



The
Green Inspiration
Academy

Parent/ Student Handbook

2015-2016

**“Inspiring each child to achieve their
dreams”**

MISSION

The Green Inspiration Academy (“GIA”) is a K-8 college preparatory school that seeks to help prepare students in meeting the challenges of developing good citizenship, life-long learning and strong leaders, of the 21st century. GIA primarily focuses on advocating for environmental preservation and healthy lifestyle by incorporating into its curriculums and instruction an alignment with the Common Core Standards while stressing literacy, mathematical excellence, technology and analytical thinking.

The mission of GIA is to help increase student literacy in the greater Cleveland area to at least 85 percent through early intervention. Thereby, closing the achievement gap for all students despite the theories of social economic status. To achieve this, the school intends to provide parents and guardians with instructional programs on parenting, while we nurture students in the K-8 grades, with individual guidance and differentiated learning programs that will prepare them for the skills that are assessed on standardized tests. Other GIA instructional programs will support learning through technology, health & wellness, safety, environmental research and entrepreneurship. The school will utilize a learning program featuring community-based learning, which will inspire students to explore and address the problems associated with climate change, pollution, health care, recycling, energy consumption, economic growth that will aid in the restructuring of a vibrant community for the next generations of its citizens.

VISION

The Green Inspiration Academy seeks to be a pioneer in establishing a friendly school climate, both in building a student and family friendly atmosphere while administering a rigorous curriculum development. GIA anticipates empowering the youth as citizens and entrepreneurs developing a strong culture that will cultivate the growing green economy and help restore and preserve the natural environment. Excelling in both traditional and innovative curriculum areas, the students of GIA will learn and recognize their ability to become effective leaders of tomorrow through technology support from the school and by actively exploring the meaning of green and engaging in learning activities that are environmentally and community based.

About our Curriculum

Our school's curriculum is focused on developing environmental awareness. Our rigorous academic curriculum interconnects the problems associated with pollution, climate changes, while directing students to discover methods of improving the physical environment through energy conservation, and environmental harmony. The students will become researchers learning and discovering while totally engaged in an interactive hands-on learning experience. The experiential learning will be aligned with Common Core Standards blended with technology in every content area.

School Hours- 8:45 a.m. - 3:30 p.m.

Arrival – 8:45 a.m. No student should arrive before 8:45 unless participating in the before care program or for **breakfast at 8:20 - 8:40 a.m.** **The building will not be open and adult supervision is not available.**

Dismissal - 3:30 p.m. - Any students not picked up by **3:45 p.m.** will be taken to the After School Program and parents will be charged for this service based on the current school rates. Any student who is picked up after 3:54 will be charged \$1.00 per minute.

VISITORS

We welcome parent involvement and encourage your support. For the safety of all children, visitors must enter the designated main doors and report to the office to sign in. Please do not go directly to the classrooms, cafeteria, or playground until you have checked in with the office. Most visitors will be escorted through the building.. All school doors will be locked once school begins. Visitors must wear a badge to indicate that they have signed into the school via the office.

VOLUNTEER POLICY

The School has a Parent Volunteer Policy, which requests that parents volunteer a minimum of **10** hours per school year. If you are unable to fulfill these hours, see the Executive Director to discuss options.

The Title I program is a means to enhance parent-involvement with-in the school. The goal is to involve parents in their children’s learning and to form an open line of communication between school and home. This will be accomplished through the following practices:

Information - Parents are informed about school activities and events through interim progress reports, report cards, e-mail, notes sent home, parent newsletters, parent/teacher conferences and informal personal and telephone conferences.

Annual Parent Title I Meeting - Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at the

school during flexible dates and times. Additionally, parents rights and Title I requirements will be discussed.

Open Door Policy - Parents are to come to observe the education of their children on any day with **24 hour prior notification and scheduling**. However, parents **cannot** meet with teachers for conferences during school hours or disrupt the teaching process in anyway during school hours.

Volunteer Program - All parents meeting the volunteer requirements are invited to volunteer in the school on any given day of the week with pre-arranged volunteer assignments or activities. (Ex. playground, lunchroom classroom, etc.)

ABSENCES

Parents are required to call the school prior to 9:00 a.m. in order to report their child's absence. Each student is expected to be punctual and regular in attendance. Perfect attendance will be recognized each grading period. Students with more than two tardy days per grading period or leaving early more than two times per grading period will not be eligible for this award. Absences are excused in the event of illness of the student or severe illness or death in the immediate family. When your child returns to school after an absence, he/she is expected to provide a written excuse from a parent/guardian explaining the absence.

Pursuant to State Law, a student will be automatically withdrawn from the School if without a legitimate excuse the student fails to participate in one hundred and five consecutive hours of the learning opportunities offered to the student. The School will act according to any federal, state, county and/or local laws or rules for any student who is deemed truant, including but not limited to referring the parent/guardian of the students under the age of 18 years old to Juvenile Court for possible prosecution and to Jobs and Family services for students in grades Kdg thru 6.

TARDINESS

Students arriving after 9:00 am should report to the office before going to class. Parents are expected to take students to the office to sign when they arrive late; and also sign for the student to be dismissed early. Repeated tardiness will be followed by a phone call, letter to the parent, and a conference with the principal if tardiness demonstrates a pattern, daily, etc...

APPOINTMENTS/LEAVING EARLY

Students should only be signed out early for scheduled student related health care appointments or for emergencies. A student must bring a note from home with the date, time and parent/guardian signature. This note must be shown to the teacher and then sent to the office. Teachers

are NOT allowed to release students from the classroom. Students will be released only to parent/guardians/others showing proper identification who are listed on the enrollment forms and must be signed out from school in the office. No student is to leave the school grounds at any time without permission from the office. If there is someone who is not to pick up your child for any reason, notify the office in writing. Students will NOT be called to the office unless the parent/guardian is present. No student will be permitted to leave early without an approved adult or alone. No student will be release after 2:30 p.m. until dismissal, which is at 3:30 p.m. This rule is in place do to student safety and building security.

WALKERS

We encourage children who walk or ride a bus to leave the school grounds immediately at dismissal. Children are not permitted to play on the school grounds after school. If there is a change in transportation a written note by the parent/guardian must be submitted to the office early in the morning each day of a change in transportation. If you send someone to pick up your child, please identify them in your note and their name must appear on the school emergency form. . Students who are walkers will be asked to walk in the designated areas. Please note that there are no sidewalks that lead to the school or designated cross areas. Students who walk have only an active parking lot to walk through. Students will be requested to not walk through parked cars and to walk in predetermined areas only. Students are expected to go directly home or designated location. Permission to walk must be signed by parent or guardian.

BEFORE AND AFTER SCHOOL CARE

Before and after school care is provided for parents of students registered at Green Inspiration Academy at the parent's expense. The before and after care program is available every day that school is in session from 6:00 a.m. to 8:45 a.m. and 3:30 p.m. to 6:00 p.m.

ADMISSION, ENROLLMENT, AND LOTTERY

Admission to GIA is open to any student grades K through 8 who reside in any School District in the State of Ohio and who is entitled to attend school per ORC Section 3313.64 or 3313.65. Kindergarten students must turn five on or before September 30, 2013. The School will follow the Ohio Department of Education's Model Student Acceleration Policy for Advanced Learners. The School will focus its recruiting efforts on parents with children eligible to enter grades K-8 who desire a rigorous education with authentic learning experiences in a collaborative and

nurturing environment. Expelled or suspended students will not be admitted. After suspension or expulsion the family may reapply.

The character traits of students who will excel at our School are students who:

- Are able or willing to look at tasks in creative and unique ways (problem solving)
- Are active learners with a need for kinesthetic learning experiences in addition to auditory/visual learning experiences
- Have the capacity to work with others cooperatively and in teams rather than completing a majority of class work alone
- Are able to rise to the challenge of ambiguity and energized by the possibility of multiple “right” answers
- Have supportive families who are willing to commit to ensuring that students are present at school and complete their daily assignments
- Are willing to put forth effort into their own education
- Work well, or show a propensity to work well, with other students
- Generally are well behaved and do not allow behavior to interfere with their own learning or that of their fellow classmates

In accordance with federal and state anti-discrimination laws, the School will not discriminate on the basis of any legally protected category in the admission of students. The School does not discriminate on the basis of race, sex, or handicap in the educational programs, activities, and employment practices as required by Title IX of the Educational Amendments of 1972 and 504 Rehabilitation Act of 1973.

It is the policy of the School to provide an equal education opportunity to all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed disability, religion, ancestry, national origin, place of residence, social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School’s Executive Director.

Capacity & Lottery:

GIA will not exceed the capacity of the school’s programs, classes, grade levels or facilities. When the number of applicants for admission exceeds the school’s capacity, for class and school size, admissions will be determined by a lottery of applicants in the following categories of preference: first to the returning students who attended the School the previous school year; second to the siblings of returning students; third to the students residing in the district in which the school is located; and then to the other new students as space is available.

Enrollment:

To enroll, parents/guardians must submit the following to the School: prior to the start of school

Completed registration form

Student's birth certificate

Photo identification of parent/guardian enrolling the student

Student's current immunization record

All transferred school records

Proof of Residency - one of the following in the parent/guardian name, showing a street address:

mortgage statement

current lease agreement

current utility bill

bank statement

voter registration card

notarized statement of residency

custody paperwork, if applicable where child is not your biological child

The School's Open Enrollment period and lottery procedure will take place in the spring of the year of enrollment. All prospective students, will be given the opportunity to enroll in the free public charter school, regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs. Intent to enroll forms will be available no later than the first week of February from the office. The intent forms should be completed and returned no later than the announced due date, so that should the need arise; those names will be included in the lottery (a drawing as described above). Registration/Enrollment Forms for returning students must be completed yearly in order to secure a spot.

After the due date, if the number of pupils who wish to attend the charter school exceeds the school's capacity, classes, and grade levels except for preferences listed above, shall be determined by a lottery (a random drawing). The lottery will be held on the first Wednesday following April 15th at 5 pm in the school foyer. The results will be witnessed and parents will be notified of the results. *The School commits to making the lottery and enrollment procedures and practices clear and transparent to parents, staff and community.*

Any applications received after April 15th will be dated and timed. Children listed on these applications will be added to the list for their grade in the order they are received. If openings are available, the children will be given a spot in the School. If there are no openings, they will be added to the wait list.

As openings occur, families on the waiting list will be contacted regarding the vacancy. They have 48 hours to accept the available opening. If they decline the offer, their name is removed from the waiting list and they must resubmit an intent form the following spring and participate in the stated admission procedures, including a possible lottery.

WITHDRAWAL

Parents/Guardians withdrawing students from school are asked to give the School at least one week's notice. A withdrawal form will need to be completed and signed. This signed form gives official notice of the student's withdrawal. Except as is required by law, records will not be released until a Release of Information form is completed by the legal parent/guardian. In addition, all outstanding fees, academic records or obligations must be met, including return of all school materials.

KINDERGARTEN ENROLLMENT

Children entering the Kindergarten Program must be five years of age on or before September 30th. At the beginning of the school year, all kindergarten children will be academically and developmentally screened. Parents/Guardians will be notified as to the dates and times of the screenings.

PARENT/STUDENT/GIA CONTRACT

This commitment outlines the responsibilities that each person has towards helping students become successful learners in program. Each person is to sign the form and a copy is kept on file at school each year. Thus contract is to be signed out and returned to the school along with other required paperwork.

COMMUNICATION

A newsletter will be emailed as needed by the Principal. It will keep you informed about the school calendar, special daytime and evening events, school improvement activities, PTO meetings and more. Teachers will send separate letters to parents informing them of events.

Agenda/communication books will be sent home with students in grades K-8. All-important school information, student papers, and teacher notes will be placed inside the front cover of the student folders. Parents, please read the contents, sign daily and return the notebook/folder to school with your child the following day. Students will be responsible for replacing lost student folders.

CONFERENCES

Parents are required to attend parent/ teacher conferences to ensure success. A parent-teacher conference is one of the best ways of helping students and collaboratively gaining insights and information about their progress. Cooperation is critical for a conference to be an effective means of communication. Individual conferences between the parents and teachers may be arranged at either one's request. Conferences are formally held 3 times per year. Please inform the teacher if your child has any physical, emotional or personal problems that might hamper his/her learning. Parents who attend the evening Parent Teacher conferences can earn 2 volunteer hrs.

DISCIPLINE - CODE OF STUDENT CONDUCT

Student behavior and discipline is an organized and serious component of the school atmosphere. Rigorous rules are in place in order to ensure that every child has the opportunity to learn with as little disruption as possible. **GIA IS A BULLY FREE ZONE!**

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

With this goal in mind, the GIA Governing Authority has adopted the 2014-2015 Code of Conduct.

I. School Discipline

Intent and Purpose

Each Board of Education is required to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning (Ohio Revised Code 3313.20 & 3313.47).

The Board's primary concerns are that students who wish to learn can do so in an environment conducive to learning and that reasonable disciplinary and prescriptive means be implemented to deal with those who would impair or deny such an environment. The full objective of this code is to ensure fair and equitable handling of

disciplinary problems. This code is intended to standardize procedures to guarantee equally the rights of every student in the GIA School System.

II. The student discipline code explains:

It is the intent of GIA School to provide an environment conducive to a positive educational experience for all students and staff. In order to accomplish this end, it is necessary to implement rules.

The rules and regulations set forth herein have been developed with the help of students, parents, teachers, and administrators over a period of time. It is in the interest of the health, safety, and welfare of all that these rules are set forth.

The administration reserves the right to exercise flexibility in the administration of all disciplinary action. Individuality of the student infractions and other considerations may necessitate disciplinary action other than that specifically listed. The administration reserves the right to incorporate such actions. GIA School operates on the assumption that most disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. However, there may be occasions when the philosophy of progression does not apply because of the severity of the offense. The intent of this philosophy is to modify, perhaps eliminate, undesirable student behavior.

III. Scope of Jurisdiction

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, walking to and from school, and while at bus stops, interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

Misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school property

Misconduct by a student that, regardless of where it occurs, is directed at a School official or employee or the property of an official or employee

Engaging in any conduct which directly affects the good order, management, and welfare of the school

IV. Disciplinary Record Keeping

To provide accountability to the student and protection for teachers, principals and administrators, records of all efforts to correct behavior and any disciplinary action taken must be kept by those taking such action. These records should include the student's name, date of the incident, type of misbehavior, corrective action taken, verbal and written notices to the student and parent(s)/guardian(s). When suspensions occur, the length of that suspension and the total number of suspensions for the student during the academic year shall also be included in the record. Administrators will review the disciplinary record and the student's previous record in deciding appropriate action if a student misbehaves and to determine if a student shall be expelled due to discipline.

V. Suspensions and Expulsion from the School Bus

Students who ride school buses are expected to comply with the same rules that govern their behavior while they are in school. A student who misbehaves on a school bus can be suspended from the bus, and/or suspended/expelled from school. Permanent bus exclusion is possible depending on the infraction.

Students suspended from riding the bus are expected to attend school during the period of bus suspension. Unexcused absences during the period of suspension from the bus will be subject to the School Attendance Policy. Parents will be responsible for how their child gets to school during the suspension period. Students are required to follow all rules as mandated by the School District of record, for providing transportation.

Procedures and Due Process

I. Due process

Due Process provides a standardized set of procedures that protects student and parents' rights during the resolution of disciplinary matters. Due process applies in all instances when the student is subject to the authority of the school. The Ohio Revised Code 3313.66 due process requirements include: Providing the student a written **Notice of Intent to Suspend** stating the rules he/she is thought to have broken. Providing an opportunity for a hearing at which the student learns why he/she may be suspended or expelled and at which time the student can explain his/her actions.

Providing the student with a **Written Notice of Suspension or Expulsion** Within one school day, a copy of the suspension form stating the reasons for the suspension and including notice of the right to appeal such action.

Providing a means for student appeal of suspensions or expulsions

Notice of the suspension is sent to the

Building Administrator/Principal

Business Manager

Executive Director

EMIS Coordinator

Board of Directors (Expulsion notices)

II. Procedures:

Emergency Removal

DEFINITION: An emergency removal is the removal of a student from a situation in which that student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process in the classroom or elsewhere on the school premises in accordance with (O.R.C. 3316.66). **Emergency removal is not a/or off disciplinary tool and shall not be used as a substitute for suspension.**

Procedures:

The Executive Director, Principal or the Principal's designee may, without notice or hearing, remove the student from curricular or extracurricular activity, or from the school premises for a period up to three school days (ORC 3313.66)

A teacher may not, without notice or hearing, remove a student from curricular or extracurricular activities under the teacher's supervision. The teacher may direct the student to the school office with an appropriate, written referral within a reasonable amount of time, not to exceed 15 minutes from the time of removal. This referral must be submitted to the office of the Principal

In the case of an extracurricular activity, the referral must be submitted before noon of the following day. Employees may recommend to the principal students out of their assignments in writing as an emergency removal for the following reasons:

Fighting

Flagrant disruption of the learning environment: and/or

Obscene, verbally abusive or threatening language or behaviors toward employees or other students.

Physically attack or making violent threats against teachers or student.

Possession of drugs or weapons

Bullying or intimidating

In cases where a student must be removed from the school premises because his/her presence poses a continuing danger to persons or property in the school, the parent(s)/ guardian(s) of the student will be contacted as soon as practical. If the parent(s)/ guardian(s) cannot be reached, the principal will contact Child Services for assistance.

Any student removed under this section must be given a written statement of the reason for removal. The Emergency Removal of Student form will be used for this purpose with copies going to the parent(s)/ guardian(s) and appropriate school personnel.

III. Suspension

Executive Director, principal and designee may suspend a pupil from the school for disciplinary reasons outlined in the student's code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Executive Director's Designee may apply any or all of the period of suspension to the following year.

IV. Guidelines

The Principal and the Executive Director have the power to suspend a student when that student's behavior presents a clear danger of injury to the student, other students or school personnel, or prevents the orderly operation of classes or other school activities. **A student may be suspended for specific violations identified as Level I, II or Level III offenses.** The Executive Director may suspend a student for specific violations identified as **Level IV** offenses pending a pre-expulsion hearing.

Students will not be suspended for **Level I** offenses unless the Principal or designee determines the offenses to be chronic in nature.

The Principal may suspend students who commit **Level II** offenses, for up to five school days.

The Principal may suspend students who commit **Level III** offenses, for up to ten school days.

The Principal or designee can suspend for up to ten school days, pending an expulsion determination by the Executive Director for students who commit **Level IV** offenses.

Make-up work can be assigned via the parent portal or the teacher assignment/s only, provided during days of suspension. Students will receive full credit for make-up work missed while on suspension that is turned in **on day** student returns to school. (No exceptions.)

Make up work is not provided during expulsion.

V. Procedures:

PRE-SUSPENSION: Suspension proceedings should begin with an informal hearing between the student and the Principal. At this hearing, the student will be given written **Notice of Intended Suspension**, which spells out the specific charge(s) being made against the student.

If the offense is one for which the School may seek expulsion, the notice shall contain that information. The student will be given an opportunity to challenge the

reasons for the intended suspension or otherwise explain his/her actions. The student does not have the right to call witnesses to give testimony on his/her behalf at this informal hearing before a school administrator.

If, following the hearing, a Principal suspends a student; the student must receive the **Notice of Suspension**, which states:

That he/she has been suspended

The reason for the suspension

The length of the suspension

The procedures for appealing the suspension

The procedures for returning to school at the conclusion of the suspension

That the School may seek expulsion, if appropriate

The Principal or designee will contact the student's parent/guardian by telephone if possible and will detain the student in school under supervision until either the arrival of the underage student's parent/guardian or until the close of the school day. **No suspended student will be sent home before the end of the school day unless the school contacts the parent(s)/guardian(s), and permission is given to send the student home/parent picks up student or student requires police removing student from the premise.**

A suspended student is not permitted on School property or at School activities during the suspension. A student or parent(s)/guardian(s) has the right to appeal a suspension to the Executive Director or its designee and to be represented in the appeal by a representative of their choosing. A request for an appeal hearing must be made in writing to the Executive Director within ten calendar days of the date of the suspension or of the date parent or guardian receives the notice, which ever is later.

The Executive Director may affirm the order of suspension, reinstate the student or otherwise reverse, or modify the suspension order. The decision of the Director may be appealed by the student or parent(s)/guardian(s) to the GIA Board of Directors.

VI. Expulsion

Definition: Expulsion means that the student is removed from school by school authorities for more than ten school days, but not for more than eighty school days. If the offense involves a firearm or knife, a bomb threat, or is an offense, which would be a crime if committed by an adult and result in serious physical harm to persons or property, the student may be expelled for up to one year. Since expulsion is the most severe punishment the school system may use, it requires action by the Executive Director. The Executive Director Designee may expel a student from

school for eighty days. Expulsions may extend from one school year to the next. Expulsion of a handicap student or suspension in excess of an aggregate of ten days per year is a change in placement, thereby requiring federal due process procedures to be followed.

In accordance with Public Law 94-142 due process is guaranteed

Handicap children are not entitled to completely separate disciplinary procedures and may be suspended for up to ten days

Procedures

A student committing a **Level IV** offense shall be considered for expulsion.

A student committing a **Level III** offense may be considered for expulsion.

Before a student is expelled from school, the Executive Director or designee shall give the student and his/her parent(s)/ guardian(s) written notice of the intention to expel and the reasons for the intended expulsion. The notice shall include information on the right to have a hearing, the time and place of the hearing, and the right to have a representative of the student's choice at the hearing.

The hearing shall not be earlier than three (3) days or later than five (5) days after notice of intention to expel is given. The Executive Director or designee may grant an extension of time at the request of the student, parent(s)/ guardian(s), or their representative. If an extension of time is granted, the Executive Director or designee must inform the student or his/her parent(s)/ guardian(s) of the new time and place to appear. At the hearing the student may challenge the reason(s) for the intended expulsion or otherwise explain his/her actions. Such information shall be given equal consideration.

Within twenty-four hours of the decision to expel, the Executive Director Designee shall notify in writing the principal, student, parent(s)/guardian(s), Executive Assistant and the President of the Board of Directors. The written notice shall include the reason for the expulsion and an explanation of procedures to appeal the expulsion.

If a student is expelled for more than 20 days or if the expulsion extends into the following semester or school year for any period of time, the Executive Director Designee shall also include a listing of public and private agencies that offer assistance to the incident(s) for which the expulsion was ordered.

A student or his/her parent(s) or legal guardian(s) who disagree with the expulsion may request an Appeal, in writing, within ten (10) school days of the date the Notice of Expulsion was mailed.

The Board of Directors will act on the expulsion appeal at a public meeting. The Board of Directors may uphold the expulsion, reinstate the student or modify the expulsion order.

If a student commits a violation that warrants expulsion, the Executive Director shall proceed with the expulsion hearing and impose any warranted expulsion even if the student who committed the act has already withdrawn from school.

The Board of Directors may temporarily deny admittance to any student seeking to enroll in the GIA School if the student has been expelled or permanently excluded from a public school of another School, not limited to the State of Ohio, provided:

- a. An opportunity for a hearing has been offered
- b. The period of the expulsion has not expired
- c. The student will be admitted at the conclusion of the expulsion period so long as it does not exceed one calendar year as prescribed by Ohio Law

Students returning from expulsion will not be given an opportunity to earn or be granted appropriate credit for work missed during the time of expulsion.

The rights of students with an identified disability are additionally protected by Board of Education Policy and Federal and State laws, which outline suspension and expulsion procedural safeguards for dealing with these students. (ORC 3313.662)

Appeal Process

Should a student or a student's parent(s) choose to appeal the **suspension**, he/she must do so within 3 school days of the notice of suspension. The student may be excluded from school during the appeal process.

Should a student or a student's parent(s) choose to appeal the **expulsion**, he/she must do so within 14 calendar days of the expulsion notice. The appeal period begins to run on the day following the expulsion and concludes 14 days later.

The Executive Director's Designee is authorized and directed to act as the designee for the Board of Directors in the appeals of student suspensions and expulsions.

Due process in the context of quasi-judicial administrative proceedings carried out by the school authorities does not mean that proceedings used in courts in juvenile courts must be followed exactly by school authorities when engaged in school-related disciplinary actions taken by school authorities. It does mean that clear, definite, and fundamentally fair rules of procedure must be governing disciplinary actions taken by school authorities.

VIII. Specific Violations

Disciplinary action is determined based primarily on the type of offense committed. Other factors such as the frequency of an offense as well as the child's age are considered. Although the disciplinary actions listed below reflect a progressive disciplinary process, all steps may not be considered or appropriate in a given case. Offenses of a repetitive or more serious nature may result in discipline commensurate with the seriousness of the offense and may justify suspension and/or expulsion without reference to previous reprimands.

Level I - Offenses

- 1. Truancy/Skipping Class:** Violation of State, or school policy relating to attendance. The unauthorized absence from school, a scheduled class or after school detention, without obtaining consent of the proper school authority.

Excused absences: An excused absence is one which has been classified excused by the building administrators. An absence which has been classified excused by the building administration. An absence which falls under one of the six Board of Directors approved reasons for absence will be classified excused if the building attendance procedure is followed by the student and the parent or person acting as the parent. Absences shall be excused for the following reasons:

Illness of the student;
Urgent need of the child to be at home due to illness in the immediate family;
Death in the family;
Absence approved by the principal and prearranged by the parent, student and principal;
Other emergency reasons approved by principal or a designee; and
School approved activities.

Unexcused absence: an unexcused absence is one which has been classified as such by the building administration. An absence will be classified as unexcused if it does not fit one of the Board's six stated reasons for excusable absences or the building attendance procedures is not followed. Student is inexcusably absent if under the suspension (out-of-school); leaves the school without permission; does not attend a required conference or detention period; fails to comply with building attendance procedures and the State Compulsory Attendance Laws.

- 2. Tardiness:** No student shall be tardy to any class without a legitimate pass.
- 3. Use/Possession of Tobacco:** A student shall not possess, use, sell, or conceal tobacco or tobacco products, including cigarettes, cigars, chewing tobacco, snuff or papers used to roll cigarettes (Ohio Revised Code 3313.75.1; 2151.87).

4. **Possession of Electronic Equipment:** Any electronic devices, including but not limited to phone pagers, cellular telephones, CD players, and MP3 players, iPads, or iPods are prohibited for use during the school day. Electronic devices will be retained in the school office until the end of the school day if the student is found using the device. **The School is not responsible for loss or theft of above mentioned items.**
5. **Non-Conformity to Dress Code:** Students shall not violate school rules pertaining to appearance and the dress code. Students shall not wear apparel that is unsafe or causes disruption to the educational process. Failure to comply with policy governing attire set by the Board of Directors or as stated in building policies provided refer to School consequences previously outlined in this Code of Conduct.
6. **First unauthorized use of cell phone.**

Repeated or chronic occurrences of Level I offenses may result in suspension as a Level II offense.

Level II – Offenses

Repeated /Chronic Violations of Level I Offenses

1. **Physical Misconduct:** A student shall not engage in physical contact, fighting, hitting, pushing another student or instigating a fight. The intentional promotion by a student to engage, through physical contact, another student in a physical conflict or continuous harassment is in violation.
2. **Improper or Threatening Language/Gestures:** No student shall use vulgar, racially derogatory, threatening, or other improper language spoken in any area of school buildings, on school property or at school sponsored activities; nor shall a student use vulgar or improper gestures or signs. The use of any language or actions, written, oral, physical, or electronic remark or expression, including obscene gestures, which is offensive, threatening or challenging via of face book, twitter or any other social media is included under this section of the Code of Conduct.
3. **Leaving School without Permission:** The leaving of school grounds during the designated school day without first obtaining permission of the principal or principal's designated representative is a violation.
4. **Cheating, Plagiarism, and Forgery:** A student shall not plagiarize, cheat, forge, falsify, distort or misrepresent in verbal or written form any dates, times, addresses, grades, class work or other data in any communication directed to or from school.

5. Academic Dishonesty/Cheating/Forgery: Altering, copying, or imitating of something, of software, unauthorized use of hard copy or software to develop one's own software. without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling , buying, or possession of an altered, copied, or imitated thing with the intent to deceive or fraud. Academic dishonesty includes, but not limited to: plagiarism, forgery, copying or stealing another person's work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying

6. Gambling or Possession of Gambling Paraphernalia: A student shall not engage in, posses, or promote games of chance, place a bet, or risk anything of value on school grounds, on school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority. The participation on school property that unlawfully bet or wager money or something else of value; assist, promote, or operate a game of change for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; tamper with the outcome of a sporting event or contest to gain a gambling advantage.

7. Trespassing: A student shall not enter a school to which the student is not assigned without signing in at the office or enter a school from which the student is suspended without permission from the school Principal. To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. Unauthorized presence on school property after being warned to leave or not to appear on such, including but not limited to, suspension or expulsion.

8. Repeated Behavior of a Disruptive Nature: A student may be disciplined for any repeated misconduct.

9. Failure to Comply with Directives: Students will comply with directives and orders of teachers, student teachers, educational aides, substitute teachers, principals or other authorized school personnel during any period of time when they are properly subject to the authority of the school. The refusal to act in accordance with a reasonable request or directive from school personnel or disobeying any general rule of school conduct will result in corrective action.

10. Engaging in or causing a Disruption on the School Bus: The Failure to comply with or follow established procedures for bus transportation privileges may result in removal from school provided transportation, either, temporarily, or permanently.

11. Verbal/Physical Threats: Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety.

12. Any Other Misconduct that Disrupts the Educational process: Students may be disciplined for any other misconduct that is deemed by school authorities to be disruptive or to interfere with the educational process.

13. Second unauthorized use of cell phone

Corrective Actions

Disciplinary responses for Level II offenses may include:

Any disciplinary option suggested under Level I may be applied for offenses under Level II.

The Principal may use Board approved agency mediation programs for conflicts between students, as appropriate.

The Principal or the Executive Director may suspend a student for a period not to exceed five (5) school days, following appropriate due process as specified in Ohio Revised Code 3313.66.

Level III – Offenses

- 1. Damage or Destruction of Property:** A student shall not cause or attempt to damage, deface or destroy school property or the private property of students, teachers, school personnel or other persons.
- 2. Theft of Unauthorized Removal of Property:** A student shall not steal or attempt to steal school or private property, or possess such property without authorization.
- 3. False Alarm/Bomb Threat:** A student shall not trigger a fire alarm in the absence of an actual fire or other emergency. A student shall not make threats against the school or other persons.
- 4. Hazing:** No student shall persecute, threaten or participate in any act or acts that injure, degrade or disgrace any student. Hazing is banned in any form.
- 5. Gang Related Activity:** The presence of gangs and gang activities can cause a substantial disruption of school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit.
- 6. No student on or about school property or at any school activity:**
 - Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang;

Shall commit any act or omission, or use any speech, either verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang;

Shall use any speech or commit any act or omission in furtherance of the interest of gang or gang activity, including, but not limited to:

-Soliciting other for membership in any gangs;

-Requesting any person to pay protection, extort or otherwise intimidating or threatening any person

-Committing any other illegal act or violation of School policies;

-Inciting other students to act with physical violence upon any other person

7. **Extortion:** No student shall use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions off school grounds, or at any other time the student is subject to school authority.
8. **Use/Possession of Alcoholic Beverages:** A student shall not handle, possess, use, conceal, or consume any alcoholic beverage on school grounds, at school-sponsored or related functions or activities off school grounds, on a school bus or conveyance, or any other time the student is under school authority.
9. **Use/Possession of Other Drugs:** A student shall not handle, possess, use, conceal, or consume any of the drugs of abuse, or counterfeit drugs commonly called "look-alike," nor shall they handle, possess, use, or conceal any drug or counterfeit drug instrument or paraphernalia on school grounds, at school sponsored or related functions or activities off school grounds, on a school bus or conveyance, or any other time the student is subject to the authority of the school.
10. **Sale/Distribution of Alcohol:** A student shall not transmit, negotiate the sale of, or sell alcohol on school grounds, at school-sponsored or related activities off school grounds, on a school bus or conveyance, or any other time the student is subject to the authority of the school.
11. **Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical harm to another person.
12. **Public Display of Affection or Sexual Acts With or Without Mutual Consent:** Student shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.

- 13. Disruption of School:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any function or operation of the school or of the educational process.
- 14. Inappropriate use of Technology:** Students shall not violate the Information Technology Acceptable Use Policy adopted by the Board of Education.

Computer “Hacking”

Unauthorized use includes:

Use of School computers to gain unauthorized access to School or other databases including student, faculty, or School data files, without permission.

Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view or display obscene, vulgar, sexually explicit or racist media

Use of the school computer network for soliciting or purchasing commercial materials and/or services of any kind

Use of the school computer to engage in participation in hate groups, to incite violence or aggressive action on the part of the student body or promote racial disorder

In addition to any criminal penalties, students will be suspended and recommended for expulsion. – (see Internet Policy Form)

15. Unauthorized use of cell phone

For misconduct by a student that occurs off School property but is connected to activities or incidents that have occurred on School property.

Students will be suspended and may be recommended for expulsion for any misconduct that first occurred on school property and was continued off school property, or started off school property and carried over into the school and caused conflict or disruption including:

- 16. Misconduct Away From School:** A student who sells or transmits any narcotic drug, hallucinogenic drug, cocaine, marijuana, or any other controlled substance of abuse off school property or at a non-school sponsored or related activity; engages in an assault upon a school employee or other student off school property, at a non-school-sponsored or related activity, function or event; or engages in electronic harassment or threats may be subjected to suspension or expulsion from school. The Executive Director determines if the student’s continued presence in the school is reasonably certain to significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students and or has a negative influence on others to act or do the same.

Corrective Actions

The Principal and Executive Director may suspend a student for a period not to exceed ten (10) school days (Ohio Revised Code 3313.66).

The Principal may recommend that a student be expelled.

The Highland Heights Police Department may be called if a serious incident occurs.

Parents will be informed of any Level III offense committed by their child within one school day by the administration or its designee.

In the event that a student causes damages to occur to Board of Education property, parents/guardians will be responsible for the cost of such damages in accordance with Ohio Revised Code Section 3109.09.

The Students may be assigned for Community Services. (Restitution)

Level IV Offenses

The commission of these offenses **shall result in expulsion** up to a period of one school year and/or permanent exclusion from the School.

- 1. Arson:** A student shall not set a fire or cause an explosion.
- 2. Falsely setting off or pulling fire alarm in school building.**
- 3. Use/Possession of a Firearm or Other Weapons:** Students shall not use, possess, exhibit, handle, transmit, or conceal any object classified or construed as a firearm while on school property, in a vehicle parked on school property, at any school-sponsored activity regardless of location, or at an interscholastic competition, extracurricular event or other school program or activity that is not on school-controlled property. **The definition of a firearm** is any weapon (including a starter gun) which will, or is designed to, or may readily be converted to; expel a projectile by the action of an explosive, the frame or receiver of any such weapon or any firearm muffler or firearm silencer.
- 4. Threat to take a life via weapon or any other means**

Definitions:

A knife includes, but is not limited to, any cutting instrument consisting of a sharp blade or pointed object which may or may not be fastened to a handle, and having a blade length of two and one-half inches or longer.

Other dangerous weapons and instruments include, but are not limited to, "look alike" firearms, metal knuckles, razors of all descriptions, and propellants that may

be used to or are intended to harm, threaten or harass students, staff, parents/guardians, or community members.

- 5. Sale/Distribution of Weapons:** A student shall not transmit, negotiate the sale of, or sell any weapon on school grounds, at a school-sponsored or related function or activity off school grounds; on a school bus or conveyance or at any other time the student is subject to the authority of the school.

Weapons shall include firearms, knives, razors, clubs, chains, explosives, incendiaries, poisonous gas, or other items and substances, which may be used to inflict harm on or intimidate another person

- 6. Use/Possession of an Explosive, Incendiary, or Poison Gas:** A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as explosives, fireworks, munitions, incendiaries, accelerants, lighters, matches, or poisonous gas while on school property, in a vehicle parked on school property, at any school-sponsored activity regardless of location, or at an interscholastic competition, extracurricular event or other school program or activity that is not on school-controlled property.

“Look-alike” and replicas of weapons shall be included in the definition of weapons.

- 7. Sale/Distribution of other Drugs:** A student shall not transmit, negotiate the sale of, or sell any drug of abuse or drug paraphernalia on school grounds, at a school-sponsored or related function or activity off school grounds, on a school bus or conveyance or at any other time the student is subject to authority of the school. Included are counterfeit or “look-alike” drugs and drug paraphernalia.
- 8. Criminal Acts:** Commission of an act while under the authority of the School that is a criminal offense when committed by an adult (Ohio Revised Code 2901.01).
- 9. Harassment, Bullying, Dating Violence** Students shall not harass or stalk any members of the school staff or student body on the basis of sex, color, race, national origins, religion, sexual orientation, age, or disability. Harassment, Intimidation, Teen Dating Violence or Bullying behavior by any student/school personnel in the GIA School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Pending House

Bill 19 teen Dating Violence is defined as a physical sexual or psychological/emotional violence within a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal or physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gestures, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by imbalance of power. Bullying may involve, but is not limited to:

- Unwanted Teasing
- Threatening
- Intimidating/extortion
- 'Stalking/sexting
- Cyber bullying
- Physical violence/ Date violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion , including incitement and/or coercion
- Rumor or spreading of falsehoods

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a student's educational performance, and employee's work performance, or either's opportunities, or benefits;
- Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being: or
- Has the effect of substantially disrupting the orderly operation of a school.

Cyber stalking or “Menacing by Stalking as defined in ORC 2903.211 (A) means to engage in a pattern of conduct that shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. No person, through the use of any electronic method of remotely transferring information, including, but not limited to , any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of this section.

Cyber bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, social websites (e.g., MySpace, Facebook, and Twitter, Instagram...), chat rooms, and instant messaging.

“Bullying”, Cyber bullying, “and/or “Harassment” also encompasses:

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.

Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.

Perpetuation of conduct listed in the definition of bullying, harassment, or discrimination that is not made in good faith.

Incitement or coercion;

Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system or computer network within the scope of the School system; or

Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

10. Unauthorized use of cell phone

Corrective Actions

The Principal and/or Executive Director may suspend a student for a period not to exceed ten (10) school days (Ohio Revised Code 3313.66).

The Principal may recommend that a student be expelled.

The Highland Heights Police Department may be called if a serious incident occurs.

Parents will be informed of any Level IV offense committed by their child within a reasonable time period by the administration or its designee.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this section shall be expelled by the Executive Director.

If the actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in Ohio Revised Code 3313.662(A) based upon such actions, the student may be permanently excluded from the School. The procedures for permanent exclusion are set forth above in this handbook.

In the event that a student causes damages to occur to Board of Director or Building Owner property, parents/guardians will be responsible for the cost of such damages in accordance with Ohio Revised Code Section 3109.09.

Immunity, A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666

If that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Search and Seizure

To maintain a safe and orderly environment in the School and to protect the safety and welfare of students and School personnel, School authorities may search a student and may seize any illegal, unauthorized or contraband materials discovered in the search. Students should not expect privacy regarding items on School property because School property is subject to search at any time by School officials. Periodic general inspections of School property may be conducted by School authorities for any reason at any time without notice, without student consent and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, automobile, etc.) may be searched whenever a School official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

A student's refusal to permit searches and seizures as provided in this policy seriously interferes with the School's ability to maintain order and discipline and to insure a safe and secure learning environment. Therefore, such refusal will be considered grounds for disciplinary action up to and

including an indefinite suspension pending action on a recommendation for permanent expulsion from School.

Rules and Regulations

The following rules, regulations, and procedures are based upon official policy of the Board of Directors of GIA. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during, immediately before or immediately after school hours and at any other time when the school is being used by a school group; off school grounds at a school activity, function, or even; job stations where units of credits are given towards graduation. A student found to be in violation of any of these rules or portions thereof will be subject to disciplinary actions.

This shall consist of either a disciplinary notice, suspension for a set number of days, expulsion or permanent exclusion. (The examples listed in the rules below are not meant to be exhaustive.)

In addition to or in lieu of the above mentioned disciplinary action, the disciplining authority may impose disciplinary measures in the nature of after school work, repair of or payment for physical damage caused by the student, cleanup, painting, and revocation of the privilege of participation in school activities.

The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with the GIA School Board Policy. This also means that the administration may develop appropriate rules and regulations as called for by various situations. It also means that the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook.

DRESS CODE

Students must be in uniform every day unless students earn dress down privileges. Uniform includes: white collar dress shirt or white collar blouse GIA Hunter Green sweater vest; GIA long tie for boys and GIA cross tie for girls; khaki pants, skirts, and jumpers. Black Dress Shoes only.

NO CARGO SHORTS OR CARGO PANTS. NO TENNIS SHOES Requirements for student dress are listed below:

1. All shirts must be tucked in at all times.
2. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.

3. Safe and appropriate footwear must be worn which includes black dress shoes and/or tennis shoes for gym. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes and bedroom slippers. Tennis shoes are necessary for participation in gym only.

4. Sweaters: Must be solid colors: hunter green without hoods.

Sweaters can be button down or zipper, No jackets or hoodies can be worn in school.

GIA APPROVED UNIFORM ONLY

<p>GIA Sweater Vest S c h o o l Approved GIA- Hunter Green Vest</p> <p>GIA-green Tie (b o y s a n d girls).</p>	<p>Shirts/ Blouses Collars required WHITE</p>	<p>Appropriate/Sizes No T-Shirts No over sizes No under sizes No sleeveless No polo shirts (Boys or Girls)</p>
<p>Bottoms Khaki only</p>	<p>Knee length or longer on all clothing Pants Skirts, Jumper</p>	<p>Appropriate/ Sizes No pants worn below the waist</p>
<p>Belts Tan Black</p>	<p>Worn with all clothing with belt loops</p>	<p>Skirts, skorts that have belt loops must be worn with a belt.</p>
<p>Footwear Dress shoes</p> <p>Socks - white or black only</p>	<p>Hard-soled. Solid Color Tennis shoes only</p>	<p>Maximum heel height: 1- ½ inches. Solid color boots during inclement weather only No shoes with wheels</p>

Clothing not allowed

Jeans

Cargo pants

T-shirts of any color

Shorts or skirts more than 2" above the knees

Sweat pants

Sagging pants

Leggings – unless worn with a skirt, white only

Headgear: No head gear except for religious purposes (In school buildings or on field trips)

Outerwear: no outside clothing coats/jackets, gloves, boots, sunglasses, outerwear vests in the school during the school day.

Any clothing with tears, holes or "transparent" clothing that reveals undergarments or flesh.

Spanks, Spandex or spandex like clothing

Derogatory tattoos

Chain link belts or with wording, name plates or oversized buckles

No accessories attached to clothing

Large jewelry items

Articles judged potentially harmful

Provocative and or distractive clothing

No logos on approved clothing larger than 1 inch.

No gang related colors or symbols

No stilettos, flip-flops, bedroom slippers, slides, heels over 1.

No visible undergarments

No stripes, plaids, paisleys,

No multi-color rain boots/ non approved color boots during the school day

No pajamas or pajama like clothing

No oversized or "hanging" earrings

LOST AND FOUND

A 'Lost & Found' box is kept near the main office. To help us locate the owners of lost items, PLEASE LABEL ALL STUDENT BELONGINGS. Periodically, lost items are donated to a local charity and the School shall have no liability for items lost or misplaced by students.

MEDICATIONS

Before any prescription medication may be given to a student by school personnel, a medical form requesting the administration of medication must be completed and signed by a doctor. This form is available in the main office. A similar medication form must be signed by the parent/guardian if over-the-counter medications need to be administered. Students carrying their own inhalers or Epi-Pens must also have a medication form on file.

Prescription Medication

1. Must be in the original container with current date, dosage, name of drug, student and the physician's name clearly marked.
2. Authorization form completed and signed by the parent/guardian giving details as to the time and amount to be given to the student.
3. Parents must pick up unused medications at the end of the school year.

Nonprescription Medication

1. Must be in the original container with the original label. It must be readable and have the student's name with a written note on how the medicine is to be given and your permission for the school to administer the medicine.
2. An authorization card must be signed by the Physician or Dentist and the Parent before the medication can be administered

CLINIC

A school clinic is for temporary placement of students who become sick at school. If the student is very ill, we will contact the parent/guardian to come for him/her. Therefore, it is vitally important that we have information regarding names and numbers of whom to contact in an emergency. Please do not send seriously ill students to school.

FIRST AID

In the event of an accident, first aid is given by authorized trained school personnel. In all cases every effort is made to contact the parent. In minor cases, ice and band aids can be given to students. In the case of a serious accident or illness, the parent/guardian is called and the student is taken to the nearest hospital emergency room. If we are unable to contact anyone, Emergency Medical Services will be summoned. It is very important that your current home and business telephone numbers, as well as two emergency contacts are always on file in the school office.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older 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 45 days after the day the School receives a request for access.

Parents should submit to the school Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent 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 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 Principal, 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, the Principal will notify the parent 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 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 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.

Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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

Directory Information

Under FERPA the School may disclose appropriately designated “directory information” without your written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the School Director in writing along with your signature on the Parent-Student Manual Agreement. The School has designated the following information as directory information:

- Name
- Participation in officially recognized activities and sports
- Date of graduation
- Awards received

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *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)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. 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
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect, upon request and before administration or use –*

- Protected information surveys of students;
- 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 parents to a student who is 18 years old or an emancipated minor under State law.

The School has/will adopt policies, in consultation with parents, regarding these rights, as well as 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 parents of these policies at least annually in the Parent-Student Manual and after any substantive changes. The School will also directly notify, through U.S. Mail or email or other reasonable method, parents of students who are scheduled to participate in the specific activities or surveys described herein and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School will make this notification to parents at the beginning of the school year if the School has identified the specific or approximate dates of the activities or surveys at that time. For applicable surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. 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 not funded in whole or in part by US Department of Education.

•Any non-emergency, invasive physical examination or screening as described herein and/or afforded by the PPRA.

Parents who believe their rights have been violated may file a complaint with:

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

EMERGENCY DRILLS

In accordance with state laws, fire drills are held each month. Lockdown and tornado drills are also held periodically. Visitors in the building during a drill should follow procedures posted throughout the building. Students are issued an emergency tag which is kept by the classroom teacher.

FIELD TRIPS

All field trips are an extension of what is being studied in the classroom. Trips are approved by the Principal and the Board of Directors. Permission slips must be signed by a parent/guardian before a student can go on a field trip. Telephone permission is not acceptable. A student without a signed permission will be left behind at school. Children not registered at the School may not attend the field trip.

CAFETERIA

The School participates in the National School Breakfast and Lunch program. Students may qualify for free or reduced meals. We encourage all families to apply to determine eligibility. **Please do not send soft drinks, candy or PEANUT PRODUCTS for lunch or to school as we encourage healthy eating habits and peanut allergies are on the rise.** If students get a tray lunch, no additional food/snacks are needed. Each student is expected to practice good manners and courteous behaviors while eating in the cafeteria.

CANDY, GUM & SODA

Foods of “Minimal Nutritional Value” such as candy, gum and soda are not permitted. We encourage healthy food and snacks at school. Snack suggestions include fresh fruits, fresh vegetables, raisins or other dried fruits, grains (such as unsweetened cereals, crackers, unbuttered popcorn, baked tortilla chips, pretzels, graham or animal crackers, goldfish crackers, baked chips), cereal bars, Bakery Items (Whole grain breads, bagels, English muffins, mini muffins), Beverages (bottled water, 100% fruit juices), low fat cheeses, salsa, yogurt.

CELL PHONES/ELECTRONIC TOYS

No electronic toys or games should be brought to school. These items are distracting to the learning environment. They include Ipods/recorder, CD player, radio, camera, cellular phone (including the camera that may be part of the phone), camcorder, hand held games, or MP3 players. The school is not responsible for the loss of these items. If a cell phone is brought to school it is to **be kept turned off and out of sight on school grounds** for the entire school day which includes lunch and recess. **School staff is not responsible if these items are stolen, lost or broken.**

TELEPHONE

Telephone messages regarding school business will be placed in the teacher's mailbox or sent via email. Teachers will not be called from the classroom to answer a phone call unless an emergency exists. Students are NOT permitted to receive phone calls. Students' use of the phone is for EMERGENCIES ONLY or if there is an approved need to contact a parent.

TEXTBOOKS/LIBRARY BOOKS

All textbooks and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them. Students are urged to take good care of books to avoid a fine at the end of the year.

TECHNOLOGY

Students use technology tools to do research, practice skills, and to create projects. All students are expected to use the technology provided in an approved, ethical manner in accordance with Board Policy for the completion of classroom assignments. Students who misuse technology through damage, maliciousness, non-educational use, cheating, bypassing the Internet content filter will be subject to immediate disciplinary action and or inability to use equipment.

GRADING

Standards-Based Report Cards are used to share information about your child's progress toward Mastery of the Common Core

CHILD ABUSE

The School will report allegations of criminal misconduct and suspected child abuse to the appropriate law enforcement agency and/or to Child Protective Services in accordance with law. School personnel shall cooperate with investigations by such agencies.

Teacher Qualification Notification

A parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the parent's or guardian's child. Such information shall include all of the following:

Whether the teacher has satisfied all requirements for licensure adopted by the state board of education pursuant to section 3319.22 of the Revised Code for the grade levels and subject areas in which the teacher provides instruction or whether the teacher provides instruction under a waiver of any such requirements;

The major subject area in which the teacher was awarded a baccalaureate degree and, if applicable, any other degrees or certification;

Whether a paraprofessional provides any services to the student and, if so, the qualifications of the paraprofessional.

While many of these handbook policies, procedures, and fees are outlined, the School reserves the right to adjust, add, or delete policies, procedures, or fees during the school year if it serves the best interests of the School.

**GIA Parent-Student Manual Agreement
2015-2016**

Student's Name: _____ Grade: _____

Parent's/Guardian's Name: _____ Grade: _____

We have read and understand all of the information contained in this manual including student code of conduct and related policies. We agree to abide by and support the Schools policies and code of regulations in the Parent – Student Manual.

Agreed to by:

Student's Signature Date

Parent's/Guardian's Signature Date

Please return signed form to the Office. This agreement will be placed into the student's file.

GREEN INSPIRATION ACADEMY BOARD OF DIRECTORS

ANTOINE R. WILLIAMS -BOARD PRESIDENT

JALA KATEEB

MINNIE BUTCHER

KEN BARIS

WILLIAL DEAN-EL

MELISSA HALL

SHERRY JONES

GREEN INSPIRATIONAL STAFF

APRIL HART, ESQ. - EXECUTIVE DIRECTOR

GINNY SCHEMRICH - PRINCIPAL

WENDAL GARTH - EXECUTIVE ASSISTANT

CONTACT NUMBER - (216) 378-9573