Student/Parent Handbook

School • Family • Community
Together We Build Futures

SMART Academy

4688 E. 162nd Street

Cleveland, Oh 44128

www.smartacademycle.org

216-714-3801

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

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MISSION STATEMENT

SMART Academy is organized around a common vision: "SMART Academy is engaging, encouraging, and an authentic community where students learn how to think critically and act independently, so they are truly prepared to succeed throughout their school experience." Our work is rooted in an unwavering belief that our students can achieve at the highest levels. To fulfill our vision, we recognize that we must attend to the whole child – we value personal as well as academic skills, and we match our high expectations for students with high levels of support.

SMART Academy also recognizes the importance of a rigorous, Common Core-aligned curriculum and is designed to develop students' critical thinking and problem-solving skills. In addition, the school will have a structured tiered intervention program that addresses the needs of our students academically. Our culture systems are designed to create respectable school communities that support students' sense of belonging and the development of their independence and personal responsibility. SMART Academy believes a positive school community – based on genuine relationships between teachers and students and rooted in a belief in students' ability to achieve at the highest levels – is the foundation of a successful school.

SMART ACADEMY

STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

✔To feel safe in the school environment- no bullying, threatening or intimidation.

✔To take full advantage of the learning opportunities

✔To work in an environment free from disruptions

✔To express their opinions, ideas, thoughts, and concerns

✔To have a healthy environment that is smoke alcohol, and drug free,

✔To use school resources and facilities for self-betterment under appropriate supervision,

✔To expect courtesy, fairness, and respect from all members of the community,

✔To be informed of all expectations and responsibilities,

✔To take part in a variety of school activities.

STUDENTS' RESPONSIBILITIES

✔To be caring and honest,

✔To do his or her best to learn and master all he or she can,

✔To respect school rules, regulations, and policies,

✔To be sure that personal expressions do not interfere with the rights of others,

✔To follow state law and school policies concerning substance abuse,

✔To respect and protect the personal and property rights of others and of the school,

✔To treat all members of the community with full respect, fairness, and courtesy,

✔To abide by all the expectations of the school and its community,

✔To follow the prescribed guidelines for participation in school activities📬

INTRODUCTION

To achieve our mission, every member of the SMART Academy family must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a "Student" Handbook, it is written to you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

Parents: Any reference to parent or parents in this handbook refers to parent, guardian, caretaker, or foster caregiver.

Parents and students must also abide by all policies in the Board of Directors Board Policy Manual. All policies are subject to change upon approval of the Board of Directors.

If anything in this parent student handbook conflicts with a board policy, the Board Policy Manual supersedes the parent student handbook.

Uniform and Personal Appearance

SMART ACADEMY has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Both boys and girls' uniform shirts can be purchased in the office.

PLEASE NOTE…

If you arrive at school out of uniform, you will receive a dress code violation that will need to be signed by the parent/guardian and returned the following day. A warning letter will be sent home for the first two violations. The accumulation of 3 dress code violations will result in an after-school detention. A fourth violation will result in an in-suspension. This will include tucking in your shirt, not tucking in a shirt is a dress code violation

Official Uniforms

The SMART Academy Uniform

*Colors are Blue Uniform Shirts & Khaki Pants

Uniform Top:

- **Short/Long Sleeve, interlocking polo.**
  Uniform top must have the school logo on it on the upper left chest. (Available for purchase from the school)
- **Royal Blue, White or Black Sweater-solid color without Hood. (optional)**
- **Royal Blue, White or Black Sweater Vest without Hood (optional.)**
- **No Sweatshirts or Hoodies.**

Pants:

- **Khaki color Dockers-style Pants or Skirt (no white pants, no jeans of any color are permitted).**

Footwear:

- **Tights or Socks:** White, Navy, Brown, Black, Gray or Khaki.
- **Shoes**: Dark-colored, black, brown, white, or tan tie shoes, loafers or tennis shoes.
- **Shoe laces** should match the color of the shoes. (No bright colors)
- **Gym-**Tennis shoes at all times.

Gym Uniform: Solid White T-Shirt or **Sweat Shirt** (without hood) **and blue or black jogging pants** or **long shorts.**

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform; SMART ACADEMY requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

Skirts and Undershirts:

- Shirts may not be rolled at the waist.
- Skirts must be **at or below the knee**.
- Shirts must be tucked in trousers or skirts. Undershirts worn under the uniform shirt must be tucked into trousers or skirt.

- If an undershirt is worn under the school shirt it must be black, white, gray, blue, burgundy or orange.

Pants and Slacks:

- Pants and slacks must fit properly.
- Pants may not be **baggy**.
- Pants may not be **sagged**.
- **Belts are required** (black, brown or white) and must fit properly and not hang down when buckled.
- Khaki Capri pants may be worn during the restricted times of August 13th to October 11th and April 14th to June 11th.
- **Boys & Girls** – Khaki Shorts may be worn during the restricted times of August 13th to October 11th and April 14th to June 11th. Shorts must be at or below the knee.

Footwear:

- **S**andals, clogs, high heels, mules, open toed shoes, platform shoes, hiking boots, boots that come to the knee or snow boots may not be worn in school. **Again, tennis shoes must be a solid color. (white, black, gray, brown, or tan)**

Personal Appearance:

- Jewelry and accessories should be appropriate for school and not attract undue attention.
- Facial and body piercings are not acceptable. No earrings are to be worn in the nose, eyebrow, lip or tongue.
- Tattoos are not acceptable AND must be covered.
- Hair dyes and bleach are not permitted (pink, blue, purple, green, orange, or yellow).
- **No symbols, designs or logos will be allowed in hair** (the student will be sent home).
- **Hair must look natural and be clean and well groomed.**

Outerwear

- Hats, caps, scarves, bandanas or any other headgear may not be worn in the building.
- Religious headwear is permitted along with the parent's request in writing.

Outerwear, such as windbreakers, sweatshirts, hoodies, jean jackets, or ski jackets, may not be worn during the school hours.

New Students **that need time to get their uniforms will be permitted to wear a white shirt or blouse and/or a polo shirt with a collar. Black or Navy-Blue Pants. They will have one week from their starting date to obtain the proper uniform.**

GENERAL SCHOOL POLICY

1. MORNING ARRIVAL PROCEDURE:

School is in session from 8:15 am until 2:45 pm. When students are allowed into the school prior to 8:15am am, students are required to sit at the lunchroom tables. Students must stay seated at the tables until they are given permission to get up. If a student needs to use the lavatory or has an emergency or a question, they are to raise their hand and a monitor will attend to their needs. Any student who is out of his or her seat without permission by a staff member will receive a detention. Once a student receives 5 detentions for this reason, they will not be allowed to enter the school building prior to 7:45 am.

2. ATTENDANCE POLICY:

Students of the Academy are expected to attend all classes, every day, and to make every attempt to be consistent in attendance. It is difficult, if not impossible, to succeed as a student without consistent attendance to classes and to school**.**

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term.

To this end, regular attendance is required of all students in SMART Academy during the days and hours that the school is in session unless excused for the following reasons:

1.**Personal Illness**: The principal may require a doctor's certificate.
2.**Illness in the Family:** Absences will be excused up to 3 days only when the student's presence at home is necessary.
3.**Death of a Relative:** Absences will be excused up to 3 days with a written request from the parent or guardian.
4.**Quarantine of the Home:** Absences will be excused with a written doctor's statement.
5.**Observance of Religious Holiday:** Absences will be excused upon written request at least 3 days in advance.
6.. **Such Good Cause as may be acceptable by the principal:** Family emergency or set of circumstances, which constitutes a good and sufficient cause in the judgment of the principal for absence from school.

Absences for any reasons other than those cited above will be considered unexcused. The Superintendent reserves the right to verify such statements and to investigate the cause of each single absence.

REPORTING ABSENCE

The Ohio Law requires that schools verify absences daily. If a student is absent from school, the parent or the guardian must call the school attendance line **phone number** between 7:30am and 8:15am on the day of the absence to report a child's absence. If the school is not contacted, the school will make every effort to contact the parent.

In addition to that, the student must bring a written notification of the absence from the parent on the day of his/her return.

TARDINESS TO SCHOOL

Students are required to be in their homerooms by 8:15am unless they are eating breakfast. If the student is not in school by 8:15 am, he/she must get a tardy slip from the secretary to be accepted to class. This will be considered an unexcused tardy unless the student brings an explanatory note from the parents. Students in the building by 8:15 am that are tardy to their homeroom will receive a detention from their homeroom teacher.

MAKE-UP POLICY FOR EXCUSED ABSENCES

Any student who was excused-absent from school has the responsibility for obtaining the missed assignments from the teachers the day of his/her return to school. Students will have the same number of days to return their work as they were absent. The student is also responsible for completing all class assignments and examinations. If a student cannot complete the assignments or examinations before the end of the grading period, an "incomplete" will be given.

Administrative Procedures for Excessive Student Absence

Generally

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents/guardians are encouraged to partner with the School to ensure attendance and timeliness.

Parents/guardians are required to notify the school of any absence prior to the start of the school day. Similarly, parents/guardians are required to notify the school in writing in advance of early pick-up.

Parents/guardians are encouraged to make any doctor, dentist, etc. appointments for times other than school hours.

No student shall be suspended or expelled based solely on the number of absences.

The School shall institute the intervention strategy attached as **Exhibit A.**

Excessive Absences

A student shall be considered excessively absent when the student is absent (with or without legitimate excuse) 38 or more hours in one school month or 65 or more hours in one school year.

When a student is excessively absent from school:

1. The School will notify the student's parents in writing within seven days of the triggering absence;

2. The student will follow the School plan for absence intervention; and

3. The student and family may be referred to community resources.

Habitually Truant

Habitually truant is defined as being absent without legitimate excuse for thirty or more consecutive hours, forty-two hours or more in one school month, or seventy-two hours or more in a school year.

When a student is habitually truant:

1. Within seven days of the triggering absence, the School will:
    a. Select members of the absence intervention team; (The team should be based on the needs of each individual student, but the team shall include two representatives from the School, one of whom who knows the student, and the student's parent/guardian/custodian. The team may also include a school psychologist, counselor, or social worker.

    b. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team. (If the parent/guardian fails to respond, the School will investigate whether the failure to respond triggers a mandatory reporting to the public children services agency for the county and instruct the absence intervention team to develop an intervention plan for the student notwithstanding the absence of the student's parent/guardian.)

2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;

3. Within 14 days after the assignment of the team, the School will develop the student's absence intervention plan; (The school shall provide written notice of the plan to the student's parent/guardian within seven days of developing the plan.)

4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

Reporting

The school shall report as soon as practical to the Ohio Department of Education each time a student exceeds the threshold of absences, the date a notice was sent to parents, the date when a student qualifies as habitually truant, when an adjudicated unruly child violates a court order, and when an intervention plan has been implemented.

If the student is violating a court order regarding the student's adjudication as an unruly child for being habitually truant, the Board hereby authorizes the school's administrator or his/her designee to inform the student and parent/guardian of the violation and to notify the Juvenile Court.

Withdrawal

When a student of compulsory age withdraws from school, the School shall ascertain the reason for the withdrawal. If the reason for the withdrawal is for a reason other than a change in residence and is not enrolled in another program, the School shall notify the registrar of motor vehicles and the juvenile judge in the county in which the school is located. The notice shall be given within two weeks after the withdrawal and failure to enroll in another program permitted by law.

In accordance with Ohio law, a student will be automatically withdrawn from the School if the student without a legitimate excuse fails to participate in one hundred five consecutive hours of the learning opportunities offered to the student.

PRE-PLANNED ABSENCE

Parents are encouraged to not take their children out of school for reasons other than the ones stated below:

1. An emergency for which it is possible to give prior notice to the principal that constitutes a good and sufficient cause for absence from school.

2. Non-school sponsored educational activities.

3. Vacation authorized by parent or guardian.

4. Funeral

5. Family illness

6. Family vacation

The parent or guardian must notify the principal regarding the planned absence in person 10 days in advance and must sign a form indicating that the parent or guardian assumes full responsibility for the student's absence. Failure to comply with this will result in an unexcused absence for the missed classes.

The student will be responsible for obtaining and completing the missed assignments, notes, etc., upon his/her return to school.

Excessive absenteeism interferes with the valuable teacher-student contact in the classroom. For this reason, parents are strongly advised not to arrange family vacations while the school is in session.

EARLY LEAVE

Students must never leave the school building without permission and/or without their parent/guardian signing them out. Failure to follow this procedure will result in disciplinary action.

Legitimate reasons for early leave from school will be accepted provided a note signed by a parent is presented at school. The student must sign-out before leaving the building. If the student is signed out more than 5 times per year they will be counted as tardy. You may be required to attend a meeting with administration for habitual tardies. Failure to sign-out will result in disciplinary action.

PROMPT PICKUP BY PARENTS AFTER SCHOOL

Parents or guardians should pick up or arrange to have students picked up by no later than 3:00 PM. (See section 12.9 for policies concerning school activities) If a ride will be later than **3:00** PM, the responsible party should call the school to make staff aware that a certain student's ride will be late. Students are to be off campus by 3:00 pm unless they are involved in an extracurricular school activity. All practices and school activities are given times by their mentors/teachers and will need to be picked up on time.

Students remaining on campus to wait late arriving rides must adhere to all school rules, policies, uniform codes, etc. If a student has not been picked up by 3:30 pm and a parent cannot be reached the local police department will be contacted to pick the child up and hold them at the police department until such a time that a parent can be reached.

3. CONSUMABLE FEE & ALL OTHER FEES:

All fees (breakfast, lunch, library etc.,) must be paid in full by the end of the third quarter marking period. Families needing assistance with these fees are to notify the school principal. **The final report card and any other records will be withheld until all fees are paid in full.**

4. PROMOTION POLICY:

Based upon high expectations at SMART Academy, promotion from one grade to another in SMART Academy shall be based on the following criteria:

1. Students must have passing grades in all four of the following core subjects:

1. Language Arts
2. Mathematics
3. Social Studies
4. Science

AND half of the following courses when taken: Computer, Health, Physical Education, Music, Character Education, and other electives.

2. Students must have at least a cumulative grade of "C" in a school year to pass a class. Grading scale is based on a 4-point scale.

Point Scale	Percentage Equivalent
A = 4 points	90% - 100%
B = 3 points	80% - 89%
C = 2 points	70% - 79%
D = 1 point	0% - 69%

5. RETENTION POLICY:

Any student who fails one core course will repeat their present grade. SMART ACADEMY will not accept summer school from other districts if more than 2 courses are required. We will take grades for up to 2 core classes.

A student is prohibited from being promoted to the next grade level if the student has been absent without excuse for more than 10% of the required attendance days for the current school year and has failed two or more required curriculum subject areas in the current grade. A student may only be promoted under these circumstances if the Principal and student's teachers of any failed subject areas agree that the student is academically prepared to be promoted.

6. GRADING SCALE:

All classes at SMART ACADEMY will follow standard-based reporting scale for assigning letter grades for quarter and semester work. Providing meaningful data is an integral part of the educational process. Standards-based grading not only offers feedback, but *useful* feedback that will guide both student learning and teacher instruction. Students and parents can expect to see two categories of specific feedback:

Summative Assessment Grade		***Formative Assessment Code***	
4	Mastery	**E**	Exemplary

3	Satisfactory	**P**	Proficient
2	Foundational	**G**	Growing
1	Basic Understanding w/Support	**N**	Needs Improvement
		W	Warning – Intervention Needed
		M	Missing
		I	Incomplete

7. Make-Up Work Policy (Classwork & Homework):

A. Teacher instruction is an essential element of the academic environment. If a student is failing, make up work does not take the place of instruction time given to students in the classroom. Make up work is only given to those students who have legitimate excused absences (see absent policy). Failing students and parents must take an active role to make sure that he/she attends tutoring and establishes an academic plan for success. But, the bottom line is that all students must attend school regularly, turn in all assignments on time, and attend tutoring sessions on a daily basis to improve their academics.

B. Classwork is due according to the teacher's syllabus. Late classwork is also based on the teacher's syllabus.

C. Late homework may be turned in up to 3 school days after the due date for 50% credit. After the third day the assignment will receive zero credit.

D. Parents are responsible for taking an active role in their child's education by attending all parent/teacher conferences, checking the 24-hour computer grade book and calling the school **yourself to inquire** about your student's academic and behavior. Contact should not be left solely upon the classroom teachers or administration.

8. Parent Notice for Kindergarten and newly enrolled 1st Graders:

A notice must go out prior to August 1st regarding screenings to be completed by November 1st.

(ORC 3313.673) A child's screening and assessment data cannot be used to determine eligibility to enter kindergarten. The only criterion for entrance into kindergarten is age eligibility. By November 1 of the school year in which a child is enrolled for the first time, the child must be screened for vision, hearing, speech and communication, medical problems and any developmental disorders. If the screening reveals the possibility of potential learning needs, the District must provide further assessment. Schools must note that screenings are not intended to diagnose educational disability or to be used for placement procedures. Screening results are helpful in identifying areas of individual development that require further assessment for educational programming, particularly for students who might benefit from early

intervention, prevention, acceleration and/or enrichment programs. A parent may sign a statement that they do not wish to have the child screened.

9. PARENT MEETINGS

A parent or guardian may be called to a meeting with administration to discuss a student's conduct in school. An administrator will arrange an acceptable meeting time with the parent.

10. PARENT-TEACHER CONFERENCE:

Parent/Teacher conferences will be announced on the School Academic Calendar every year. There will be copies of each student's schedule in the office for you to pick up. There will be a sign in sheet in the office for you to fill out. Teachers will make an attempt to schedule a time with you to meet, however, parent teacher conferences have an open-door policy and if you do not have a scheduled appointment it will be first come first serve. If there is any confusion or any questions someone will be in the office and will do their best to assist you. Please plan on meeting with each teacher for approximately ten minutes. If there are issues you would like to discuss with the teacher that you do not feel can be addressed in this amount of time you are encouraged to contact the teacher and set up a meeting time on another day.

11. TEXTBOOK AND SUPPLIES:

SMART ACADEMY will provide students with the textbooks for each of their classes. SMART ACADEMY will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Parents will have to pay to replace any books that are damaged or not returned. When textbooks are distributed, make sure you write your name in the appropriate place. Students may use class set textbooks that can be signed out by the student for study or homework. Teachers will write down the number of the textbook you have and the condition of the book.

12. ILLNESS, INJURY, AND MEDICATION POLICIES:

The Academy has a nurse or other first–aid trained professional available to discuss or assist with medical problems and concerns. Students may make an appointment to discuss non–emergency issues.

ILLNESS OR INJURY DURING THE SCHOOL DAY

Any student who becomes injured or ill during the school day should report such an occurrence to a faculty or staff member. The school nurse, if available, will assess the situation and take the proper action. If it is decided by school staff that a student is too ill to go to or remain in class, the parent or guardian must arrange for the student to be transported home.

MEDICATION POLICY:

For all medications including asthma inhalers and epinephrine autoinjectors, written approval by the Student's physician must include all information as detailed herein below or as indicated on the Food Allergy Action Plan, if applicable. If a student has a serious food allergy, the Parent must complete a Food Allergy Action Plan.

"Written Approval" hereunder must include the following information:

1. The name and address of the Student;
2. The name of the School and class in which the student is enrolled;
3. The name of the medication and the dosage to be administered;
4. The times or intervals at which each dosage of the medication is to be administered;
5. The date the administration of the medication is to begin;
6. The date the administration of the medication is to cease (if applicable);
7. Acknowledgement that the physician has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use;
8. Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency;
9. Instructions outlining procedures to follow if the asthma inhaler does not provide adequate relief;
10. A list of adverse reactions that may occur to an individual for whom the asthma inhaler was not intended uses the medication;
11. At least one emergency telephone number for contacting the physician and one number for contacting the parent/guardian.
12. And any other special instructions.

Should any information regarding the medication change, the parent must submit a revised written statement. All medications must be in the prescribed container.

The School shall acquire and retain copies of each request and accompanying statement. The statement shall be given to the employee authorized to administer the drug by the next school day after receipt.

The School shall store the medication in a locked location in the school office or other location as determined by School personnel that meets legal requirements for storage. Any drugs that require refrigeration shall be stored in a refrigerator located in a place not commonly used by students.

Extra medication will not be sent home with a student but must be picked up by the parent or guardian. All medication left at the Academy will be in a secured locked area.

Students are not allowed to carry or self–administer any medications, including Tylenol, aspirin, etc., except in the following circumstance:

- Per Ohio Revised Code Section 3313.716 students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms at the School.

- Per Ohio Revised Code Section 3313.718(B) and 3314.03(A)(11)(d) students are permitted to carry and use an epinephrine auto-injector to treat anaphylaxis (an intense allergic reaction). In order for a student to properly possess or use an epinephrine autoinjector at the School, written approval from the Student's physician and parent must be signed and received by the School.

MEDICAL FORMS

Immunization records are required by the State of Ohio Department of Health! Failure to provide them on the 15th day after school entrance will result in exclusion from SMART ACADEMY.

VACCINES	*FALL 2020* **IMMUNIZATIONS** **FOR SCHOOL ATTENDANCE**
DTaP/DT **Tdap/Td** Diphtheria, Tetanus, Pertussis	**K** Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. * **1-12** Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. **Grades 7-12** One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	**K-8** Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** **Grades 9-12** Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	**K-12** Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	**K-12** Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	**K-8** Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. **Grades 9-12** One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	**Grade 7-8** One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. **Grade 12** Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

NOTES:

Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1*

Month Behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at.https://www.cdc.gov/vaccines/schedules/index.html.

-
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School).

These documents list required and recommended immunizations and indicate exemptions to immunizations.

- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine. 4th

13. Book bag and Purse Policy:

Students are **not permitted** to carry book bags or purses with them during the school hours. Students are required to place their book bags and purses in their locker until the end of the school day.

14. School's Right to Search:

Lockers, desks or storage places provided for student use are, and remain at all times, property of the SMART Academy. There is no right or expectation of privacy in School lockers, desks, storage places or any other school property. These areas, including any other school property, and the contents, therefore, are subject to a random search at any time. Administrators are authorized to conduct reasonable inspection of students and items brought upon school grounds, including book bags, and other packages, when there is reasonable suspicion to believe that a student may be in possession of evidence that a law or a school rule has been violated.

15. Lost and Found:

The school is not responsible for lost or stolen items. There will be a lost and found box in the office. If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the lost and found. Every month the lost and found will be sent to a charity.

16. PHONE CALLS & CELL PHONES:

Teachers will not allow students to make phone calls during class time. If a student comes down to the main office to use the phone for any other reason beyond sickness or emergency, they will be told to return to class.

A parent calling the school during normal school hours to speak with their child is restricted unless it is an emergency. Messages if taken at the school's discretion will only be delivered by the end of the day. Messages taken after school hours will be given to the child by paging the child to the main office to pick it up.

CELL PHONE POLICY-If a parent would like their student to bring a cell phone to school, the student will have to turn their cell phone in when they get to school to their homeroom teacher or place the phone in their personal locker. At the end of day, the student can retrieve their cell. **If a student is caught using their cell phone to text, take pictures, listen to music or call home they will be suspended. All calls must be directed through the main office. Parents must retrieve the phone from the school personnel that confiscated the phone. The second time a cell phone is taken by a teacher it will be given to an administrator and a suspension will be given. The phone may not be returned until a meeting is held with the administration and parent.**

***Cell phone will not be used for a down time activity in the classroom.**

***The student will sign a form when the phone is confiscated.**

***The school is NOT responsible for any phones, electronic devices, or head phones in ANY way even if confiscated by the School.**

17. VISITORS POLICY:

ALL VISITORS:

The Academy is limiting the number of visitors to a maximum of six (6) at any given time. All visitors are required to complete a screening process prior to entering the building. Visitors who are admitted must also wear proper Personal Protective Equipment (PPE) that is provided in the vestibule by the Academy. The process is outlined in the vestibule of the Academy.

Absolutely no visitors will be allowed to enter the building if they have a fever of over 100° and/or have had fever in the past 72 hours. Additionally, if a visitor exhibits any symptoms of COVID-19, they will also not be allowed entry into the building.

PARENT OR GUARDIAN VISITORS:

Parent visitors are welcome at the Academy. All visitor rules apply to parent visitors.

Parents or guardians who wish to speak with an administrator should call the school to set an appointment to do so, and then check in at the office when arriving for their appointment. Parents who

arrive at school wishing to speak with an administrator without an appointment may or may not be able to do so at that time, due to availability and/or other duties.

SHADOWING:

Student visitors are welcome at the Academy. Students enrolled in a school in the State of Ohio at the time of their visit must have a note of permission from their home school, signed by their principal or other school official. If the student visitor is home schooled or enrolled in a school outside of the State of Ohio, he/she must have a note of permission signed by his/her parent/guardian.

Students of the Academy who wish to bring a visitor with them when school is in session may do so by following these guidelines:

1. The student visitor must have the applicable note of permission, as indicated above.
2. The host student must fill out and submit a Shadowing Form at least two school days in advance of the school visit. The student must have written permission with confirmation telephone number from their school administrator giving permission for the visit.
3. The host student must receive permission for the visiting student to attend the Academy **2** days in advance of the planned visit.

- ✔ No student visitors are allowed during the last two weeks of a semester, during the week preceding a school holiday, or during state testing.
- ✔ No student visitors may visit who have been expelled from the Academy or any other school, who are habitually truant or who have voluntarily withdrawn after disciplinary actions from any school.

PARENT VOLUNTEERS NEEDED:

The Academy can only continue its current programs or add new programs to the benefit of its students through the efforts of its parent volunteers. Parent volunteers are a valued and necessary part of the school experience. The Academy encourages and desires more and more parent volunteers all the time, their value to the Academy cannot be underestimated.

We ask that all parent volunteers follow these guidelines:

1. Sign in at the office whenever working at the school during school hours.
2. Sign out upon leaving the school grounds.
3. Before planning any events, giving away items, purchasing food for students, bringing food or other items to individual classes, etc., parent volunteers must first propose the idea to school administration and/or secure a faculty sponsor for the activity planned.
4. Volunteers' schedules will be approved by the administration.
5. Volunteers' background check may be required.
6. Volunteers' must adhere to the agreed upon schedule or call when a conflict/emergency occurs.

AREAS PARENT VOLUNTEERS ARE NEEDED:

Parents must notify the school if they are interested and available for volunteer work:

- PTO (Parent/Teacher Organization) and/or Distribution of fundraising materials
- Classroom assistance and tutoring
- Sports and club activity
- Distribution of fundraising materials
- Field trip chaperones

These few guidelines will help avoid unplanned disruptions of the school day, allow administration to coordinate all activities that take place throughout the school day, and provide for the smooth operation of all school programs.

VISITORS FROM THE GENERAL PUBLIC:

Visitors from the general public are always welcome at the Academy. Visitors are requested to make an appointment to visit the school 1 day before a desired visit. This way the Academy can assure that a member of the school staff is available to speak with the visitor, give a tour of the school, etc. Visitors who arrive unannounced are welcome but may need to await the availability of a school staff member. All visitors must sign in at the office upon arrival and sign out when leaving the school premises. All visitors must sign in at the front desk and get a visitor pass leaving and/or showing a photo ID.

18. LUNCH PERIODS:

All students will remain in school during their lunch period. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch in the lunch area only. You will be expected to clear your place and dispose of all trash appropriately. Staff on duty during the lunch period will hold you responsible for your behavior. Lunch detentions and clean-up duties may be assigned due to misbehavior.

19. CAFETERIA RULES:

1. Be seated by the time the bell rings and remain silent until given permission to speak.

2. Sit at the table assigned to your class.

3. Do not change seats once you have been seated and do not get up without raising your hand and receiving permission.

4. Keep your voice under control (talk, don't yell).

5. Keep the area around you clean.

6. Throw away all trash once you have finished.

7. Remain at your table until you are dismissed.

8. Once dismissed, you have five minutes to get to your next class.

20. LUNCH TIME ASSIST/DETENTION & RECESS:

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period. Failure to serve lunch detention will result in assignment of an After- School Detention.

Recess is a privilege given to all students by their assigned teacher and/or staff member. All students must follow the rules of code of conduct during this time. Students must be supervised by an adult staff member during both outside and inside recess. There should be two staff members outside during recess with a communication device. Recess will not be permitted outside when weather conditions and/or hazardous outside conditions exist (snow, ice, rain or wet pavement).

21. ASSIGNMENT BOOK POLICY:

Have the assignment book with you for all of your classes. All students must write assignments in an assignment book each period. If there is no homework, write none. All students must take the assignment book home every day to be able to use it as one of the communication tools with their parents. Don't rip out pages, keep all the pages together. The assignment book also serves as a hall pass for students who need to leave a classroom to go to lavatory, another classroom, the office or the nurse's office etc. If you do not have the assignment book and you do not have a hall pass, you cannot leave the classroom. If the assignment book is lost or the name label is removed, the student is responsible for replacing it at a cost of $5.00.

22. BATHROOM PASSES:

Students have lavatory privileges only with their assignment book at the teacher's discrepancy or a teacher can issue their own pass. Excessive lavatory requests will be brought to staff's attention and the parent/guardian will be notified. If there are extenuating circumstances, parents need to notify the office in writing, preferably in the form of a doctor's note. Students in the hallways without a pass will receive a detention.

23. FIRE AND ALL SAFETY DRILLS:

Students will not talk, run, laugh, joke, or carry on in any manner during safety drills. This is a safety issue and will be dealt with immediately. Students, who violate the above stated items, do not follow teacher/administrator's directions, will be suspended or other disciplinary actions may be taken if deemed necessary.

24. PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND LAVATORIES

Hallways, stairwells, and lavatories are areas used by all members of SMART ACADEMY. There are rules of conduct that all students must follow.

- You may not loiter in the hallways, lunchroom or lavatories or on staircases.
- You may not eat in hallways, lavatories, or on staircases.
- You may not run in the hallways, lunchroom, lavatories, or on the staircases.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- No rough-housing, pushing, wrestling, hitting, kicking, slapping or play fighting is allowed on school grounds.

During class time, students are not to be in the hallways, stairwells, or lavatories **without a pass** from their teacher or the main office.

25. SCHOOL ACTIVITIES

SMART ACADEMY will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

FIELD TRIPS:

Field Trips offer exciting ways to learn. Therefore, field trips are an important extension of our school curriculum. SMART ACADEMY students will have the opportunity to go on field trips at various times throughout the school year. In order for your child to benefit from all field trips, your child will be expected to follow these rules:

- Student must bring the Field Trip Permission Slip to school signed by his/her parents or guardian by the specified date. No phone calls will be accepted as permission.
- Student must wear his/her school uniform unless otherwise specified.
- Student must abide by SMART ACADEMY codes of student conduct while on the field trip
- Permission can be revoked by SMART ACADEMY staff because of poor behavior and/or academic performance.
- Students can be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor in charge of the trip.
- Student will not be allowed to attend a field trip if suspended.

International Trips:

- Due to the extensive amount of planning and responsibility that international trips require, regulations specific to each trip will apply. Student participation is held at the sole discretion of SMART ACADEMY administration and teachers.

SCHOOL ACTIVITIES, CLUBS, ATHLETICS AND TUTORING:

There is no better way for students to enrich their education than by taking parts in clubs and school activities or working with a teacher. These opportunities will allow you to explore more deeply things you already enjoy and to try other areas that sound interesting. School activities are available to SMART ACADEMY students who meet eligibility requirements. Eligibility requirements are:

- Student must possess at least **2.00** G.P.A.
- Administration may make a decision to restrict a student from after school activities because of poor academic and/or behavior performance.
- Student must meet requirements of activity and abide by rules of teacher in charge of the after-school activity.

If you are eligible and stay for a school activity, you will be expected to follow these rules:

- You must be with a teacher or other adult activity leader at all times.
- You must arrange for your own transportation to arrive promptly to following the activity.
- You must abide by the SMART ACADEMY code of student conduct while participating in the activity.
- You may not roam the hallways and if you are caught roaming the hallways you will be asked to leave.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.

26. ACADEMIC ROLLS:

Academic rolls will be calculated after each quarter. Student will receive the following rolls with respect to Grade Point Average (GPA).

1. Honor Roll 3.50-4.00
2. Merit Roll 3.00-3.49

27. RECOGNITION:

Student of the Month

An outstanding student demonstrates academic effort, helps others, projects a positive attitude and shows respect and concern for others. Student of the Month is an honor bestowed upon a student from each grade. Students of the Month are selected by the faculty, for the qualities they possess that help to make SMART Academy a good place to learn and work.

Perfect Attendance

An award will be given to each student who attends school every day. If a student arrives late, leaves early or misses any part of the school day for any reason, the student cannot qualify for this award.

Student Recognition Breakfast/Lunch/Dinner

Invitations to a quarterly Recognition Breakfast, lunch or dinners are given to students who have received Student of the Month, any Academic Roll or other special recognition (i.e. Geography Bee, Spelling Bee, etc.). Parents or guardians and other family members are also invited to attend. Administration may recommend students for recognition for major academic improvement.

Student of the Year

At the end of the school year, one student will be chosen from each grade as "Student of the Year." These students are chosen by administrators based on citizenship, academics, behavior and responsibility.

Additional Recognitions

Students are often recognized by teams and individual staff members throughout the year. Other recognitions may be initiated by external groups or organizations (i.e. Optimist, Best Scientist, Power of the Pen, and Best Artist).

28. After school Procedure And Late Pick-Up Fee

Dismissal is scheduled at 2:45 pm. All students must exit the building. Students remaining on campus to wait for late–arriving rides must adhere to all school rules, policies, uniform codes, etc. If your student's behavior is not within proper conduct he or she will be referred to an administrator. In order for your child to be released a parent/guardian will need to enter the school and pick them up. Phone calls will not be accepted as release of a child. If a student has not been picked up by 3:30 pm and a parent cannot be reached, then the local police will be notified, and the student will be taken to the police department until such time as a parent can be reached.

29. SMART ACADEMY ACCEPTABLE COMPUTER USAGE

The following guidelines and procedures are expected to be utilized by staff, students or members who are authorized to use SMART ACADEMY's computers and online services:

1) Students may only log on and use the network under the immediate supervision of a staff member and only with his/her authorized account.

2) Students in whose name an online service account is issued are responsible for its proper use at all times.

3) Note that no use of electronic mail (email) is private. Those who operate the system have access to messages relating to or in support of illegal activities; use of any such activities will be reported to the authorities. SMART ACADEMY reserves the right to monitor all email transported on its network.

4) Do not reveal personal information, such as home address or phone number, or that of other students or colleagues.

5) Use appropriate language. Do not use profanity, obscenity, or other language which may be offensive to others.

6) The network should not be used in such a way that it will disrupt the use of the network by others.

7) Users shall not read other users' files, nor shall they attempt to read, delete, copy, modify or forge other users' files.
8)Use of the computer and/or network for financial gain or for any commercial activity is prohibited.
9) Use of the computer and/or network for political purposes is prohibited.
10)Users shall not transmit or view material that is threatening, obscene, disruptive, sexually explicit, or that could be construed as stalking, harassment or disparagement of others based on race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
11) Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, promote gang activity or affiliation, nor shall they promote unethical practices, or any activity prohibited by law or by SMART ACADEMY policy.
12) Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses, hacking, and/or any malicious attempt to harm or destroy equipment, materials or the data of any other user, as well as changing computer settings or damaging the computer mouse.
13) Musical devices, such as CD players and MP3 players, used in conjunction with the system are prohibited.
14) Copyrighted material may not be placed on the system without the author's permission, and no materials shall be placed on the system without permission of SMART ACADEMY.
15) Users shall report any security problem or misuse of the network to the teacher, deans, or immediate supervisor.
16) All communications and information accessible via the network should be assumed to be public property.
17) The system shall be used only for purposes related to school education or administration. The administration reserves the right to monitor any computer activity and online communications for improper use.
18) Rules and regulations of net etiquette are subject to change by the SMART ACADEMY administration.
19) Activities not in compliance with Ohio Revised Code are strictly prohibited.

All students must abide by the Technology and Internet Safety Policy as listed in the Board Policy Manual. By signing the Parent/Student Awareness Statement at the end of the handbook, the parent and student agree:

- To abide by all School policies relating to the use of technology
- To release all School employees from any and all claims of any nature arising from the use or inability to use the technology
- That the use of technology is a privilege
- That the use of the technology will be monitored and there is no expectation of privacy in any use of the technology

COMPUTER USAGE - EMAIL ACCOUNTS

Students are not permitted to have a student email account on the SMART ACADEMY system unless specifically assigned as part of a course or activities curriculum. Should an email account be assigned, students must have a Computer Usage Agreement on file and must strictly follow the agreement guidelines. Students are not permitted to access private email accounts (AOL, Yahoo!, etc.) from school at any time. Students violating any computer agreement guideline will lose all computer privileges and disciplinary action may be taken.

Cyber Harassment, Bullying, Defamation of Character or Sextexting:
Due to the advancement of technology **inappropriate use of personal cell phone, computer, or other electronic device** to harass, bully or defame a staff member or student of SMART ACADEMY will not be permitted. Also, nudity of any kind will not be permitted. If such items are found a student could be suspended or expelled from the school.

30. HARASSMENT/BULLYING:

All students at **SMART ACADEMY** have the right to feel that they are physically, emotionally, and intellectually safe.

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. Any gesture or physical act or written or verbal expression that may harm another student or damage another student's property or reputation will not be tolerated. Physical or psychological intimidation of a student through violence, threats, teasing, taunting, put-downs, name-calling, gossip, ostracizing, or sexual harassment is expressly forbidden. **This includes any actions that insult or demean any student or group of students in such a way as to interfere with school culture or the school's educational mission.**

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

For more information on the School's Anti-Harassment, Bullying and Intimidation Policy, refer to the Board Policy Manual.

31. STUDENT CONDUCT AND DISCIPLINE

SMART ACADEMY has as its goal to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the SMART ACADEMY students will comply with the Student Code of Conduct during school, on school property, or at or during any school-sponsored activities.

32. UNACCEPTABLE STUDENT BEHAVIORS

Students are considered to be subject to the authority of the school when they are enroute to or from school and at school related or school sponsored events whether those events take place at the School or any other location. Some examples include athletic meet and games, field trips, contests, and concerts. Misbehaviors which occur at such events will be subject to the same penalties as misbehaviors that occur in school.

33. CONSEQUENCES

All students at SMART ACADEMY are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook and student Code of Conduct or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at SMART ACADEMY have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

AFTER SCHOOL DETENTION

Less serious student offenses will result in after school detentions. Parents may request in person a delay of the detention in person, by phone calls, or notes. Students are notified of the infraction and are to serve the detention on the date(s) listed on the detention slip. The parents will be informed by receipt of the white copy and a phone call, which will be sent home with the student. **Parents must sign the white copy**. Students are to give the signed white copy to the staff member upon arriving at the detention. Failure to return the signed detention slip, or failure to serve the first detention, will result in the assignment of a second detention. **Failure to serve the two detentions at the arranged times may result in a suspension by the principal.** Other detentions may be assigned and served with individual teachers. The student's transportation to the scheduled before-school detention is the responsibility of the student/parent.

The following rules must be followed in detention:

1. No talking or moving from assigned seat.

2. No headphones or radios or other electronic items.

3. Complete detention assignments.

4. Students need to bring schoolwork; reading material or teacher will provide work.

5. No sleeping.

IN SCHOOL SUSPENSION (ISS)

Students serving In-School Suspension shall be permitted to make up and receive credit for assignments during the period of In-School Suspension.

1. Students are to bring schoolwork and they can be assigned work detail.

2. Parents will be notified of In-School Suspension.

3. Guidelines for ISS will be issued and discussed upon assignment of student to this suspension.

OUT OF SCHOOL SUSPENSION (OSS) AND EXPULSION

The School recognizes that exclusion from the educational program is a serious sanction and that suspension and expulsion must follow due process mandates. Additionally, the School will comply with all state and federal law pertaining to students with disabilities.

A student may be disciplined for any violation of the student code of conduct, even if the violation occurs on property not owned or controlled by the School if the violation took place during activities connected with the School or if the behavior is directed at a school official.

Any student suspended or expelled under this policy will not be permitted to participate in any extracurricular activities.

Suspension:

The principal or designee may suspend a student from the School for not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the principal may require the student to participate in a community service program or another alternative program for a number of hours equal to the remaining suspension period. The student shall be required to begin the program during the first full week day of the summer break. A principal may not apply the remaining suspension period to the following year.

Except in the case of a student given an in-school suspension, no student shall be suspended unless prior to the suspension the principal does both of the following:

(1) Gives the student written notice of the intention to suspend the student and the reasons for the intended suspension;

(2) Provides the student an opportunity to appear at an informal hearing before the principal or designee and challenge the reason for the intended suspension or otherwise to explain the student's actions.

Expulsion:

The superintendent may expel a student from the School for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed, there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. No student shall be expelled under this policy unless, prior to the student's expulsion, the superintendent does both of the following:

(1) Gives the student and the student's parent, guardian, or custodian written notice of the intention to expel the student;

(2) Provides the student and the student's parent, guardian, custodian, or representative an opportunity to appear in person before the superintendent or superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions. The notice required under this section shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian, or representative to appear before the superintendent or superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is given, unless the superintendent grants an extension of time at the request of the student or the student's parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the student and the student's parent, guardian, custodian, or representative of the new time and place to appear.

Unless a student is permanently excluded, the superintendent shall expel a pupil for a period of one year for bringing a firearm to the School, to an extracurricular event, or onto any other property controlled by the Board of Directors of the School. "Firearm" has the same meaning provided in the "Gun-Free Schools Act," a "firearm means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projective by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device, which includes a bomb grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has a barrel with a bore of more than one half in diameter. The term does not include an antique firearm. The superintendent may reduce the expulsion time on a case by case basis based upon the student's overall record at the School.

Permanent Exclusion

A student may be permanently excluded from attending any school in the state if the student is convicted of, or adjudicated a delinquent child for, committing an act that would be a criminal offense if committed by an adult, when the student was sixteen years of age or older if the act is one of the following:

- Illegal conveyance or possession of deadly weapon or dangerous ordnance or of object indistinguishable from firearm in school safety zone in violation of R.C. 2923.11.
- Carrying a concealed weapon, trafficking in drugs or possession of controlled substances, if the violation was committed on property owned or controlled by the school or at a school activity in violation of R.C. 2923.12, R.C. 2925.03, and/or R.C. 2925.11.
- Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or felonious sexual penetration in violation of R.C. 2903.01, R.C. 2923.02, R.C. 2903.03, R.C. 2903.04, R.C. 2903.11, R.C. 2903.12, R.C. 2907.02, R.C. 2907.05, and/or the former section R.C. 2907.12 if the violation was committed on property owned or controlled by the school or a school activity if the victim at the time of the commission of the act was an employed at the school.
- Complicity in any of the above violations regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, the school.

If the superintendent of the school obtains or receives proof that a student has been convicted of committing or adjudicated a delinquent child for the commission when the student was sixteen years of age or older of one or more of the above, the superintendent may issue to the school's governing authority a request that the student be permanently excluded from public school attendance in Ohio, if both of the following apply:

(1) After obtaining or receiving proof of the conviction or adjudication, the superintendent or the superintendent's designee determines that the student's continued attendance in school may endanger the health and safety of other students or school employees and gives the student and the student's parent, guardian, or custodian written notice that the superintendent intends to recommend that the governing authority adopt a resolution requesting the superintendent of public instruction to permanently exclude the student from public school attendance.

(2) The superintendent or the superintendent's designee forwards to the governing authority the superintendent's written recommendation that includes the determinations the superintendent or designee made pursuant to this policy and a copy of the proof the superintendent received showing that the student has been convicted of or adjudicated a delinquent child for a violation listed in this section that was committed when the student was sixteen years of age or older.

The School shall follow all requirements for permanent exclusion as described by ORC 3313.66, including providing notice of the possibility of permanent exclusion with each suspension and expulsion notice.

Emergency Removal:

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the principal or assistant principal may remove a student from curricular activities or from the school premises or a teacher may remove a student from curricular activities under the teacher's supervision without the notice and hearing requirements of this policy. If a teacher removes a student, the teacher shall submit in writing to the principal the reason for the removal. If a student is removed under this division from a curricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practicable prior to the hearing, which shall be held within three school days from the time the initial removal is ordered. The hearing shall be held in accordance with the suspension provision herein unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with expulsion provision herein shall be held, except that the hearing shall be held within three school days of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

Right to Appeal to Board:

Within one school day after the time of a student's expulsion or suspension, the superintendent or principal shall notify in writing the parent, guardian, or custodian of the student and the Board of Directors of the School of the expulsion or suspension. The notice shall include the following reasons for the expulsion or suspension and notification of: (1) the right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the Board of Directors of the School or to its designee; (2) the right to be represented in all appeal proceedings; (3) the right to be granted a hearing before the Board of Directors of the School or its designee in order to be heard against the suspension or expulsion; (4) and the right to request that the hearing be held in executive session. The notice shall specify the manner and date by which the student or the student's parent, guardian, or custodian shall notify the School's Board of Directors of the student's, parent's, guardian's, or custodian's intent to appeal the expulsion or suspension to the board or its designee. If the superintendent expels a student under this section for more than twenty school days or, for any period of time, if the expulsion will extend into the following semester or school year, the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

If the student or the student's parent, guardian, or custodian intends to appeal the expulsion or suspension to the Board of Directors of the School or its designee, the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the School in the manner and by the date specified in the notice. The student or the student's parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the Board of Directors of the School or its designee in order to be heard against the suspension or expulsion. At the request of the student or of the student's parent, guardian, custodian, or attorney, the Board of Directors of the School or its designee may hold the hearing in executive session but shall act upon the suspension or expulsion only at a public meeting. The Board of Directors of the School, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension or expulsion, reinstate the student, or otherwise

reverse, vacate, or modify the order of suspension or expulsion. The Board of Directors of the School or its designee shall make a verbatim record of hearings held under this division. The decisions of the Board of Directors of the School or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

This policy shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a student is removed from a curricular activity for a period of less than one school day and is not subject to suspension or expulsion.

For purposes of this policy, the Board of Directors of the School appoints the Operator as its designee.

Discipline for Students with Disabilities

Consistent with this policy, to the extent the principal may order removal of a student without disabilities, the principal may remove a student with a disability, but not for more than ten (10) school days.

After a child with a disability has been removed from the child's current placement for ten school days in the same school year, during any subsequent days of removal, the school district must provide services.

If a child is removed for a period of time exceeding ten school days and the behavior was not determined to be a manifestation of the disability, the student must continue to receive educational services and receive a functional behavioral assessment and behavioral intervention services.

Change in Placement

The School will notify the parent of the removal decision that constitutes a change in placement for a student with a disability and provide the parent with a copy of the notice of procedural safeguards on the same day as the date of the removal decision.

A change in placement will occur when

- a removal is for more than ten (10) consecutive school days; or
- a series of removals constitute a pattern because;
    - the removals cumulate to more than ten (10) school days in a school year,
    - the behavior of the student is substantially similar to prior incidents, and
    - other factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

Manifestation Determination

Within ten school days of any decision to change the placement of a child with a disability due to a violation of the code of student conduct, the School, parent, and relevant members of the IEP team must review all relevant information in the student's file to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability or

2. If the conduct was a direct result of the School's failure to implement the IEP.

If either of these two conditions are found to exist, the conduct must be determined to be a manifestation of the disability.

If the IEP team and other qualified personnel determine that the student's behavior was not related to the disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities.

If the IEP team determines that the student's behavior was a manifestation of the disability, the school must either:

1. Conduct a functional behavioral assessment or,
2. If the behavioral plan has already been developed, review the behavioral intervention plan and the implementation plan and modify them if necessary.
    a. The child must return to the placement from which the child was removed, unless the parent and the School agree to a change of placement as part of the modification of the behavioral intervention plan.

School personnel may remove a student to an interim alternative educational setting for not more than forty-five school days without regard to whether the behavior is a manifestation of the disability if the student:

1. Carries a weapon to or possesses a weapon at School, on school premises, or to a school function;
2. 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; or
3. Has inflicted serious bodily injury upon another while at School, on school premises, or at a school function.

Students removed under this section must continue to receive services and receive a functional behavioral assessment and behavioral intervention services.

Appeals

If a parent disagrees with any decision regarding placement or the manifestation determination decision made by the IEP team, the parent may request a hearing. Whenever a hearing is requested, the School will comply with the procedures for an expedited due process hearing.

34. SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be reported to all list serve subscribers, local radio and television stations (Fox 8 News & WOIO 19 News) and will

appear as SMART Academy. Additionally, if your phone number is accurate in the system you will receive a School Reach automated message.

35. CONCEAL CARRY

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSONS' CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDINANCE INTO A SCHOOL SAFETY ZONE.

The School reserves the right to update the Parent/Student Handbook and the Board Policy Manual.

STUDENT CONDUCT CONTRACT

Because all of you have elected to apply to SMART Academy, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully review and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

Student Contract

As a student of SMART Academy, I will do my best to do the following:

·I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.

·I will speak to others respectfully, not using profanity or uncomplimentary names.

·I will show respect for all people working or helping in the school.

·I will show careful regard for both my property and the property of others.

·I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.

·I will attend school regularly.

·I will be in class on time with all necessary materials.

·I will make good use of class time and complete and turn in assignments on time.

·I understand that I must make up assignments I missed because of an absence.

·I will remain on campus during school time, including the lunch period. I will not leave the school grounds without the permission of the principal.

·I will do my best in my schoolwork, and I will let others do their best.

·I will ask for help if I do not understand.

·I will not bring any contraband items to school.

·I will help keep the school building and grounds clean and tidy.

·I will walk in the hallways, classrooms, and stairways.

·I will follow the dress code and arrive at school in my uniform.

·I will not participate in any behavior banned by the school.

2020-2021

STUDENT/PARENT HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the STUDENT/PARENT HANDBOOK completely and we agree to abide by all school rules and policies as listed in this handbook and the Board Policy Manual.

Parents must inform SMART Academy of changes in residence, custody, work, and contact and emergency telephone numbers in writing.

Student's Name (Print): _____

Student's Signature: _____

Date: _____ Grade: _____

Parent's Name (Print): _____

Parent's Signature: _____ Date: _____

PLEASE SIGN AND RETURN THIS FORM TO THE MAIN OFFICE IMMEDIATELY FOR PLACEMENT IN THE STUDENT'S PERMANENT FILE RECORD.