

A- Accountability: We make responsible decisions that drive success and effective results

R- Respect: We engage in respectful dialog and action that encourages meaningful professional practice

Guiding Principles for Students (EAGLE):

E- Excited to Learn

A- Paying attention

G- Giving it my all

L- Leading by Example

E- Everyone is Equal

Admission Policies & Procedures

Policy No. 3511

Admission is open to any individual between the ages of five (5) and twenty-two (22) who, pursuant to state law, is entitled to attend school. In making admission decisions, the School shall not discriminate on the basis of race, color, creed, sex, or disabling condition.

The School shall restrict admission to [Sub-section of home district; home district; home and adjacent; all of Ohio].

If the number of applicants exceeds the capacity restrictions of the School, students will be admitted based on a lottery system, with the following students given preference:

students who attended the School the previous year; siblings of students attending the School the previous year; students who are the children of full-time staff members employed by the School, provided the total number of students receiving this preference is less than 5% of the School's total enrollment; and students who reside in the district in which the School is located. The lottery system adopted by the School functions as described below.

Each applicant exceeding the capacity of the School shall be assigned a number. A neutral third party will randomly select numbers, and as each number is selected, the respective student is placed on the permanent waiting list. Once placed on the permanent waiting list, the student retains the position from year-to-year unless the student is no longer an eligible student, is no longer interested in admission, or is selected for admission and thereby removed from the permanent waiting list. The School may, in its sole discretion, decide to institute one lottery system and permanent waiting list, or may decide to institute separate lottery systems and permanent waiting lists for each age or grade.

Ohio: R.C. 3314.06; R.C. 3313.98.

Cross Reference: Policy 3512, Kindergarten Admission.

Policy No. 3512

Kindergarten Admission

In order to attend Kindergarten a child must be 5 years old by September 30 of the year of admission, although the School may establish the earlier cut-off date of August 1.

Exception for Recommended Admittance

A child that does not meet the age requirements may be admitted if the child has been recommended in accordance with the School's acceleration policy. The child shall be evaluated for early admittance upon referral by the child's parent or guardian, an educator employed by the School, a preschool educator who knows the child, or a pediatrician or psychologist who knows the child. The School's referral form is available at, Form 3512.1, Early Entrance to Kindergarten.

Exception for Transfer Student Admission

The School will not deny a transferring student admission, based on the student's age, if the student had been admitted to Kindergarten by another school.

Ohio: R.C. 3314.06, R.C. 3314.08, R.C. 3321.01.

Cross Reference: Policy 3511, Admission Procedure; Form 3512.1, Early Entrance to Kindergarten.

Early Entrance to Kindergarten

Adopted from the Ohio Department of Education Referral Form

REFERRAL

FOR: Child Name

Address

Phone Email

The child I am referring will be 5 years old before August 1: Yes_____ No_____

Children who will benefit from early entrance may not exhibit all of the characteristics listed below; however, strong candidates will exhibit more of these characteristics than other children.

What to look for in the areas of ability/achievement/aptitude/behavior?

My child seems advanced beyond other children his/her age in these ways:

Understands the meanings and use of words better than other children his/her age; Is curious about many things and asks questions often; Is very good at working puzzles or solving problems; Has a great sense of humor and understands jokes more than other children his/her age; Has a good memory and remembers details of conversations or stories; Is interested in difficult concepts such as time and space; Concentrates on certain activities much longer than other children his/her age; Reads (and understands text) in picture books or chapter books; Figures out math-related problems better than other children his/her age.

What are some important school and academic factors?

My child: Enjoys learning new information or skills; Participates in community-sponsored activities such as sports, dance, gymnastics, library and museum programs; Believes he/she is capable of succeeding at new tasks.

What are some important developmental factors?

My child has the following developmental characteristics;

He/she has average fine and large motor coordination (i.e., holding a pencil, skipping); He/she is able to use the computer to play games or find information.

What are some important interpersonal skills for entering school?

My child: Thoughtfully considers feedback and criticism and modifies behavior appropriately; Often behaves in a way that is positive and effective; has good interpersonal skills with age-mates, as well as with both older and younger children and with adults; has excellent interpersonal relationships with adults in a teaching role.

What are some important attitudes and supports necessary for success in school?

My child is enthusiastic about going to Kindergarten or first grade. As a parent or guardian I understand that a child's success in school depends on support provided at home. I am able to give my child additional support to help in his/her transition to a new setting with much higher academic demands than he/she encountered in preschool.

Some considerations:

My child: Has one or more older siblings in the grade in which he/she will be placed if admitted by early entrance which may cause social/emotional issues in the family. In which case, acceleration may not be advisable. Often did not want to attend preschool or missed preschool often because of illness or Family issues.

I believe that my child exhibits a number of the characteristics listed above that indicate he/she might benefit by entering Kindergarten. I have reviewed the considerations and do not feel they would negatively impact my child's success in school. I request evaluation for my child for possible early entrance to kindergarten.

Name: _____

Relationship to Child: _____

Signature: _____

Date _____

The referral request will be processed and parents will receive the final determination for early entrance in 45-60 days from the date the referral is received.

School Representative Receiving Referral _____

School _____

Date _____

Attendance, Absence and Truancy Policy and Procedures

Bridges Preparatory Academy requires students to be continuously present so the student may receive instruction and actively participate in the educational process. In accordance with Ohio law, the School requires attendance of all students enrolled in the School during the days and hours the School is in session. To be considered in attendance, a student must be either within the School facilities or in place where School is in session by the School's authority. In developing this policy, the School has consulted with the Judge of the Juvenile Court, parents, guardians, custodians, students, and all appropriate state and local agencies.

Parental Responsibility & Procedure for Reporting Absences:

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

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

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

If a parent fails to call the School, school personnel will make a good faith attempt to contact within 120 minutes of the start of the school day, the parent/guardian of a student who is absent from school without legitimate excuse. A good faith attempt shall include, but not be limited to, contacting the parent by:

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

If the parent/guardian responds to any of those attempts but is unable to participate, the Director of Operations or Designee shall inform the parent of the parent's right to appear by the designee. BrightArrow Notification System will verify that each call is placed, and whether the call was answered by the intended recipient or the system leaves a voicemail containing notice of the student's absence.

To facilitate policy, parents or guardians must provide the School with their current home, work, and/or cellular telephone numbers; home address; and emergency telephone numbers. Absences *Excused Absences*. The Governing Authority recognizes the following absences as excused:

- The student's physical or mental illness;
- Instruction at home from a person qualified to teach the student due to a child's disability;
- Illness in the family necessitating the student's presence;

- Serious illness or death in the family;
- Observing religious holidays and consistent with the student's truly held beliefs;
- Medical or dental appointment;
- Quarantine;
- Required court appearance;
- Emergency or other circumstances the School determines reasonable.

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

Limited Excuse Absence. Students absent solely to participate in an out-of-state School-approved activity shall constitute a limited excused absence. Limited excuse absences are to be treated as an excused absence provided:

- (1) The absences are limited to a maximum of twenty-four hours per school year,
- (2) The student must complete any missed classroom assignments,
- (3) And if the activity will cause the student to be absent for four or more consecutive school days, teachers must work in collaboration with the student's family for instructional assistance.

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

Tardiness. A student is tardy when a student is more than five minutes late for school or is late for the start of class. If a student misses more than half a class, the student shall be considered absent for the class. A student who is repeatedly tardy will be subject to disciplinary action. Truancy No student of compulsory school age shall be habitually truant.

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

- Thirty (30) or more consecutive school hours, or
- Forty-two (42) or more school hours in one (1) month, or
- Seventy-two (72) or more school hours in one (1) year.

Notification and Absence Intervention Team:

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

- (1) Personal illness;
- (2) Illness in the family necessitating the student's presence;
- (3) Quarantine of the home;
- (4) Death in the family;
- (5) Appointment with a health care provider (doctor, dentist, orthodontist, mental health provider, etc.); or
- (6) On a case-by-case basis, any other set of circumstances the School deems to be a good and sufficient cause for medical absence from school.

A medical excuse for personal illness or health care provider appointment will be accepted in the form of doctor/provider's note within five school days of the absence, or documented parent call-in on the day of the absence due to illness. A student may have up to ten **(10)** medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

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

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

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

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

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

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

Disciplinary Consequences for Truancy On the 61st day after implementing the absence intervention plan, the Attendance Officer must file a complaint in the juvenile court if all of the following apply:

1. The student is absent without excuse for 30+ consecutive hours, 42+ hours in a school month or 72+ hours in a school year;

2. The School has made meaningful attempts to reengage through the absence intervention plan and any offered alternatives to adjudication;
3. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered alternative adjudication.

A complaint regarding a habitual truant where the parent, guardian, or custodian fails to get the child to attend school must be filed jointly against the student and the parent, guardian, or custodian. If the student is absent without excuse for 30+ consecutive hours or 42+ in a school month but the absence intervention team has determined that the student has made substantial progress on the absence intervention plan, the Attendance Officer is not required to file a complaint. Pursuant to the Ohio Revised Code, the School shall not suspend, expel, or remove a student from school solely on the basis of the student's absences from school without legitimate excuse. A student who is habitually truant will be excused for the absences if it is determined that: (1) the student was enrolled in another school, or (2) the student's absence was excused by law.

Attendance Officer Responsibilities

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

Withdrawal By law

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

A student may be voluntarily withdrawn if a parent submits a written Voluntary Withdrawal notice to the Director of Operations or Director of Academics.

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

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

4. When an absence intervention plan has been implemented for a child.

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

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

Emergency School Closing & Calamity Days

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

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

Medication Administration Procedures

As used throughout this Policy, the following definitions apply:

“Medication” is defined as all medicines, drugs, or other substances taken for medical treatment or alleviation of medical symptoms, whether on a daily basis or an emergency- only basis. This includes over-the-counter medicines as well as prescription medicines. “Administration” is defined as (1) a medical process or procedure that requires medical training or experience (e.g. catheterization); or (2) a particular method in which a medication is provided.

This Policy does not apply to: Policy 2240, Student Use of Inhalers and Epinephrine Auto-injectors, Policy 2241, Procurement of Epinephrine Auto-injectors by School, and Policy 2242, Procurement of Asthma Inhalers by School, if adopted. This Policy does not affect Policy 2410, Student Medical Emergencies. The Head Administrator shall have the authority to develop and implement any administrative guidelines necessary to fully effectuate this Policy.

Medication Administration Policy

The School, including all Staff members and employees, is not responsible for, and will not attempt to diagnose, administer any medications for, or otherwise treat any disease or illness. The School shall, however, permit the administration of medication to students if all of the following apply:

the administration of the medication during school hours is necessary for the student’s health or continued School attendance and administration of the medication before and/or after school

hours is inconsistent with the necessary medication administration intervals or other requirements; a properly-completed Physician's Medication Request Medication Form has been submitted to the School; and a written authorization and waiver, signed by the student's parent, is submitted to the School.

The Physician's Medication Request Form shall be signed by the prescribing physician and shall contain all information required by Section 3313.713 of the Revised Code such as the student's information, information regarding the administration, dosage and side effects of the drug, and the physician's contact information. The parent's written authorization and waiver must include a promise to notify the School immediately upon any changes in medication or administration. A proper authorization containing the Physician's Medication Request Form and the Parent's Authorization is available in Form 2230.1, Medication Request Form.

A separate Physician's Medication Request Form shall be required for each medication and all required forms must be filled out each year. All forms shall be kept on file in the School office with other secure medical documents.

All medications shall be delivered to the School by the parent and shall be stored in the original container as provided by the pharmacy. The container shall be labeled with the student's name, the date the prescription was filled, and the exact dosage requirements. Once the container is empty, it will be sent home with the student. It is the parent's responsibility to deliver a refill prescription back to the School. Except as otherwise provided in these Policies, all medications shall be securely stored in the School office.

The ultimate responsibility for ensuring that medication is administered properly rests with the student and the parents. The parent, or the student if so authorized by the parent, may administer the medication. Any such self-administration must be supervised by a designated Staff member.

Administering Medication

The School limits who may administer medication to students. To administer medication, Staff members must be either a licensed health professional or must have successfully completed a drug administration program (approved by the Governing Authority and presented by a licensed health professional). These staff members may assist or administer medications and treatments in the following ways:

reminding the student when it is time to take the medication; retrieving the container containing the medication from where it is stored and delivering the container with the medication inside of it to the student; assuring that the student adheres to the appropriate dosage instructions; assisting a physically impaired (but mentally alert) student, upon request or consent of the student, in removing the medication from the prescription container and then consuming or applying the medication; administering oral medications to a student by placing the pill or liquid in the student's mouth; or administering any medication that requires an intravenous or intramuscular injection, or otherwise requires insertion of an object into the student's body, so long as the Staff member has received any necessary additional training and both the medication and the procedure are prescribed by the physician or other prescribing health professional.

If, when administering an oral medication, it is physically impossible for the licensed staff member to administer the dose without it being spilled or dropped, an unlicensed staff member may put the medication into another container and put the container to the student's mouth.

Ohio: R.C. 3313.711, R.C. 3313.712, R.C. 3313.713.

Cross-Reference: Form 2230.1, Medication Request Form; Form 2230.2, Parental Notification Regarding Medications; Policy 2240, Student Use of Inhalers and Epinephrine Auto-injectors;

Policy 2241, Procurement of Epinephrine Auto-injectors by School; Policy 2250, Known Food Allergies.

State Testing Information

2021-2022 Testing Dates

Ohio's State Tests in English language arts, mathematics, science and social studies

FALL TEST WINDOWS 2021

- **Grade 3 English language arts** – Five consecutive school days, including makeups, within the Oct. 18, 2021 - Nov. 5, 2021 window
- **High school end-of-course tests** – Fifteen consecutive school days, including makeups, within the Nov. 29, 2021 - Jan. 14, 2022 window

SPRING TEST WINDOWS 2021

School districts select 15 consecutive school days, including makeups, within each test window.

- **English language arts** - March 14, 2022 - April 15, 2022
- **Mathematics, science and social studies** - March 28, 2022 - May 6, 2022

SUMMER TEST WINDOWS 2022 (OPTIONAL)

- **Ohio English Language Proficiency Screener**
- TBD - Refer to <http://education.ohio.gov/Topics/Testing/Test-Dates/2021-2022-Testing-Dates> for updates.

Ohio English Language Proficiency Assessment

- Jan. 31 - March 25, 2022

Alternate Assessment for Students with Significant Cognitive Disabilities

- Feb. 22 - April 15, 2022

**Note: All information subject to change.*

Updated August, 2021

Student Code of Conduct

Policy No. 4410

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

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

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

The Student Code of Conduct and related disciplinary process apply in the School, on the School property, at School activities or functions of the School premises, and during transportation to and from the School. Offenses and punishment will be determined by the Head Administrator and on an individual basis.

Student Discipline Program

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

Level One.

Should a student commit a Level One offense, the teacher shall inform the student that he/she broke a rule, explain the rule, and administer an appropriate consequence. A Level One offense occurs: when a student engages in conduct constituting a Level One offense; or when a student commits a Level Two, Level Three, or Level Four offense that the Head Administrator deems appropriate to be considered a Level One offense.

Level Two

Should a student commit a Level Two offense, the teacher shall explain the infraction and administer an appropriate consequence. The teacher shall also contact the student's parents/guardians and send a report to the parents/guardians and the appropriate administrative office. A Level Two offense occurs: when a student engages in conduct constituting a Level Two offense; when a student repeatedly violates a Level One offense; or when a student commits a Level One, Level Three, or Level Four offense that the Head Administrator deems appropriate to be considered a Level Two offense.

Level Three

Should a student commit a Level Three Offense, the student shall be subject to suspension under the School's suspension policy. A Level Three Offense occurs: when a student engages in conduct constituting a Level Three offense; when a student repeatedly violates a Level One or Level Two offense; or when a student commits a Level One, Level Two, or Level Four offense that the Head Administrator deems appropriate to be considered a Level Three offense.

Level Four

Should a student commit a Level Four offense, the student shall be subject to expulsion, under the School's expulsion policy. A Level Four Offense occurs: when a student engages in conduct constituting a Level Four offense; when student repeatedly violates a Level One, Level Two, or Level Three offense; or when a student commits a Level One, Level Two, or Level Three offense that the Head Administrator deems appropriate to be considered a Level Four offense.

Academic Misconduct

Plagiarizing, cheating, copying another's work or internet publishing's, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework , etc.).

- Level 2 – 3 disciplinary action.
- Level 3 - 4 disciplinary action.
- Level 4 disciplinary action.

Altering Official Documents

The forgery, falsifying, or unauthorized alteration of a document.

- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.
- Level 4 disciplinary action.

Assault Unlawfully causing any physical injury.

- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.
- Level 4 disciplinary action.

Bullying

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

- Level 2 - 4 disciplinary action; alternative discipline under bullying policy.
- Level 3 - 4 disciplinary action; alternative discipline under bullying policy.
- Level 4 disciplinary action; alternative discipline under bullying policy.

Bullying by Electronic Act (“Cyber Bullying”)

Bullying, as defined above, through use of a cellular or mobile telephone, computer, pager, personal communication device, or other electronic communication device.

- Level 2 - 4 disciplinary action; alternative discipline under bullying policy.
- Level 3 - 4 disciplinary action; alternative discipline under bullying policy.
- Level 4 disciplinary action;

Bomb Threat

Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.

- Level 3 - 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.

Criminal Act

Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.

- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.

Damage / Destruction of Property

Causing, attempting to cause, or threatening to cause damage to School or private property (including graffiti).

- Level 2 – 3 disciplinary action.
- Level 3 – 4 disciplinary action.
- Level 4 disciplinary action.

Dangerous Weapon

Bringing a dangerous weapon onto School Property or possessing a dangerous weapon on School Property. Dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury.

- Level 3 – 4 disciplinary action.
- Level 3 – 4 disciplinary action.
- Level 4 disciplinary action.

Search and Seizure

Policy No. 4490

In order to preserve a safe environment for all students and staff, the School may conduct reasonable searches of students and student property. All searches, must recognize the privacy rights of students and may not be done without reasonable basis or in an unreasonable manner. The authorization to search extends to all situations in which the student is under the School's jurisdiction or control.

Types of Searches

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

School-provided Storage

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

Person & Personal Property

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

Electronic Searches

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

Guidelines for Searches & Seizures

All searches and seizures shall conform to the following guidelines:

1. The extent of each search shall be proportionate to the severity of the alleged infraction.
2. Searches of a student's person shall be conducted in a private area by a school official and observed by an objective third party. Both the school official and the third party shall be of the

same sex as the student being searched. The search may not require the student to remove clothing nor should the student be touched in any way.

3. School locker, desks, and other storage property may be inspected. Students must open lockers and other storage areas at the request of School officials. A student has the right to be present during a search unless the student is absent or an otherwise compelling situation necessitates a search in the student's absence.

4. The Head Administrator or his/her designee may use canines when he/she reasonably suspects that illegal drugs may be found and a search warrant has been obtained. The canines (i) must be trained in detecting drugs, (ii) may only be used to determine if drugs are present in areas where the substance may be concealed, and (iii) must be conducted in conjunction with law enforcement officials or otherwise certified organizations.

5. Students are prohibited from keeping prohibited items belonging to other individuals within their lockers, backpacks, or desks.

6. The Head Administrator or his/her designee may use a breath-test instrument to determine if a student has consumed alcoholic beverages.

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

Display of Affection

Any physical display of affection between students is prohibited.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

Disruptive Behavior

Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other students, and running and/or making excessive noise in the building.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

Dress Code Violations

Bridges Preparatory Academy School Dress Code:

Bridges Preparatory Academy except that a student will not call undue attention to themselves due to immodest dress, unkept appearance, or any other form of exaggerated clothing styles, hairdos, or jewelry. Appropriate wearing apparel and acceptable standards of grooming are expected of all students. Therefore, the following guidelines will be enforced:

- All students will exercise good hygiene habits; clean body, hair and clothing
- Shoes are to be worn by all students while on school grounds. In addition, skate-shoes, flip-flops, or other footwear that pose a safety concern are not to be worn.
- Brief and revealing clothing are not appropriate appeal for school. The following guideline on brief and revealing clothing are examples and do not cover all situations: Students should refrain from wearing halter tops, spaghetti strap tops, see through, cut off or cut low clothing items, spandex-type shorts, spandex-type pants (pants are okay if worn with an appropriate top that come to the mid-thigh length on a student. Midriff and undergarments should not be visible at anytime.
- Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; or that promotes alcohol or drug use , or violence.
- Students shall not wear hats or sunglasses in the building with the exception of medical or religious purposes.
- Students shall not wear overcoats or outdoor coats in the classrooms or during class time.
- Gang colors; identification insignias, bandannas, and any other item deemed to be disruptive to the school environment are prohibited.
- Excessive ornamentation will not be permitted. Examples include but are not limited to: wallet chains, dog collars, visible facial or body piercing (with the exception of pierced ears) and other items of this nature.
- Costume style make up may not be worn
- Loose fitting pants are to be worn on, or above the hips with no undergarment showing
- Excessively torn clothing is not to be worn

The school administration has the authority to make final interpretation of these guidelines and make exemptions for medical or religious reasons.

- Level 1 - 2 Parent may be called
- Level 1 - 2 Parent may be called
- Level 3 - 4 disciplinary action.

Student Symbolic Expression

Policy No. 4450

Students have the right to symbolic expression provided students comply with this policy's time, place, and manner requirements. Symbolic expression is defined as a student's ability to

distribute or display non-sponsored, non-commercial written material, handbills, petitions, audio, and video; clothing; buttons and badges; and banners, signs, and other insignia.

Student Symbolic Expression Guidelines

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

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

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

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

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

Assembling & Disorder

Policy No. 4460

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

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

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

Electronic Access

The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.

- Level 2 -3 disciplinary action.
- Level 3 -4 disciplinary action.
- Level 4 disciplinary action.

Electronic and Other Communication Devices

No Student shall use any electronic devices (cellular telephones, PDA's, CD players, I-Pods, gaming devices, etc.) without approval, on School property between the hours of 8:00 a.m. to the conclusion of School.

- Level 1 - 2 disciplinary action.
- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.

Extortion/Robbery

Obtaining money, information, or property from another by threat, intimidation, or coercion.

- Level 2 – 3 disciplinary action.
- Level 3 – 4 disciplinary action.
- Level 4 disciplinary action.

Firearms

Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).

- 1 year mandatory expulsion.
- 1 year mandatory expulsion.
- 1 year mandatory expulsion.

Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.

- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.

Possessing a firearm at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.

- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.

Gambling

Illegal participation in, or the organization of, games of chance for money and/or other items of value.

- Level 1 - 2 disciplinary action.
- Level 2 - 3 disciplinary action.
- Level 4 disciplinary action.

Gang Activity

No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student

- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.
- Level 4 disciplinary action

Hazing

Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition in this policy.

- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.
- Level 4 disciplinary action.

Homework

Daily homework assignments are an extension of, and reinforce class work , and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of illness or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.

- Level 1 - 2 disciplinary action.
- Level 2 - 3 disciplinary action.

Illegal or Dangerous Substances

Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; and/or paraphernalia.

- Level 2 - 4 disciplinary action.

- Level 3 - 4 disciplinary action.
- Level 4 disciplinary action.

Illegal Organization

Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.

- Level 1 - 2 disciplinary action.
- Level 2 - 3 disciplinary action.
- Level 4 disciplinary action.

Inappropriate language

Using or directing, insulting, degrading, or demeaning language, written, verbal, or symbolic, toward School personnel or any member of the School community.

- Level 1 – 2 disciplinary action.
- Level 2 – 3 disciplinary action.
- Level 3 - 4 disciplinary action.

Insubordination

Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.

- Level 1 – 2 disciplinary action.
- Level 2 – 3 disciplinary action.
- Level 3 - 4 disciplinary action.

Intimidation/ Menacing/ Bullying/Cyber- Bullying

Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a subset of bullying and involves the use of information and communication technologies, including but not limited to email, cell phone and pager text messages, blogs, social media, Wikipedia, the Internet, instant messaging, defamatory personal Websites, and defamatory online personal polling Websites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.)

- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.
- Level 4 disciplinary action.

Knife

Bringing a knife to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.

- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.

Possessing a knife at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.

- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.
- Level 4 disciplinary action and 1 year discretionary expulsion.

Littering

Throwing paper, trash, or other materials on the floor, inside the School building, or on School grounds.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

Loitering

Presence of an individual in or about a School under one or more of the following circumstances:

- After a reasonable request to leave.
- Does not have a legitimate reason for presence.
- Does not have written permission from proper authority for presence.
- Refusal to identify self.
- Level 3 disciplinary action.
- Level 3 disciplinary action.
- Level 4 disciplinary action.

Lunch and Lunch Time Behaviors

When Parents provide a Student's lunch, they are expected to provide a healthy meal. Carbonated beverages, such as soda (pop) are prohibited. Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent table manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but are not limited to:

- Eating food outside the designated area or room
- Leaving without permission

- Littering
- Discourtesy (toward volunteers, other students or staff)
- Failure to remain seated and to clean up your space
- Talking too loud and/or inappropriately
 - Level 1 disciplinary action.
 - Level 2 disciplinary action.
 - Level 3 - 4 disciplinary action.

Lying

Intentionally giving untrue communication.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

Misuse of Electronic Online Hardware or Software

Students using School online services for illegal, inappropriate, or obscene purposes.

- Level 2 disciplinary action.
- Level 3 disciplinary action.
- Level 4 disciplinary action.

Obscenities/ Verbal Abuse/ Vulgarities/ Profanity

Use of obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.

- Level 1 – 2 disciplinary action.
- Level 2 – 3 disciplinary action.
- Level 3 - 4 disciplinary action.

Offensive Material

The production, possession, and/or distribution of materials that offend common decency or morals.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

Other Overt Disruptive Behavior

Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of an individual or the School.

- Level 2 disciplinary action.
- Level 3 disciplinary action.
- Level 4 disciplinary action.

Physical Contact

Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.

- Level 1 disciplinary action.
- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.

Playground Behavior

The playground is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions may include, but are not limited to:

- Any use of physical force or violence
- Throwing objects of any kind, including snow, and/or ice
- Taking property of others (hats, gloves, etc.)
- Not being in the supervised area
- Improper use of playground equipment
- Using unapproved playground equipment
 - Level 1 disciplinary action.
 - Level 2 disciplinary action.
 - Level 3 - 4 disciplinary action.

Reckless Endangerment

Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.

- Level 1 disciplinary action.
- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.

Refusal to Do Classroom Work

The refusal to complete work, labs, projects, or other assignments given by the teacher.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 disciplinary action.

Safety

Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to:

- Talking during safety drills

- Running, pushing, yelling, or other inappropriate behaviors
- Possession of or use of tobacco, alcohol, or drugs
- Leaving the school building or grounds without permission
- Any of the inappropriate playground behaviors listed above
 - Level 1 disciplinary action.
 - Level 2 disciplinary action.
 - Level 3 - 4 disciplinary action.

Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances

Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicants on School property or at School functions or events.

- Level 3 disciplinary action.
- Level 4 disciplinary action.
- Level 4 disciplinary action.

Sale, Use, Possession, or Distribution of Tobacco Product

Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia.

- Level 1 disciplinary action.
- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.

School Hall and Restrooms

Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:

- Cheating, stealing, lying, coarse language, etc.
- Lack of courtesy and respect (name-calling, talking back)
- Any use of physical force or violence at any time anywhere on school property
- Harassment of other students, teachers, volunteers, etc.
- Disrespect toward staff members, substitutes, volunteers, and/or visitors
 - Level 1 disciplinary action.
 - Level 2 disciplinary action.
 - Level 3 - 4 disciplinary action.

School Property

Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to:

- Defacing textbooks, library books, and other school materials
- Destruction or improper use of school computers, printers, or other technology
- Defacing/destruction of school property including desks, walls, lockers, etc.
- Failure to respect the property of other students, teachers, school personnel, etc.
- Gum chewing on school property
- Improper use of restrooms and/or supplies
- Stealing
 - Level 1 disciplinary action.
 - Level 2 disciplinary action.
 - Level 3 - 4 disciplinary action.

School Telephone

Use of the telephone by students is strongly discouraged. To help students develop responsibility, phone calls home require the written consent of the student's teacher. Violations include but are not limited to: calls not approved by the teacher/principal.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

School-Wide Discipline and Classroom Policies

The School has in place a school-wide behavior management and discipline plan designed to provide consistent expectations throughout the School. In addition, each classroom has its own characteristics and expectations, and teachers may establish certain classroom rules to assist them in providing a pleasant atmosphere and good educational environment. These school-wide and classroom rules are in addition to those listed in this Code of Conduct, and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

Disciplining a 504 Student

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

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

A Change in Placement is defined as:

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

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

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

Federal: 29 U.S.C. 705. Cross Reference: Policy 3710, Rights of Individuals with Disabilities; Policy 3720, Section 504 of the Rehabilitation Act of 1973; Policy 4520, Transportation Discipline; Policy 4530, Suspension & Expulsion Policy; Policy 4550, Suspension & Expulsion Policy for Students with Disabilities.

Suspension & Expulsion for Students with Disabilities

Policy No. 4550

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

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

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

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

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

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

Removal for more than 10 Days (Change in Placement)

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

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

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

soon as practicable, unless the School conducted a functional behavior assessment prior to the manifestation determination. If the assessment was already made, the IEP team must review and modify the plan to address the behavior. Third, the School must return the student to placement from which he or she was removed.

Special Circumstances

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

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

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

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

Due Process

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

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

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

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

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

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

Sexual or Other Harassment

Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment.

- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.
- Level 4 disciplinary action.

Social Behavior

Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:

- Cheating, stealing, lying, coarse language, etc.
- Lack of courtesy and respect (name-calling, talking back)
- Any use of physical force or violence at any time anywhere on school property
- Harassment of other students, teachers, volunteers, etc.
- Disrespect toward staff members, substitutes, volunteers, and/or visitors
 - Level 1 disciplinary action.
 - Level 2 disciplinary action.
 - Level 3 - 4 disciplinary action.

Tardiness To class

The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

Technology Misuse

See policy regarding Technology, Network, and Internet Access Acceptable Use and Safety.

- Levels 1 through 3
- Level 3 - 4 Level 4

Theft

Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.

- Level 1 disciplinary action.
- Level 2 - 3 disciplinary action.
- Level 3 - 4 disciplinary action.

Toys or Play Objects

School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to:

- Bringing toys or distracting objects to school
- Creating toys or distracting objects at school
 - Level 1 disciplinary action.
 - Level 1 disciplinary action.
 - Level 1 disciplinary action.

Transportation

Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will be supported by the School and the management company. Violations include but are not limited to:

- Disrespectful behavior towards the driver or another student
- Physical violence and/or abusive language (swearing)
- Eating on the bus
- Constant yelling or screaming (which could endanger the lives of others)
- Failure to remain seated
- Threatening behavior
- Possession of drugs, glass, weapons, animals, or stolen merchandise.
- Any other violation of school policy.
 - Level 1 disciplinary action.
 - Level 1 - 2 disciplinary action.
 - Level 3 - 4 disciplinary action.

Trespassing

Being in a School building or on School grounds without permission or authorization, or refusing to comply with a request to leave School premises.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

Truancy

Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check -in/check -out and absence procedures. .

- Level 2 disciplinary action; possible referral to the Juvenile Court system
- Level 3 disciplinary action; possible referral to the Juvenile Court system
- Level 4 disciplinary action; possible referral to the Juvenile Court system

Verbal Altercation

Engaging in minor verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 or 4 disciplinary action.

Violating Classroom Rules

Not following the classroom rules as determined by the classroom teacher.

- Level 1 disciplinary action.
- Level 2 disciplinary action.
- Level 3 - 4 disciplinary action.

Student Bill of Rights and Responsibilities

Policy No. 4410.1

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

Right to be Respected

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

Right to Learn

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

Student Discipline

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

Expression & Communication

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

Property

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

Title IX Compliance

Policy No. 3120

Title IX of the Education Amendments Act of 1972 provides:

No persons in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving financial assistance.

The School shall comply with this law at all times. To ensure compliance and resolve any complaints, the School has designated the Head Administrator or his/her designee as the School's Title IX Coordinator. The Title IX Coordinator shall be responsible for coordinating compliance; responding to inquiries, investigating any alleged violations, and implementing the School's Grievance Procedure found in Form 3120.1, Sample Title IX Grievance Procedure. Inquiries relating to Title IX may be referred to the School's Title IX coordinator or to the Office on Civil Rights.

Federal: 34 C.F.R. 106.8.

Cross Reference: Policy 3110, Equal Educational Opportunity; Form 3120.1, Sample Title IX Grievance Procedure.

Form No. 3120.1

Title IX Grievance Procedure

The School is committed to complying with Title IX. The following procedures have been developed to handle complaints dealing with Title IX programs, services, and staff members.

Step 1

Any student or employee who has a complaint of alleged sex discrimination shall attempt promptly to resolve the complaint by discussion with the Title IX Coordinator. The complainant shall contact the Title IX Coordinator within fifteen (15) days of the alleged discrimination and

shall describe, in as much detail as possible, the facts of the situation. The Title IX Coordinator shall investigate the alleged discrimination and discuss the results of the investigation with the student or employee.

Step 2

If the complainant is dissatisfied with Step 1, the complainant can submit a written complaint to the Executive Committee of the Governing Authority no later than ten (10) business days after the informal discussion with the Title IX Coordinator. A sample written complaint form is included as Form 3130.2. The written complaint shall provide when the grievance occurred, the factual details of the grievance, and the relief sought. If the complainant is a student, the Title IX Coordinator shall assist the student in writing the complaint and assuring that it is submitted in time. The Executive Committee of the Governing Authority shall issue a written decision in a timely fashion.

Step 3

If the complainant is still dissatisfied, the complainant may submit, within 180 days of the alleged discrimination, a written complaint to the Office for Civil Rights, located at:
Office of Civil Rights U.S. Department of Education 600 Superior Ave. East, Suite 750
Cleveland, Ohio 44114-2611

Internet & Technology Acceptable Use

Policy No. 4430

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

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

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

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

The term "Technology" includes, but is not limited to, computers, tablets, mobile electronic devices, printers, routers, other hardware, software, internet, intranet, network, electronic mail,

cellular phones, iPOD/MP3/DVD/CD players, video recorders, data devices, video games, beepers, pagers, radios, and all other similar devices.

“Users” is defined to include any student, faculty, or staff member using the School’s Technology.

Technology Use Guidelines

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

Violating Ohio and Federal law regarding:

- Students’ and employees privacy rights,
- Copyright laws and all licensing agreements,
- Illegal downloading; installing;
- Or accessing internet files;
- Software,
- Shareware; and freeware, and or all other applicable laws.

Engaging in cyber-bullying.

Using/accessing profane, obscene, pornographic, threatening or otherwise inappropriate language/materials which may be offensive or intended to harass/bully other users. Using technology for the following purposes: illegal activity, activity inconsistent with the School’s mission, and activity prohibited by the School’s policy manual. Gaining unauthorized access, “hacking,” or attempting to gain unauthorized access.

Sending or forwarding “spam” to a large group of users. Damaging or attempting to damage technology. Damaging includes, but is not limited to, physically damaging hardware, damaging or negatively affecting software, changing the settings without authorization, or disrupting the network . Using the School’s technology for personal gain or profit. Sharing passwords or logging in to any system with credentials other than one’s own.

Use of Technology should conform to the following:

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

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

Supervision and Monitoring

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

Filtering

The School recognizes that the internet can be both a source of helpful information and inappropriate materials for users. The school, in accordance with federal law, has taken reasonable steps to create an internet environment that is safe and appropriate for students. The School has filtered internet sites that may contain inappropriate information. As technology continues to evolve and the internet grows, however, the School will be unable to properly filter or detect all use and access. All users and parents should be aware that because a site is not filtered it may still be inappropriate and not conform to this policy.

Disclaimer of Liability & Warranty

The School makes no warranties of any kind, either express or implied, that the Technology will be free of errors, will meet any of the user's specific requirements, or will be uninterrupted. The school is not liable for any direct or indirect, incidental, or consequential damages including, but not limited to, damage to the user's technology, lost data, inability to use or access the system, or loss of any information connected with use. Use of any information obtained via the Internet is at the user's own risk.

By signing below, I affirm that I have read and agree to abide by the Internet and Technology Acceptable Use Policy.

Student Name _____

Parent/Guardian Signature Date _____

Student Signature Date _____

Federal: 47 U.S.C. 254.

Cross Reference: Policy 4440, Use of Mobile Electronic Devices; Policy 5453, School Equipment – Use and Return.

Policy No. 4440

Use of Mobile Electronic Devices

In an effort to provide an environment that fosters learning and in recognition of the increasing use of mobile electronic devices (MEDS), the School has developed a mobile electronic device use policy. "Mobile electronic devices" are defined to include, but are not limited to, cellular phones, smart phones, iPOD/MP3/DVD/CD players, video recorders, data devices, video games, beepers, pagers, radios, and other similar electronic devices.

Students may possess and use MEDS while on campus, in a school vehicle, or while attending a School-sponsored or school-related activity, subject to the following guidelines:

During the regular school day, MEDs must remain turned off, but may be kept in the Student's backpack. Students may, however, use the MED during the regular school day when an

authorized employee permits such use or in emergency situations that present an imminent physical danger. Otherwise, the device may only be turned on and used before the school day begins and after the regular school day ends. MEDS shall not be used in a manner disruptive to the instructional process, disruptive to the School's academic mission or inconsistent with Policy 4430, Internet and Technology Use Policy. MEDS may not be used in prohibited manners. Prohibited manners include, but are not limited to, the following:

- Text Messaging.
 - Text messaging may not be conducted during school hours to or from a student on School Property.
- Sexting.
 - Sexting is the sending of explicit messages or photographs.
 - Using MEDs to cheat on exams or use in any unethical manner.
- Playing games.
- Camera Devices.
 - "Camera Devices" are MEDs and include, but are not limited to, digital cameras, cellular phones with cameras, camcorders, and other imaging devices. Camera Devices may not be used to:
 - Harass, intimidate or bully another person to Invade the privacy of another or publish, broadcast, transmit to any other person, by any means unauthorized or derogatory photos or video clips to another person. Use and possession is subject to additional rules developed by the School.

User Liability

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

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

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