



# **Student and Family Handbook**

## **2025 - 2026**

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## Appendices for Current Academic School Year

- Appendix 1: Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy
- Appendix 2: Internet Safety Policy

### \*\*NOTICE\*\*

The School is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled in and attending the School are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law. Students that have been exempt from the compulsory attendance law for purposes of home education pursuant to Section 3321.042 of the Revised Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the School administration or the Ohio Department of Education and Workforce.



## EXPLORERS ACADEMY OF SCIENCE & TECHNOLOGY

**EAST** transforms education by eliminating educational inequity and preparing all students for success in college and the 21<sup>st</sup> century.

### Introduction

This Handbook (the "Handbook") was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Become familiar with the following information and keep the Handbook available for reference by you and your parents. The term "parent" when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian, foster caregiver, or caretaker. If you have any questions about this Handbook, please contact the Principal. The Principal has similar authority and responsibilities as the superintendent of schools for a local district. This Handbook does not constitute a contract between the School and the student/parent, and the School reserves the right at its discretion to change or amend the Handbook at any time in the future.

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. If a conflict should arise between any item posted in this Handbook and a policy adopted by the Board of Directors (the "Board") of Explorers Academy of Science and Technology (herein referred to as "EAST" or the "School"), the Board's policy shall supersede and control.



EAST is dedicated to ensuring 100% of our students meet state standards in math, science, and language arts. EAST will create an innovative school where students acquire a rigorous academic foundation that they can apply to the community and world around them in meaningful ways.

EAST students will leave our school with character and a sense of civic responsibility of which a significant percentage will assume leadership positions in an increasingly scientific and technology-based society. EAST will follow the guiding principles of rigor, integration, and personalization. EAST will be an innovative and model school that helps to redefine the American school experience.

In order to meet these overall goals, EAST will employ the following specific goals: Establish a Culture of High Expectations; provide Effective Remediation and Support; implement a Balanced Curriculum Approach; and Integrate Technology to enhance classroom instruction.



**EAST** was founded on 6 Core Values, which create a common language to develop a strong community and are embedded in everything we do. Every individual has their own unique set of personal values and living a values-driven life is an ongoing journey for staff, students and families at EAST and beyond.

We commit to create a welcoming, values-driven environment for anyone that enters our school in order to create a vibrant and inclusive EAST Community. Healthy communities support individuals to become the best version of themselves in order to contribute to the human story. We create shared commitments, aligned to the following Core Values to create strong EAST communities which help us achieve our mission.

Staff and students agree to live out the following Core Values for the purpose of creating a stronger community and sense of belonging:

These values include:

- **Respect:** We appreciate the value of a person or an object through our words, actions, and attitudes – treating people appropriately with common courtesy.
- **Responsibility:** We are able to be trusted and depended upon to complete tasks, follow directions and own up to our actions.
- **Integrity:** We are truthful, fair and trustworthy in our words and actions – doing as we say and saying as we do.
- **Courage:** We possess the confidence and resolve to take risks and make right decisions in the face of pressure, adversity, or unfamiliar circumstances.
- **Curiosity:** We are eager to learn, question, and explore. We have a thirst for knowledge, a love of investigation, and a desire to learn about ourselves, our community, and our world.
- **Doing Your Best:** We put our best effort into everything we do. We know that individual and collective effort is required for our community to thrive.



### Integrated

- Create a community centered on our six Core Values which are lived and shared, not just talked about. And where equal importance is placed on character development and academic learning.
- Build a common understanding where each student and staff member embraces being a part of our community, sharing in the responsibilities and sacrifices such a commitment brings.
- Forge a unified team that embraces the challenges of gender, economic and racial diversity, and sees diversity as a strength not a weakness.
- Prepare our students for a diverse society and workplace by engaging with a diversity of backgrounds, experiences and viewpoints.
- Leverage technology as a tool to enhance learning across disciplines, and to create learning opportunities with students across the globe.
- Preparing students for STEM careers and beyond.
- Understand that a strong liberal arts education, including athletic, artistic, and service endeavors, is a vital piece of our academic blueprint.
- Actively encourage parents to partner with EAST and to play significant roles in the daily lives andwork of their children.

### Personalized

- Create a community where each student is known and supported to achieve his/her potential.
- Instill in students the desire and the knowledge of how to pursue independent learning.
- Teach with the aim of producing outstanding individual student learning results, not to adhere to a particular pedagogical philosophy that dictates how we teach.

### Rigorous

- Create a campus environment in which everyone gives their best effort daily, provides thefoundation for all students to succeed, and supports their efforts to do so.

- Create a world-class academic culture where core academic goals apply to all students.
- Provide academic programs centered on the belief that students need a strong foundation in each academic discipline to engage in rigorous project-based work.
- Achieve mastery in a set of core performance standards (writing, reading, math, science, critical thinking) that produces college- and career-ready graduates.
- Build thinkers who have the skills to solve real-world problems through the ability to understand, analyze, apply, and synthesize ideas and knowledge.
- Assess student learning in ways that challenge students to demonstrate mastery in a variety of forms, methods and settings.

## I. Campus Policies

### Closed Campus

EAST's campuses are closed. When on campus, during academic hours, students must always be in class and under the supervision of an adult. Students who leave campus without authorization will receive a discipline consequence. Upon dismissal, students who are excused may leave campus if they do not have other obligations (clubs, athletics, academic or discipline obligations).

Students who must leave campus early are required to present a written note, signed by a parent, to the front office and must be picked up by an authorized individual (with valid identification) who will sign the student out at the front desk. As missing class and instructional time can have a detrimental effect on a student's performance, we ask that parents only sign students out for urgent reasons and try to schedule appointments before and after School as much as possible, so that the student misses as little instructional time as possible.

### Attendance

#### **Daily Attendance**

The high expectations EAST holds for each student makes daily attendance imperative. Participation in class and in community is critical to learning and growth. **More than 15 absences within a school year may result in consequences that may include repeating an academic year.** After an absence, students are responsible for getting make-up assignments and turning them in on the due date discussed with each teacher.

In the event of a necessary absence, a parent must call the School at (419) 219-9758 and report the absence by 8:00 a.m., providing the student's name, date of absence, reason for absence and parent contact number. This notification does not automatically excuse

the absence (see Excused/Unexcused Absences below).

Doctor visits or other circumstances may require a note from a parent, delivered to the main office upon arrival to School, detailing the time to be excused, reason for leaving, approximate time of return and parent phone number. The student will be excused from class when the parent arrives at the main office. Upon return, the student must provide verification, if any, as deemed appropriate by the Principal or their designee.

### **Standardized Testing and Final Exam Attendance**

To assess the effectiveness of EAST's rigorous, integrated and personalized academic curriculum, students are required to be present and take various scheduled standardized tests and final exams. Attendance and promptness are expected in all classes and is essential for assessing student progress. The opportunity to adequately assess learning is lost due to absences.

### **Excused Absences**

An excused absence will require verification, if any, as deemed appropriate by the Principal, or their designee. Where appropriate, the School may require written documentation. An excused absence or tardy may be granted if the student is not in School for the following reasons:

- Illness of the student
- Illness in the family necessitating the presence of the student
- Quarantine of the home, limited to the length of the quarantine as determined by the proper health officials
- Death of a relative
- Medical, Behavioral, or Dental appointment
- Observance of religious holidays consistent with the truly held religious beliefs of the student or their family
- Absence due to the student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- Absences due to the student being homeless
- Absences due to military deployment activities of the student's parent
- Emergency or other set of circumstances which in the judgement of the Principal, or their designee, constitutes a good and sufficient cause for the absence (may require additional criteria to be met).

The student or parent shall provide the Principal or their designee with a legitimate excuse in the manner and timeframe determined to be satisfactory in the sole discretion of the Principal or their designee.

## **Unexcused Absences**

An unexcused absence includes:

- Any absence where the Principal has deemed verification is necessary and the student or parent fails to provide such appropriate verification in the timeframe and manner as deemed satisfactory by the Principal or their designee
- Leaving School early without proper authorization
- Each day a student is late without appropriate verification
- Other reasons not to excuse an absence as determined by the Principal or their designee.

## **Religious Accommodation**

Pursuant to the Board's Religious Accommodations Policy, students are permitted up to three Religious Expression Days each school year in order to take holidays for reasons of a faith, religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. In order for a student to receive an excused absence and alternative accommodations for examinations or other academic requirements missed due to a Religious Expression Day, the student or their parent must provide the Principal with written notice of the specific dates of the Religious Expression Days the student intends to take. Such notice must be submitted no later than 14 days after the school year begins, or no later than 14 days after the student transfers into the School after the beginning of the school year.

## **Other Attendance Procedures**

When a student is absent from School or from assigned classes, the School will attempt to notify a parent as quickly as possible. If a student's academic progress is compromised because of absence, reasonable effort will be made to notify the parent in advance so remedial action can be taken. Students with excused or unexcused absences are responsible for work missed and are expected to make it up for their own benefit.

Per Ohio law, any student whose unexcused absences exceed seventy-two (72) consecutive hours of learning opportunities will be automatically withdrawn from the School.

## **Procedures for Monitoring and Compliance of Attendance**

- A summary of absences will be reported on progress reports and report cards that are sent to parents;
- A notification, after missing five (5) days for any reason in a quarter, will be sent to the parent;

- After nine (9) absences in a year, a mandatory attendance conference will be held with the student, a parent and the Principal, or their designee. At this time the student will be placed on an attendance contract.

### **Truancy**

A habitually truant student is defined as a student who is absent without legitimate excuse 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 absence triggering the 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 will require the School to file a complaint in juvenile court, naming both the student and the student's parent alleging that the student is an unruly child based on habitual truancy.

### **Excessive Absence**

Means the student has missed 38 or more hours in one school month or 65 or more hours in the school year with a nonmedical excuse or without a legitimate excuse. When a student meets either of these thresholds, the School will notify the student's parents in writing within seven days of the triggering absence. The School may implement appropriate intervention plans and may refer the student and their family to community resources as may be appropriate.

### **Tardiness**

Being prompt to all School commitments is an important student expectation. Students are required to be at School on time. If a student is late to class, and it is unexcused, the student may be assigned intervention consequences deemed appropriate in the sole discretion of the Principal.

### **Habitual Tardiness**

A parent will be notified in cases of habitual tardiness. The parent will be expected to implement a plan to correct the problem. Should there be an emergency that prevents a student from being on time, the parent should call the office or send a signed note which may excuse the tardiness.

## **Arrival and Dismissal**

### **Arrival**

Students should arrive no earlier than the times listed below unless prior arrangements have been made and approved by EAST. Students will not be permitted in the academic areas of the building before School starts unless the student has a set appointment. Students arriving after 8:15 am must get a tardy pass from the secretary in the main office.

Morning Supervision 7:30 –8:00 am  
Doors Open 7:30 am  
Breakfast 7:30 - 8:00  
Arrival/drop-off window 7:30 – 8:00 am  
School day begins at 8:00  
Tardy is recorded any time after 8:15 am

### **Dismissal**

Dismissal is at 2:40 p.m. for grades K-4, 2:50 p.m. for grades 5-8., and 3:00 for high school grades. If your child has not been picked up within a timeframe deemed reasonable by the School, and no other arrangements have been made, the School will attempt to contact the child's parent and/or emergency contact and holds the right to notify local law enforcement and/or to transport your child to Lucas County Children Services.

### **Dress Code**

The purpose of the EAST dress code is to create a professional and safe community where students can place their sole focus on learning. The dress code is in effect from the start of the school day until all requirements of the day are completed. The dress code, as detailed below, will be enforced at all times students are on campus.

EAST faculty and staff reserve the sole right to interpret and enforce the student dress code. Students who violate the dress code may be assigned appropriate intervention consequences and/or be required to change into a complete School-sanctioned uniform. Note: A phone call home to request appropriate clothing to be brought to School or sending the student home for failure to comply is solely determined by the Principal or their designee.

**The Basic Uniform** At EAST: a black, gray, white or gold polo, and/or uniform sweatshirt with black, khaki, or gray pants, a black or brown belt, and black closed-toe shoes.

#### **Tops**

- Students must wear an EAST uniform polo shirt. They may wear a solid black, white, gold, or grey short sleeved shirt under the polo shirt.

- Uniform shirts must be tucked into pants, buttoned up and collar worn down.
- EAST uniform sweatshirt. Uniform shirt must be worn under sweatshirt. No hoodies are permitted.
- Outside jackets are never permitted inside of building

### **Bottoms**

- Solid black, khaki, or gray long pants or capris (joggers, leggings, jeans, and cut-off pants are not allowed)
- Black or brown belt
- Solid black, gray or khaki skirts with the hem or slit no shorter than 2 inches below the fingertips when arms are extended straight at the sides (even when worn with leggings)
- Leggings or tights worn with skirts must be black, grey, white, or gold

### **Shoes**

- Closed-toe solid black shoes
- Sneakers are acceptable, if:
  - The body is entirely black, and
  - The laces, lace holes, soles, and bottom of shoes are black, or white.
  - Completely black work boots, rubber boots, or snow shoes
- Shoes need to be sturdy and safe for lab participation

### **PE (High School students)**

- EAST Gym T-shirt
- Athletic shorts or pants
- Students must wear tennis shoes and socks

### **Other**

- Visible tattoos, writing on self and/or clothing, and excessive makeup are not permitted
- Hats, hoods, bandanas, do-rags, gloves, scarves (non-religious), sunglasses, and non-prescription glasses are not allowed to be worn in school.
- Clothing, jewelry, or appearances that are determined to be distractive to the learning environment will not be permitted

### **Dress Down Days**

- Students with dress down privileges must still follow certain dress code guidelines
- Shorts, jeans with rips or holes, pajamas, and open-toed shoes are never permitted inside classrooms

- Shirts must have sleeves (no open shoulders), cover the stomach (at least waist length), and may not be low-cut
- Leggings are not permitted (unless worn under a skirt or dress)
- Clothing, jewelry, or appearances that administration determines to be distractive to the learning environment will not be permitted

## **Parents and Visitors**

All parents and visitors must sign-in and sign-out with School personnel & show photo identification when entering and leaving the building. Parents are expected to abide by the School's visitor rules and Core Values in all interactions with faculty, staff, administration, other parents and students.

Parents will be asked to leave campus if the School's core values are not practiced. Parents and visitors are asked to refrain from using their cell phones inside of the building. We ask that parents arrange classroom visits with the teacher or an admin staff member in advance and to not attempt impromptu conferences with the teacher, especially during class time.

The School reserves the right to deny access to anyone, including parents, to the School facility and grounds at any time in the discretion of the Superintendent, the Principal, or their designee(s). The School reserves the right to contact local law enforcement to assist with visitors that violate School rules or requests to leave School property.

## **Student Phone Usage**

In order to limit disruption to the classroom, students will not be called to the telephone except in cases of extreme emergency. With permission from a staff member, students may use the office telephone to make necessary phone calls. Students who bring cell phones to School must, upon arrival, place their cell phone in the location or storage compartment designated by the School. Unless permitted due to a student's 504 Plan or Individualized Education Program ("IEP"), or due to a bonafide emergency, students are prohibited from using cell phones anytime during the school day. The Principal, or their designee, reserves the right to determine, in their sole discretion, whether the student's use was reasonably necessary due to a bonafide emergency. If any staff member hears or sees a student's cell phone, it will be taken and given to the Principal, or their designee, to be picked up by a parent. Students are permitted to use cell phones ONLY before and after School, outside of the building.

Additionally, cell phone usage is prohibited on buses provided by EAST. Students using their cell phones on buses may be subject to disciplinary action, up to and including suspension, and may also have their transportation privileges suspended or removed.

## **Deliveries to Students**

If a student leaves items at home, those items may be delivered to School and left at the front desk for the student to pick up.

Students and parents are not permitted to order food to be delivered to the campus during the school day; however, parents may drop food or other necessary items off for their student at the front desk.

## **II. Academic Policies**

### **Academic Honor Code**

EAST believes that a commitment to the Core Values is integral to ensuring that we are all learning and growing in the classroom and beyond. Because of this commitment, we take academic integrity very seriously. The Academic Honor Code is a student commitment to the core values of Integrity and Responsibility – a commitment to honesty and to taking ownership of our actions in the classroom.

Academic Honor Code violations include plagiarism, cheating and copying. Additionally, any of the following acts, without full acknowledgement of the original source, are also violations of the Academic Honor Code:

- Direct duplication by copying another's work, whether from a book, article, web site, another student's assignment, etc.
- Allowing another student to copy an assignment
- Inclusion of images, text or other forms of media, in whole or in part, from the internet or other electronic resource without proper citation
- Duplication in any manner of another student's work during an assignment, quiz, test, or exam
- Possessing any unauthorized documents or resources during class time, including crib sheets, calculators or the internet
- Paraphrasing another's work closely, with minor changes, but with the essential meaning, form, and/or progression of ideas
- Piecing together sections of other works into a new whole
- Submitting one's own work that has previously been submitted for assessment purposes in another subject or at another school
- Producing assignments with other people (another student, a tutor) that should be your own independent work
- Using often-quoted phrases without citation
- Pressuring others to violate the Academic Honor Code

- Presenting group work as your independent work, or presenting an individual's work as that of a group
- Falsifying or fabricating information, data, or sources

Consequences of Academic Honor Code Violations may include, but are not limited to:

- Receiving a failing grade on the assignment
- Serving one (1) intervention day
- Completing extensive intervention assignments (reflection essays, interviews, research, etc.)
- Making a public apology to the School community
- Any other appropriate consequence as deemed necessary by the Principal or their designee.
- Repeat violation may receive any of the above interventions as well as potential disciplinary measures deemed appropriate, on a case-by-case basis, by the Principal or their designee.

Students are required to sign the Academic Honor Code pledge (see Handbook Contract Signature Page) and commit to upholding it throughout the year. Families will also be asked to sign a statement of support.

### **Parental Notification Regarding Child Sexual Abuse and Sexual Violence Prevention Curriculum**

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

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

### **Academic Effort**

EAST fosters a rigorous academic environment that prepares students to excel in college and beyond. Consistently living the Core Value of *Doing Your Best* is critical to academic success – the strength of our community is built on the shared effort of each community

member and it is only through a commitment to every person giving their best effort every day, on all academic work, that each student can be successful.

## **Homework**

EAST assigns homework to students on a nightly basis. We believe that homework assignments are meaningful and serve the important purpose of extending learning that goes on in the classroom. Homework has academic benefits as well as developmental benefits. It helps build responsibility, time-management skills and independent problem-solving skills. Development of such skills is essential to a student's success at EAST, in college, and beyond.

Each night, students are expected to complete all homework in a thorough manner, paying attention to detail and quality. **Completion of homework assignments is mandatory.** A teacher has the sole discretion in determining whether a student's homework is complete and/or acceptable. When deemed incomplete or unacceptable, the student will be given the opportunity to complete the work during their recess period or they will be required to stay after School to complete the work in refocus. Failure to complete the work in a timely manner may result in disciplinary measures deemed appropriate by the Principal, or their designee.

### **Homework - Parent Role**

Parents must be aware and supportive of their child's homework requirements and effort. They are expected to actively check and review homework each night and to let the teacher know if their child is struggling with homework. Parents may assist students with their homework but should never do it for them.

## **Grades**

Students in Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades will receive a standards-based report card that is more appropriate to the development of younger students. The grading will be as follows: E = Exceeding Expectations, P = Progressing, NH = Needs Help, I = Incomplete/Insufficient Work, F = Failing Grade. As in the upper grades, a grade in Effort and Core Values will be given on a scale from 1 to 5.

5 = Excellent, 4 = Good, 3 = Satisfactory, 2 = Needs Improvement, 1 = Unsatisfactory.

Students in 3<sup>rd</sup> through 10th grade will receive letter grades for each completed class. 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. The letter grades represent a performance descriptor (outstanding, very good, etc.) and are assigned to the quality of a student's completed work. A student's quarterly grade will be

comprised of their overall academic performance as well as their grades in Effort and Core Value (see below). For purposes of determining a weighted grade point average, see the table on the next page.

<b>3<sup>RD</sup> THROUGH 8<sup>TH</sup> GRADE</b>		
Grade	Performance Descriptor	Points
A+	Outstanding	97-100
A	Excellent	94-96
A-	Exceeds	90-93
B+	Very Good	87-89
B	Good	84-86
B-	Above Average	80-83
C+	Average	77-79
C	Satisfactory	74-76
C-	Needs Improvement	70-73
D+	Less than Satisfactory	67-69
D	Minimally Acceptable	64-66
D-	Limited	60-63
F	Failing Performance	<59

<b>High School Grades</b>		
Grade	Performance Descriptor	Points
A+	Advanced	96-100
A	Advanced	90-95
A-	Advanced	86-89
B+	Accomplished	81-85

B	Accomplished	76-80
B-	Accomplished	70-75
C+	Proficient	67-69
C	Proficient	63-66
C-	Proficient	60-62
D+	Basic	57-59
D	Basic	53-56
D-	Basic	50-52
F	Limited	<49

### **Composite Grading**

EAST will weigh High School student grades per semester in order to create a composite final grade at the end of the school year.

### **Missing Work, Make-Up Work and Late Work**

After absences, students are responsible for making up missed homework, quizzes and tests. Students will have the opportunity to complete missing work during appropriately assigned times that are scheduled throughout the school year.

Students who score lower than a 70% on a formative or summative assessment may participate in re-take. This includes mastery check, quiz or test. Grades for retakes can be no higher than a 70%. Formative assessments should be retaken before the summative on the same unit.

- Summative assessments should be retaken within the same quarter they are administered.
- Students must attend tutoring before completing a retake

### **Missing Work**

Any student who is absent has the number of days of absence to complete the assignment(s) that were due. Students will receive full earned credit for any assignment turned in within this timeframe. For assignment(s) submitted after this timeframe, a zero will go in the grade book.

Contact the School for more information regarding the above information.

### **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, including program requirements, is available through the School office. The School does not award high school credit for post-secondary courses any portion of which were taken during a period of expulsion imposed by the School.

### **Credit Flexibility**

The School offers the Credit Flexibility Program for eligible 7<sup>th</sup>, 8<sup>th</sup>, and high school students to meet curriculum requirements and earn units of high school credit based on subject area competency. Each participating student must have a Credit Flexibility Plan approved by the Principal, or their designee. Contact the School for more information regarding this option, including requirements and deadlines for a Credit Flexibility Plan application.

### **Report Cards and Progress Reports**

The school year is divided into 4 quarters. Students receive report cards at the end of each quarter. At the conclusion of the first quarter and the second quarter, parents and students must attend a conference with the Teacher to receive report cards. At the end of the year, final grades in each course will be recorded on the student's transcript; only the final grade in year-long courses (or the quarter grade in stand-alone courses) will appear on the transcript.

Progress reports will be issued periodically during each quarter. These progress reports must be read and signed by a parent and returned to the student's Teacher within 5 school days.

### **Honors and Awards**

Throughout the school year, student awards are presented for academic achievement and other reasons as determined by EAST. Please contact the School's office for more information related to potential honors and awards and requirements for each.

### **School Promotion Requirements**

Student retentions in grades Kindergarten through 2<sup>nd</sup> will be determined at a meeting with parents, teacher(s), and an administrator to discuss what is in the best interest of the child.

For students in grades 3<sup>rd</sup> and above, promotion decisions will generally be based on whether the student has mastered the curriculum areas necessary to be moved on to the next grade level. A student may be retained for reasons such as: non-mastery of the curriculum, discipline record, or the failure to complete a required statewide assessment. The Principal is authorized to determine additional factors thought to be appropriate, with

input from a student's teacher(s) and parent(s) prior to making a promotion or retention determination.

In general, if a student fails to meet the above criteria, they will be eligible for retention.

- A student who fails one or two core classes will be eligible for summer school based on additional assessment data. If eligible, summer school will provide the opportunity to earn a passing grade in that course over the summer. This includes passing the end of summer school course assessment. If a student does not attend summer school or pass the class in the summer, they may be required to stay back in their current grade.
- A student who fails three or more core classes is likely to be retained in their current grade in the following school year. EAST staff will review a variety of measures in addition to course grades to make the final determination.
- Ohio law prohibits the promotion of a student to the next grade level if the student has been absent without excuse for more than 10% of the required school attendance days of the current school year and has failed two or more of the required curriculum subject areas, unless the Principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.
- Any student in Special Education will be promoted or retained in accordance with recommendations from that student's IEP Team.

EAST holds the sole right to choose one of the following courses of action for any student that does not meet promotion requirements:

- Require the student to repeat the current grade.
- Require the student to complete work over the summer of which the scope and expectations are defined by EAST.

State law requires that each school district in Ohio assess reading skills for students in kindergarten by the twentieth day of instruction and first, second and third grades by September 30th of each year to determine whether they are reading at grade level or not reading at grade level ("Not on-track"). If a student is identified as being Not on-track, the School will notify the parent and the School will provide intervention services to improve the student's reading performance. In addition, the School and the parent will develop a Reading Improvement and Monitoring Plan. If the student does not attain the required level of reading competency by the end of third grade, they must be retained unless otherwise permitted by law. For information concerning promotion/retention and/or the Third Grade Reading Guarantee, contact the Principal.

Parents will receive frequent contact and/or correspondence from the School regarding

their student's status as it relates to promotion requirements. The School will send additional notification during the fourth quarter should the School be seriously considering retaining a student in their current grade. The School will communicate expectations to the student and parents about what must be done to avoid being retained. A final decision will be made following the conclusion of the school year.

**Acceleration:** Acceleration of a student's coursework or grade-level will be made on a case-by-case basis by the Principal in collaboration with the student's parents. This decision will be based on the student's academic performance, social-emotional readiness, input of the school's staff, a suitability of courses to serve them, and other factors as determined by the Principal or their designee.

### **III. Discipline**

The Core Values foster self-improvement, individual growth and character development and help define our shared expectations. For personal benefit and that of the entire School community, students are expected to consistently live the Core Values and support their peers in doing so. School authorities have the right and responsibility to manage student conduct and to ensure an orderly and safe learning environment. Conduct that disrupts learning, threatens School operations, interferes with the rights and privileges of community members, endangers health and safety, or damages property will not be tolerated.

EAST's Core Values frame a set of specific expectations. Unpredictable situations and circumstances will arise and will be handled with best practices and in a manner consistent with the guidelines and policies established herein. Behavioral consequences will always be determined with mutual respect for all involved parties, focused on the safety and development of our students. EAST will make every effort to ensure that behavior consequences are explicit, timely, consistent, age-appropriate, involve parents, respect individual differences, maximize student learning and ultimately address the needs of the student, as well as the overall School community.

Behavioral expectations apply to conduct that occurs: on School grounds; at School activities, functions, or events; traveling to and from School including actions on any School bus, van, or public conveyance; off School grounds if, in the sole discretion of the Principal, the conduct may affect the learning environment; and, regardless of where the conduct occurs, if the conduct is directed at a School official or employee, or the property of such School official or employee. Any violation of School rules or policies during these times will result in disciplinary measures and may require notification of law enforcement authorities.

## **Student Behavioral Expectations**

**Communication:** Students are expected to communicate respectfully with teachers and peers in their actions and words. Examples of unacceptable behavior may include, but are not limited to: using profane language and/or gestures, ignoring or refusing to complete a staff request, disrupting class or any other student's learning, threatening, slandering, bullying, discriminating, engaging in any behavior deemed to be harassment, engaging in any behavior deemed to be a Title IX offense (i.e. sexual harassment, inappropriate sexual contact), being dishonest, stealing and/or fighting. (See Appendix 1 for the School's Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy)

**Expectation of Ownership:** Students are expected to take ownership of their behavior, actions, personal commitments and commitments to the community. When students make poor choices, staff will support them but hold them accountable so that they are able to take full responsibility for their behavior and commit to do better in the future.

**Reporting Breaches of School Policy and Rules:** For the safety and wellbeing of the School community, all students are expected to report breaches of School policy and/or rules as soon as they are aware of the problem. To the extent practical, staff members will respect student privacy when concerns are reported. In some cases, students who do not participate in breaches of the School policy or rules but are aware of such situations and do not report them, may be assigned consequences due to their **inaction**. Students who witness questionable activity should talk to a staff member right away.

## **Rules**

### **Food and Gum**

Food is allowed in the cafeteria and the outdoor courtyard. Food is not permitted in other School areas unless approved by a staff member. Chewing gum is not permitted at School or on the campus.

### **Personal electronics and computer games**

Except as required by law, cell phones and all similar devices must be turned off during school hours. Such devices must be turned in to the teacher or adult in charge at the beginning of the day. The device will be returned to the student at the end of the school day. The device must remain off until the student has left the premises of the School. Headphones may be used only under supervision of a staff member. Playing computer games, video games, or using an electronic reader on campus is unacceptable unless approved by and under supervision of a staff member. If a device is not turned in to the teacher or adult in charge as required, and it is found in the possession of a student, the device will be confiscated by a staff member and a parent must reclaim it from the Principal or their designee. A subsequent confiscation may result in the item no longer

being allowed on campus, even after school hours. The School is not responsible for lost or stolen items (even if confiscated). The ONLY time students are permitted to use cell phones and similar devices is before or after School outside of the building. If a student needs to contact a parent, they must come to the office, with permission from their teacher, to make such a call.

### **Wheels on Campus**

Bikes, roller-skates, “wheelie” shoes, rollerblades, skateboards, scooters, and other wheeled devices may not be ridden on School property for recreational purposes. If so, they will be confiscated on the first offense. Confiscated items can be reclaimed by a parent from the main office. Bikes and other wheeled devices may be ridden to/from School but must be properly locked away and only ridden for School travel purposes.

### **Lunchroom**

Behavior in accordance with our Core Values is expected in the lunchroom. Additionally, students MUST:

- Clean the table, bench, and floor of their eating area
- Sit ONLY on *chairs* or benches in the lunchroom
- Refrain from throwing food or any other items
- Use appropriate volume and table manners
- Demonstrate respect and the Core Values towards all cafeteria staff

### **Public Display of Affection (PDA)**

Public displays of affection are not permitted while at School, on School grounds, or at School-sponsored activities. Inappropriate touching with hands or other parts of the body is NOT permitted including, but not limited to, hugging or sitting on laps. A brief hug with a friend is permitted. Appropriate consequences are determined based on the situation at hand.

## **Policies**

### **Anti-Harassment, Anti-Intimidation or Anti-Bullying**

As more fully set forth in the School’s Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy (attached as Appendix 1 to this Handbook), behavior meeting the definition of Harassment, Intimidation, or Bullying is strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from School. The School’s commitment to address such behaviors involves a multi-faceted approach which includes the promotion of a School atmosphere in which these prohibited acts will not be tolerated by students, staff, or the School community.

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

### **Drugs, Alcohol and Tobacco**

Possession, distribution, use, or sale of alcohol, tobacco, including vaporizers and electronic cigarettes, or illicit drugs, as well as counterfeit and look-alike substances, is prohibited on School grounds, at any School-sanctioned activity, in School vehicles, or at any time or in any place where such conduct interferes with or obstructs the educational program/operations of the School, or the health and safety of the community. Distribution includes situations where a student brings the above prohibited substances to share. Selling includes bartering or exchanging a prohibited substance for another item or a gift.

As required by law, or at the discretion of the School, violation will lead to suspension, a report to authorities, and a possible recommendation for expulsion.

Upon receiving a suspension due to the first violation of this policy, a student may be asked to enroll in rehabilitation or counseling. EAST will provide resources to connect students to low-cost or free counseling services. As a condition for re-admittance to the School, the family may be required to report back to the School with assessment, diagnosis and a treatment plan.

### **Weapons**

Knives, firearms, explosives, or weapons of any type, including look-alike and counterfeits, are not permitted in School, on campus, in School vehicles or at any off-campus, School-related activities or events. Possession of any such weapons or items that appear to be weapons will result in Toledo Police involvement and possible expulsion per EAST policy.

### **Gang Activity**

The purpose of this policy is to protect the health, safety, and welfare of those in the School community and to prevent the initiation or continuation of gang membership and gang activity at EAST.

Pursuant to state law, the term "gang" refers to all groups of three or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

Prohibition of gang-related actions will be determined at the discretion of the staff. Consequences will be determined according to the circumstances of the infraction. EAST

conducts on-going communication with Toledo law enforcement agencies regarding this policy.

### **Student Searches and Seizures**

School property is under the control of the School. Searches of School property (including, but not limited to, lockers and School computers, as well as vehicles parked on School property) may be conducted at any time in the discretion of the administration. Upon reasonable suspicion that a search may find evidence that the student has violated or is violating the law or School rules, School administration may authorize the search of a student and/or personal property, including their backpack and contents therein, in private with at least one adult witness present. However, no strip searches may be conducted. School authorities are permitted to seize any items that are in violation of School policy or Ohio law as evidence.

### **Corporal Punishment**

Corporal punishment is defined as intentional infliction of physical pain as a method of changing behavior. **Under no circumstances will corporal punishment be administered at EAST.**

### **Habitually Disruptive Student**

In situations where students may be considered disruptive, EAST will follow Student Conduct and Discipline Procedures as well as Due Process requirements as mandated by law. The below includes a typical pattern for a “disruptive student”, but the School reserves the right to skip any and all steps based on the offense.

**First Out of School Suspension in a School Year:** A behavior plan will be developed for the student. Parents will be notified in writing.

**Second Out of School Suspension in a School Year:** Student's behavior plan will be reviewed and modified, and the student and parents will be notified in writing.

**Third Out of School Suspension in a School Year:** Student may be declared habitually disruptive which could result in a recommendation for expulsion to the Board from the superintendent.

**Students with Disabilities:** Disruptive behavior, as defined by School policy, by a student identified as a student with a disability, will be supported in accordance with the student's IEP and the Individuals with Disabilities Education Act (IDEA).

## **Student Conduct and Discipline**

The following offenses are guidelines as to student conduct which may result in appropriate disciplinary measures. Each offense or series of offenses will be evaluated individually based on the circumstances of the offense(s). The following list is not exhaustive and is subject to modification/additions by EAST.

- Harassment, Intimidation, or Bullying (as defined in the Board's policy)
- Violation of the Dress Code
- Destruction and/or Vandalism of School or personal property – the purposeful destruction or defacing of property not belonging to the student
- Theft of School or other property not belonging to the student
- Fighting and/or violent acts with the intent to hurt or injure
- Disobedient/defiant or repeated interference to a reasonable request from School staff and/or any act that disrupts the orderly conduct of the School or disrupts the orderly learning environment
- Use of language (including nonverbal gestures) deemed by the Principal, or their designee, to be profane or obscene
- Drug or alcohol possession, use, sale or distribution, including look-alikes and all controlled substances
- Tobacco possession, use, sale or distribution, including vaporizers ("Vapes"), electronic cigarettes, and look-alike substances or products
- Arson or attempted arson
- Hazing or intimidation of another student or staff member
- Participation in gang-related actions, dress, or activities
- Possession, use, handling, or transmission of a weapon, including counterfeit and look-alikes objects, which may be a violation of the Weapons Expulsion section below
- Cheating, plagiarism, and other acts of academic dishonesty
- Unwelcomed sexual conduct
- Purposefully engaging in a false alarm
- Behaviors or actions that the Principal deems, in their sole discretion, endanger the health and/or safety of fellow students, staff, or guests in the School
- Other behaviors or actions that the Principal deems, in their sole discretion, may or does impede, obstruct, interfere with, or violate the mission, philosophy or School regulations.

## **The Discipline Process**

Teachers work most closely with students and therefore carry the bulk of discipline responsibility. Should a teacher have a discipline incident with a student, the teacher will work to correct the problem with the student by issuing a warning, by scheduling a mandatory conference at the earliest possible moment or by other disciplinary action. All students have the right to a School environment that is safe and free from distractions.

A Disciplinary Referral will be issued when a teacher deems an incident more serious. A Disciplinary Referral may be issued for the following: disobedient behavior, fighting, bad language, rebellion, disregard for School rules or property or similar incidents.

The parent will receive a phone call from the School as soon as possible and may receive a copy of the report, if deemed necessary by the Principal or their designee. Consequences will depend upon the incident.

## **Consequences**

The purpose of disciplinary consequences is to ensure that students and the community are safe and that all are able to maintain complete focus on learning and growth. Inappropriate student behavior impacts individuals and exacts a cost on the larger School community. Students must understand that they are accountable to their peers and to the values and expectations of the community as a whole. Family involvement is encouraged and expected to ensure prompt resolution of concerns and behaviors that do not align with our Core Values and our policies.

Disciplinary measures, depending upon the nature of the action, may include the following interventions:

- In School Intervention
- In School Suspension
- Out of School Suspension
- Expulsion
- Restorative Circle
- Other interventions deemed appropriate by the Principal

## **Suspension, Expulsion, Removal and Exclusion**

The following suspension, expulsion, removal and exclusion options are available to the School. More information related to suspension and expulsion, including information about required notices, appeal rights, and disabilities compliance, can be found in the School's Suspension and Expulsion Policies which are available at the School office or upon request. Additionally, the Policies are posted on the School website. The School will

comply with all state and federal laws pertaining to the discipline of students with disabilities.

- **In-School Suspension:** Student attends School and serves the suspension in a supervised learning environment where the student shall be permitted to complete classroom assignments for at least partial credit as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Out-of-School Suspension:** Removal of a student from School for up to ten (10) school days. The student will have the opportunity to complete any classroom assignments missed due to the suspension and shall receive at least partial credit for such completed and returned assignments, as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Expulsion:** Removal of a student for a period not to exceed the greater of eighty (80) school days or the number of days remaining in the semester or term. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year, the expulsion may extend into the following school year.
- **Weapons' Expulsion:** Mandatory one (1) year expulsion for bringing a firearm on school property. Removal of a student for up to one (1) year for certain offenses involving firearms, knives capable of causing serious bodily injury, violent acts that are criminal offenses, and bomb threats.
- **Imminent & Severe Endangerment Expulsion:** Removal of a student for up to one hundred and eighty (180) school days for actions that pose imminent and severe endangerment to the health and safety of other students or School employees. Students must meet conditions developed by the School prior to being reinstated.
- **Emergency Removal:** Immediate removal of a student due to their presence posing a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The student will be returned to curricular and/extracurricular activities the next school day unless out-of-school suspension or expulsion processes are initiated.
- **Permanent Exclusion:** Permanent exclusion of a student, sixteen (16) years old or older, from any public school in the state based on the student committing certain criminal offenses.

In addition, the School reserves the right to enact alternative disciplinary actions, as determined on a case-by-case basis by the Principal or their designee, including but not

limited to: detention, restitution, parent conferences, assigned seating, revocation of privileges, and implementing behavior plans or contracts.

Students that are subject to an active out-of-school suspension, expulsion, or removal, and those students who have been permanently excluded from school, are not permitted to attend classes, participate in extracurricular activities, or be on any School property. This prohibition is only excused upon the prior written permission of the Principal or their designee for purposes which the Principal, or their designee, determine the student must be able to be on School property.

## **IV. Facility and Resource Policies**

### **School Property**

Students must treat School property and equipment with care, respect and responsibility. School property includes, but is not limited to, the building and grounds, equipment, books, computers, and Chromebooks. Intentional actions to damage or harm School property may lead to a suspension or expulsion and reimbursement. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the School and/or completing community restoration. Additionally, students should have no expectation of privacy concerning School property, including all computers and Chromebooks, and the School may search such property at any time.

### **Textbooks**

When required, School textbooks will be provided. Students must maintain the quality of each book, using a book cover if necessary. At the end of the year, the exact numbered copy issued must be returned to receive credit for the book. Damaged or lost book fees will be assessed accordingly.

### **Chromebooks**

Use of a School Chromebook is a privilege - not a right - and can be revoked at any time. Chromebook use and all School technology resources are governed by EAST's Acceptable Use Policy. EAST reserves the right to enforce the Acceptable Use Policy and to limit or revoke a student's privileges at anytime. Parents may not use the student's e-mail account to send e-mails to any student or group of students without the permission of the Principal.

Students are responsible for the proper care and use of Chromebooks. Chromebooks must remain at EAST and are not to be taken home by the student without prior written approval by the Principal or their designee. In the event of loss or damage, parents will be responsible for payment to repair or replace the equipment based on the cost to

process the replacement. EAST will publish and distribute to the families the cost for each replacement and damage rates prior to the distribution of the computers to the students. Any time a damage fee is assessed, parents will have two weeks to inspect the Chromebook to verify the condition.

### **Student Use/Misuse of Technology**

Technology can greatly enhance the instructional program. Computers and the use of the network and other technological services at the School may support and enhance instruction and learning. As more fully set forth in the Internet Safety Policy (attached to the Handbook as Appendix 2), all use of the School's network, computers, hardware or software is required to follow School rules and be responsible, efficient, ethical, and legal. Violations may result in the revocation of the user's access privileges as well as disciplinary options as described previously in the Handbook. The School always reserves the right to monitor and log technology use and to restrict access, as may be deemed necessary, for maintenance, safety, or security of the School's technology, including but not limited to, its equipment and networks.

### **Responsibility for Personal Property**

All property brought to School is brought "at your own risk." EAST will not assume responsibility for any personal property. Distracting or inappropriate objects will be confiscated and returned at the end of the day or parents will be contacted to pick up. Repeat violations will require a parent conference. If it is necessary to bring a large sum of money to School for any reason it should be taken to the front office upon arrival and secured.

### **Lost and Found**

Periodically throughout the school year, items not claimed from the lost and found will be donated to charitable organizations.

### **School Supplies**

Students are responsible for obtaining appropriate school supplies for personal use. EAST will publish a school supply list prior to the beginning of each school year.

## **V. General School Policies**

### **Non-Discrimination Statement**

It is the policy of EAST to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, religious expression, sex, sexual-preference and orientation, gender identity, age, national origin, disability, marital status, public assistance, or any legally protected classification. EAST will not

tolerate any discrimination, and any such conduct is prohibited. EAST also prohibits any form of discipline or retaliation for reporting incidents of discrimination. EAST is committed to a policy that no otherwise qualified person shall be excluded from participation in, be denied benefits of, or otherwise be subjected to unlawful discrimination in its admissions, or under any School program or activity.

## **Student Records and FERPA**

FERPA affords parents and students over 18 years of age ("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 45 days of the day the School receives a request for access. Parents or eligible students should submit a written request to the Principal, or appropriate school official, that identifies the record(s) they wish to inspect. The Principal, or appropriate school official, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Principal, or appropriate school official, clearly identifying the part of the education record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to a School Official with a legitimate educational interest in the education record. A "School Official" is a person employed, contracted, or volunteering with the School in an administrative, supervisory, academic, or support staff position (whether paid or unpaid); including but not limited to, School employees (whether employed directly by the Board or by a third party on behalf of the Board), a member of the School's Threat Assessment Team, transportation providers and/or drivers, a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant), and persons serving on

the Board. A School Official has a "legitimate educational interest" in an education record when the School Official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the School Official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; and any other purpose that the Board deems necessary as related to a student's education.

- 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 20202-5901

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

\*\*All personally identifiable educational information is protected from disclosure except for Directory Information. The Board has designated a student's name as Directory Information and may utilize such information in EAST publications and content or disclose to a requesting third-party without parental consent. Families may opt out of such usage or disclosure by notifying the School in writing. EAST recommends that families who wish to opt out do so during the Registration/Annual Family Update period.

**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, parents, 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 and parents 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
- 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
- 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
- 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
- Instructional material used as part of the educational curriculum

These rights transfer from the parent 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 parents. 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 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 parents 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 to opt students out of participation of the specific activity or survey. The School will make this notification to parent 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 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 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 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

## **Mandated Reporting of Suspected Abuse and Neglect/Title IX Compliance**

All School personnel are mandated reporters of suspected child abuse and/or neglect. Mandated reporters are required to report suspected child abuse or neglect immediately when they have reasonable cause to believe that a child – a student under 18 years old (or a student who is developmentally disabled or physically impaired and under 21 years old) –has been harmed, or is in danger of being harmed, physically, sexually, emotionally, or through neglect. All School personnel will follow required protocols for reporting suspected abuse or neglect.

Consistent with these commitments, and in accordance with Title IX of the Education Amendments of 1972 (“Title IX”), the School aims to provide a safe learning and working environment for students, employees and community members, and prohibits discrimination on the basis of sex, including sexual harassment, in its admission, educational programs and activities, and employment.

The EAST designated contact to oversee compliance with Title IX is its Dr. Mark Williams, 1850 Airport Hwy, Toledo, OH 43692, (419) 219-9758. Please contact the School’s office for more information regarding the School’s Title IX Policy and Grievance Procedures. For additional information about discrimination or to file a complaint, you may contact the Office for Civil Rights of the U.S. Department of Education.

## **Anonymous Reporting**

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

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

- Bullying incidents
- Withdrawn student behaviors
- Verbal or written threats observed toward students, faculty or schools
- Weapon/suspicious devices on or near school grounds

- Gang related activities
- Unusual/suspicious behavior of students or staff
- Self-harm or suicidal sentiments
- Any other school safety related concerns

## **988 Suicide & Crisis Lifeline**

Those experiencing a mental health crisis, and their loved ones, can reach out to the nationwide 988 Suicide & Crisis Lifeline through call or text to "988." This resource provides free, 24/7 assistance to individuals facing emotional distress, thoughts of suicide, mental health or substance use crisis, or the concern for a friend or family member. Please follow all prompts when reaching out to 988 Suicide & Crisis Lifeline in order to be provided with appropriate intervention, resources, and/or support.

## **Media Release**

EAST maintains a website, keeps a social media presence, and periodically publishes promotional materials. We do this to effectively share the wonderful stories of our students, staff, and School communities, and capturing authentic moments makes this exponentially more impactful. On occasion, EAST may receive media requests to highlight the School and students. EAST may also wish to display or publish student artwork, photos taken by the student, or other original work on the School's website, a website affiliated or sponsored by the School (such as a classroom website), and in School publications.

EAST will apply each family's opt-in/opt-out decision from the "Parent Permission for Media, District Marketing, Web and Internal Use of Photos and Video" form completed during registration and annual family update processes to the sharing of a student's image or original work. Families may update this selection at any time by contacting the School's front office.

## **Distribution of Published Materials or Documents**

### **School Materials**

With prior approval by the Principal or the student's teacher, publications prepared by students may be posted or distributed to the greater community. Such items may include School posters, brochures, murals, etc. The School newspaper, the yearbook and all School publications available to students are supervised by staff members and may be edited or taken down at the sole discretion of the School.

### **Non-School Materials**

Unless a student or parent obtains specific prior approval from the Principal, written

materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials may not be posted, sold, circulated, or distributed at School or on campus.

### **Commerce**

Students (or parents) may not sell any articles on School property without prior written permission of the Principal. Money or materials for personal purposes or for an outside organization may not be collected without prior written permission from the Principal.

### **Enrollment**

EAST is a public charter school open to all Ohio students. The School will not discriminate in its pupil admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis. Furthermore, there will be no discrimination in the admission of students to the School on the basis of race, religion, religious expression, color, national origin, sex, sexual orientation, gender identity, or disability.

Your child must meet county and state health regulations for entrance to school. No student shall be permitted to remain in School for more than 14 days if the student has not demonstrated they meet the minimum immunization requirements.

The School checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs as established by the Ohio Department of Health which can be accessed at the following website: [www.odh.ohio.gov](http://www.odh.ohio.gov).

### **Positive Behavior Intervention Support**

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

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

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 Find**

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children who may have disabilities. If you have or know a child who might have a disability, contact the School for more information and help, as well as the School's policies and procedures for Special Education. More information is available through *A Guide to Parent Rights in Special Education* available on the Ohio Department of Education and Workforce's website. If you have or know a child who may have a disability, please contact the Principal for more information and help.

### **Missing Child Policy**

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

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

### **Kindergarten Admission**

The School shall admit to kindergarten any student, whose fifth birthday falls on or before September 30. A child who seeks to enroll in kindergarten who does not meet the age requirement set forth above, but who will be five years old prior to the first day of January of the school year in which admission is required, may be evaluated for early admittance in accordance with School's early admission policy.

### **Health Screenings**

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

All students enrolling for the first time in either kindergarten or first grade must be

screened for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1<sup>st</sup>.

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

## **Medication Administration**

Students needing medication are encouraged to receive such medication at home. If necessary for the School to administer any prescription medication, the School will only do so after receiving a written request, signed by the parent, that the prescribed medication be administered to the student. In addition, the School will not administer any prescribed medication unless it also receives a signed prescriber 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.

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

- The name and address of the Student
- The School and class in which the Student is enrolled
- The name and dose of the medication to be administered
- The times and intervals at which each dosage of the medication is to be administered
- The date the administration of the medication is to begin
- The date the administration of the medication is to cease
- 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 can be reached in an emergency
- Special instructions for administration of the medication, including sterile conditions and storage

The parent must submit a revised statement signed by the prescriber if any of the information originally provided to the School changes.

Parents are responsible for keeping a record of the amount of medication at school and for sending more when needed.

Any medication which may be legally sold without a prescription and administered without the instruction of a prescriber (an "over-the-counter drug") may be administered to students upon a written request by the parent. The request must be signed by the parent and must also include the name of the student, the name of the medication, the dose

(which is not to exceed the recommended amount), and the reasons such medication is to be administered. Over-the-counter medication must be delivered to the School by the parent in its sealed, original container. Students are prohibited from having over the counter medications on their person, in their personal bag, their locker, or their desk.

The School will acquire and return copies of written requests and statements and ensure that a copy is provided to the person authorized to administer medication in a timely manner. All medications will be stored in a location determined by the School in a locked storage place, except that medication requiring refrigeration may be kept in a refrigerator not commonly used by students.

The School has adopted separate policies regarding the use of Asthma Inhalers, Epinephrine Auto-injectors and Diabetic Students. If a student is diabetic the student or the parent should notify the Principal.

### **Seizure Action Plan**

The Board has adopted a Seizure Action Plan Policy to help support students who have an active seizure disorder. If the student has, or develops, an active seizure disorder, parents are required to notify the Principal so that the School and parent can create an individualized Seizure Action Plan.

### **Transportation**

Families are responsible for getting their student to and home from School. Any daily to/from School transportation that may be provided is managed by EAST. Parents must give written permission for any person to transport their student to and from School.

### **Education of Homeless Children and Youth**

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

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

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

## **VI. Involvement Opportunities**

### **Student Participation**

EAST encourages students to get involved with fitness, athletics and other extracurricular activities. These activities are a valuable part of a strong liberal arts education. However, participation in such School-related activities is a privilege, and not a right. Students will be deemed eligible to participate as long as they are in good academic standing, are passing all of their classes and have consistently abided by the School's Core Values. Eligibility shall be determined by the School. A student may be removed from a team or club activity at any point if not in good academic or behavioral standing.

All School policies and rules apply to athletic and club activities, practices, games and transportation. At all times, students are expected to demonstrate the highest levels of sportsmanship and exemplify the School's Core Values.

All students participating in athletics are required to provide a physical exam at the beginning of the year or before the start of the athletic season.

### **Title I Parent Involvement Policy**

The School has adopted a policy addressing the importance of parent involvement.

Parents are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children belong. Moreover, they are encouraged to be kept informed of the academic progress their children make as a

result of participation in these programs. It is through mutual understanding and close cooperation between the School and home that a student's academic success will improve. Two-way communication, both verbal and written, provides a sound base for a good partnership between the School and home to provide an effective educational program for all students.

### **Parents Right to Know Teacher Qualifications**

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The information that may be requested includes:

- 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.

## **VII. Weather and Emergency Procedures**

### **Accident or Medical Emergency**

If a medical emergency occurs at School, reasonable first aid will be administered as appropriate, and the parent will be contacted. If a parent cannot be reached, an emergency contact or the family physician will be contacted. If necessary, the School will call Emergency Medical Services (911).

### **School Closings**

Usually, if the Toledo Public Schools' ("TPS") are closed or delayed due to weather or other unforeseen emergencies, the School will also be delayed or closed. However, this is not always the case and the School may determine to be delayed or closed as determined necessary. The school-closing announcement will be posted at [www.explorersacademyst.com](http://www.explorersacademyst.com). In addition, should EAST need to close school early for other emergency reasons, every attempt will be made to inform parents in order to arrange for transportation.

In the event that the School building will be closed but students are required to participate in lessons via the School's Online Day Plan, the School will notify parents through an all-call system, the School's website, local news, or through email, text, or another electronic

messaging system that the Online Day Plan is in effect.

## **Fire Alarms and Building Emergencies**

Should an emergency require evacuation of the School, fire alarms will sound. Students will proceed to designated areas with their teachers. Individuals will remain in their designated area until a member of the administrative staff gives the “all-clear” signal. All fire alarms are treated as real and require immediate evacuation of the building. The School conducts periodic emergency response drills during the school year.

Evacuation procedures are as follows. Students who fail to follow this procedure will be issued an appropriate consequence.

- Silently follow staff directions and proceed out the nearest exit
- Do not bring backpacks or any other belongings
- Meet in the designated area with your teacher

Faculty and staff undergo emergency management training and yearly review. An emergency manual is available in each classroom for quick reference purposes.

## **VIII. Miscellaneous**

### **Parent and School Shared Expectations**

At EAST, we believe in the importance of all members of the School community, families, staff and students, working together in order to achieve our mission of preparing our students for success in college and the 21st century. The following agreement outlines the responsibilities that the School and families have to support our students’ success.

#### **Parent Commitment**

Our parents are committed to supporting their students’ growth and achievement at EAST, including supporting the systems and structures designed to promote their success. EAST parents are members of the EAST community and are responsible to:

- Make sure their child arrives at EAST every day on time and remains at School until the end of the day.
- Ensure that their child attends School every day, unless sick or unable to attend because of an emergency. Parents will notify the School before 8:00 AM if their child is going to miss school.
- Make sure their child follows the EAST dress code.
- Hold their child accountable when they fall short of an expectation. This includes making sure that their child follows through with intervention and disciplinary consequences that may be assigned.

- Express themselves appropriately by using professional and courteous language in School.
- Communicate directly and honestly and interact with others in productive and positive ways that build trust.
- Check their child's homework, as requested.
- Sign their child's planner nightly, as requested.
- Encourage their child to do their best daily.
- Encourage their child to follow up on any issues or concerns with their Teacher.
- Give honest feedback in an appropriate and respectful way to make the School community stronger.
- Treat people appropriately with common courtesy; have empathy for others and treat them with dignity.
- Understand that their child must follow EAST's expectations and Core Values to protect the safety, interests, and rights of all individuals at EAST.

## **EAST Commitment**

EAST is committed to supporting student growth and achievement at EAST, including consistently upholding the systems and structures designed to promote their success. As EAST staff and members of the EAST community, we agree to:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows.
- Hold periodic parent-teacher conferences, during which this compact will be discussed with parents as it relates to their individual child's achievement.
- Provide parents with regular reports on their child's progress.
- Provide parents reasonable access to staff. Staff will be available for consultation with parents during parent- teacher conferences and by meetings arranged by contacting the Principal or Teacher.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, through participation in the SAC (School Accountability Committee).
- Ensure that attendance for all students is taken accurately and do everything within our power to ensure that all students attend School every day.
- Make sure that all students follow the EAST dress code.

- Hold all students accountable when they fall short of an expectation. This includes making sure that students follow through with intervention and disciplinary consequences that may be assigned.
- Model professional and courteous language and conduct in School for students and the EAST community.
- Communicate directly and honestly and interact with others in productive and positive ways that build trust.
- Encourage all students to do their best daily.
- Support all issues and concerns which students bring to their Teachers.
- Give students direction and feedback in an appropriate and respectful way to make the School community stronger.
- Treat staff and students appropriately with common courtesy; have empathy for others and treat them with dignity.
- Follow EAST's expectations and Core Values to protect the safety, interests, and rights of all individuals at EAST.

## **EAST Parent/Student Handbook Signature Page**

### Student and Family Acknowledgement of Understanding and Compliance

We are familiar with and will abide by all the contents, responsibilities and policies contained in the "Student and Family Handbook 2025 - 2026." We have read and understood the Handbook and consent, support, and agree to follow the policies, procedures, and Code of Conduct as outlined in the Handbook. We recognize that although this Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students, especially in the upcoming year. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis. We pledge to abide by the Core Values. Additionally, we have read the Academic Honor Code below and agree to commit to upholding it as students and to support the pledge as parents throughout the year.

**Academic Honor Code Pledge:** I accept the responsibilities for maintaining Integrity and Responsibility in all academic work, in maintaining and promoting personal academic integrity, and to only submit individual work that is completely my own or properly cited.

Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 1

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

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

### **I. Introduction**

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

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

### **II. Definition of Terms**

- A. "Harassment, Intimidation or Bullying" means either of the following:

- 1. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student more than once and the behavior both:

- a. Causes mental or physical harm to the other student; and
    - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

- 2. Violence within a dating relationship.

- B. "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.

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

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

### **III. Types of Conduct**

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

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

### **IV. Publication of Policy**

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

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

### **V. Complaints**

#### **A. Written Complaints**

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

#### **B. Verbal Complaints**

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

#### **C. Protection of Person Filing Complaint**

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

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

### **D. False Complaint**

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

## **VI. School Personnel Responsibilities**

### **A. Teachers and Other School Staff**

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

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

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

### **B. Administrator Responsibilities**

#### **1. Investigation**

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

#### **2. Remedial Actions**

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

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

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

### **VII. Reporting Obligations**

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

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

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

### **VIII. Police and Child Protective Services**

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

### **IX. Training**

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

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

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

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

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

### **Exhibit A**

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

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

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

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

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

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

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

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

## Appendix 2

### Explorers Academy of Science and Technology Internet Safety Policy

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

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

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

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

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

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

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

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

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

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

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

## DEFINITIONS

For purposes of this Policy:

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

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

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

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

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