



**AchievePoint**

**CAREER ACADEMY**

**Parent Student Handbook**

**2020 - 2021**

\* \* \* NOTICES \* \* \*

AchievePoint Career Academy (the "School") is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled and attending 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 at AchievePoint Career Academy. For more information about this matter, please contact the School Administration of the Ohio Department of Education.

The parent-student handbook does not constitute a contract between the school and the student/parent, and that the school reserves the right at its discretion to change or amend the handbook at any time in the future.

The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Achieve Point reserves the right to make changes at any time without prior notice. 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.

# CONTENTS

<b>Introduction</b>	6
<b>Admission Information</b>	6
<b>Student Responsibilities</b>	9
Student Code of Conduct	9
Attendance Policy	16
Discipline	18
Discipline Philosophy	18
Discipline Process	18
Appeals Process	19
Suspension & Expulsion Procedures	19
Withdrawal Policies and Procedures	23
Academics	24
The Curriculum	24
Academic Calendar	25
Academic Sessions	26
Grading	27
Grade Levels	28
Withdrawing from a Course	29
Transferring Credits	29
Dual Credit Opportunities	29
Graduation Requirements	29
Credit Flexibility Plan Option	32
Summer School	33
<b>School Facilities</b>	33
Hours of Operation	33
<i>Campus Hours</i>	33
Tobacco Use	33
Parking	33
Transportation	33
Visitors	34
Emergency Phone Calls	34
School Closure Policy	34

Lost and Found	34
<b>Safety</b>	35
Fire Alarm	35
Reporting Injuries	35
School Violence Prevention	35
Harassment, Intimidation, Bullying	36
Prohibited Gang Activity	36
Drug-Free School	37
Weapon-Free School	37
Backpacks, Desks, and Other Personal Storage Areas	37
Positive Behavioral Interventions and Supports	37
Child Abuse and Neglect	38
Crisis Management	38
Food Allergy Policy and Action Plan	38
Medication Administration	38
Pesticide Notice	39
Head Lice	40
Bed Bug Policy	40
<b>Confidentiality of Records</b>	40
Student Directory Information	40
Audio-Visual Information	41
Release of Student Records	41
Non-Custodial Parent Records Access and Release	42
Release of Information to Military Recruiters	43
Protection of Pupil Rights Amendment (PPRA) Notification	43
<i>Description of Intent</i>	43
Child Find	45
Parent's Right to Know Teacher Qualifications	46
Parent Involvement Policy	46
Missing and Absent Children	47
Homeless Student Education	48
Complaint Procedure	48
<b>Work Permit Policy</b>	49

<b>Wellness Policy</b>	49
<b>Non-Discrimination and Title IX/Section 504 Notice</b>	49
<b>Parent/Student Handbook Contract 2020-2021</b>	51
<b>Appendix A</b>	52
Visitor Policy	52
<b>Appendix B</b>	53
Anti-Harassment Policy	53
<b>Appendix C</b>	59
Internet Safety Policy	59
<b>Appendix D</b>	61
School-Parent Compact	61

## INTRODUCTION

We're so excited you've chosen AchievePoint Career Academy to complete your high school education!

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. 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. You will be advised of any changes as they are made either electronically (email) or by mail.

This Handbook also contains important information that you are responsible for knowing. Please become familiar with the following information and keep the Handbook available for reference by you and your parents. The term "parent" when used in this Handbook means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. Note that where permitted by law any references to parent or guardian in this Handbook applies equally to any student that is 18 years of age or older and enrolled as an independent student.

If you have any questions about this Handbook, please contact the School's Administrator. The School Administrator has similar authority and responsibilities as the superintendent of schools for a local district.

## ADMISSION INFORMATION

### Enrollment

Applications are accepted any time of the year at AchievePoint Career Academy. The following are general admissions procedures for AchievePoint:

1. Complete an AchievePoint enrollment form. If you have a copy of your transcript, this should also be attached. If you do not have a copy of your transcript, you and/or your parent/guardian will sign a "Records Release" form for the last school that you attended. Your records will be used to verify existing credits.
2. In order to complete your enrollment application, you may also be required to submit copies of your Birth Certificate, Immunization Record, and proof of residence, such as a monthly utility bill, lease, or mortgage statement. A photo ID may also be required.

3. Once you have submitted your enrollment application and any other required documentation, you will be scheduled for orientation and/or assigned to an academic class and session based upon availability.
4. Within 30 days of beginning school, you will be scheduled for a confidential assessment test.

In the event that enrollment exceeds capacity, AchievePoint Career Academy will perform a random lottery to determine what students are enrolled and what students are placed on a waiting list (in order of their selection). Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences will be given to existing students, siblings of existing students, students that reside in the district in which the School is located and students who are children of full-time staff members employed by the school. The School is a Dropout Prevention and Recovery School. As such, the School will comply with and may limit the enrollment of students as required to meet the requirements set forth in Ohio Administrative Code 3301-102-10.

### Fee

There is no tuition fee or tuition of any kind at AchievePoint Career Academy.

### Non-Discrimination Policy

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. AchievePoint Career Academy will also not discriminate in its pupil admissions policies or practices whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

### Student Immunizations

All new students are required to submit a copy of their Immunization Records within the first 14 days that they are enrolled. No student shall be permitted to remain in school for more than 14 days if the student has not met the minimum immunization requirements.

If a student's Immunization Records have not been received by the School by the 15th day of enrollment, the student will be released from School and will not be able to attend until he/she can submit his/her medical records from their last school of attendance or primary physician or until he/she can prove that he/she has begun the Immunization process meaning that the he/she has been immunized against mumps, rubeola, rubella, and chicken pox, and if the student has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and meningococcal disease, the student has received at least the first dose of the immunization sequence, and presents written evidence to the School Administrator of each subsequent dose required to obtain immunization at the intervals prescribed by the director of health. A student who has been released for not submitting a copy of his/her Immunization Records will be counted, as an unexcused absence while the student is not attending school.

Unless meeting an exception, the minimum immunization requirements for a student, grades 9-12, may be found at the following website: [www.odh.ohio.gov](http://www.odh.ohio.gov) or by inquiring at the School.

### Re-Enrollment

Students who have withdrawn from AchievePoint Career Academy during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Any variation to this process requires Administrator approval.

### Annually Required Documents

At the beginning of each school year the School will distribute and collect the following forms and documents from all students who have rolled over from the previous school year:

- Current school year district enrollment form
- Current school year Board-approved Parent/Student Handbook
- Current school year Board-approved School Calendar (no collection necessary)
- Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18), and collected
- Free and Reduced Lunch Form (if applicable) must be completed, signed by the parent or student (if over 18), and collected
- Media Release Form (optional)
- Allergy Action Plan – In emergency circumstances, based on the nature of the allergy and severity of the illness, staff members may administer allergy medication. Please refer to the food and allergy policy for further details.
- Financial Responsibility Form

### Change of Address/Phone Number

It is the Parent/Guardian/Student's responsibility to inform the School office of any change of address or phone number. Any other relevant information must also be updated in the office. If you have a change of address, you are required to bring the corrected student information and proof of residency documentation to the School staff. If there is a change of custody for the student, you are required to bring the corrected student information, including the current custody order, to the School staff.

### Non-Sectarian School

AchievePoint Career Academy is a public, non-sectarian school.

# STUDENT RESPONSIBILITIES

## STUDENT CODE OF CONDUCT

### Overview

AchievePoint Career Academy empowers students to engage in today's economic opportunities by equipping them with the education, professional skills, and career training they need to obtain meaningful employment in the communities in which they live. The success of the school is tied directly to the success of its students both in the classroom and in the world of work.

To this end, we believe the school should reflect the desires and expectations held by our community and employers for our students and that the School must provide an environment that ensures the safety and well-being of students. For this reason, the School has the following expectations and guidelines for Students.

The rules of the Code of Conduct apply to any conduct that occurs:

1. On School grounds during the school day or immediately before or after school hours;
2. On School grounds at any other time when the School is being used by a school group;
3. On or off School grounds at any school activity, function or event; and
4. Traveling to and from School, including actions on any school or public conveyance; and
5. On the Internet on School grounds or off School grounds if it affects the learning environment.

### Dress Code

The purpose of AchievePoint's dress code policy is to help promote unity, prevent socio-economic discrimination, and create a learning environment free of unnecessary distractions.

Appropriate dress and hygiene are important in promoting a positive image to the school, employers, and the community. It is very important that you are well-groomed, neat, and dress appropriately. We expect your appearance to represent AchievePoint Career Academy in a professional manner.

Dress code in the School is causal with the following requirements:

General Guidelines:

- No nonreligious head coverings are permitted, including but not limited to: hats, caps, hoods, bandanas, or sunglasses are allowed to be worn in the School, unless previously authorized by School personnel. In addition, exceptions for religious reasons may be made at the discretion and with the approval of the School Administrator. Head Coverings shall not include face masks that may be required.
- Each student must maintain a neat, clean, professional appearance at all times.

- Men can wear denim jeans, khaki pants, cargo pants, corduroy pants, and dress pants. Students are not permitted to wear pajamas bottoms, pajama bottom-style pants, sweatpants and or spandex. Pants are to be worn at the waist with a belt, (no undergarments should show) and may not be oversized or undersized. Any type of shoe is approved.
- Women can wear denim jeans, khaki pants, cargo pants, corduroy pants, dress pants, skirts, dresses and Capri pants. Students are not permitted to wear pajama bottoms, pajama bottom-style pants, sweatpants or spandex. Skirts must be no shorter than fingertip length of mid-thigh. Pants/skirts are to be worn at the waist (no undergarments should show) and may not be oversized or undersized. Any type of shoe is approved.
- The Administrator may make exceptions to the dress code based on physical disability or other conditions.
- Students not conforming to the dress code may not be admitted to class and may be deemed absent.

All Students that attend AchievePoint Career Academy must adhere to the dress code policy as stated.

### Classroom Conduct

To ensure orderly operations and provide the best possible learning environment for all, AchievePoint Career Academy expects students to follow rules of conduct that will protect the interests and safety of all students and staff.

The following infractions of rules of conduct will result in disciplinary action:

- Theft or inappropriate removal or possession of AchievePoint or another student's or staff member's property
- Criminal activity of any type
- Threatening or intimidating a student, staff member, contractor, or other person
- Falsification of records
- Possession, distribution, sale, transfer, or use of any drug, alcoholic beverage or other illegal or controlled substance or a look alike of the items listed above
- Possession of weapons or dangerous unauthorized or illegal materials, including, but not limited to, fireworks, knives, explosives or firearms or a look alike of the items listed above
- Sexual or other unlawful harassment or verbal or physical abuse
- Insubordination or other disrespectful conduct
- Unauthorized contact of a student or staff member using private information
- Academic dishonesty
- Any form of retaliation, fighting or threatening violence on campus
- Disrespect of School property
- Violation of Social Media expectations;
- Students must refrain from all negative/disruptive/harassment type conduct

The following infractions of standards of conduct may also be subject to disciplinary action:

- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of School property
- Violation of safety or health rules
- Smoking in prohibited areas
- Improper use of cell phone
- Unauthorized absence from your assigned workstation during the workday
- Unauthorized use of telephones, mail systems, internet or other School-owned equipment
- Allowing non-student friends or family members or any other unauthorized persons into School areas without permission
- Making false statements
- Gossiping or excessive socializing in the workplace
- Poor attitude
- Inappropriate language
- Excessive personal calls, emails or similar behavior
- Failure to act professionally and responsibly at School functions. Students are required to act in a manner that is respectful to the students, staff, and themselves
- Failure to complete assigned tasks
- Failure to maintain appropriate attire
- Failure to notify School of any absence prior to scheduled session
- Sharing or providing access to confidential student information or other violations of FERPA
- Use or possession of alcohol while at School or attending a School function while impaired from the consumption of alcohol
- Health and Safety- Actions that endanger the health and/or safety of fellow students, staff, or guests in the School
- Any other behaviors or actions that the Principal deems, in his or her sole discretion, impede, obstruct, interfere or violate the mission or philosophy of the School or cause a disruption to the educational environment or as an offense which may result in corrective action.

### Virtual Classroom Conduct

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, threatening, harassing or offensive language.
- Students must abide by rules established by the course teacher.
- Students must comply with usage instructions communicated orally or in writing by the teacher.

Students who violate the virtual classroom rules of conduct will be warned by the teacher to correct their behavior. If the student doesn't comply with the teacher's instructions, he/she will be removed from the virtual classroom for the rest of the session.

If a student has been removed from a virtual classroom three times within a month, the student will receive read-only privileges in the virtual classroom for the rest of the semester or until the teacher deems it appropriate to restore write privileges to the student.

### Use of Language and Images

Students must not use vulgar, obscene, abusive, or demeaning language, writing, pictures, signs, or acts in written or oral communications, including email, discussion board, listserv, virtual classroom, student websites, or in photographs. Students are prohibited from posting content from or links to suggestive, lewd, or otherwise inappropriate websites.

### Personal Respect

Teachers, administrators, and students know that personal respect is the foundation of learning. Language, comments, or images that show a lack of respect for individuals or groups will lead directly to disciplinary action.

### Harassment

AchievePoint is dedicated to providing a school environment free of any form of unlawful harassment. We expressly prohibit any form of unlawful harassment by anyone, including any staff member or student, that is sexual in nature or based on race, color, religion, gender, national origin, disability, age, status as a veteran, or any other status or characteristic protected by law. Violation of this policy will result in disciplinary action up to and including expulsion.

### **Definitions of Harassment**

- **Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment, that is harassment not involving sexual activity or language may also constitute discrimination if it is severe or pervasive and directed at students because of their gender.
- **Harassment** includes harassment as defined in Ohio law and in the attached Anti-Harassment, Anti-Intimidation and Anti-Bullying Policy as well as harassment on the basis of any other protected status which are also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, disability, age, marital status, genetic predisposition or carrier status, or any other characteristic protected by law, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive learning environment; (ii) has

the purpose or effect of unreasonably interfering with an individual's school performance; or (iii) otherwise adversely affects an individual's learning opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail). Whether or not the conduct rises to the level of unlawful harassment depends on the facts and circumstances in each particular instance. AchievePoint administrators will investigate all reported incidents.

### Three Person Rule

AchievePoint uses a "Three Person Rule" to restrict "one-on-one" situations between School Staff/volunteers/contractors and students. One-on-one meetings are only permitted during specifically designated hours when the school is considered "open."

### Complaint Procedure

Each member of the School, including administration, staff, and students, is responsible for creating an atmosphere free of discrimination and harassment. Additionally, students are responsible for respecting the rights of their peers.

If you experience any school-related harassment, you shall promptly report the incident to a trusted School staff member AND the School Executive Director to conduct a full investigation.

**STUDENTS WHO EXPERIENCE CONDUCT THAT THEY BELIEVE TO BE CONTRARY TO THIS POLICY ARE REQUIRED TO TAKE ADVANTAGE OF THE COMPLAINT PROCEDURE. A STUDENT'S FAILURE TO FULFILL THIS OBLIGATION COULD AFFECT HIS OR HER RIGHTS.**

### Retaliation Is Prohibited

AchievePoint prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including expulsion.

### Confidentiality

AchievePoint, to the extent possible, will maintain the confidentiality of information received as a result of the discrimination or harassment charge and the resulting investigation.

### Computer and Email Use

Computers, computer files, email and software furnished to students are licensed to, and/or, are the property of the School. Computers and Email are intended for school use only.

Students are prohibited from using the computer and email system in ways that are disruptive, offensive to others or harmful to morale. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-school matters. To ensure compliance with this policy, computer and email usage may be monitored. See the Internet Safety Policy in Appendix C.

Students who violate this policy are subject to disciplinary action, up to and including loss of use of the computer or exclusion from school.

### Social Media

AchievePoint Career Academy takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the School to protect itself from unauthorized disclosure of information. The social networking policy found below includes rules and guidelines for personal social networking and applies to all students.

#### **General Provisions**

Blogging or other forms of social media or technology include, but are not limited to, video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with AchievePoint Career Academy.

#### **Personal Social Networking**

AchievePoint respects the right of students to write blogs and use social networking sites and do not want to discourage students from self-publishing and self-expression. Students are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the student.

AchievePoint respects the right of students to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against students who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just AchievePoint.

Students shall not use School equipment, including computers, nor facilities or School time, to conduct personal blogging or social networking activities without permission.

Students shall not use blogs or social networking sites to harass, threaten, discriminate or disparage against staff or students or anyone associated with or doing business with AchievePoint Career Academy.

Students shall not post on personal blogs or other sites the name, trademark or logo of AchievePoint Career Academy without permission. Students shall not post privileged information, including copyrighted information or School-issued documents.

Students shall not post on personal blogs or social networking sites photographs of other students or staff, nor shall students post photographs of persons engaged in School business or at School events without permission.

Students shall not link from a personal blog or social networking site to AchievePoint's internal or external web site without permission.

If you have any questions relating to this policy, your personal blog or social networking, ask a School administrator.

AchievePoint investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the School's social networking policy will result in disciplinary action up to and including exclusion from school. Discipline will be determined based on the nature and factors of any blog or social networking post.

AchievePoint reserves the right to take legal action where necessary against students who engage in unlawful conduct.

### *Cell Phone & Electronic Device Use Policy*

Students are permitted to have cell phones with them during School hours subject to specific classroom rules. However, Students are prohibited from using cell phones or electronic devices in any negative, disruptive, or illegal manner.

Students who need to use cell phones during on-campus sessions should seek approval from a staff member before doing so.

Students violating this policy may be subject to disciplinary action.

### *Academic Honesty*

AchievePoint Career Academy has a zero tolerance policy for academic dishonesty. Cheating (giving or receiving information) and plagiarism on class work may result in a zero grade for the assignment. At the teacher's discretion, students may have the opportunity to complete an additional assignment to make up lost points.

The following procedure governs identification and discipline for instances of academic dishonesty:

- Teacher notifies student in writing that he or she has identified an instance in which the work's authorship is in question and requests that the student respond in writing within 3 school days. Teacher copies AchievePoint Administrator on the email.
- Teacher sends AchievePoint Administrator an email identifying the alleged infraction and providing evidence to support the allegation. Evidence can include links to websites that have been plagiarized, references to "collaboration catchers"

embedded in quizzes/exams, time and date stamps on assignments, inconsistency in quality of work, comprehension of concepts, verbal print, etc.

- AchievePoint Administrator contacts student and parent/guardian if the student is a minor.
- AchievePoint Administrator makes a decision based on the evidence presented and informs teacher and student via email of the decision.
- Student is placed on internal academic watch. Incident is reported to students' other teachers. Student's work is routinely run through plagiarism-identification software.

Additional disciplinary action, up to and including suspension or expulsion, may be taken as deemed necessary and/or appropriate by the School administrators.

## ATTENDANCE POLICY

### Logging On-Campus Attendance

Students must scan in at the beginning of their session using the School attendance hand scanner. Attendance records are kept in the School database.

If the student needs to miss school, the student or parent/guardian (if student is under 18) must call the School on or before the day of the absence and a written excuse must be brought to school upon the student's return.

### Logging Off-Campus Attendance

Student work can be completed any day of the week and any time of day or night that works for the student. If a student spends additional time (beyond the end of his/her session) at the School only hours in excess of those required in a Session may be logged as off-campus activities. Students must log their off-campus activity each day using the online form provided and review their logged activities with School staff at their next on-campus session.

If the student is unable to complete their off-campus learning activities due to illness or other excused reasons, a written excuse must be brought to the school at the student's next on-campus session.

### Excused Absences

Excused absences require written documentation such as a doctor's note, verification from the court or employer, or any other documentation as stated below. All students are required to submit written documentation regarding excused absences to the School Security Officer on the first day they return to school.

### **Excused Absences**

An excused absence or tardy will be granted from if the student is not in school for the following reasons:

- Medical appointment (with appropriate written documentation)
- Under a doctor's care (with appropriate written documentation)
- Automotive (with appropriate tow truck or repair shop receipt)
- Scheduled road test for a driver's license (with appropriate written documentation)
- Quarantine of home

- Employment (which cannot be conducted outside of school hours and with appropriate written documentation from employer)
- Death of an immediate family member (with appropriate written documentation)
- Personal Illness (with appropriate written documentation)
- Court appearance (with appropriate written documentation)
- Appointments that cannot be scheduled outside of school hours (case workers, probation officer, signing a lease) and with appropriate written documentation
- Absences due to a student's placement in foster care or change in foster care placement or any court appearance related to their foster care status
- Absences due to a student being homeless
- Other absences as deemed appropriate by the Administrator

### Unexcused Absences

#### **Unexcused absences include the following:**

- Any nonmedical absence where a student fails to provide appropriate written documentation of the absence. Students should have written documentation for absences in-hand on the first day that they return to school.
- Leaving school early without proper authorization.
- Each day that a student is late without appropriate documentation and for any other unexcused absence defined by the School Administrator.

Any student whose unexcused absences exceed **seventy-two (72) consecutive hours of learning opportunities** will be automatically withdrawn from school per Section 3314.03 of the Ohio Revised Code. **This includes both on-campus and off-campus activities.**

Students may be permitted to re-enroll in the School after attending a scheduled meeting with the Administrator.

### Truancy Policy

Under Ohio law, a child must attend school between the ages of 6 and 18 years old. Unless a student under the age of 18 has a legitimate excuse for missing school, he or she must attend school. Absences without a legitimate reason can result in consequences for the parent or guardian as well as for the student. AchievePoint Career Academy will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant. A student will be considered a "habitual truant" if he or she is absent without a legitimate reason for:

- 30 or more consecutive hours;
- 42 or more hours in one school month; or
- 72 or more hours in a 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. If a student is a truant and the parent, guardian, or other person having care of the student has failed to cause the student's attendance, the School may require the parent, guardian

or other person having care of the student to attend an educational program for the purpose of encouraging parental involvement in compelling the attendance of the child at school.

## DISCIPLINE

### DISCIPLINE PHILOSOPHY

Discipline should be thought of as a learning experience with behavior modification as its objective. Unwanted behaviors are modified easiest when the school and parents work together as a team. In addition, any consequences that are used to modify unwanted behaviors should be: supported at home, imposed immediately, be firm, fair, consistent, and progressive.

### DISCIPLINE PROCESS

The most effective discipline is taught and dealt with before problems arise. It is a learning process that should be teacher-directed. This being said, when applicable, internal interventions will be utilized prior to referring students to the School Administrator or designee.

If a warning is ignored and the behavior continues, the student will be referred to the School Administrator or designee and excluded from the classroom for the rest of the period.

Within one school day of receipt of the referral, the student will provide a written explanation of what caused him/her to be excluded from the classroom and will develop a three-step plan to resolve the problem.

If the student is a minor, the administration will contact the student's parent by the parent's preferred method of contact (phone or email). If the parent receives contact by email, he or she must reply to the email acknowledging receipt of the email.

If the student has been blocked from course access, access will not be restored until the teacher has read and agreed to the student's plan.

If the student doesn't follow through with the agreed-upon plan he/she will be referred to the School Administrator or designee again.

With each additional referral, the student will be assigned a consequence or a disciplinary step to be determined based on the student's behavior.

It should be noted that there are instances where this process may be altered. Behaviors such as violence toward others, bullying, harassment, intimidation, disrespect toward teachers, non-compliance, and other behaviors that a staff member deems as disruptive to an orderly learning environment may result in an automatic referral to the School Administrator or designee.

## APPEALS PROCESS

A parent or a student has a right to appeal disciplinary action. If an appeal is desired, it must be filed in writing within 10 days (Monday through Friday, 7:30 a.m. to 4:00 p.m.) with an official request for an appeal hearing.

## SUSPENSION & EXPULSION PROCEDURES

### Suspension

Out-of-school suspension is removal of a student from school for a period of one to ten days. While students are suspended from school, they may be afforded the opportunity to receive some or all of their homework assignments. During suspension, students are not permitted to participate in extracurricular activities or be on any school property.

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

- 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
- Provide the student an opportunity to appear at an informal hearing before the Administrator, Assistant Administrator or Administrator 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 Administrator, Assistant Administrator or Administrator designee shall also provide written notice of suspension to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

- The reasons for the suspension;
- Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
- Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the suspension;
- Notice of the right to request that the hearing be held in executive session;
- 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
- The date and manner by a student or parent/guardian/custodian may notify the Board of Directors 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 Administrator within five (5) school days of the written notice of

suspension. The Administrator shall immediately forward this written appeal to the Board of Directors and Board of Directors' 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 school leader 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 Superintendent 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 extracurricular activities or be on any school property. Expulsions may extend into the following school year.

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

- The Administrator shall give 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 his/her 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 Administrator 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 Superintendent 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 Administrator may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.
- Provide the student and parent, guardian, or custodian an opportunity to appear in person before the Superintendent or his/her 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 Superintendent shall also provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

- The reasons for the expulsion;
- Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
- Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the expulsion;
- Notice of the right to request that the hearing be held in executive session;
- 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; and

- The date and manner by a student or parent/guardian/custodian may notify the Board of Directors 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 Administrator within fourteen (14) calendar days of the written notice of expulsion. The Administrator shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

If the Administrator 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 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 capable of causing serious bodily injury 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.

Knife is defined as cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters, or other similar tools determined by Administrator(s) to be necessary in the school setting at a particular building or grade level, if used only for the necessary purpose. Any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The specific circumstances under which the Administrator 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.

### Permanent Exclusion

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

- A violation of section 2923.122 of the Revised Code;
- A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a the School;
- A violation of section 2925.11 of the Revised Code, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the School;

- A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of the School, if the victim at the time of the commission of the act was an employee of that School;
- Complicity in any violation described in (1), (2), (3), or (4) above that was alleged to have been committed in the manner described in (1), (2), (3), or (4) above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

### Disabilities Compliance

The School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Individual with Disabilities Education Improvement Act of 2004. Discipline procedures for students having a disability, will follow the procedures outlined in the Individuals with Disabilities Education Improvement Act of 2004 or such successor or replacement law.

### Emergency Removal

Per Section 3313.66 of the Ohio Revised Code, the School Administrator may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds of the School if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

Any student so removed will be given written notice of a hearing and the reason for the removal as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. The hearing shall be held in accordance with the process defined in the Suspension section of this Handbook. If it is probable that the student is going to be expelled, the hearing shall be conducted in accordance with the Expulsion section of this Handbook.

## WITHDRAWAL POLICIES AND PROCEDURES

### Mandatory Withdrawals – 72 Consecutive Hours

Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the School with documentation of approved excused absences.

### Voluntary Withdrawals

If a parent wishes to withdraw his/her student or an adult student wishes to withdraw from AchievePoint Career Academy, he/she must notify the School.

## PARENT & STUDENT SURVEYS

Parents and students are asked to complete a Parent & Student Satisfaction Survey as well as any other School surveys deemed appropriate by the School's Administrator.

In addition, upon graduation, students will be asked to complete a survey regarding their future plans.

## ACADEMICS

### THE CURRICULUM

The curriculum is a combination of academics, life skills preparation, employability skills instruction, and career technical education. Each student works on an individualized computer program, participates in small and large group sessions and completes independent work in order to earn credits for graduation and pass any mandatory state testing. Students also have access to electronic educational software programs and the Internet for their academic lessons and vocational exploration. One-on-one tutoring is also available if needed.

Students work with their Academic Coach to develop an individual learning and career plan based upon their academic needs and vocational/employment plans. Career Services Coordinators work with each student to assist with job placement, vocational opportunities and career advancement.

#### Course Materials

AchievePoint will place textbook and other material orders on behalf of the student as required for the courses in which the student has been registered. Required materials will be shipped directly to the school. Optional materials will be available to the student through the School.

Laptop computers will be distributed to each student by School staff. A Financial Responsibility Form signed by the student or, if the student is under the age of 18, by the student's parent or guardian, must be received by the School in order for a student to receive a laptop.

#### Course Load

The Academic Coach will work with each student in AchievePoint Career Academy to create an individual learning plan. The learning plan will prescribe the number of courses a student will take simultaneously.

#### Course Completion Timeline

The School recognizes that the actual time it takes a student to complete a course can vary based on the individual student's abilities and environmental factors. There is no minimum time for completing courses; however, full-time students are expected to work approximately 12 hours per week of online coursework completed off-campus in addition to the student's scheduled time on campus.

## Credit for Courses

Credit for coursework completed through AchievePoint Career Academy can be earned in a variety of ways: percentage/letter grade; pass/fail; credit/no credit; or satisfactory/unsatisfactory.

Unless a course is specifically designated as a pass/fail, credit/no credit, or satisfactory/unsatisfactory credit course, credit is assigned by percentage/letter grade. To earn percentage/letter grade credit for a course, students must:

- Complete course work with a cumulative average grade of 60% or higher.
- Complete a final exam or cumulative project. If a student earns an overall course grade of 80% higher, they are exempt from taking the final exam.

## Course Challenge

Student potential for academic success is individual. Students come to every school setting with varying levels of experience from previous academic and personal pursuits. We believe that previously acquired knowledge and skill should be accounted for in order to accelerate students to their present levels of performance.

AchievePoint will provide students with a means to prove their skills and abilities in courses offered through the academic School. Students may challenge a course and will receive credit for meeting an 80% standard in the course. Students who wish to challenge a course will need to apply to the Course Challenge Committee.

Variables which the Course Challenge Committee will take into account:

- Previous enrollment in an equivalent course that resulted in a no credit situation
- Previous pass of state assessment for the course.
- Previous documented experience with the course work that did not lead to the opportunity to earn credit.

Practices:

- Students must declare the intention to challenge prior to the start of a course
- Students will be given access to the unit exams for the course that they wish to challenge.
- Students must pass each section with an 80% pass rate.
- For each unit passed at 80% or higher, students will be given the option of applying the grade earned on the exam to the entire unit OR to retake the assignments in the unit for a higher grade.

## ACADEMIC CALENDAR

### School Session Dates

The following session start and end dates should be noted:

- August 24 – First day of regular session
- June 25 – Last day of regular session

## School Closures

Students will have access to their courses 24x7x365 as long as they are enrolled in the School. However, Teachers, Counselors, Academic Coaches, Student Services, and Technical Support personnel are unavailable on weekends and federal holidays, including:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day

The School has the following planned school closures for teacher work/professional development days and school vacation days:

<b>Date</b>	<b>Notes</b>
September 7	Labor Day
September 8	Teacher In Service
November 26 - November 27	Thanksgiving and the day after
December 21 – January 1	Winter Break
January 18	Martin Luther King, Jr Day
January 19	Teacher In Service
February 15	President's Day
March 22 - March 26	Spring Break
May 31	Memorial Day
June 1	Teacher In Service

## State Testing Windows

State Testing is critical to Student's completion of graduation requirements and to the rating of the School. We ask that Students mark their calendars now and ensure that they attend School during these windows:

<b>Date</b>	<b>Notes</b>
August 24 – September 25	MAPS Testing Window #1
November 30 - December 18	OST Testing Window #1
January 4 - February 5	MAPS Testing Window #2
April 5-April 23	OST Testing Window #2
May 17 – June 15	MAPS Testing Window #3
July 12-July 23	OST Testing Window #3

## ACADEMIC SESSIONS

### Session Selection

Students will select a session upon enrollment in the School. Students should consult with their Academic Coach if they need to permanently switch sessions for any reason. If sessions fill, AchievePoint will discuss scheduling options with each student.

### **Session 1**

Monday and Wednesday from 8:00 am - 4:00 pm and Friday from 8:00 am - 11:30 am OR Friday from 11:30 am - 3:00 pm.

### **Session 2**

Tuesday and Thursday from 8:00 am - 4:00 pm and Friday from 8:00 am - 11:30 am OR Friday from 11:30 am - 3:00 pm.

## **GRADING**

In order to receive credit for a course, students must complete all assignments in the course and take a final exam or complete a final project. At the teacher's discretion, students may be excused from completing individual assignments.

Any unexcused assignments must be completed prior to completing the final exam or project.

### Grade Scale/Grade Point Value

The following grade scale will be used to determine letter grades and associated point values for all AchievePoint courses:

<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Point Values</b>
93-100%	A	4.0
90-92%	A-	3.7
87-89%	B+	3.3
83-86%	B	3.0
80-82%	B-	2.7
77-79%	C+	2.3
73-76%	C	2.0
70-72%	C-	1.7
67-69%	D+	1.3
60-66%	D	1.0
0-59%	F	0.0

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.

### Grade Point Average (GPA)

AchievePoint Career Academy uses an unweighted GPA calculation. The grade point average for students is calculated by summing the Grade Point Value for the percentage of letter grade the student earns for each course and dividing that number by the total number of courses taken.

## Progress Reports

AchievePoint believes in communicating student progress successes and challenges early and often and involving parents in a timely fashion to address challenges. We provide the following progress reporting tools for parents and students:

- Livetime dashboard on the Student portal. Parents/guardians of minor students will be provided login credentials to see their student's progress anytime 24x7x365. Parents of students age 18 or older may receive credentials at the request of the student.
- Monthly progress reports will be emailed to the student or the student's parent/guardian if the student is a minor.

## Conferences

Conferences are strongly encouraged throughout the year. Parents/legal guardians may be contacted to meet with instructors and the student as needed. The School encourages parents to request a conference at any time.

## GRADE LEVELS

Class standing will change based on credit attainment; it is not tied to a calendar year. The following requirements are in place for students to be promoted to the next grade level at AchievePoint Career Academy:

### Promotion to 10th grade

- 5 credits total
- 4 core credits required (1 English/Language Arts – must be a literature-based course, 1
- Math excluding pre-Algebra, 1 Social Studies excluding Financial Literacy, Economics and Geography, and 1 Science)

### Promotion to 11th grade

- 10 credits total
- 7 core credits required (the 4 required for promotion to 10<sup>th</sup> grade and 3 additional core credits: 1 English/Language Arts, 1 Math, 1 Social Studies or Science)

### Promotion to 12th grade

- 15 credits total
- 10 core credits required (the 7 required for promotion to 11<sup>th</sup> grade and 3 additional core credits: 1 English/Language Arts, 1 Math, 1 Science or Social Studies)

*\*Core Credits are credits that have been earned in English/Language Arts, Mathematics, Social Studies and Science.*

State law requires the School to prohibit the promotion of a student to the next grade level if the student has been truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the Director and the student's teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

## WITHDRAWING FROM A COURSE

Students can drop or withdraw from a course at any point. Dropped courses will be recorded as "W" in the portal but will not be reported on student transcripts. Withdrawing from a course requires the approval of the student's Academic Coach.

## TRANSFERRING CREDITS

AchievePoint Career Academy will transfer credits for students participating in the AchievePoint School from any public school or any private institution accredited by a regional accrediting agency or an accrediting agency recognized by the federal Department of Education.

### *Credit for Homeschool Work*

The School will evaluate student's competency in high school-level core courses taken in a homeschool environment through relevant assessments or portfolio review. Students may also opt to challenge a course they took in a homeschool environment using the Course Challenge protocol described in this handbook.

### *Credit for Life Experience*

Students in the School are eligible to earn credit for life experience such as employment, private lessons, etc. Students must enroll in the appropriate Life Experience courses and complete all required activities in order to earn credit.

## DUAL CREDIT OPPORTUNITIES

Some courses at AchievePoint Career Academy may be available for college credit through the State's College Credit Plus or Career-Technical Credit Transfer Schools or through articulation with a college. Students are encouraged to speak with their Academic Coach if they are interested in college credit opportunities.

### *College Credit Plus*

The College Credit Plus Program is available for eligible students interested in completing college courses while enrolled in the School. More information can be obtained through your AchievePoint Career Academy Administrator. By law, the School does not award high school credit for post-secondary courses if any portion of the course was taken during a period of expulsion imposed by the School.

## GRADUATION REQUIREMENTS

To earn a diploma from AchievePoint Career Academy, students must complete the

following State graduation requirements for Cohort Years 2020 and later. Requirements for students in earlier cohort years may have requirements adjusted in accordance with State law and Ohio State Board of Education rules.

1. Complete 20 credits of coursework in the required areas as shown below.

Subject Area	# of Credits
English Language Arts	4 credits
Health	½ credit
Math <sup>1</sup>	4 credits
PE	½ credit
Science <sup>2</sup>	3 credits
Social Studies <sup>3</sup>	3 credits
Electives <sup>4</sup>	5 credits
<b>Total Credits</b>	<b>20 credits</b>

<sup>1</sup> **Math** units must include one unit of Algebra II or the equivalent of Algebra II.

*Exceptions:*

- Algebra II is not a requirement for students following a career-technical pathway. However, students still must have four units in mathematics, and

<sup>2</sup> **Science** units must include:

- one unit of physical sciences,
- one unit of life sciences, and
- one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science.

*Exception:*

- A family may decide that their student is not prepared to meet the graduation requirement for a higher level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student.

<sup>3</sup> **Social studies** units must include:

- ½ unit of American history and
- ½ unit of American government in three units required for the classes of 2018 and 2019.
- The class of 2021 will need ½ unit in world history and civilizations in their required three units as well as American history and American government.

<sup>4</sup> **Elective credits** must include one or any combination of:

- foreign language,
  - fine arts,
  - business,
  - career-technical education,
  - family and consumer sciences,
  - technology,
  - agricultural education or
  - English language arts, mathematics, science or social studies courses not otherwise required.
2. Complete the Other Requirements of the State, including:
    - All students must receive instruction in economics and financial literacy during grades 9-12, and
    - must complete at least two semesters of fine arts taken any time in grades 7-12. Fine arts is not a requirement for students following a career-technical pathway.
  3. Complete one of the following Pathways:
    - Earn at least 18 points on seven end-of-course state tests.
    - Earn a minimum of 12 points on State Board of Education-approved industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys.
    - Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

NOTE: Some cohorts allow students to opt-out of the Ohio Core by following the State of Ohio's Opt-Out Provision found in the Appendix to this Handbook. The student (and parent, if student is under 18) must sign a form indicating the student understands that opting out requires the student to attend a junior college or community college for at least one semester prior to attending most 4-year state colleges and attend required career counseling provided by the School.

### State Standardized Testing

AchievePoint students are required to participate in State Standardized Testing, including Ohio State Tests and NWEA baseline and growth testing. Test windows will be published each year as part of the School Calendar.

Because NWEA baseline and growth testing is a critical component of the School's state report card, it is mandatory that all students participate in these tests.

Students who intend to complete the Ohio State Tests pathway for graduation must earn 18 points on the seven required tests listed below. The maximum points possible per test is 5, for a total of 35 total points possible on the tests. The Ohio State Tests graduation pathway is the default pathway for students. Students must receive approval from their Academic Coach to use another graduation Pathway.

Ohio State tests will be scheduled for the testing window immediately following completion of the related course. Makeup tests can be taken in any subsequent test administration window.

Ohio State Test	Related Course
Algebra I	Algebra I or Algebra I EOC Prep
Geometry	Geometry or Geometry EOC Prep
English I	English 9 or English EOC Prep
English II	English 10 or English EOC Prep
Biology	Biology or Biology EOC Prep
American History	US History or US History EOC Prep
American Government	US Government or US Government EOC Prep

### National Standardized Achievement Testing

AchievePoint Post-Secondary Counselor will facilitate test registration and score reporting for national standardized achievement and proficiency tests by notifying students of test dates and registration deadlines for ACT and SAT. If national testing is available through the School at no charge to the student or is mandatory for the student, AchievePoint’s Post-Secondary Counselor will ensure students are registered in a timely manner.

A remediation-free score in English and Math on the ACT or SAT is a potential graduation pathway. If a student is planning to take these assessments and wishes to be placed on this graduation pathway, he or she must have the approval of his/her Academic Coach.

### Graduation Ceremony Participation

Students who participate in AchievePoint Career Academy will be eligible to participate in the School’s graduation ceremonies upon completion of all published Graduation Requirements. A student who is currently expelled from School will not be permitted to attend any graduation ceremony. A student who is currently suspended from School will need the prior approval of School administration before attending a graduation ceremony.

### Accelerated Graduation

Students are eligible for graduation as soon as they have met all of the School’s published Graduation Requirements regardless of the time of year.

## CREDIT FLEXIBILITY PLAN OPTION

AchievePoint Career Academy offers the Credit Flexibility Program (CFP) to all students. Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. The plan is designed to customize learning around students' interests and needs.

Students may earn credits by:

- Completing coursework;
- Testing out of or demonstrating mastery of core content; or
- Pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).

- Credit flexibility is intended to motivate and increase student learning by allowing:
- Access to more learning resources, especially real-world experiences;
- Customization around individual student needs; and
- Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.

The School will permit CFP in accordance with Ohio law, as amended. For information on how to initiate a Credit Flexibility Plan contact the School Director.

## SUMMER SCHOOL

Enrolled students may participate in Summer School at no cost. Summer School students will work with their Academic Coach to create a course plan for Summer School. Courses completed during summer school will be added to the student's transcript upon course completion for students who have already participated in a regular school session and within the first two weeks of school for new students.

## SCHOOL FACILITIES

### HOURS OF OPERATION

#### CAMPUS HOURS

The AchievePoint campus is open from 7:45 AM to 4:00 PM Monday-Friday. Changes to campus hours may be made as necessary.

#### Technical Support Hours

Students can access technical support related to course access by phone at 855-945-5472 (option 2), chat, or email between 9 am and 9 pm, Monday-Friday.

#### Tutoring Hours

Tutors are available 24/7 through the Student Portal.

### TOBACCO USE

Using tobacco in any form, including smoking e-cigarettes, is prohibited in the building or on the grounds of AchievePoint Career Academy and at events supervised by the School.

### PARKING

Free parking is provided for Students who wish to drive to School.

### TRANSPORTATION

Students will be provided with a bus pass for public transportation to and from the School. Students should check the bus schedule and plan to arrive before classes start in their assigned schedule. To make this service possible, we ask students to cooperate in providing necessary transportation documentation during the enrollment process.

## VISITORS

AchievePoint Career Academy is a closed-campus school. The students remain in the school during their academic session. If an emergency arises, the student will scan out and if necessary, the party picking up the student will sign with information as required by the School. All students must and will be accounted for while on campus.

Parents, graduates and other visitors are always welcome with advanced notice and approval of the AchievePoint Career Academy office except in the case of an emergency. No children are permitted in the classroom at any time. If potential students would like to visit the School, an appointment for a tour must be scheduled with the main office.

All visitors are required to report to the school office prior to their visit and may be escorted while in the building. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor's pass while in the building.

Visitors must pre-arrange any meetings or visits with teachers or administrators prior to entering the building. Visits should be limited to 1/2 hour unless other arrangements have been made for an extended period of time.

When parents are visiting, they are asked not to initiate a parent teacher conference while students are in the classroom.

Visitors that cause a 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 School Administrator. For the School's complete Visitor Policy, see the attached Appendix A.

Individuals wishing to visit or pick up minor students from school must have been established on the student's record prior to attempting to visit or pick up the student.

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

## EMERGENCY PHONE CALLS

Students may give the School's phone number to relatives for emergency purposes only. School staff will take a message and forward it to a student as soon as possible. Students must receive approval from School personnel to make phone calls from a School phone. Students are not permitted to use AchievePoint Career Academy phones without approval from School personnel.

## SCHOOL CLOSURE POLICY

Should it be necessary to close AchievePoint Career Academy due to weather or other unforeseen emergencies, information will be given over radio and television stations. Parents/Students are asked not to call the School.

## LOST AND FOUND

Any personal items that have been left at AchievePoint Career Academy will be stored in a locked closet. If students find personal items that belong to others, they should turn the items into School staff as soon as possible. AchievePoint Career Academy is not responsible for lost money, jewelry, or other personal items.

## SAFETY

It is AchievePoint's objective to ensure that your learning environment is as safe as possible. It is our responsibility to provide to you a place of learning that is free from recognizable hazards that are causing or are likely to cause death or serious physical harm or injury to you or any other employee as set forth in OSHA's code of federal regulations. Students shall immediately report any unsafe condition or activity to School staff. Students who violate safety standards, or cause hazardous or dangerous situations may be subject to disciplinary action. The success of any safety plan depends on the alertness and the personal commitment of all students.

### FIRE ALARM

When the fire bell rings, leave the building through the nearest exit in an orderly fashion according to instructions given by the attending adults. Instructions are also posted in each classroom.

### REPORTING INJURIES

If a student is injured at AchievePoint Career Academy he/she must immediately report the injury to School personnel. School staff will complete a copy of the injury report.

### SCHOOL VIOLENCE PREVENTION

AchievePoint is committed to preventing school violence and to maintaining a safe learning environment. We have a zero tolerance policy of violence or the threat of violence at the School regardless of whether it originally began inside or outside the School. Given the increasing violence in society in general, the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during school hours or on campus.

All students, as well as staff, administrators, as well as contractors and vendors should be treated with respect and courtesy at all times. Students are to refrain from verbal or physical fighting and "horseplay" or other conduct that may cause harm to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from all School sites.

Student conduct that threatens, intimidates, or coerces another student, staff member, administrator, contractor, vendor, or any other individual at any time, including off-duty periods, will not be tolerated. These acts, as well as all threats of (or actual) violence, both direct and indirect, must be reported immediately to a staff member or administrator. This includes threats by students as well as by staff members, vendors, solicitors, or any other member of the public.

*If you feel the situation is such that physical harm is imminent or becoming a danger to others, you should contact the local police immediately. Everyone's safety is our highest concern.*

AchievePoint will thoroughly investigate all reports regarding these matters. The identity of the individual reporting the incident and parties involved will be protected as much as possible. Any student determined to be "responsible for" or "participating in" any incidents will be subject to disciplinary action.

AchievePoint encourages all students to bring their disputes or differences with others to the attention of the School staff or administrators before the situation escalates into potential violence. We are eager to assist in the resolution of any disputes and will not discipline students for raising such concerns.

Domestic violence has had increasing effects within the learning environment. If you have concerns regarding yourself or others and a domestic situation, speak with School staff. All individuals and disclosures will be kept as confidential as possible.

## HARASSMENT, INTIMIDATION, BULLYING

Harassment, Intimidation, or Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include but is not limited to, counseling, suspension, or expulsion from School. The School's commitment to address Harassment, Intimidation, and Bullying involves a multi-faceted approach, which includes education and the promotion of a School atmosphere in which this behavior will not be tolerated by students, faculty or School personnel.

It is imperative that Harassment, Intimidation, and Bullying be identified only when the specific elements of the definition are met, because the designation of conduct of such behavior carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as Harassment, Intimidation, or Bullying will result in appropriate disciplinary consequences for the perpetrator. For the fully policy see Appendix B.

## PROHIBITED GANG ACTIVITY

Students are prohibited from engaging in gang activities while at School, on School property, to or from School, or at a School related function or event, and on the Internet to the extent that School students and/or personnel are the subject of gang activity. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from School.

The term "gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the endorsement of or participation in one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engaged in a pattern of criminal gang activity.

The term "gang activity" is defined as any conduct engaged in by a student:

- On behalf of a gang;
- To perpetrate the existence of a gang;
- To effect the common purpose and design of any gang; or
- To represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function.

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students or staff against his/her/their own will to promote the common purpose and design of any gang.

## DRUG-FREE SCHOOL

In accordance with federal law, AchievePoint Career Academy prohibits the use, possession, concealment or distribution of drugs by students on School grounds, in the School building, on School property, or at School sponsored events to ensure a Drug Free School. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by Ohio law, or any substance that could be considered a “look alike.” Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from AchievePoint Career Academy.

## WEAPON-FREE SCHOOL

AchievePoint Career Academy is a weapons-free School. No student, at any time, for any reason, will knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on property of AchievePoint Career Academy or at any AchievePoint-sponsored event held away from School grounds. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from AchievePoint Career Academy.

## BACKPACKS, DESKS, AND OTHER PERSONAL STORAGE AREAS

Desks and other storage areas provided to students for their use remain the property of AchievePoint Career Academy. Students by law have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area. Unapproved locks will be removed and destroyed with no compensation owed to student.

Upon authorization of the Administrator, backpacks, desks, and other personal storage areas may be searched at any time. The Administrator may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein.

## POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

The Board of Directors (“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.

## CHILD ABUSE AND NEGLECT

Because of their sustained contact with school-age children, teachers and other employees are in a position to identify abused or neglected children.

Every School official, School employee, or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to suspect, that a student under eighteen years of age (or a mentally retarded, developmentally disabled, or physically impaired student under twenty-one (21) years of age) has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student, shall immediately report that knowledge or suspicion, by telephone or in person, to the public Children's Services Agency or local law enforcement agency. S/He shall also notify the School Administrator or his/her designee.

## CRISIS MANAGEMENT

A school wide Safety/Crisis Plan has been developed and provided to school personnel for assisting and responding to various crisis/emergency situations. In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the school may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to Parents will be through local television and radio stations. Once students are secure and safe, school personnel will contact parents with sign out procedures via automatic telephone and/or text messages. Students will only be released to parents or individuals listed on their emergency contact forms.

## FOOD ALLERGY POLICY AND ACTION PLAN

If a student has a serious food allergy, the student and his guardian must complete a Food Allergy Action Plan, available in the school office.

## MEDICATION ADMINISTRATION

Students needing medication are encouraged to receive such medication at home. If necessary for the School to administer any prescription or non-prescription medication the School will only do so after receiving a written request, signed by the parent or guardian,

that the medication be administered to the student. In addition, the School will not administer any medication unless it also receives a signed prescriber/physician approval containing the information listed below. The person authorized to administer the medication must receive the medication in the container in which it was dispensed by the prescriber or licensed pharmacist.

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms. In addition, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka Epi-Pen. Written approval must be obtained from the Student's physician and, if the Student is a minor, from the Student's Parent.

The Physician's written approval must include the following information:

- The name and address of the Student;
- The School in which the Student is enrolled;
- The name and dose of the medication contained in the inhaler or auto injector;
- The circumstances in which the auto injector should be used;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector;
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the Parent, Guardian or other person having care or charge of the Student can be reached in an emergency;
- Special instructions for administration of the drug by the Student;
- Written instructions outlining procedures school employees should follow in the event the Student is unable to administer the medication or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- And any other special instructions.

The School must have the above stated documentation provided by the physician and Parent or guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector. The parent, guardian or other person having care or charge of the student must submit a revised statement signed by the prescriber if any of the information originally provided to the school changes.

The School has adopted a separate policy regarding the care of diabetic students. If a student is diabetic the student/Parent should notify the School Administrator.

## PESTICIDE NOTICE

In accordance with Ohio law, parents and guardians of minor children, adult students, faculty and staff who are enrolled or employed at the School may request and receive prior notifications of the applications of pesticides which are scheduled for a time when school is in session. All such requests shall include the requesting party's email address and/or telephone number and shall be submitted to the School Office.

This Policy shall not apply to disinfectants, sanitizers, germicides, and anti-microbial agents.

## HEAD LICE

From time to time students get head lice. Lice are highly contagious. If a student is found to have lice the student is required to return home immediately. The student must be treated and report to the school administrator before he/she is allowed back in the classroom. Treatment advice is available through the school office or your doctor. Most students can be treated and return to school within 24 hours.

## BED BUG POLICY

Since bed bugs are not known to transmit disease, students will not be excluded from school due to bed bugs. If it is suspected that a student has bed bugs, they will be removed discreetly from the classroom so a qualified individual can perform an inspection of the student's clothing and belongings. If bed bugs are found, nonessential items for the school day such as book bags and coats will be put into a large plastic bag and tightly sealed. The parents will be notified immediately by the school administration. Further instructions will be given to the parents on how to send the student to school the following day.

## CONFIDENTIALITY OF RECORDS

At AchievePoint Career Academy, we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the School except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

## STUDENT DIRECTORY INFORMATION

Directory Information may consist of the following as defined by state and federal law:

- Name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

The School has designated the Student's name as directory information. No other personally identifiable information listed above will be used in school publications, recognition lists, programs or student directories or give such information to third parties without parental consent or as otherwise required by law (such as military recruiters, etc.).

## AUDIO-VISUAL INFORMATION

AchievePoint Career Academy 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 AchievePoint Career Academy 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 your 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.

## RELEASE OF STUDENT 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:

- The right to inspect and review the student's education records within forty-five (45) days after the day the School receives a request for access.

Parents or eligible students should submit to the school Administrator a written request that identifies the records they wish to inspect. The school Administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the school Administrator, clearly identify the part of the record they want changed, and specify why it should be changed.
- 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 parent or eligible student when notified of the right to a hearing.

- The right to provide written consent before the school discloses personally identifiable information (PII) 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 school officials with legitimate educational interests.
- A “school official” is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including but not limited to management company/operator employees, health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
- A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 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

Release or inspection of student records will be handled in accordance with the Board of Director’s Student Records Policy.

## NON-CUSTODIAL PARENT RECORDS ACCESS AND RELEASE

AchievePoint Career Academy will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, 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 One file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

AchievePoint Career Academy, parent and non-custodial parent must act in accordance with the Board of Director's Student Records Policy when addressing student records issues.

## RELEASE OF INFORMATION TO MILITARY RECRUITERS

Pursuant to federal laws local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act (ESSA) shall provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings. AchievePoint Career Academy will provide the requested information to military recruiters unless a parent or guardian has advised, in writing, that they do not wish to have AchievePoint release this information. If you do not want AchievePoint Career Academy to disclose directory information from your child's education records to military recruiters, you must notify AchievePoint Career Academy in writing.

## 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. 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 certain physical exams. These rights include the following:

- *Consent* before students are required to submit to a survey that concerns one or more of the following 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 (ED)–
  - 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, anti-social, 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 ministers;
  - Religious practices, affiliations, or beliefs of the student or student's parent; or
  - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
    - Any other protected information survey, regardless of funding;
    - Any non-emergency, 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; and
    - Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
  - *Inspect*, upon request and before administration or use –
    - Protected information surveys of students and surveys created by a third party;
    - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    - 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

## CHILD FIND

AchievePoint Career Academy is participating in an effort to assist the State of Ohio in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the state of Ohio are also participating in this effort to identify disabilities such as autism, deaf-blindness, hearing impairment, deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, traumatic brain injury, and/or visual impairment including blindness.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may possess. However, in order to accomplish this goal, we must know that a need is present.

Parents, guardians, relatives, public and private agency employees, and concerned citizens are used to help schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify AchievePoint Career Academy's Administrator.

AchievePoint will contact the parents or guardians of the child to find out if an evaluation is needed. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving special education and related services.

### **What will happen when you contact your local school?**

The School will ask for information about the child, asking such questions as: What is the problem? What has already been done about the problem? What background information

is available? This information may be collected in several ways including interviews, observation, screening, and testing. This information may be obtained from parents and the student, or from other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

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

### **What are your rights as a parent?**

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

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

### **PARENT'S RIGHT TO KNOW TEACHER QUALIFICATIONS**

AchievePoint Career Academy will annually notify parents of their right to request the following professional qualifications regarding their classroom teacher:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

### **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 Administrator.

## MISSING AND ABSENT CHILDREN

The School believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of his/her initial entry to school shall present the required enrollment documents as stated herein. If the student does not present copies of the required documents, the Administrator shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within a reasonable time, or within fourteen (14) days of the date of request, or if the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the Administrator or his/her designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

The primary responsibility for supervision of a student resides with his/her parent(s)/guardian(s). The staff provides as much assistance as is reasonable to the parent(s)/guardians(s) with this responsibility.

The Administrator or his/her designee will also immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Administrator or his/her designee will also assist parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Administrator or his/her designee, including information regarding the fingerprinting program. The Administrator or his/her designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

The primary responsibility for a student's attendance at School rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Administrator or his/her designee is also required to attempt to contact a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her within 120 minutes of the beginning of their scheduled school session when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers. This notification requirement shall not apply to students who are in home-based, online, or internet or computer based instruction or in instances where a student was not expected to be in attendance at the school building due to the student's participation in off-campus activities, including but not limited to participation in the college credit plus program.

## HOMELESS STUDENT EDUCATION

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 as amended by the Every Student Succeeds 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 gifts and talented students; and
- School nutrition programs.

### McKinney-Vento Homeless Children and Youth Program Overview

The principal of the School 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.

## COMPLAINT PROCEDURE

### 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.*

## **WORK PERMIT POLICY**

A critical component of AchievePoint Career Academy's Education Model is the employability skills and technical skills training and employment of our students. Pursuant to Ohio Law, any student who is a minor, at least sixteen years old, and who desires to work may do so through a validly issued Age and Schooling Certificate (work permit). The School will work with students to ensure work permits are issued when appropriate. In addition, AchievePoint Career Academy reserves the right to revoke the student's Age and Schooling Certificate if the following occurs: the student's academic achievement falls below an acceptable level; the student does not meet the minimum attendance requirement of AchievePoint Career Academy; the student violates AchievePoint Career Academy's Parent/Student Handbook, Code of Conduct, or other School rules, regulations, policies and/or procedures; or the Administrator believes that the employment represented by the Age and Schooling Certificate is jeopardizing the student's education.

## **WELLNESS POLICY**

With the passing of the Child Nutrition and Women, Infants, and Children WIC Reauthorization Act of 2004 by Congress, the School recognizes the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. AchievePoint Career Academy supports student health and wellness in accordance with the Board of Directors Wellness Policy.

## **NON-DISCRIMINATION AND TITLE IX/SECTION 504 NOTICE**

AchievePoint Career Academy does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or age in its programs and activities. The following staff members have been designated to handle inquiries regarding non-discrimination policies; and can advise you on the specific civil rights grievance procedure.

### **Title IX Coordinator**

Stratus HR

75 W Towne Ridge Pkwy, Suite 440

Sandy, UT 84070

[Cariann@stratus..hr](mailto:Cariann@stratus..hr)

801-676-8039

### **Section 504 Coordinator**

School Administrator

5098 Glencrossing Way

Cincinnati, OH 45238





## PARENT/STUDENT HANDBOOK CONTRACT 2020-2021

Student's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

(If student is under 18 years of age)

I/We have read and understood all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support AchievePoint Career Academy's rules and regulations, **INCLUDING THE CODE OF CONDUCT AND ALL OTHER POLICIES**, as outlined in the Parent/Student Handbook.

We recognize that although this Parent/Student Handbook reflects the current policies of AchievePoint Career Academy, it may be necessary to make changes from time to time to best serve the needs of AchievePoint Career Academy 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 by:

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent/Guardian's Signature (if student is under 18 years of age) Date

**This agreement will be placed into the student's file.**

## APPENDIX A

### VISITOR POLICY

In order to ensure a safe environment for students, faculty, administrators and the general public, the following criteria are hereby established for visitors to the School:

1. All persons must report to the School office to make their presence known and obtain a pass to be in the School.
2. Visitors/Volunteers must wear the identification badge provided to them by the School in a conspicuous location at all times while in the building.
3. Visitors/Volunteers may be required to be accompanied by a School escort while in the building and/or to obtain a background check prior to visiting.
4. Visitations to the classroom are permitted only with prior permission of the administrator and may be limited in the sole discretion of the administrator to avoid disruption to the education process.
5. All persons entering the School property, building or offices must act in a respectful and nonthreatening manner. Disruptive or threatening behavior will result in a request for that person to leave the school property. In the case of repeated incidents of this nature, such persons may be banned from returning to the school property. In the case of extreme and/or continued disturbances, the local legal authorities may be called and such person may be charged with disorderly conduct.
6. Any meetings with school staff, teachers or students must be scheduled and approved by the administrator except in the case of emergency, in which case the school office must be contacted in order to make arrangements to handle the emergency.
7. The policy shall apply to all visitors or volunteers to the School including, family members of students and staff and their interactions with any and all persons on or in the School property.

## APPENDIX B

### ANTI-HARASSMENT POLICY

#### I. INTRODUCTION

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. 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 HARASSMENT, INTIMIDATION OR BULLYING

- A. "Harassment, Intimidation or Bullying" means either of the following:
  1. Any intentional written, verbal, graphic, physical or Electronic 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. 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.
- C. 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.

#### **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.
  2. At least once each year, a written statement in substantially the same form as the Annual Notice 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.

#### **V. COMPLAINTS**

##### **A. WRITTEN COMPLAINTS**

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

##### **B. VERBAL COMPLAINTS**

Students, and or their parents or guardians 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 this policy.

C. PROTECTION OF PERSON FILING COMPLAINT

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

D. FALSE COMPLAINT

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

B. ADMINISTRATOR RESPONSIBILITIES

1. Investigation

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

2. Remedial Actions

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

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

## **VII. REPORTING OBLIGATIONS**

### **A. REPORT TO THE PARENT OR GUARDIAN OF THE PERPETRATOR**

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

### **B. REPORTS TO THE VICTIM AND HIS/HER PARENT OR GUARDIAN**

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

### **C. LIST OF VERIFIED ACTS OF HARASSMENT, INTIMIDATION OR BULLYING**

1. The School principal/administrator shall 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, at school-sponsored events or via Electronic act.
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.

## **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.

## APPENDIX C

### INTERNET SAFETY POLICY

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. It is the policy of the School to: (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 and other unlawful online activity and damage to school resources; and (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; [Publ. L. No. 106-554 and 47 USC 254(h)].

#### *Access to Inappropriate Material*

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of, electronic communications containing 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 be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of the AchievePoint Career Academy Information Technology Team or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy. By using the filter program, as well as staff monitoring student use, the School is attempting to provide a safe and secure medium by which students can use the Internet, World Wide Web, electronic mail, chat rooms and other forms of direct electronic communications.

To the extent reasonable, steps are taken to promote the safety and security of users of the School online computer network. Other inappropriate network usage that the School intends to eliminate includes the following:

- Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:**

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

The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the School believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable;
- Using technology resources for commercial, political, or other unauthorized purposes since the School technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
- Interfering with others' use of technology;
- Installation of software without consent of the School;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior;

**The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know and further agrees that:**

- Should the user transfer a file, shareware, or software that infects the equipment, the user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs; and
- Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in any in other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

# APPENDIX D

## SCHOOL-PARENT COMPACT

### AchievePoint Career Academy **School-Parent Compact** 2020-2021

Dear Parent/Guardian:

AchievePoint Career Academy students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement, as well as describes how the school and parents will build and develop a partnership that will help children achieve the state's high standards.

#### **Jointly Developed**

The parents, students, and staff of AchievePoint partnered together to develop this School-Parent Compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed and students told us what would help them learn. Parents are encouraged to attend annual revision meetings to review the compact and make suggestions based on student needs and school improvement goals. Parents also are encouraged to participate in the annual Title I parent survey that is used as a tool to collect parent feedback regarding the current Title I programs and policies.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

#### **AchievePoint Goal**

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**Goal 1**      Increase student reading levels

Improve student's literacy skills by using a state-mandated growth measurement assessment. These tests will be taken at the beginning, middle and end of school year. AchievePoint's goal is to meet or exceed an increase of 3 RIT score points by June 30, 2021

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**Goal 2**      Increase Students proficiency in Math Foundation Skills.

Improve student's numeracy skills by using a state-mandated growth measurement assessment. These tests will be taken at the beginning, middle and end of school year. AchievePoint's goal is to meet or exceed an increase of 4 RIT score points by June 30, 2021

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**Goal 3**      Increase Students' ability to overcome barriers to success at school

Improve Connectedness and Value of Education by June 2021 to National Average as measured by the student success profile in the ScholarCentric Assessment

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To help your child meet the district's and school's goals, the school, you and your child will work together on the following items.

### **School/Teacher Responsibilities**

AchievePoint will:

- Monitor student progress towards Reading and Math goals monthly.
- Provide parents with Electronic Access to student progress through a parent portal.
- Update parents on student progress towards meeting standards on Ohio End of Course (EOC) assessments.

### **Parent Responsibilities**

We, as parents, will:

- Check student progress towards graduation routinely.

### **Student Responsibilities**

- Complete daily activities related to Achieve3000 and ALEKS.
- Submit assignments in credit bearing classes.
- Attend EOC assessment sessions.

### **Communication about Student Learning**

AchievePoint is committed to frequent, two-way communication with families about children's learning. Some of the ways you can expect us to reach you include:

- Telephone: School absences will be reported to parents.
- Email and Texts: Dates for EOC schedule and school events.
- Parent Portal: Updated synchronously with student achievement.

### **Activities to Build Partnerships**

AchievePoint offers ongoing events and programs to build partnerships with families.

- Back to School Orientation
- Annual Open House
- College Credit Plus Night

By signing your handbook acknowledgement you are also acknowledging receipt and agreement of the student-parent compact. We look forward to our school-parent partnership.