

Great Western Academy



Parent and Student Handbook 2023-2024

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Appendix 1 – Internet Safety Policy

Appendix 2 – Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy

Welcome to Great Western Academy, an Imagine School!

School Hours: 8:00-2:30

Doors open at 7:45; Tardy Bell rings at 8:10

Vision: Great Western's vision is for every student to reach his or her full potential and discover the pathways for life-long success.

Mission: Great Western's mission is to partner with parents and guardians in the education of their children by providing a high-quality education that prepares students for lives of leadership, accomplishment, and exemplary character.

Great Western Academy is committed to the goals of developing positive character and providing opportunities to lead and serve by teaching, promoting, and demonstrating the values of Self-Discipline, Respect, Trustworthiness, Perseverance, Caring, Responsibility, Citizenship, as well as our shared values of Justice, Integrity, and Fun.

INTRODUCTION

Great Western Academy developed this handbook (the "Handbook") to answer many of the commonly asked questions which may arise during the school year. The Handbook does not constitute a contract between the School and the student/parent, and the School, through the Board of Directors (the "Board"), reserves the right at its discretion to change or amend the Handbook at any time in the future. In the event that there is a conflict between any School policy and this Handbook, the Policy shall supersede and control. The term "parent" when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent, or court-appointed guardian.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the School, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year.

The School provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred. If you have any questions about this Handbook, please contact the Principal. The Principal has similar authority and responsibilities as the superintendent of schools for a local district.

The School may offer translation services to assist parents, please contact the School's Principal for additional information.

Statement Concerning State Testing and Compulsory Attendance Law

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

ADMISSION

The School will not charge tuition. The School will not discriminate in its student admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis.

Applications are accepted for student admission up to the deadline date for a lottery drawing. Priority for enrollment shall be given to returning students, their siblings, students from the district in which the School is located and students who are children of full-time staff members employed by the School. If on the deadline date for a lottery drawing the number of applicants per grade level exceeds the number of seats, a lottery drawing is held for those grade levels. The lottery drawing places children in order for possible enrollment into the School. As the School operates and accepts students year round, if other spaces are available after the lottery places become available, students are accepted off a prioritized wait list based on the results of the lottery or, if there is no wait list, then on a first come first serve basis. If a lottery is necessary, it shall take place at a public location. All parties will have the opportunity to be present during the lottery process and will be notified in advance of the date, time and location of the lottery. All parents of children selected in the lottery will be notified of the selection by certified mail. Parents will have up to seven (7) days from receipt of the certified mail to contact the School regarding their decision. If a parent does not respond within seven (7) days of receipt of the certified mail, the School will select another child from the lottery in the order the child's name was drawn.

Process and Criteria

The School admits children of any race, color, religion, or sex. Furthermore, there will be no discrimination in the admission of students to the School on the basis of race, religion, religious expression, color, national origin, sex, sexual orientation, gender identity or disability. All that will be required for a student to be admitted is submission of

the following: completing and submitting the registration form and such other enrollment materials that the School deems necessary; and submitting copies of the child's birth certificate, current immunization record as mandated by law, and proof of residence. It is the responsibility of the parent to update the School anytime a change of address for the student occurs. Records will be requested from the appropriate school of last attendance.

All documents must be turned in and processed prior to your child being seated or assigned a homeroom. Any incoming student with truancy issues from their prior school may be required to complete an Attendance Intervention Team meeting before being seated and assigned a homeroom.

Kindergarten Admission

The School shall admit to kindergarten any student, whose fifth birthday falls on or before September 30. The School may also admit to kindergarten any student, whose fifth birthday falls between October 1st and December 31st, in accordance with the School's Kindergarten Admission Policy.

DAILY PROCEDURES

ARRIVAL

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

TARDY

Students who arrive on time will have a better chance to achieve. Students who arrive after 8:10 a.m. will be marked tardy. Tardy students must be signed in by the caregiver at the front desk upon arrival. If a student is going to be tardy and will need a school lunch, you must notify the office by 9:00 a.m. See Attendance Procedures for reasons a tardy/absence will be excused.

BREAKFAST

Breakfast will be served between 7:45 a.m. and 8:10 a.m. Only students who arrive by bus after 8:10 a.m. will be allowed to eat breakfast late.

LUNCH

Students will have a 40-minute lunch and recess period. A nutritious lunch will be provided at school or students may bring a lunch from home. If you are providing your child with a fast-food lunch, please drop the lunch off at the front office. Please note, any lunch to be delivered to the School by any third-party delivery service or app must be pre-approved by the Principal or their designee, or it will not be accommodated and the School will not provide a refund to the parent/student.

EARLY DISMISSAL

Students who leave school early, including anytime during the last 30 minutes of the day are marked as “early dismissal.” **You must notify the office, in writing, by 1:00 p.m.** if your student will be leaving school early.

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

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

DISMISSAL AND PICK-UP TIMES

Staff will escort students to their appropriate destinations for dismissal by 2:30 p.m. Students must adhere to school-wide rules during dismissal time. If your child has not been picked up by 3:15 p.m. the School will attempt to contact the child’s parent(s)/guardian(s) and/or emergency contact and holds the right to notify the Columbus Police Department and/or to transport your child to Franklin County Children Services. Students must have a note if they will not be using the normal means of transportation. See Emergency Changes in Transportation for more information.

If there is a change of transportation circumstance, you must notify the office, in writing, except in the case of emergencies, or by phone by 1:00 p.m.

EMERGENCY SCHOOL CLOSING

In case of severe weather, the Principal will notify local TV and radio stations regarding the decision to close the School or delay its opening. Great Western Academy will be closed due to inclement weather whenever Columbus Public Schools and/or Southwestern City Schools are closed or as Great Western Academy deems necessary. Please make arrangements for your child if you are not home and school must be dismissed early due to an emergency.

The School may be required to make up days in which the School is forced to close due to weather or unforeseen circumstances. If additional days need to be made up, the School will contact parents with additional information indicating the date of make-up days. The days may be made up at the end of the year or on any day school is currently not in session (such as spring break).

ATTENDANCE PROCEDURES

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

1. Students are expected to be in school, on time, every day. Occasionally, absence or tardiness cannot be avoided. Absences may be “excused” or “unexcused”. Excused absences may require verification, if any, in the manner and timeframe as deemed appropriate by the Principal, or their designee. An

absence may be excused if the reason for the absence is communicated in advance or within three (3) days, or such other time period as determined by the Principal or their designee. Where appropriate, the School may require written documentation. After thirty-two (32) hours of absence, a doctor's note is required. Absences may be excused for the following reasons:

- Personal Illness
 - Illness in the family necessitating the presence of the child
 - Quarantine of the home (limited to the length of the quarantine as determined by proper health officials)
 - Medical or dental appointment
 - Death of an immediate family member
 - Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
 - Observance of religious holiday consistent with the student's truly held religious beliefs
 - Absences due to a student being homeless
 - Emergency or set of circumstances that, in the judgment of the Principal constitutes good and sufficient cause of absence from school.
2. Parents/Guardians must notify the School by writing or via phone on the day a student is absent unless the Principal, or their designee, has been notified in advance of the absence. As required by law, lacking parental notification of an absence, the attendance officer, their assistant or designee, will make at least one attempt to contact the parent, guardian, or other person having care of the student within 120 minutes from the start of the school day.
 3. If a student is dismissed early for a doctor's appointment, or for another valid reason, the student must bring a note signed by his/her parent or guardian. The parent must meet the child in the School office before the child will be excused.
 4. All other absences are "unexcused" as determined by the Principal, or their designee, and include but are not limited to truancy, oversleeping, personal appointments (hairstylist, etc.) and unapproved vacations.

ATTENDANCE PROBLEM PROCEDURES

Early dismissals during the last 30 minutes of the day are very disruptive and should be avoided.

- Chronic tardiness shall be dealt with initially by phone contact from the School. If this does not result in some degree of improvement, the School shall mail a letter to the offending parent(s) or guardian stating the problem and reminding them of their legal responsibility concerning their child's attendance in school.
- Chronic tardiness means: Being late for school more than five times.

- Excessive Absence: Means the student has missed 38 or more hours in one school month, or 65 or more hours in the school year, with a nonmedical excuse or without a legitimate excuse.

When a student meets the threshold for Excessive Absences, the School will notify the student's parents in writing within seven days of the triggering absence, the student will follow the School's policy for addressing excessive absence, and the School may refer the student and their family to community resources, as may be appropriate.

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

A "habitual" truant is any child of school age who is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

As required by law, within ten (10) days of the School's determination that a student is a habitual truant, the School shall assign the student to an absence intervention team which shall develop a plan aimed at reducing or eliminating further absences. The student's continued absence and/or failure to participate and make satisfactory progress in accordance with the plan may require the School to file a complaint in juvenile court, naming both the student and the student's parent, guardian, or other person having care of the student and alleging that the student is an unruly child based on habitual truancy.

MANDATORY WITHDRAWAL

Ohio law requires the withdrawal of any student who, without legitimate excuse, fails to participate in 72 consecutive hours of learning opportunities during any academic year.

MISSING CHILD POLICY

A student at the time of their initial entry to School shall present to the person in charge of admission, any records given to them by the school they most recently attended and a certification of birth or a comparable certificate or certification issued pursuant to Ohio law. Within 24 hours of a student's entry into the School, a School official shall request the student's official records from the school they most recently attended. The Principal shall notify the law enforcement agency having jurisdiction in the area where the student resides that the student may be a missing child if:

- the school the student claims to have most recently attended states that it has no records of the student's attendance;
- the records are not received within fourteen (14) days of the date of the request; or
- the student does not present a birth certificate or comparable certificate.

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

ACADEMICS AND THE GRADING SYSTEM

CURRICULUM

The School will ensure that all core content area curriculum, instructional and educational materials, and textbooks are aligned to Ohio's Learning Standards and update the curriculum alignment if ever revised by ODE. For additional information concerning the School's curriculum contact the Principal.

PROGRESS REPORTS

Student's academic progress will be communicated to parents in the form of quarterly report cards. Please refer to the school calendar for the exact dates that interim reports and report cards will be sent home.

Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

PROMOTION AND RETENTION

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

In general, students who have mastered the curriculum areas will be promoted to the next grade level at the end of each school year. However, retention may occur after the Principal considers at least the following factors: non-mastery of the curriculum, attendance record, level of social and emotional development of the student, and any other factors thought to be appropriate (such as student's behavior) by the Principal, teacher(s), and professional staff.

Except as may be required under the Third Grade Reading Guarantee, the School will not utilize a student's failure to obtain a specialized score on any statewide achievement test as a factor in a decision to deny a student's promotion to a higher grade level, except that the School may choose not to promote a student who does not take a required statewide achievement test or make-up test and who is not exempt from the requirement to take such test.

Ohio law prohibits the promotion of a student to the next grade level if the student has been absent without excuse for more than 10% of the required school attendance days of the current school year and has failed two or more of the required curriculum subject

areas, unless the Principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

State law requires that each school district in Ohio assess reading skills for students in kindergarten by the twentieth day of instruction and first, second and third grades by September 30th of each year to determine whether they are reading at grade level ("On-track") or not reading at grade level ("Not on-track"). If a student is identified as being Not on-track the School will notify the parent or guardian and the School will provide intervention services (within 60 days) to improve the students reading performance. In addition, the School and the parent or guardian will develop a Reading Improvement and Monitoring Plan. Unless the student meets an exception, if the student does not attain an appropriate level of reading competency by the end of Third Grade, they must be retained.

For information concerning midyear promotion, and a copy of the complete Promotion and Retention Policy, contact the School Principal.

Parental Notification Regarding Child Sexual Abuse and Sexual Violence Prevention Curriculum

The law requires the School to include in the curriculum for students in grades K-6 developmentally appropriate instruction in child sexual abuse prevention, including information on available counseling and resources for children who are sexually abused. A parent may request a student be excused from such instruction upon a written request submitted to the Principal or their designee.

Additionally, the law requires students receive developmentally appropriate instruction in sexual violence prevention education beginning in the 7th grade. A parent may request the opportunity to examine the materials used for such instruction by submitting a written request to the Principal or their designee. Additionally, a parent may request a student be excused from such instruction upon a written request submitted to the Principal or their designee.

STANDARDIZED TESTING

Students attending Great Western Academy are assessed in the fall and spring of each school year by a nationally norm referenced test. Results of this test will measure the academic growth of each individual student and will be sent home in the beginning of the following school year. Provisions for the participation of students with a disability, as defined by the Individuals with Disabilities Education Act and Ohio law, in any testing session, shall be determined in accordance with the student's IEP.

CREDIT FLEXIBILITY

The School may allow students enrolled in seventh and eighth grade to meet curriculum requirements based on demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.

Credit Flexibility is the customizing of educational delivery to the learning styles and interests of individual students. Students show what they know and move on to higher-order content they are ready to learn and have not yet mastered. They learn subject matter and earn course credit in ways not limited solely to “seat time” or the walls of a school building. They customize aspects of their learning around their interests and needs, which might include flexible schedules and a choice of modalities (e.g., online learning, work-based learning and community-based projects).

Each student that intends to participate in the Credit Flexibility program must develop a Credit Flexibility Plan for approval by the Principal or their designee. For more information regarding Credit Flexibility please consult the Principal and the School’s Credit Flexibility Policy.

SCHOOL SUPPLIES

Teachers will be provided with school supplies to be shared by students. During the school year, parents may be asked to provide some items that will help with learning.

HOMEWORK PHILOSOPHY AND GUIDELINES

Homework will be assigned by teachers at their discretion. Homework will consist only of subject area material that students have mastered. In this way, students should be able to complete the homework assignment wholly independently.

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

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

The Answer to the Question:

Why Can’t I Skip My Twenty Minutes of Reading Tonight?

Let’s figure it out-mathematically!

Student A reads 20 minutes five nights every week; Student B reading only 4 minutes a night . . . Or not at all!

Step 1: Multiply minutes a night X5 each week.

Student A reads 20 minutes X5 times a week=100 minutes a week;

Student B reading 4 minutes X5 times a week=20 minutes a week.

Step 2: Multiply minutes a week X4 weeks each month.

Student A reads 400 minutes a month;

Student B reads 80 minutes a month.

Step 3: Multiply minutes a month X9 months.

Student A reads 3600 minutes in a school year;

Student B reads 720 minutes in a school year.

Student A practices reading the equivalent of ten whole school days a year.

Student B practices reading the equivalent of only two whole school days a year.

By the end of the 6th grade if Student A and Student B maintain these same reading habits, Student A will have read the equivalent of 60 whole school days, while Student B will have read the equivalent of only 12 school days. One would expect the gap of information retained will have widened considerably and so undoubtedly, will school performance.

CODE OF CONDUCT

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

THE RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS

Students and parents have rights that Great Western Academy must observe, but also understand that responsibilities accompany individual rights. The individual rights of students will be weighed against the safety and welfare of the majority of students in the School. Above all, Great Western Academy will maintain discipline to support and enable the conduct of a quality educational program.

STUDENT AND PARENT RIGHTS

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

PARENT RESPONSIBILITIES

Parents have the responsibility to:

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

STUDENT RESPONSIBILITIES

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

1. **Active Participation:** Students have the responsibility for actively engaging in the serious business of learning. For example, they will attend School regularly and be on time. They will remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and make every effort to achieve mastery of the lessons.
2. **Obedience to Laws and Rules:** The laws of society and School rules have been created to guarantee each individual's rights and safety. Students will assume personal responsibility for obedience to these laws and rules.
3. **Responsible Exercise of Free Speech and Expression:** Students will express opinions in a manner that is not offensive, illegal, obscene, or inconsistent with the educational goals of the School. The rights of others will be respected, and there can be no interference with the orderly educational process.
4. **Avoidance of Illegal or Dangerous Items:** Students will not bring materials, substances or objects prohibited by law or School policy to School or School activities.

EXPECTATIONS FOR STUDENTS

Students also have certain expectations. These expectations must be met at all School functions whether the student is in the School building, traveling to or from school via transportation provided by the School, or whenever representing Great Western Academy.

1. Students will follow all rules outlined in this Handbook.
2. Students will cooperate with parents in their efforts to ensure regular daily attendance.

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

EXPECTATIONS FOR PARENTS/GUARDIANS

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

EXPECTATIONS FOR STAFF

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

7. Staff will use a positive reinforcement behavior management system.

PHILOSOPHY OF STUDENT CONDUCT AND DISCIPLINE

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

Schools must be places where effective learning can occur. Schools must maintain standards of conduct and discipline because students and school personnel have a right to a safe and orderly learning environment. Therefore, students are prohibited from engaging in behaviors endangering the safety of others or interfering with the School program. Prompt and effective disciplinary actions will be taken to address these behaviors.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

The Board has adopted a policy to guide the use of Positive Behavior Interventions and Supports (PBIS), and the limited use of restraint and seclusion at the School. It is the Board's belief that every effort should be made to prevent the need for the use of restraint and for the use of seclusion. The use of a non-aversive effective behavioral system such as PBIS shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

Restraint or seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others and shall occur only in a manner that protects the safety of all children and adults at school. Every use of restraint or seclusion shall be documented and reported in accordance with the Board adopted policy.

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success.

RULES OF CONDUCT

The following is a list of some of the activities prohibited by the School. These activities are prohibited on School grounds, on transportation to or from School, at any School activities, events, or functions, and activities occurring off of School grounds which, in the sole discretion of the Principal, may affect the learning environment. The following are also prohibited, regardless of where the conduct occurs, if directed at a School official or employee, or the property of such School official or employee. The list is not all-inclusive.

1. Use of Drugs. The School and its surrounding area are a "Drug Free" zone that extends to any School activity and School transportation. This means that any activity, sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited.

2. Use of Tobacco. Smoking and other tobacco use are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use or possession of any form of tobacco during school time including vaporizers, E-cigarettes, and look-alike substances, on School property or at any School activity. The prohibition also applies when going to and from School and at school bus stops.

3. Student Disorder/Demonstration. Students will not be denied their rights to freedom of expression. However, the disruption of any School activity will not be allowed, and the expression may not infringe on the rights of others.

4. Possession of a Weapon or a look-alike weapon. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy or other look-alike weapon that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another.

5. Use of an Object as a Weapon. Any object that is used to threaten or harm another may be considered a weapon.

6. Purposely Setting a Fire. Anything, such as fire, that endangers School property and its occupants will not be tolerated.

7. Physically Assaulting a Staff Member, Student or Person Associated With the School. A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the School or attending any School-sponsored and supervised activity. This includes, but is not limited to, assault, fighting and other inappropriate contact.

8. Verbally Threatening a Staff Member, Student or Person Associated with the School. Any statement or non-contact action that a staff member, student, or other person associated with the School feels to be a threat or profanity directed toward a staff member in a threatening tone can be considered a verbal assault.

9. Extortion. Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else.

10. Gambling. Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students betting on activities in which they are involved may also be banned from that activity.

11. Falsification of School Work, Identification, Forgery. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

12. False Alarms and False Reports. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building.

13. Explosives. Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

14. Trespassing. Visitors are required to sign in and receive permission to be in the building. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on School property without authorization of the Principal.

15. Theft. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The School is not responsible for personal property. When a student is caught stealing School or someone's property, he/she will be disciplined and may be reported to law enforcement officials.

16. Disobedience. If given a reasonable direction by a staff member, the student is expected to comply.

17. Damaging property. Vandalism and disregard for School property will not be tolerated.

18. Unauthorized use of School or Private Property. Students are expected to obtain permission to use any School property or any private property located on School premises. Any unauthorized use shall be subject to disciplinary action.

19. Refusing to Accept Discipline. The School may use informal discipline to prevent the student from being removed from School. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

20. Aiding or Abetting Violation of School Rules. If a student assists another student in violating any School rule, they will be disciplined.

21. Displays of Affection. Students demonstrating affection between each other is personal and not meant for public display. This includes, but is not limited to, contact that may be considered sexual in nature.

22. Disruption of the Education Process. Any actions or manner of dress that interfere with School activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

23. Misconduct Outside of School Hours. A student shall not engage in any misconduct off School property or outside of school hours which affects the operations of the School or clearly endangers the safety and welfare of students or employees.

24. Bus misconduct. A student shall not engage in any misconduct which endangers the safe operation of the bus or the safety and well-being of the driver and passengers

of the bus. The student conduct code applies on the bus just as it does in school. (See bus rules for more details.)

25. Student Misuse of Technology/Violation of Electronic Communication device rules. Students shall be permitted to possess and use electronic communication devices that are deemed not to be distractive, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, or educational mission including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off during the School day. They may be stored in the Student's backpack during the School day but may only be turned on and operated before and after the regular school day.
2. When Students violate this prohibition, they shall be subject to disciplinary action, including but not limited to losing the privilege of bringing the device onto School property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent.
3. Students are responsible for devices they bring to School. The School shall not be responsible for loss, theft, or destruction of devices brought onto School property.
4. Students shall comply with any additional rules developed by the School concerning appropriate use of electronic communication devices.
5. Students shall not utilize an electronic communication device in a manner that would violate the School's Technology and Internet Safety Policy or its Student Code of Conduct.
6. Examples of types of prohibited behavior involving electronic communication devices include, but are not limited to:
 - Text messaging on or off School property during School hours to or from a student on School property
 - Sexting, which is the act of sending sexually explicit messages or photographs, primarily between mobile phones or other electronic communication devices
 - Using digital cameras or camera phones to invade the privacy of others by transmitting unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web;
 - Using digital cameras, camera phones, or any other device to cheat on examination
 - Playing digital games
 - Using digital cameras, camera phones, or any other device to harass or bully another
 - Reposting (forwarding) personal communications without the author's prior consent

- Copying commercial software in violation of copyright law
- Using the network for financial gain, for commercial activity or for any illegal activity

26. Gang Activity. A gang is defined as an identifiable group or club who display or communicate membership in that group whose purposes include the commission of illegal acts or the violation of the rules of the Great Western Academy. No student on School property, to or from school, or at any School activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with any gang.
2. Engage in any act that furthers the interest of any gang or gang activity, including but not limited to:
 - Soliciting membership in, or affiliation with any gang
 - Soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with any other illegal or prohibited act
 - Painting, writing, tattooing, or otherwise inscribing gang related graffiti, messages, symbols or signs on one’s self, school property, or personal property
 - Using hand gestures for gang “signing”
 - Engaging in violence, extortion, or any other illegal act or other violation of school property
 - Soliciting any person to engage in physical violence against any other person

27. Health and Safety Violations: Actions that in the sole discretion of the Principal endanger the health and/or safety of students, staff or guests of the School.

28. Inappropriate use of School email address: Students using School equipment or online services for illegal, inappropriate, or obscene purposes.

29. Harassment, Intimidation or Bullying behavior: (including by an electronic act) as defined in the School’s Anti-harassment, Anti-intimidation and Anti-bullying Policy.

30. Any other behaviors or actions that the Principal deems, in his or her sole discretion, may or does impede, obstruct, interfere with, or violate the mission, philosophy and School regulations.

DISCIPLINARY OPTIONS

Disciplinary alternatives, not limited to those listed below, may be used by School leader(s) and staff. The options are not listed to indicate any progression order that is to be followed. Infractions will be viewed according to their flagrancy and each offense or series of offenses will be evaluated based on the particular circumstances of the offense(s).

LUNCH DETENTION

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

RESTITUTION

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

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is removal of a student from school for a period of one to ten days.

The School shall provide students an opportunity to complete any classroom assignments missed because of an in-school or out-of-school suspension. Students shall be entitled to receive at least partial credit for a completed assignment; however, reasonable grade reduction may be made on account of a student's suspension. A student serving an out-of-school suspension shall not receive a failing grade on a completed assignment solely on account of the suspension. Any student serving an out-of-school suspension may not participate in any classes, extracurricular activities, or be on any School property.

The Principal will allow a student serving an in-school suspension to complete classroom assignments missed because of the suspension. The Principal shall ensure the student is serving the suspension in a supervised learning environment.

The Principal, assistant principal or Principal designee may suspend a student. Prior to suspending a student, the Principal, assistant principal or Principal designee must do both of the following:

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student. If the proposed suspension is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the School may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation; and
2. Provide the student an opportunity to appear at an informal hearing before the Principal, assistant principal or Principal designee and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

Within one school day after the time of the student's suspension, the Principal, assistant principal or Principal designee shall also provide written notice of suspension to the parent/guardian of the student and the treasurer of the Board. The notice shall contain:

1. The reasons for the suspension

2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board or the Board's designee
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings
4. Notice of the right to be granted an appeal hearing before the Board or the Board's designee to be heard against the suspension
5. Notice of the right to request that the hearing be held in executive session
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation
7. The date and manner by a student or parent/guardian/custodian may notify the Board of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the Principal within five (5) calendar days of the written notice of suspension. The Principal shall immediately forward this written appeal to the Board and Board's appeal hearing designee.

If there are fewer than ten school days remaining, the out-of-school suspension may not be applied to the following school year, but the Principal may require the student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining period of the suspension.

EXPULSION

Except as specifically provided for by statute, the Principal may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the school are not permitted to participate in classes, extracurricular activities, or be on any School property. Expulsions may extend into the following school year. During an expulsion, the student may not participate in any classes, extracurricular activities, or be on any School property.

Only the Principal may expel a student. No student shall be expelled unless prior to the expulsion, the Principal does both of the following:

1. Provides the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the superintendent or their designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the Principal grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is

granted, the Principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the superintendent may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

2. Provide the student and parent, guardian, or custodian an opportunity to appear in person before the Principal or their designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

Within one school day after the time of the student's expulsion, the Principal shall also provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board. The notice shall contain:

1. The reasons for the expulsion
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board or the Board's designee
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings
4. Notice of the right to be granted an appeal hearing before the Board or the Board's designee to be heard against the expulsion
5. Notice of the right to request that the hearing be held in executive session
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates
7. The date and manner by a student or parent/guardian/custodian may notify the Board of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the Principal within fourteen (14) calendar days of the written notice of expulsion. The Principal shall immediately forward this written appeal to the Board and Board's appeal hearing designee.

If the Principal expels a student 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.

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

Expulsion proceedings will be pursued against a student who has committed an act warranting expulsion even if the student has withdrawn from school for any reason after the incident giving rise to the hearing, but before the hearing or decision to expel. If after the hearing, the student would have been expelled for a period of time had the student remained in school, the expulsion will be for the same length of time as on a student who has not withdrawn from School.

WEAPONS – EXPULSION

A student **must** be expelled for one year for:

Bringing a firearm to the School or onto School property (any property owned, used, or leased by the School for school, school extra-curricular activities or school related events).

A student **may** be expelled for a period not to exceed one year for:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the School or on School property.
- 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 the property by another person.
- Bringing a knife capable of causing serious bodily injury to School, onto School property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.
- Possession of a knife capable of causing serious bodily injury at School, on School property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant which knife was initially brought onto the property by another person.
- Committing an act while at School, on School property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
- Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may

readily be converted to expect a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

A "knife capable of causing serious bodily injury" is defined as any weapon or cutting instrument consisting of a blade or edge that is not otherwise determined by the Principal to be necessary in the particular school setting and used for its intended school purpose.

The specific circumstances under which the Principal may, in his/her discretion, reduce a one year expulsion may include: the student was unaware that he/she brought or was in possession of a firearm or knife capable of causing serious bodily injury; the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife capable of causing serious bodily injury; a recommendation from qualified individuals concerning circumstances that justifiably mitigate the student's culpability.

Parents must emphasize to the student(s) the seriousness of having possession of a firearm or knife capable of causing serious bodily injury, or making a bomb threat on school grounds, other property or to an activity under its jurisdiction.

EMERGENCY REMOVAL FROM SCHOOL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from School without first satisfying the prior notice and hearing requirements set forth above. Written notice of the hearing and the reason for the removal shall be given to the student as soon as practicable prior to the hearing. The hearing shall be held on the next school day following the day of the student's initial removal. Students are to remain home during school hours and not attend/participate in School sponsored function(s) pending the hearing.

If a student in grades pre-kindergarten to three poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from School for the remainder of the school day and will be permitted to return to School and participate in extracurricular activities the following day. In this case, the School may forego the written notice and one-day post-removal hearing requirements.

The School may not initiate suspension or expulsion proceedings against a student in grades pre-kindergarten to grade three who was removed as an emergency removal unless the student has committed an act that could result in a one-year expulsion under the Weapons Expulsion rules, described above, or as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other School employees.

INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004

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

SEARCHES

Principals and their designees are permitted to search School property (including but not limited to School storage places such as desks and lockers) at any time. Personal property (purse, backpack, gym bag, etc.) of a student, or the student themselves, may be searched if there is reasonable suspicion that conducting such a search would lead to the discovery of evidence indicating the student violated or is violating the law or School rules. The person conducting the search should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel.

School lockers, desks, computers, and other items provided to the student by the School are on loan to the students and remain the property of the School. They may be inspected and reclaimed at any time. Students must open their lockers at the request of School officials. Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks. The Principal, or their designee, is authorized to use handheld metal detectors to aid in a reasonable suspicion search of a student or their personal property. These handheld metal detectors are only to be used if there is reasonable suspicion that the student, on their body or within their personal property, has any dangerous instrument or item that may affect the overall safety or security of the School.

Students have no expectation of privacy with respect to the use of the School's internet, intranet or e-mail. Routine maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the student code of conduct or the law may result in severe penalties, up to and including expulsion.

VIDEO SURVEILLANCE

The School uses a closed-circuit television ("CCTV") system to enhance the security of its students, faculty, visitors, and property. Cameras for the CCTV system are posted throughout the building in common area locations, such as but not limited to, building entry points, hallways, classrooms, and other areas of the School where a student or visitor does not have an expectation of privacy. Notice is posted at the entrances of the School regarding the use of such system, and more information about the School's

Video Surveillance and Electronic Monitoring Policy is available from the Principal or their designee.

SCHOOL BUS SAFETY

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

- Railroad crossings. Students should not talk when the bus is approaching a railroad crossing or highway intersection.
- Seats. Drivers may assign seats and have a seating chart with them. Students must remain in their assigned seats.
- Windows. Students should keep head, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only with approval of the driver.
- Eating. Students may not eat on the bus. Exceptions may be made only with approval of the driver.
- Conversation. Students may talk quietly. No yelling is permitted inside the bus or out windows.
- Bus stops. Students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.
- Crossing. Students should cross only in front of the bus, and about ten feet in front of the bus.
- Time. Students should be on time at designated pickups mornings and when school is dismissed.
- Littering. Littering is not permitted on or from the bus.
- Unauthorized Passengers. Non-school children and/or adults not approved by the Principal shall not be transported on a school bus.
- Unauthorized Entering or Leaving. Students may not enter or leave a bus other than at their regular stop unless written permission is given by parents and approved by the Principal. Students must remain on the bus from the time of boarding until arriving at the approved place of departure.
- Animals. Animals are not permitted on the school bus unless approved in order to comply with a student's medical needs.

MAJOR BREACHES OF SCHOOL BUS DISCIPLINE

The following actions are a list of some of the actions not permitted on the school bus:

1. Fighting.
2. Throwing objects inside the bus or out the bus windows.
3. Using profanity or smoking on the bus.
4. Carrying firearms on a school bus.

5. Tampering with the emergency door.

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

REPORTING BUS MISCONDUCT

Whole busloads of students will not be returned to school because of misconduct by a limited number of passengers. However, the driver will report the misconduct to the Principal at the earliest opportunity. The Principal will then proceed in accordance with the usual discipline procedures.

SCHOOL BUS DISCIPLINE POLICY

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

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

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

SCHOOL BUS REGULATION

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

INTERNET SAFETY POLICY

STUDENT USE/MISUSE OF TECHNOLOGY

Technology can greatly enhance the instructional program. Computers and use of the network or on-line services support learning and enhance instruction. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. As more fully set forth in the School's

Internet Safety Policy (attached to this Handbook as Appendix 1), the use of technology is a privilege. The School does not warrant that technology resources will meet any specific requirements or that it will be error-free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor usage, and to restrict access, as may be deemed necessary, for maintenance, safety, or security of the School's technology, including but not limited to, its equipment and networks.

SCHOOL ISSUED STUDENT EMAIL ACCOUNTS

If the School issues students email accounts, students are required to utilize it for all School-related electronic communications, including those to teachers and other staff members and any outside organization for School related assignments or projects. In addition, as instructed by teachers, students shall use their School-assigned email accounts to sign up or register for various educational sites, services, applications and services that may be used by the teacher.

Students are not permitted to use the computer network, computers, or student assigned email addresses, to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The School reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. The School's failure to enforce this policy in any instance or at any time shall not result in a waiver of its rights.

NONDISCRIMINATION POLICY

Great Western Academy will not tolerate harassment against any staff member or student on the basis of sex, race, color, national origin, religion, religious expression, age, disability, gender identity, or sexual orientation. Any parent or student may file a complaint with the Principal or contact Imagine Headquarters.

ANTI-BULLYING, INTIMIDATION AND HARASSMENT POLICY

As more fully set forth in the School's Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy, (attached to the Handbook as Appendix 2) behavior meeting the definition of Harassment, Intimidation, or Bullying is strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action. The School's commitment to address such behavior involves a multi-faceted approach which includes the promotion of a School atmosphere in which these prohibited acts will not be tolerated by students, staff, or the School community.

It is imperative that Harassing, Intimidating, or Bullying behavior(s) are identified only when the specific elements of the definitions are met because the designation of such conduct carries with it special statutory obligations. However, any misconduct, whether or not meeting the required definitions, will be reviewed and the perpetrator will be subjected to appropriate disciplinary consequences.

TRANSPORTATION

STUDENT TRANSPORTATION AND PICK UP AUTHORIZATION FORMS

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

EMERGENCY CHANGES IN TRANSPORTATION

If your child must change their regular mode of transportation, you are required to send a written notice to your child's teacher. We are no longer able to take alternate transportation requests over the phone. Should there be an emergency that affects the regularly scheduled means of transportation; Great Western Academy will accommodate requests on a case-by-case basis. **Alternative transportation requests must be received by 1:00 p.m. day of change.**

DRESSING FOR SCHOOL

Great Western Academy enforces a School uniform policy. A Great Western Academy student should be wearing:

- White, Navy, light blue or yellow solid colored collared shirt including Imagine attire. Shirts may be long or short sleeve and are to be worn buttoned at all times.
- Long sleeve shirts worn under uniform shirts should also follow the uniform color expectations of white, yellow or navy/light blue.
- Khaki (tan) or Navy-blue dress pants are to be worn firmly at the waist by a belt no undergarments showing. No sweatpants or colored jeans will be permitted.
- Navy blue, white, and gray leggings are permitted to be worn under shorts or skirts. No black or patterned leggings. Students may not wear only leggings. No jeggings are permitted.
- Shorts, skirts and jumpers should not allow undergarments to be visible at any time. They also need to be at an appropriate length. As a standard, an appropriate length will be "fingertip in length" when the student's arms are extended straight down the side of their body.

- Solid blue, grey, or white sweaters may be worn in the building. Solid color navy blue, grey, or white fleeces are permitted. Except for Imagine attire, no hoodies or jackets are permitted to be worn in the building.
- Shoes should allow your child to run and play safely during recess and physical education class (black or white tennis shoes only, please). No athletic slides, slippers (regardless of open toe) or open toed shoes are permitted.
- While students may be permitted to wear headbands in School, no hats, caps, bandanas, or any full-head coverings are permitted without prior approval of the Principal or their designee.
- Jewelry and other accessories should not distract from the educational activities and setting.

All dress code violations and exceptions are determined in the discretion of the Principal or their designee. The Principal, or their designee, may make exceptions to the dress code based on individual circumstances, however, such exceptions will be applied in a non-discriminatory manner.

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

DRESS CODE VIOLATION

After the first violation, students will call home for a change of clothing. The parent or guardian will be required to bring appropriate clothing to School to allow the student to comply with the dress code policy. The student will remain in in-school suspension unless and until appropriate clothing is provided. When available, the School may permit the student to temporarily borrow clothing from the School which complies with the dress code policy.

PERSONAL ITEMS

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

Additionally, all backpacks, purses, handbags, and similar items are to be put into the student's assigned locker or hung from the student's assigned classroom-hook at the

beginning of the day. Should a student need to retrieve an item from their locker or classroom-hook, they must first seek permission from their classroom teacher.

PERSONAL ELECTRONIC DEVICES

The School understands that students bring cell phones and other electronic devices (such as, but not limited to, iPad's and other tablets) with them to School. However, students are not to have such devices out during the school day. Students in grades K-3 must keep such devices in their bookbags and not use them during the day without prior approval from their classroom teacher. Students in grades 4-8 must turn such devices in at the beginning of the school day to a designated lockbox. Upon a first violation of these rules the cell phone or other electronic device will be confiscated and turned into the office where the student may reclaim such item at the end of the school day. For a second violation, the device will be returned at the end of the day only to the parent who must come to the office to reclaim such device. Any subsequent violation may result in disciplinary action including, but not limited to, community service or suspension.

REPORTING INJURIES

If a student is injured at the School, they must immediately report the injury to School personnel. The main office will complete an injury report. Parents will be notified of the injury through the sending home of the injury report and other means when necessary.

HEALTH REQUIREMENTS, SERVICES, AND MEDICATION

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

Great Western Academy shall have on file for each student an emergency medical authorization form providing information from the parent(s) or guardian on how they wish the School to proceed in event of a health emergency involving the student and authorization for the School in case emergency action must be taken. Parents are responsible for updating the information on Emergency Medical Authorization Forms when necessary.

All new students are required to submit a copy of their Immunization Records within the first fourteen (14) days that they are enrolled. No student shall be permitted to remain in school for more than fourteen (14) days if the student has not met the minimum immunization requirements established by the Ohio Department of Health which can be accessed at the following website: <https://www.odh.ohio.gov>.

Your child must meet county and state health regulations for entrance to school. The School checks health records each year and will supply you with an immunization

request form for necessary immunizations that your child needs. Students may be excluded from School if the immunization schedule is not completed within a reasonable period time after notification. Written statements of objection to immunizations due to parents or guardian's religious reason are filed in the student's health folders.

A student is also exempt if they present a physician's statement that immunization is medically contraindicated. A signed statement of history of measles or mumps may be substituted for the measles or mumps vaccinations. However, a history of rubella may not be substituted for rubella vaccine.

STUDENT ILLNESS

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

A child who is ill will not perform well at school and may be exposing the other students in the classroom. Please keep your child home if any of these symptoms are present:

- a fever of 100 degrees or greater
- an undiagnosed rash
- an earache or draining ear
- diarrhea or vomiting
- severe sore throat
- persistent or severe cough
- persistent or severe headache
- a known communicable disease

If your child is sent home with a fever of 100 degrees or greater, they must be fever-free without medication for 24 hours before returning to School.

Please call by 9:00 a.m. on days your child is ill. You may call before the office opens and leave a message. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

Lice Policy

From time-to-time students get head lice. Lice are highly contagious. If your child is found to have lice, you are required to pick him/her up immediately. The student must be treated and report to the School office before he/she is allowed back in the classroom. The student will need to be cleared of all lice and nits by a School official

before returning to class. Treatment advice is available through the School office or your doctor. Most children can be treated and return to school within 24 hours.

HEALTH SCREENINGS

All kindergarten, first, third, fifth, and seventh graders, or such grades as may be required by the Ohio Department of Health, will be offered vision and hearing screenings.

All students enrolling for the first time in either kindergarten or first grade must be screened for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1st.

In addition, Ohio law requires certain students to be screened for indicators of dyslexia.

FOOD ALLERGY ACTION PLAN

If a student has, or develops, a serious food allergy, the student and parent must complete a Food Allergy Action Plan, available in the School office. A parent is responsible for updating this Food Allergy Action Plan upon any changes or updates to the student's food allergy.

ADMINISTERING MEDICATION

1. Students needing medication will be encouraged to receive the medication at home, if possible. If necessary for any prescription or non-prescription medication to be administered at School, the student's parent/guardian must present a statement signed by both the parent/guardian and physician which includes all of the following information:
 - Name and address of the student
 - Student's teacher
 - The name and dose of the medication to be administered
 - Times or intervals at which each dosage of drug is to be administered
 - Date on which drug administered begins
 - Date on which administration of drug ends
 - Written instructions that outline procedures School personnel should follow in the event that the medication does not produce the expected relief
 - Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in emergencies
 - Any severe adverse reactions that may occur to another child, for whom the medicine is not prescribed, should such a child receive a dose of the medication
 - Special instructions for administering drug, including sterile conditions and storage

2. The School has adopted separate policies regarding the use of Asthma Inhalers, Epinephrine Auto-injectors and Diabetic Students. For more information on these policies, contact the Principal.

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

- The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the School changes.
 - Medication will be received at School in the container in which prescribing physician or other licensed professional dispensed it. Medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping a record of the amount of medication at school and for sending more when needed.
 - Students who self-administer (carry on their person) asthma inhalers or epinephrine must have the medication authorization form completed by physician and parent indicating that the prescriber has determined that the student is capable of possessing and using the injector or inhaler appropriately and the student has been provided training in the proper use of the injector or inhaler.
3. A person designated by the School will establish a location in the School to store drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
 4. No person who has been authorized by the School to administer a drug and has a copy of the most recent statement which was given prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner constituting gross negligence or reckless misconduct.
 5. Each medication that is given should be documented on the medication record form for the corresponding student.
 6. The person giving medication should review the authorization form prior to administration for special instructions and possible side effects.
 7. All School personnel must be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
 8. All medication remaining in the building after the last day of school will be discarded.

GENERAL INFORMATION

REPORTING CHILD ABUSE AND NEGLECT

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

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

FIELD TRIPS

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

Signed permission slips must be on file with the teacher for each student for each field trip. All students MUST ride on the bus with their teacher to and from the destination. Parents who volunteer must complete the necessary volunteer forms and/or be approved by the school leadership team to ensure student supervision and safety. Parents must provide their own transportation to and from destinations.

HOLIDAY AND BIRTHDAY PARTIES

Holiday and birthday parties are held at each individual teacher's discretion. Parties are held at the close of the school day for no more than 15 minutes. Parents may drop off party items at the front office.

NOTIFICATION OF PESTICIDE APPLICATION

Parents/guardians may request prior notifications of the applications of pesticides which are scheduled for a time when School is in session. To request such advance notification, contact the Principal or School office.

PARENT/TEACHER CONFERENCES

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

Parents may request a conference with a teacher at any time, however, the availability to meet with said teacher will be based on class schedules and availability.

RE-ENROLLMENT

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

SCHOOL TELEPHONES

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

VISITOR'S POLICY

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

Parents that contribute to the disruption of the educational environment or present a risk to the safety or well-being of the School's students and/or staff may be excluded from the School facility at the discretion of the Principal or his/her designee. For the School's complete Visitor Policy, please see the Office staff.

The School reserves the right to deny access to anyone, including parents, to the School facility and grounds at any time in the Principal's sole discretion.

EMERGENCY RESPONSE/CRISIS MANAGEMENT PLAN

Great Western Academy strives to provide a safe and secure environment for students and to protect your child should a crisis/emergency occur.

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

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

ANONYMOUS REPORTING

In order to provide parents, students or members of the public a means to anonymously report instances that might alter the overall safety of the School, the School has partnered with SaferOH. This tip line is available 24-hours a day, and anyone who has reason to believe that the safety of the School is compromised in any way may anonymously call or text to report any pertinent information to 844-SaferOH (844-723-3764).

Things to report to the tip line include (but are not limited to):

- Bullying incidents
- Withdrawn student behaviors

- Verbal or written threats observed toward students, faculty or schools
- Weapon/suspicious devices on or near school grounds
- Gang related activities
- Unusual/suspicious behavior of students or staff
- Self-harm or suicidal sentiments
- Any other school safety related concerns

VOLUNTEERS

The protection and well-being of students enrolled in Great Western Academy is paramount. To that end a background check may be required for volunteers depending upon their level of contact with students.

Volunteers who have no disqualifying events will then be added to our list of volunteers. For more information, please call the School office.

PARENT ADVISORY COUNCIL

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

What are the goals and objectives of the Parent Advisory Council?

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

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

TITLE I PARENT INVOLVEMENT POLICY

The School will provide opportunities for parents to formulate suggestions, interact and share experiences with other parents and participate appropriately in decision-making about the School's Title I plan and revisions in the parental involvement plan. In connection therewith, the School will hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be

involved in their child's education. The School has a Parent Involvement Policy in place, which shall be made available upon request to the School Principal.

PARENT MEETINGS

Parents are encouraged to schedule a meeting with school officials to discuss issues, formulate suggestions, or share experiences. Parents may request the assistance of a translator in advance. Reasonable efforts will be made to accommodate requests.

CHILD FIND POLICY

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

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

What will happen when you contact your local school?

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

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

What are your rights as a parent?

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

- Review their child's records
- Refuse permission to release information (except as required by, or permitted by law to be released)
- Request that information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights be changed. The school has a process to resolve disagreements about information collected

For more information on the rights of students with disabilities, please contact the Department of Educational Services and Resources, or refer to the publication, *A Guide to Parent Rights in Special Education*. Available at www.ode.state.oh.us.

ESEA NOTIFICATION

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

AUDIO-VISUAL INFORMATION

The School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our School-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include School newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

However, we will respect the students' parents' wish for privacy in this area. Please call the School should you have any questions or concerns. You may also notify the School in writing if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

OHIO DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION POLICY

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

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

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) RIGHT TO INSPECT AND AMEND EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's educational records within forty-five (45) days after the School receives a request for access. Parents or eligible students should submit a written request to the Principal, or appropriate school official, that identifies the records they wish to inspect. The Principal, or appropriate school official, will make arrangements for access and notify the Parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs.
2. The right to request the amendment of the student's education records that the Parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Principal, or appropriate school official, clearly identifying the part of the education record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the Parent or eligible student, the School will notify the Parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Parents or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to a School Official with a legitimate educational interest in the education record. A "School Official" is a person employed, contracted, or volunteering with the School in an administrative, supervisory, academic, or support staff position (whether paid or unpaid); including, but not limited to, management company/operator employees, a member of the School's Threat Assessment Team, a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); and a person serving on the Board. A School Official has a "legitimate educational interest" in an educational record if the School Official needs to review an education record in order to fulfill his or her professional responsibility on behalf of the School, such as when the School Official is performing a task that is specified in his or her job

description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; and any other purpose that the Board deems necessary as related to a student's education.

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

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

5. The School intends to forward any and all education records to another school which has requested such records for the purpose of the student's potential enrollment at that school. The student's parents, or eligible student, upon request, may receive copies of the records disclosed or have an opportunity for a hearing to amend the records that were disclosed. The School has the discretion of which education records to disclose to the potential new school and FERPA does not provide parents, or an eligible student, the right to prevent such disclosure or prevent the School from communicating general information about the student to the school in which the student seeks to or intends to enroll.

The School has designated a student's name and grade level as directory information and may include such information in School publications, recognition lists, programs, or student directories, or give such information to third parties, without parental consent or as otherwise required or authorized by law.

NON-CUSTODIAL PARENT RECORD REQUEST

The School will only give access to or release student records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody of the student, those court documents must be on file with the School. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title I file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the School. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School’s Open Enrollment Policy, any homeless child in the State of Ohio is eligible to attend the School. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the School including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- Programs in vocational and technical education;
- Programs for gifted and talented students; and
- School nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview

The Principal shall serve as the School’s local liaison for homeless children and youth. To the extent that the School receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

If a dispute arises over eligibility, or school selection or enrollment in a school—

- the child or youth shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;
- the parent or guardian of the child or youth or (in the case of an unaccompanied youth) the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, at a minimum, the written explanation of how the school reached its decision regarding eligibility, school selection or enrollment will include the following and be similar to the attached:
 - A description of the action that the school proposed or refused
 - An explanation of why the school proposed or refused the action

- A description of any other options the school considered
- The reasons why the school rejected any other options
- A description of any other factors relevant to the school's decision and information related to the eligibility or best interest determination
- Appropriate timelines to ensure any relevant deadlines are met
- Contact information for the school local liaison and state homeless education coordinator and a brief description of their roles
- Notice to the recipient of their right to file an appeal, including step-by-step instructions of how to file an appeal
- the parent, guardian, or unaccompanied youth shall be referred to the local educational agency liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
- in the case of an unaccompanied youth, the liaison shall ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of such dispute.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION

Description of Intent

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as amended. For example, the names of the student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

Rights Afforded by the PPRA

The PPRA affords emancipated minors and students of age eighteen (18) and older (Eligible Students) and Parent/Guardians of minors certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before students is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
 - Political affiliations or beliefs of the student or student's parent
 - Mental or psychological problems of the student or student's family
 - Sex behavior or attitudes
 - Illegal, antisocial, self-incriminating, or demeaning behavior

- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or clergy
- Religious practices, affiliations, or beliefs of the student or Parent/Guardian
- Income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
 - Any other Protected Information Survey, regardless of funding
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- The right to inspect, upon request and before administration or use, of the following:
 - Protected Information Surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - Instructional material used as part of the educational curriculum

These rights transfer from the Parent/Guardian to the student if the student is eighteen (18) years old or is an emancipated minor under state law or by court order.

Notification Procedures

The School will work to develop and adopt policies regarding these rights in consultation with Parent/Guardian. The School will also work to make arrangements to protect student privacy in the administration of Protected Information Surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The School will directly notify the Parent/Guardian of these policies annually in this PPRA Notice or after any substantive changes. The School will also directly notify by U.S. mail, e-mail, or other reasonably available method Parent/Guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the Parent/Guardian to opt students out of participation of the specific activity or survey. The School will make this notification to Parent/Guardian near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the Parent/Guardian will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be

provided an opportunity to opt their students out of such activities and surveys. The Parent/Guardian will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- Any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

Where a Student is scheduled to participate in these activities, the Student will be notified as described above.

Reporting a Violation

The Parent/Guardian or Student who believes their rights have been violated may file a complaint to the following:

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

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES INCLUDING TITLE II, TITLE VI, TITLE IX, SECTION 504 AND ADA

The School does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities, or employment. The Board of Directors will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, gender identity, sexual orientation, religion, disability, genetic information or any other unlawful basis.

Further, it is the policy of the School to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence, or social or economic background, to learn through the curriculum offered in the School.

The following person has been designated to handle inquiries regarding the nondiscrimination policies of the School or to address any complaint of discrimination:

Jennifer Keller, Regional Representative
310 N. Wilson Road
Columbus, Ohio 43204
Jennifer.keller@imagineschools.org
614-276-1028

Title IX Coordinator
Rachel Cirullo, Imagine School
(703) 682-5609
rachel.cirullo@imagineschools.org

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

SIGNATURE PAGE

GREAT WESTERN ACADEMY PARENT – STUDENT HANDBOOK 2023-2024

Student's Name: _____ Grade: _____
PRINT

Parent's/Guardian's Name: _____
PRINT

We have received a copy of the Great Western Academy Parent-Student Handbook for 2023-2024. We have read and understood the Handbook and consent, support, and agree to follow the policies, procedures, and Code of Conduct as outlined in the Handbook. We recognize that although this Parent/Student Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students, especially in the upcoming year. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis.

Agreed to by:

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

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

EIGHTH GRADE STUDENTS ONLY

WAIVER STATEMENT

The Family Educational Rights and Privacy Act of 1974, or FERPA, protects a student's education records, such as records of enrollment, attendance, grades, as well as disciplinary and student conduct status which are confidential and may not be released without the written consent of the parent and/or student. In order for others to gain access to these records a Waiver Statement must be completed.

I understand that the School has an interest in determining the impact of the elementary education on a student's ability to succeed in high school. As such, I am willing to allow the School to continue to track my child's academic progress and achievements.

I certify that I am the parent or legal guardian of _____ (Insert Student's Name), a student at Great Western Academy (the "School"). I further certify that as of this date, said student is a legal dependent of mine. I understand that unless previously disclosed or waived, a third party could not have access to any educational information relating to my child.

A waiver statement may be revoked at any time provided such revocation is delivered in writing to the School.

I hereby give the following individuals permission to discuss the following items relating to my child with the School and understand that such permission may be revoked via a written document delivered to the School. I further understand that the information disclosed is protected by law and may not be redisclosed without my written authorization or as otherwise authorized by law.

Individuals authorized to access my information:

GREAT WESTERN ACADEMY ADMINISTRATION

Records to be accessed (check all that may apply):

_____ Enrollment	_____ Discipline
_____ Attendance	_____ Testing Result
_____ Grades	_____ Transcript of Credits/ Progress Report

This consent and authorization shall remain in effect until written revocation from me is received by the School.

Parent's Signature

Date

APPENDIX 1

GREAT WESTERN ACADEMY
Internet Safety Policy

The Board of Directors has adopted the following policy with respect to Internet safety. The School shall employ technology protection measures that: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including but not limited to “hacking”, and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information regarding minors; and (d) comply with the Children’s Internet Protection Act. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user’s access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of the state or federal laws dealing with students’ and employees’ rights to privacy;
2. Using obscene, profane, lewd, rude, inflammatory, threatening, derogatory, or other language that may be offensive to another user;
3. Reposting (forwarding) personal communication without the author’s prior consent;
4. Copying commercial software in violation of copyright law;
5. Harassing another person;
6. Posting false or defamatory information;
7. Plagiarizing information found on the Internet;
8. Using the network for financial gain, for commercial activity or for any illegal activity;
9. Accessing, viewing, and/or transmitting inappropriate material;
10. Damaging technology devices or systems;
11. Using technology to disrupt the educational process, or in violation of this policy;
12. Unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
13. “Hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.

To the extent practicable, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may only be disabled by an authorized person and only for bona fide research or other lawful purposes.

Additionally, it shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the

Internet and ensure that the same is in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act. To the extent feasible, the School shall take steps to promote the safety and security of users of the School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

The School will provide age-appropriate training for students who use the School's Internet facilities. The training provided will be designed to promote the School's commitment to:

- a. The standards and acceptable use of Internet services as set forth herein;
- b. Student safety with regard to:
 - i. Safety on the Internet;
 - ii. Appropriate behavior while online, on social networking Websites, and in chat rooms; and
 - iii. Cyberbullying awareness and response
- c. Compliance with the Children's Internet Protection Act

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through School's network will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The School is not responsible for the accuracy or quality of the information obtained through the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the School harmless from any losses sustained as the result of misuse of the system by user.

The use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources, or the safety of the user.

A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School may refuse to reinstate. Violation of this Policy may include the user permitting another to use his or her account or password to access the computer network or Internet, including any user whose access has been denied or terminated.

DEFINITIONS

For purposes of this Policy:

A “minor” is anyone under the age of 18.

“Harmful to minors” means any picture, image, graphic image file or other visual depiction that: (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

“Technology Protection Measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in Section 1460 of Title 18 of the United States Code;
2. Child Pornography, as that term is defined in Section 1226 of Title 18 of the United States Code; or
3. “Harmful to minors.”

“Sexual act” and “sexual contact” have the meanings given such terms in Section 2246 of Title 18 of the United States Code.

APPENDIX 2

**GREAT WESTERN ACADEMY
ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY**

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GREAT WESTERN ACADEMY
ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

I. Introduction

It is the policy of the Board of Directors that any form of Harassment, Intimidation, or Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored events, or online via the Web, is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

- A. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.
- B. It is imperative that Harassment, Intimidation, or Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

II. Definition of Terms

- A. "Harassment, Intimidation or Bullying" means either of the following:
 - 1. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student; and
 - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
 - 2. Violence within a dating relationship.
- B. "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.

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- C. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.
- D. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or organized by the School or on behalf of the School.

III. Types of Conduct

- A. Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
 - 1. Physical violence and/or attacks;
 - 2. Threats, taunts and intimidation through words and/or gestures;
 - 3. Extortion, damage or stealing of money and/or possessions;
 - 4. Exclusion from the peer group or spreading rumors; and
 - 5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
 - (a) Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - (b) Sending abusive or threatening instant messages or email;
 - (c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,
 - (d) Using Web sites to circulate gossip and rumors to other students; and
 - (e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

IV. Publication of Policy

A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.

1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.

V. Complaints

A. Written Complaints

1. Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

B. Verbal Complaints

1. Students, parents or guardians and school personnel may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

C. Protection of Person Filing Complaint

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1. Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying. The School will follow appropriate intervention strategies for protecting a victim or other person from additional harassment, intimidation or bullying, and from retaliation following a report, including anonymous reporting.

D. False Complaint

1. It is a violation of this policy and procedure to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

VI. School Personnel Responsibilities

A. Teachers and Other School Staff

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.
2. In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of

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ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation or Bullying.”

B. Administrator Responsibilities

1. Investigation

- (a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
- (b) Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial Actions

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- (b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or

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Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

VII. Reporting Obligations

- A. The parent or guardian of any student involved in a prohibited incident will be notified in writing and, to the extent permitted by state and federal laws governing student privacy, will have access to any written reports pertaining to the prohibited incident.
- B. Report to the Parent or Guardian of the Perpetrator
 - 1. If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.
- C. Reports to the victim and his/her parent of guardian
 - 1. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.
- D. List of verified acts of Harassment, Intimidation or Bullying
 - 1. A requirement that the School administrator semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.
 - 2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law. The disciplinary action for any student guilty of harassment, intimidation,

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ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States.

VIII. Police and Child Protective Services

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

IX. Training

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

X. Publication of the Prohibition Against Harassment, Intimidation and Bullying

At least once each year, a written statement in substantially the form attached hereto as Exhibit A, describing the policy and the consequences for violations of the policy must be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

In addition, the policy shall appear in the student handbook and in any publication that sets forth the comprehensive rules, procedures, and standards of conduct of the School.

**GREAT WESTERN ACADEMY
ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY**

Exhibit A

**ANNUAL NOTICE
OF
ANTI-BULLYING, ANTI-INTIMIDATION AND ANTI-HARASSMENT POLICY**

It is the policy of the School that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via Electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.

Harassment, Intimidation or Bullying means either any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once which causes mental or physical harm to the other student and creates an intimidating, threatening or abusive educational environment for the other student. Harassment, Intimidation or Bullying is also defined to include violence within a dating relationship.

Students who believe they have been harassed or bullied by fellow students or School employees are encouraged to promptly report such incidents to a school staff member or administrator.

Complaints will be documented and investigated in accordance with the School's policy.

Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, shall promptly notify the building principal and/or his/her designee and shall promptly file a written, incident report concerning the events witnessed.

Additional provisions of the policy may be found in the Parent/Student handbook or obtained from the School office at any time.