



# Student Handbook

## 2020-2021



Schnee Learning Center  
2222 Issaquah Street  
Cuyahoga Falls, Ohio 44221

Telephone: 330-922-1966  
Fax: 330-945-4059  
[www.schneelearningcenter.org](http://www.schneelearningcenter.org)

*"Molding Our Students to be Accepting, Insightful and Compassionate"*



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## Introduction /Mission Statement

The Schnee Learning Center (SLC) will provide an environment where students are willing and supported to take risks. We value the unique abilities of each student and offer varied opportunities for individual growth, character development, and success.

The Schnee Learning Center will strive to motivate, teach, and guide each student through personal educational growth and development. This will be accomplished by emphasizing the development of both academic and social skills. These skills will be developed and enhanced through researched programs and the use of the latest technology. Instruction will occur through an alternative approach to the regular school setting, designed to meet the student's individual needs. Social skill development will be an integral part of the student's total school experience.

A safe and positive school environment is essential. It is expected that the adults and students at SLC treat each other with respect and dignity. Each person associated with SLC should experience a warm and welcoming environment that is conducive to learning; this allows everyone to learn and develop to full potential. We strive to provide a quality educational experience for each of our students. It is important that teachers and parents be supportive partners. This will maximize educational opportunities for our students.

To further improve SLC's safe and positive environment, building-wide expectations known as Positive Behavior Interventions and Supports (PBIS) will be used as a tool for teaching expected behaviors. PBIS is a school-wide, proactive, team-based framework for creating and sustaining a safe and effective environment. The acronym, **SHARK**, stands for **S**afety, **H**onesty, **A**ccountability, **R**espect, and **K**indness, a code by which students are to abide by. The students at SLC will be learning about the school-wide behavioral expectations through a kick-off event, and repeated mini-lessons in the classroom. These expectations have been agreed upon by the staff as an effective way to be proactive in managing behaviors.

We wish you the very best this year! We will work hard to help you make the most of your school year.

## *Staff*

### **Executive Director:**

Mr. Anthony Pallija

Ext. 502520

### **Counselor:**

Ms. Summerly Rowlands

Ext. 502509

### **Administrative Assistant/Registrar**

Mrs. Cindi Kiehl

Ext. 502506

### **Student Advocate:**

Mrs. Angela Deighen

Ext. 502505

### **Teaching Staff:**

Mr. Jim Dudones

Ext. 502502

Mr. Evan Jarvis

Ext. 502511

Mr. Carl Gougler

Ext. 502518

Ms. Amanda Kotabish

Ext. 502508

Ms. Karla Black

Ext. 502511

### **Special Services:**

Mrs. Megan Friedl

Ext. 502504

Mrs. Karen Taylor

Ext. 502513

Ms. Madyson Gabriele

Ext. 502503

### **Custodial Maintenance:**

Mr. John Jordan

Ext. 502849

### **School Psychologist**

Mr. Daryl Witmer

Ext. 502512

## ***Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information***

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, and Ohio Law require the School to protect the privacy of student records.

As a parent you, or your child—if your child is 18 or older—has the right to inspect and review the student’s education records, request that the School correct records, and provide written permission to release student records. All requests to inspect, review, and release are to be done in accordance with the School’s policies.

While the School generally must obtain your written consent prior to disclosing personally identifiable information from your child’s education records, the School may disclose appropriately designated “directory information” without written consent, unless you have advised the School otherwise.

The primary purpose of directory information is to allow the School to include directory information from your child’s education records in certain school publications. Examples include: the annual yearbook, Honor roll or other recognition lists, and Graduation programs.

Directory information may be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The School has designated the following information (denoted by “X” marks) as directory information:

X	Name		Major Field of Study		Honors & awards
X	Address		School Related Publications		Weight & Height of Athletic Team Members
	Telephone Number		Grade Level		Enrollment Status
	Email Address		Dates of Attendance		Student Directory
X	Photograph		Date of Graduation		Yearbook
	Date/Place of Birth		Sports & Activities		Student ID number, user ID, or other unique identifier (excluding a SSN)

If you do not want the School to disclose directory information from your child’s education records without your prior written consent, you must notify the School in writing by within ten (10) days of receiving this notice. Notice in writing may performed by completing this form.

Additionally, FERPA and Ohio law authorize disclosure of personally identifiable information in certain instances without consent. These exceptions include:

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- appropriate parties in connection with financial aid;

- state and Federal Officials for purposes of audits and law enforcement investigations;
- in response to court orders and subpoenas;
- military recruiters unless the parent requests in writing that the School not release the student's information;
- anti-terrorism purposes;
- cases of missing children;
- Ohio Department of Education requests; and
- the School's Sponsor.

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*Note: this form should only be completed if you want to opt out of the School's Directory Information. If you wish for the School to include your child's directory information, do not complete and return this form.*

I, \_\_\_\_\_ (parent's name) do not want my student's directory information used without my permission.

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

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

# **Admission Information**

Admission is open to any individual between the ages of five (5) and twenty-two (22) who, pursuant to state law, is entitled to attend school. In making admission decisions, the School shall not discriminate on the basis of race, color, creed, sex, or disabling condition.

If the number of applicants exceeds the capacity restrictions of the School, students will be admitted based on a lottery system, with the following students given preference:

- students who attended the School the previous year;
- siblings of students attending the School the previous year; and
- students who reside in the district in which the School is located.

The lottery system adopted by the School functions as described below.

- Each applicant exceeding the capacity of the School shall be assigned a number.
- A neutral third party will randomly select numbers, and as each number is selected, the respective student is placed on the permanent waiting list. Once placed on the permanent waiting list, the student retains the position from year-to-year unless the student is no longer an eligible student, is no longer interested in admission, or is selected for admission and thereby removed from the permanent waiting list.
- The School may, in its sole discretion, decide to institute one lottery system and permanent waiting list, or may decide to institute separate lottery systems and permanent waiting lists for each age or grade.

## ***Enrollment***

1. Call the school to schedule an appointment and complete a SLC admission packet. Bring the completed packet to your appointment. Please bring a copy of your most recent transcript from the last school you have attended. If you are entering SLC from the Cuyahoga Falls Public School system, we will request a transcript from your previous school.
2. Applications are accepted any time of the year at SLC.

## ***Fees***

There is no tuition fee or tuition of any kind at SLC.

## ***Non-Discrimination Policy***

It is the policy of the School not to discriminate on the basis of race, color, national origin, religion, sex, age, disability, genetic information, marital status, veteran status or any other unlawful criterion or circumstance in any of its employment practices. Such practices include but are not limited to, recruiting, hiring, placement, retention, promotion or compensation, layoff or termination, professional development, and performance appraisals.

For qualified individuals with known disabilities, the School shall make reasonable accommodations for such individuals unless doing so would result in an undue hardship.

To further this policy, the Governing Authority strongly urges all staff members with a question or concern regarding workplace discrimination to discuss the matter to the Head Administrator or his/her designee. The Governing Authority prohibits any retaliatory behavior directed against those that raise concerns or



make a report. Anyone who is determined to have discriminated against others or to have retaliated because another reported discrimination will be disciplined and may be terminated.

The Governing Authority also encourages all staff members to develop their own personal commitment to the concepts of equal opportunity described above.

## **SCHNEE LEARNING CENTER**

Policy No. **4201**

### **Attendance, Absence & Truancy**

The School's educational program requires students to be continuously present so the student may receive instruction and actively participate in the educational process. In accordance with Ohio law, the School requires attendance of all students enrolled in the School during the days and hours the School is in session. To be considered in attendance, a student must be either within the School facilities or in place where School is in session by the School's authority.

In developing this policy, the School has consulted with the Judge of the Juvenile Court, parents, guardians, custodians, students, and all appropriate state and local agencies.

#### **Parental Responsibility & Procedure for Reporting Absences**

A student's parents or guardians are primarily responsible for a student's attendance at school. Should a student be absent, the student's parent or guardian is required to notify the School on the day the student is absent unless previous notification has been given in accordance with the School procedure regarding excused absence.

In case a student is absent, the procedure for reporting absences should be as follows:

The parent must call the School within the first hour that the School is in session to report the student's absence.

If a parent fails to call the School, school personnel must make a good faith attempt to contact within 120 minutes of the start of the school day, the parent/guardian of a student who is absent from school without legitimate excuse.

The School must make at least one good faith attempt to contact the parent, guardian, or caretaker.

A good faith attempt shall include, but not be limited to, contacting the parent by:

- (1) An actual or automated telephone call;
- (2) A notification sent through the school's automated student information system;
- (3) A text message;
- (4) An email;
- (5) An actual visit to the student's residence; or
- (6) Any other method adopted by resolution of the School's governing authority.

If the parent/guardian responds to any of those attempts but is unable to participate, the Head Administrator or Designee shall inform the parent of the parent's right to appear by the designee.

If an automated calling system is used, it must include verification that each call is placed, and whether the call was answered by the intended recipient or the system leaves a voicemail containing notice of the student's absence.

The notification requirement does not apply to students participating in College Credit Plus, or other “off-campus activities” as well as students receiving home-based, online, or Internet- or computer-based instruction.

To facilitate policy, parents or guardians must provide the School with their current home, work, and/or cellular telephone numbers; home address; and emergency telephone numbers.

### Absences

*Excused Absences.* The Governing Authority recognizes the following absences as excused:

- the student’s physical or mental illness;
- instruction at home from a person qualified to teach the student due to a child’s disability;
- illness in the family necessitating the student’s presence;
- serious illness or death in the family;
- observing religious holidays and consistent with the student’s truly held beliefs;
- medical or dental appointment;
- college visitation;
- quarantine;
- required court appearance;
- inability of the parent to employ help in the parent’s family business;
- farm work of the parent or guardian at necessary times; or
- emergency or other circumstances the School determines reasonable.

If the student is absent or will be absent for one of the above reasons, the student must provide a written note upon returning/prior to leaving the School or the absence will be considered unexcused. The statement must be from a parent and explain the cause for absence. At his or her sole discretion, the Head Administrator or his/her designee may investigate each individual absence. A student, whose extended absence is due to a medically-documented physical or mental impairment, will not be disciplined. As provided by law, such students may be entitled to receive an education tailored to their individual needs or abilities.

*Limited Excuse Absence.* Students absent solely to participate in an out-of-state School-approved activity shall constitute a limited excused absence. Limited excuse absences are to be treated as an excused absence provided: (1) the absences are limited to a maximum of twenty-four hours per school year, (2) the student must complete any missed classroom assignments, (3) and if the activity will cause the student to be absent for four or more consecutive school days, teachers must accompany the student for instructional assistance.

*Unexcused Absence.* A student’s absence is unexcused if it is not an excused or limited excused absence. A student who is repeatedly has unexcused absences will be subject to disciplinary action.

*Tardiness.* A student is tardy when a student is more than five minutes late for school or is late for the start of class. If student misses more than half a class, the student shall be considered absent for the class. A student who is repeatedly tardy will be subject to disciplinary action.

### Truancy

No student of compulsory school age shall be habitually truant.

*Habitual Truancy* – a student is absent without a legitimate excuse for any of the following:

- thirty (30) or more consecutive school hours, or
- forty-two (42) or more school hours in one (1) month, or
- seventy-two (72) or more school hours in one (1) year.

#### Notification and Absence Intervention Team

The School's Attendance Officer must notify a child's parent, guardian or custodian if the child has "excessive absences" which shall be defined as *nonmedical* excused absences and unexcused absences with or without legitimate excuse for 38+ hours in one school month or 65+ hours in a school year. This notice shall be made in writing within 7 days after the date of the absence that triggered the notice. A "medical excused absence" shall include:

- (1) personal illness;
- (2) illness in the family necessitating the student's presence;
- (3) quarantine of the home;
- (4) death in the family;
- (5) appointment with a health care provider (doctor, dentist, orthodontist, mental health provider, etc.);  
or
- (6) on a case-by-case basis, any other set of circumstances the School deems to be a good and sufficient cause for medical absence from school.

A medical excuse for personal illness or health care provider appointment will be accepted in the form of doctor/provider's note within five school days of the absence, or documented parent call-in on the day of the absence due to illness. A student may have up to ( ) ten ( ) \_\_\_ medically excused absences without a doctor's note, but with a phone call from a parent/guardian.

If the student continues to be truant after the notification and surpasses the threshold for habitual truancy, the School must assign the student to an absence intervention team within 10 days after the absences surpass those for habitual truancy. This team must develop an intervention plan for the student to reduce or eliminate further absences within 14 school days after the student is assigned to the team. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. They shall also include counseling for those students classified as a habitual truant.

The team must make at least three (3) meaningful good faith attempts to secure participation in this process and any recommended truancy prevention mediation programs from the student's parent, guardian or custodian.

A good faith attempt shall include, but not be limited to, contacting the parent by:

- (1) An actual or automated telephone call;
- (2) A notification sent through the school's automated student information system;
- (3) A text message;
- (4) An email;
- (5) An actual visit to the student's residence; or
- (6) Any other method adopted by resolution of the School's governing authority.

The parent is permitted to participate through a designee. If the parent fails to respond or participate, then the School is required to investigate as to whether the failure to response trigger mandatory reporting to JFS and the team must develop the plan without parent participation.

The School has the discretion to extend the intervention plan or process over the summer months.

### Issuance of Age and Schooling Certificates/Work Permits

Student who are at least 16 years of age may be excused from School attendance if the Head Administrator or his/her designee has issued the proper age and schooling certificates.

Age and schooling certificates are required for the employment of minors in most occupations, the most notable exceptions being employment on a family farm or any employment by one's parents.

Age and schooling certificates are not required for minors aged sixteen or seventeen who are employed during the summer vacation months.

All age and schooling certificates must be filed electronically with the Director of Commerce. The Head Administrator or his/her designee shall not issue or file an age and schooling certificate until certain documentation has been received, including a written pledge or promise from the employer indicating that the child will be lawfully employed, the child's school record, evidence of the child's age, and a physical fitness certificate.

Records relating to the issuance and denial of age and school certificates must be kept in the office issuing them. No records need be kept, however, in the case of certificates denied to children who are immediately determined to be of insufficient age.

Children who are granted age and schooling certificates must be enrolled in a competency-based instructional program to earn a high school diploma in accordance with rules adopted by the State Board of Education.

The Head Administrator or his/her designee may revoke an age and schooling certificate on account of noncompliance with any legal requirements, the physical condition of the child, the failure of the child to attend part-time classes (if required), or other sufficient cause.

### Disciplinary Consequences for Truancy

On the 61<sup>st</sup> day after implementing the absence intervention plan, the Attendance Officer must file a complaint in the juvenile court if all of the following apply:

1. The student is absent without excuse for 30+ consecutive hours, 42+ hours in a school month or 72+ hours in a school year;
2. The School has made meaningful attempts to reengage through the absence intervention plan and any offered alternatives to adjudication;
3. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered alternative adjudication.

A complaint regarding a habitual truant where the parent, guardian, or custodian fails to get the child to attend school must be file jointly against the student and the parent, guardian, or custodian. If the student is absent without excuse for 30+ consecutive hours or 42+ in a school month but the absence intervention team has determined that the student has made substantial progress on the absence intervention plan, the Attendance Officer is not required to file a complaint.

The School shall also make notification to the registrar of motor vehicles pursuant to ORC 3321.13, if applicable, and shall also initiate legal action under ORC 2919.222, 3321.20, and/or 3321.38, if applicable to the student's situation.

Pursuant to the Ohio Revised Code, the School shall not suspend, expel, or remove a student from school solely on the basis of the student's absences from school without legitimate excuse.

A student who is habitually truant will be excused for the absences if it is determined that: (1) the student was enrolled in another school, or (2) the student's absence was excused by law or this policy, or (3) the student has received an age and schooling certificate.

### Attendance Officer Responsibilities

The Attendance Officer responsibilities shall be held by the Head Administrator or his/her designee. The School's Attendance Officer shall investigate all nonattendance, shall be vested with police powers, may serve warrants, and may enter workshops; factories; stores; and all other places where children are employed and do whatever is necessary in the way of investigation or otherwise to enforce the laws relating to compulsory education and the employment of minors. The Attendance Officer may also take into custody any youth of compulsory school age not legally employed on an age and schooling certificate who is not attending school and shall conduct such youth to the school he has been attending or should rightfully attend.

### Withdrawal

By law, a student will be withdrawn automatically if the student fails to participate in seventy-two (72) consecutive hours of learning opportunities and the absence is not excused pursuant to O.R.C. 3314.03(A)(6)(b). Upon a student's withdrawal pursuant to this provision, the School shall automatically notify the student's school district of residence pursuant to any applicable Ohio laws, rules and regulations.

A student may be voluntarily withdrawn if a parent submits a written Voluntary Withdrawal notice to the Head Administrator.

### Reporting Requirements

The School must report to the Ohio Department of Education any of the following occurrences:

1. When student is absent 38+ hours in a school month or 65+ hours in a school year and the School sends notice to the parent, guardian or custodian;
2. When the child has been absent without legitimate excuse the number of hours to classify as a habitual truant;
3. When the child is adjudicated an unruly child for being habitual truant violates the court order regarding that adjudication; and
4. When an absence intervention plan has been implemented for a child.

*Ohio:* R.C. 2152.02, R.C. 2152.011, R.C. 3313.668, R.C. 3313.672, R.C. 3326.22, R.C.3321, et seq., R.C. 3331.01; O.A.C. 3301-69-02.

*Cross Reference:* Policy 3820, Resolving Issues with Attendance; Policy 4203, Emergency School Closings & Calamity Days; Policy 3540, Promotion and Retention of Students

### ***Tardiness***

Students must sign in at the SLC office if arriving after 8:15 a.m. Late arrivals after 10:50 a.m. will be counted as one-half absence.

Students receiving three (3) tardies in one nine (9) week period, will lose their break privilege resulting in detention, with parental notification. A phone call home will also be made after the 4<sup>th</sup> (fourth) and 5 (fifth) tardy in one nine (9) week period.

- Upon the sixth (6) tardy in one (9) week period, a home visit will be conducted as well as an assigned all day to make up academic time missed.
- After six (6) half-day absences in one (9) week period, students must make up academic time missed. Students will make up this time two (2) hour increments at the end of their regularly scheduled school day.

### **Attendance Tracking during the COVID-19-Related State of Emergency**

The School may, due to the COVID-19 pandemic, provide a variety of instruction models, including remote and hybrid models, consistent with its Remote Learning Plan submitted to the Ohio Department of Education

Attendance at school remains key to student achievement. Students are expected to attend school regularly under remote or hybrid learning models, and parents/ guardians must be an instrumental support in this process.

The School will keep track of and report attendance in hourly increments, and retain documentation of excused and unexcused absences. Excused absences are defined in Policy 4201.

In a remote/hybrid learning model, a medical excuse for personal illness or health care provider appointment will be accepted in the form of doctor/provider's note within five school days of the absence, or documented parent call-in on the day of the absence due to illness. A student may have up to ( ) *ten* ( ) \_\_\_ medically excused absences without a doctor's note, but with a phone call from a parent/guardian. A medical excuse will be accepted through this process for students being educated either in-person or remotely while this policy is in effect. This process will be extended beyond 10 days if the student/student's household is in quarantine due to COVID-19 or if the student is experiencing symptoms of COVID-19.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers will determine hourly attendance by evidence of student login and logoff data. ( ) *Teachers will further verify meaningful attendance in a method selected by the teacher, such as ungraded surveys or quizzes, random questioning of students during the online class, or other similar means.* ( ) *If there is no evidence the student participated or engaged in any way in a remote learning session, the student should be marked with an absence for the hour(s) for that remote learning session.*

Parents are encouraged to schedule appointments with health care providers at times that will not conflict with scheduled teacher-led remote learning (synchronous web-based instruction), to the extent possible. In addition to medical excuses, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with documented notice from a parent/guardian:

- ( ) temporary internet outage for individual students or households;
- ( ) unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led remote learning lesson;
- ( ) malfunction of a School-owned device for which the District is providing technical assistance, repair, or replacement;
- ( ) temporary computer malfunction.

Attendance in self-directed remote learning (asynchronous learning) shall be tracked by evidence of participation, which may include, but is not limited to:

( ) Daily logins to learning management systems;

( ) Daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats or other formats that enable teachers to engage with students; and

( ) Assignment completion. The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. As appropriate, the regular education teacher will consult the student's intervention specialist to determine the length of time to complete an assignment. [**NOTE: Student IEPs and Section 504 plans may be updated to address attendance accommodations as appropriate.**]

## ***Dress Code***

1. Students dress should be neat, clean, in good taste, and in styles appropriate to the educational climate of the school.
  - a. Appropriate dress should be similar to what would be appropriate for an informal workplace or place of business.
  - b. Student dress should not attract any unusual attention or comment from other students, teachers, administrators, or visitors to school.
2. As a general rule, all clothes and proper undergarments should be worn as designed and fit appropriately. Student dress should not expose the midriff, shoulders (all straps should be at least 2 inches wide), back, or undergarments.
3. Novelty signs and patches must be of acceptable taste for school-wear. Students will not be permitted to wear clothing and/or accessories that display drugs, alcohol, tobacco products, illegal substances, or anti-social behaviors. Profanity, obscenity, and sexual innuendoes on any clothing or accessories are prohibited.
4. Examples of inappropriate clothing and accessories that are **NOT** permitted in school are as follows:
  - a. Hats, coats/outerwear, head coverings (except that of religious customs) scarves, gloves and bandanas are not to be worn in the building and are to be kept in assigned lockers. Bandanas are **not** permitted.
  - b. Any articles which may be potentially harmful and/or destructive.
  - c. Shorts and skirts that are shorter than mid-thigh (should be finger-length).
  - d. Cutoffs, bicycle/spandex/leggings/yoga pants and "droopy" pants.
  - e. Slippers and any nightwear are not permitted. Sandals are permitted.
  - f. Shirts not covering shoulders and stomach.
  - g. Bare midriff is defined as the showing of skin between the bottom of the shirt and the top of the pant. Shirts should be long enough to be tucked in.
  - h. Showing of skin/and or underwear (male or female) whether standing or sitting. Showing of navels, cleavage, hip bones, upper thigh or underclothing should never be visible.
  - i. Students are not permitted to carry book bags, duffel bags, or purses during the school day. Students may bring book bags, duffel bags, or purses to school but must place them in their lockers at the beginning of the school day.

5. The Executive Director shall be ultimately responsible for the enforcement of this code, as well as decisions regarding individual cases of safety, questionable dress, or grooming. The Executive Director may designate “special” day or events when some part of the dress code is adjusted, permitted, or changed.
6. Students in violation of the Schnee Learning Center’s Dress Code will be given the opportunity to remedy the appropriate dress or will be asked to leave the school if the parent/guardian cannot bring an appropriate change of clothing. This will be considered an unexcused absence.
7. If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance.
8. **Face Coverings** are required for students, parents, visitors and staff members, per local/state order. The nose and mouth must be covered with a mask, neck gaiter or face shield. Respirators, gas masks or bandana are NOT PERMITTED by Ohio Department of Education and the Ohio Department of Health. Exceptions apply only to infants and those with certain health issues per their doctor.

### ***Parental Notification Regarding Medications***

To protect your child’s safety, the school nurse, health aid, or other employee designated by the Head Administrator, will adhere to the following medication policy. In order for any medication to be administered to your child, BOTH parent AND physician signatures must be on file. This applies to all medications, including over-the-counter products such as Tylenol, Advil, Dimetapp, etc.

Although this may cause you some inconvenience, we feel that that this policy is best for the continued protection of your child, and must be followed. If we do not have your written permission and the written permission of your child’s physician, the medication(s) will not be given. All forms are available at the School office.

In order for your child to receive any medication at school, the following requirements must be fulfilled:

- A written request must be obtained from the physician and submitted to the School. The request must contain the name of the medication, the dosage, the time it is to be given during school hours, and duration.
- The parent or guardian must complete an authorization and waiver form and submit the completed form to the School.
- The medication must be in its original container and, if an over-the-counter medication, the bottle must be new with an unbroken seal. All medications must have a fixed label which indicates the student’s name, the name of the medication, the dosage, the method of administration, and the time of administration.
- The required paperwork, the medication, and any needed refills must be delivered to the School by the parent or guardian.
- All necessary forms must be filled out and re-submitted to the School each year.
- If possible, a recent photograph of the student should be included with the authorization and waiver form.
- If your child is taken off the medication or will no longer receive it at school, please send a dated, written note to the School stating such as soon as possible. If the medication is not picked up from the School by a parent or guardian within 10 days, it will be properly disposed of.



If you have any questions or concerns, please feel free to contact the Executive Director.

Thank you for your assistance and cooperation.

Medication Request Form

Physician Request Form *(to be completed by the physician)*

The following student is under my care and should receive the medication indicated below. It is not possible to arrange for this medication to be taken at home under the supervision of a parent and, therefore, must be taken during school hours.

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

Student Address: \_\_\_\_\_

School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage and Administration Intervals/Times: \_\_\_\_\_

This medication can be safely administered by non-medical personnel:  Yes  No

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Possible Adverse Reactions that Should Be Reported to Physician: \_\_\_\_\_

Special Storing, Handling, or Administration Requirements: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parental Authorization and Waiver Form *(to be completed by parent)*

I, \_\_\_\_\_, hereby authorize designated personnel to administer the above-named medication or procedure as instructed by the physician. I further agree to:

- Provide the School with the medication in its prescribed container;
- Notify the School if my child no longer uses the physician indicated above;
- Notify the School if the medication, dosage, or procedures are changed;
- Notify the School if the medication is no longer needed or used;
- Release the School, including all personnel, from any and all liability alleged to have resulted from administering the medicines indicated above.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

*Note to Parents: If possible, please attach a recent photograph of your child.*

## ***Internet & Technology Acceptable Use***

*Please read carefully before signing. In order to access and use the Technology, the network, and internet, students and staff must read this policy and submit a signed agreement form.*

The School's Governing Authority realizes that the internet and technology can greatly supplement the School's educational mission. With these opportunities come challenges to use technology in a safe and educational manner. This policy has been adopted to ensure students and staff properly use the School's Technology.

All Technology must be used responsibly, ethically, and legally. Users that do not adhere to these rules—and the guidelines elaborating these rules—will have their technology and internet use privileges removed and will be subject to disciplinary action.

This policy extends beyond the School's grounds. This policy also applies when a user's Technology use disrupts or interferes with the School, regardless of where or when the violation takes place. Users may be at home or elsewhere and still be subject to this policy.

The term "Technology" includes, but is not limited to, computers, tablets, mobile electronic devices, printers, routers, other hardware, software, internet, intranet, network, electronic mail, cellular phones, iPOD/MP3/DVD/CD players, video recorders, data devices, video games, pagers, radios, and all other similar devices.

"Users" is defined to include any student, faculty, or staff member using the School's Technology.

### Technology Use Guidelines

Unacceptable uses include, but are not limited to, the following:

- Violating Ohio and Federal law regarding:
  - students' and employees privacy rights,
  - copyright laws and all licensing agreements,
  - illegal downloading; installing; or accessing internet files; software, shareware; and freeware, and
  - all other applicable laws.
- Engaging in cyber-bullying.
- Using/accessing profane, obscene, pornographic, threatening or otherwise inappropriate language/materials which may be offensive or intended to harass/bully other users.
- Using technology for the following purposes: illegal activity, activity inconsistent with the School's mission, and activity prohibited by the School's policy manual.
- Gaining unauthorized access, "hacking," or attempting to gain unauthorized access.
- Sending or forwarding "spam" to a large group of users.
- Damaging or attempting to damage technology. Damaging includes, but is not limited to, physically damaging hardware, damaging or negatively affecting software, changing the settings without authorization, or disrupting the network.
- Using the School's technology for personal gain or profit.
- Sharing passwords or logging in to any system with credential other than one's own.

Use of Technology should conform to the following:

- Technology use is limited to educational purposes.
- Users shall use technology efficiently and courteously.

- Users shall exercise common sense and good judgment of what is permitted in a school environment.

If a user is unsure if his/her technology use conforms to these guidelines, the user shall ask the instructor before continuing with such use. If the user inadvertently violates the above guidelines, he/she should report it to the instructor immediately.

### Electronic Devices

In order to integrate technology into the classroom, students may bring in their own devices for instructional use as authorized by the staff. Personal devices may be used only during break. Access to the internet by personal devices in the classroom must occur through the SLC server, thus providing the necessary filters. Use of personal devices will be held to the same standards as classroom equipment. All personal devices must be charged offsite.

### Music

Students are not permitted to use their electronic devices/ technology for music. Streaming music from SLC computers is also not permitted.

### Supervision and Monitoring

To ensure this policy is complied with and to ensure Technology works properly, the School will supervise and maintain Technology. Violations of this policy or the law may be uncovered during these processes. Should a user be found in violation, the user will be disciplined according to the Handbook's policy on Student Discipline.

### Filtering

The School recognizes that the internet can be both a source of helpful information and inappropriate materials for users. The school, in accordance with federal law, has taken reasonable steps to create an internet environment that is safe and appropriate for students. The School has filtered internet sites that may contain inappropriate information. As technology continues to evolve and the internet grows, however, the School will be unable to properly filter or detect all use and access.

All users and parents should be aware that because a site is not filtered it may still be inappropriate and not conform to this policy.

### Disclaimer of Liability & Warranty

The School makes no warranties of any kind, either express or implied, that the Technology will free of errors, will meet any of the user's specific requirements, or will be uninterrupted. The school is not liable for any direct or indirect, incidental, or consequential damages including, but not limited to, damage to the user's technology, lost data, inability to use or access the system, or loss of any information connected with use. Use of any information obtained via the Internet is at the user's own risk.

### ***Telephones/Emergency Phone Calls/Cell Phones***

A student phone is located in the Administrative Assistant/ Registrar's office for student use. Phone calls are permitted only before/after school and/or during breaks. The phones in the office are business phones and students are not permitted to use them except for emergencies. Unless there is an emergency, students will not be called to the office for phone calls.

### Use of Mobile Electronic Devices

In an effort to provide an environment that fosters learning and in recognition of the increasing use of mobile electronic devices (MEDS), the School has developed a mobile electronic device use policy.

“Mobile electronic devices” are defined to include, but are not limited to, cellular phones, smart phones, iPOD/MP3/DVD/CD players, video recorders, data devices, video games, pagers, radios, and other similar electronic devices.

Students may possess and use MEDS while on campus, in a school vehicle, or while attending a School-sponsored or school-related activity, subject to the following guidelines:

- During the regular school day, MEDs must remain turned off and may only be turned on and used before the school day begins and after the regular school day ends.
- Students may, however, use the MED during the regular school day when an authorized employee permits such use or in emergency situations that present an imminent physical danger. A staff member may take a cell phone or other electronic device if being used for “non-educational” purposes.
- To ensure this policy is complied with and to ensure Technology works properly, the School will supervise and maintain Technology. Violations of this policy or the law may be uncovered during these processes. Should a user be found in violation, the user will be disciplined according to the Handbook’s policy on Student Discipline.
- MEDS shall not be used in a manner disruptive to the instructional process, disruptive to the School’s academic mission or inconsistent with Policy 4430, Internet and Technology Use Policy.
- MEDS may not be used in prohibited manners. Prohibited manners include, but are not limited to, the following:
  - Text Messaging. Text messaging may not be conducted during school hours to or from a student on School Property.
  - Sexting. Sexting is the sending of explicit messages or photographs.
  - Using MEDs to cheat on exams or use in any unethical manner.
  - Playing games.
- Camera Devices. “Camera Devices” are MEDs and include, but are not limited to, digital cameras, cellular phones with cameras, camcorders, and other imaging devices. Camera Devices may not be used to:
  - Harass, intimidate or bully another person
  - Invade the privacy of another
  - Publish, broadcast, transmit to any other person, by any means unauthorized or derogatory photos or video clips to another person.
- Use and possession is subject to additional rules developed by the School.

#### User Liability.

The School is not responsible for theft, loss, damage, or destruction of devices brought on to school property. Students are solely responsible for devices they bring on school property.

#### Violating Mobile Electronic Device Policy.

Students that violate the above policy will be subject to disciplinary action and the Student may lose his/her privilege to bring the MED on school property and/or have his/her device confiscated. A first time violation of this Policy shall result in a warning. A second time violation of this Policy shall result in the confiscation of the MED. If confiscated, the Student shall cooperate in surrendering the MED, and the

device will be returned to the student at the end of the school day. While confiscated, the School may further inspect the MED if it reasonably believes the student has violated other policies.

Signature

By signing below, I affirm that I have read and agree to abide by the Internet and Technology Acceptable Use Policy.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## *Code of Conduct*

The Schnee Learning Center recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. The Code of Conduct is intended to standardize procedures to guarantee the rights of every student at the school.

In order to achieve the School's educational goals, the School requires all students to conform to the policies outlined in this handbook and further elaborated in the School's manual. Failure to comply with these requirements will result in the student's discipline.

Discipline is to be administered in a reasonable manner and is designed to help the student take responsibility for his or her actions. The School shall generally follow the Tiered Student Discipline Program outlined below. However, the type of discipline will depend on the facts, circumstances, and severity of a student's failure to comply with applicable guidelines, rules, or policies.

Under no circumstances does the Governing Authority condone the use of unreasonable force and fear. The School strictly prohibits Corporal Punishment by all teachers, administrators, and volunteers. See Policy 4560, Positive Behavior Interventions and Support, Seclusion, and Prohibited Practices, for a complete explanation of the School's force and restraint policies. The Student Code of Conduct and related disciplinary process applies in the School, on the School property, at School activities or functions off the School premises, and during transportation to and from the School. Offenses and punishment should be determined by the Head Administrator.

### Tiered Discipline Program

*Tier One.* Should a student commit a Tier One offense, the teacher should alert the student that he/she broke a rule, explain the rule, and administer an appropriate consequence. Tier One offenses include, but are not limited to:

#### 1) Disruptive and/or Prohibited Behavior

- a. Engaging in any physical display of affection with another student
- b. Failing to follow reasonable instructions, directions, or guidelines or refusing to comply with a reasonable request while on School property or at a School activity or event
- c. Running or causing any disruption in a school building
- d. Littering inside a School building or anywhere on the School premises
- e. Misbehaving and/or failing to follow applicable guidelines, rules, or policies during assigned lunch periods, on School playgrounds, in School hallways or restrooms, or on School transportation vehicles
- f. Lying to School employees, personnel, or officials, parent volunteers, or any member of the School community
- g. Violating School dress code guidelines, rules, or policies
- h. Using any electronic device (cellular telephones, smartphones, iPads, iPods, gaming devices, etc.) without approval, on School property, and during School hours
- i. Chewing gum on School property
- j. Failing or refusing to turn in homework assignments or complete classroom work
- k. Ignoring safety guidelines, rules, or policies
- l. Failing to adhere to any School and/or individual classroom guidelines, rules, or policies
- m. Shouting at, harassing, or disrespecting School employees, personnel, officials, parent volunteers, any members of the School community, or other students
- n. Failing to show up on time for class
- o. Using or creating toys or other distracting objects

- p. Smoking (including e-cigs) in the School or within sight of the School building is strictly prohibited
- 2) Misuse and/or Abuse of School Property
- a. Using School internet access, School telephones, technology, or any School electronic device for an illegal, improper, or unauthorized reason
  - b. Stealing or defacing School books, materials, electronic devices, or supplies

*Tier Two.* A Tier Two offense occurs if the student repeats a Tier One offense or the student engages in conduct constituting a Tier Two offense. Should a student commit a Tier Two offense, the teacher should explain the rule and administer an appropriate consequence. The teacher shall also contact the student's parents/guardians and send a report to the parents/guardians and the appropriate administrative office. In addition to repeated Tier One offenses, Tier Two offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One Offenses
- 2) Disruptive and/or Prohibited Behavior
  - a. Using inappropriate, insulting, or abusive language in any form towards School employees, personnel, officials, parent volunteers, any members of the School community, or other students
- 3) Damage/Destruction of School Property
  - a. Causing, attempting, or threatening to cause or attempt any form of damage or destruction to School property
- 4) Academic Dishonesty
  - a. Cheating or plagiarizing
  - b. Misappropriating or misrepresenting the work of another as one's own work
  - c. Using unauthorized materials during a quiz or exam
  - d. Fraudulently altering work or official documents
  - e. Falsifying dates, records, signatures, or any other aspect of an official document or School assignment
  - f. Interfering or tampering with the instructor's work or another student's work
  - g. Aiding and abetting another student attempting to engage in act of academic dishonesty
  - h. Remaining on School property without a reason for being present, after being instructed to leave, without permission from School authority, or without properly identifying oneself
  - i. Trespassing on School property
  - j. Engaging in or coercing another to engage in any form of hazing
  - k. Participating in any gang activity or similar organizational activity, which is disruptive to the educational process
  - l. Wearing, carrying, displaying, or exhibiting an affiliation with a gang
  - m. Intimidating or bullying other students by means of verbal abuse/menacing or threats of violence including all forms of cyber-bullying
  - n. Engaging in obscene, vulgar, or insulting conduct or using obscene, vulgar, or insulting language
  - o. Possessing, producing, or distributing offensive and prohibited materials
  - p. Willfully engaging in a course of conduct intended to interfere with the educational process
  - q. Repeatedly failing to show up for class without an acceptable excuse

*Tier Three.* A Tier Three offense occurs when the student continues to violate the rules despite appropriate actions at Tiers One and Two or the student engaged in conduct constituting a Tier Three offense. The



Head Administrator or his/her designee may suspend the student under the suspension procedures. Tier Three offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One and/or Tier Two Offenses
- 2) Violence and Threats of Violence
  - a. Physical Injury
    - i. Inflicting bodily injury upon another person
    - ii. Physically contacting another student, which results in physical injury or unacceptable physical contact
    - i. Willfully engaging in a course of conduct that unreasonably places School employees, personnel, officials, parent volunteers, any members of the School community, or other students at risk of physical injury
  - b. Threats
    - i. Threatening a School building or any School premises at which an extracurricular event, interscholastic competition, or any other School program or activity is occurring with a bomb
    - ii. Threatening to inflict bodily injury upon another person
- 3) Miscellaneous Prohibited and/or Illegal Activity
  - a. Extorting another person by threat, intimidation, or coercion
  - b. Obtaining or attempting to obtain money, information, or personal property by means of theft, robbery, or fraud/deception
  - c. Transferring, distributing, selling, or purchasing stolen goods
  - d. Engaging in or committing an act that is criminally punishable
  - e. Participating in or organizing any gambling activity, which involves the payment or exchange of something of value in return for the chance to win a prize or something of value
  - f. Participating in any illegal gang-related activity
  - g. Using, possessing, selling, purchasing, or distributing any banned or controlled substance, drug, alcohol, alcohol product, tobacco product or similar substance capable of altering behavior, mood, feelings, or state of mind including any paraphernalia associated with the particular substance
  - h. Making unwanted sexual requests, advances, or communications or engaging in any other form of sexual harassment

*Tier Four.* A Tier Four Offense occurs if the student continues to violate the rules despite appropriate action at Tiers One, Two, and Three or the student engages in conduct constituting a Tier Four offense. Tier Four offenses are punishable by exclusion, under the exclusion procedures. Tier Four offenses include, but are not limited to:

- 1) Repeated and/or Serious Tier One and/or Tier Two and/or Tier Three Offenses
- 2) Weapons
  - a. Firearms
    - i. Bringing a firearm to the School or onto any School property
      1. Mandatory one-year expulsion
    - ii. Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is not located in the School or on School property
      1. Discretionary one-year expulsion

- iii. Possessing a firearm at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
  1. Discretionary one-year expulsion
- b. Knives
  - i. Bringing a knife to the School, onto any School property, to an interscholastic competition, an extracurricular event, or any other School program or activity
    1. Discretionary one-year expulsion
  - ii. Possessing a knife at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity, which was initially brought onto School property by another person
    1. Discretionary one-year expulsion
- c. Dangerous Weapons
  - i. Bringing or possessing a dangerous weapon, device, instrument, material, or substance capable of causing death or serious bodily harm on School property

## ***Detentions***

Detentions may be issued to students for minor infractions of school policy and individual classroom guidelines. Time and length will be determined by the type of infraction.

Break Detentions are issued when students fail to respond to staff redirection or minor infraction incident.

1. Teachers may issue one detention per infraction.
2. Failure to serve detention will result in additional detentions and/or further disciplinary action.
3. Abide by the following guidelines:
  - Remain in assigned seats
  - Use of personal devices prohibited
  - Remain silent
  - May purchase limited selection of snacks available in the detention room

Before/After School Detentions can be issued when students violate the Code of Conduct.

1. Teachers may issue one 30-minute detention per infraction.
2. Students will be responsible for serving detentions with the staff member who issued the detention.
3. Failure to serve detention will result in additional detentions and/or further disciplinary action.

## ***Suspension & Expulsion Policy***

The Governing Authority understands the severity of excluding a student from the School. The Governing Authority, however, will not tolerate violent, dangerous, disruptive, or inappropriate behavior by students that substantially impedes the School from accomplishing its educational mission. The following policy outlines when a student may be excluded from school, the procedure to follow, and the due process rights available to students.

Students may be excluded by:

- *Suspension.* A student may be removed temporarily from the School for a maximum of ten (10) days for misconduct and violating school rules. Depending on the nature of the suspension, a hearing may or may not be required.

- *Emergency Suspension.* A student may be removed *immediately* from the School, without formal due process procedures when the Head Administrator determines, at his or her discretion, that the student's continued presence at the School poses a danger to others or to property or is an ongoing threat.
- *Expulsion.* A student may be removed entirely for a period of (1) year or eighty (80) days depending on the severity of the student's behavior. All expulsions require a hearing.
- *Emergency Expulsion.* A student may be removed *immediately* from the School, without formal due process procedures when the Head Administrator determines, at his or her discretion, that the student's continued presence at the School poses a danger to others or to property or is an ongoing threat. The School shall then proceed to have a hearing within three days.

### Suspension

A student may be suspended for a maximum of ten (10) days for misconduct and violating school rules. Suspensions imposed with fewer than ten (10) days left in the school year may be extended into the following school year at the discretion of the Head Administrator or his/her designee. Instead or in addition to serving a suspension, the student may be required to perform community service.

If the student is over the age of sixteen (16) and is being suspended for an action that warrants permanent exclusion, the Head Administrator may seek permanent exclusion.

Suspensions generally entitle students to a hearing, outlined below, except in the following two situations. First, students suspended from co-curricular or extra-curricular activities will not be entitled to notice, hearing, or appeal because participating in such activities is a privilege and not a right. Second, in-school suspensions are not subject to hearing.

*Suspension Procedure.* The following procedure shall apply to out-of-school suspension.

- Before imposing the suspension, the Student is provided a "Notice of Intent Suspend from School," Form **3810.1**. The Notice shall provide the reasons for the proposed suspension.
- The Student is provided an informal hearing to challenge or otherwise explain the incident leading to the proposed suspension. The hearing will be conducted before the Head Administrator or his/her designee and the student may not call witnesses at the hearing.
- If the suspension is issued, the Head Administrator will notify, in writing, the following parties: the Student's parents or guardian and the Treasurer, with a "Notice of Suspension from School," Form **3810.3**. The written notification shall explain the reasons for the suspension. The student's parents or guardian shall also be notified, in writing of "Notice to Parents/Guardians and Student Regarding your Child's Suspension & Your Rights," Form **3810.4**.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within 14 calendar days of receiving the "Notice of Intent to Suspend From School." The Student or the Student's parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon the suspension by affirming the suspension, reinstating the student, or otherwise modifying the order.

### Emergency Suspension

A student may be removed immediately from the School or School property—without following the suspension or expulsion procedures—if the Head Administrator or his/her designee determines the student's presence at the School creates (1) a health risk, (2) presents a danger to other persons or property or (3) seriously disrupt the School's function.

Additionally, a student may be immediately removed from a curricular or extracurricular activities by a teacher. The student will be sent to the Head Administrator or his/her designee. The teacher must submit in writing the reasons for removal.

*Emergency Suspension Procedure.* The following procedure shall apply to Emergency Suspensions:

- Once removed from the activity or school premises, the School shall provide the student written notice “Notice of Emergency Suspension and Intent to Suspend from School,” Form **3810.2**, as soon as practicable. The notice shall provide reasons for the removal and notify the student of a hearing.
- The hearing shall take place within three (3) school days from the time of the initial order. The hearing shall be held in accordance with the Suspension hearing rules unless it is probable that the student may be subject to expulsion, in which case the hearing shall be held in accordance with the Expulsion rules. The individual who ordered, caused, or requested the emergency suspension shall present at the hearing.
- If the Head Administrator reinstates a student before the hearing, the teacher, upon request, shall be given in writing the reasons for reinstating the student.
- If the suspension is issued, the Head administrator will notify, in writing, the following parties: the Student’s parents or guardian and the Treasurer with a “Notice of Suspension from School,” Form **3810.3**. The written notification shall explain the reasons for the suspension. The student’s parents or guardian shall also be notified, in writing of “Notice to Parents/Guardians and Student Regarding your Child’s Suspension & Your Rights,” Form **3810.4**.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within 14 calendar days of receiving the “Notice of Intent to Suspend from School.” The Student or the Student’s parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon suspension by affirming the suspension, reinstating the student, or otherwise modifying the order.

### Expulsion

A student may be expelled or totally removed from the education program for more than ten (10) days. Expulsions imposed with fewer days left in the school year than the expulsion requires may be extended into the following school year at the discretion of the Head Administrator or his/her designee. Instead of or in addition to serving an expulsion, the student may be required to perform community service. However, a student may not perform community service if he or she is expelled for bringing a firearm to School or onto School property.

During the student’s expulsion, the School may continue educational services in an alternative setting.

*Offenses worthy of Expulsion.* Expellable offenses may be broken into three categories

1. Students must be expelled for one year for the following offense:

- Bringing a firearm to the School, onto School property, or on any property used or leased by the School for school; extracurricular events; or school-related events. On a case by case basis, the School may reduce this disciplinary action in accordance with section 3313.661 of the Revised Code.

2. Students may be expelled for a maximum of one (1) year for the following offenses:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the school district. On a case by case basis, the School may reduce this disciplinary action in accordance with section 3313.661 of the Revised Code.

- Bringing a knife or possessing a knife that was brought on by another person to the School, onto School property, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School.
- Making a bomb threat to a school building or any premises at which a school activity is occurring at the time under the threat.
- Committing an act that is a criminal offense when committed by an adult and the offense results in serious physical harm to persons or property, *while* the student is at school, on any other property owned or controlled by the Governing Authority, at an interscholastic competition, an extracurricular event, or any other school program or activity.

3. Students may be expelled up to eighty (80) school days for the following offenses:

- Serious misconduct.
- Serious violation of the School rules.
- Other cause.

A “firearm” is defined in accordance with 20 U.S.C. 7151 and means any weapon (including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receive of any such weapon, any firearm or firearm silencer; or any destructive device.

A “knife” is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

On a case by case basis, the Head Administrator may reduce disciplinary action for all offenses involving firearms and knives.

*Expulsion Procedure.* The following procedure shall apply to Expulsions:

- Before enforcing the expulsion, the Student *and* his/her parent or guardian is provided a “Notice of Intent Expel from School,” Form **3810.5**. The Notice shall provide the reasons for the proposed expulsion, the time and place for the hearing.
- The Student is provided a hearing not less than three or more than five days after receiving the Notice. The student may challenge or otherwise explain incident leading to the proposed expulsion. The hearing will be before the Head Administrator or his/her designee and the student may not call witnesses at the hearing.
- If the expulsion is issued, the Head Administrator will notify, in writing, the following parties: the Student’s parents or guardian and the Treasurer with a “Notice of Expulsion from School,” Form **3810.7**. The written notification shall explain the reasons for the suspension. The Student’s parents or guardians shall also be notified, in writing with a “Notice to Parents/Guardians and Student Regarding your Child’s Expulsion & Your Rights,” Form **3810.8**. The form shall explain the right to appeal to the Governing Authority, the method of appealing to the Governing Authority, and the right to request that the hearing be held in executive session. If the expulsion is for more than twenty school days or if the expulsion will extend into the following semester or school year shall, the School shall also provide a “Notice of Assistance Programs for Expelled Students,” Form **3810.9**. The notice shall include information about services or programs offered by public and private agencies, including names addresses and phone numbers, that work toward improving those aspects of the student’s attitudes and behavior that contributed to the incident that gave rise to the student’s expulsion.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within fourteen (14) calendar days of receiving the “Notice of Intent to Expel from School.” The Student or the Student’s parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing

Authority, by a majority vote of its full membership shall act upon expulsion by affirming the expulsion, reinstating the student, or otherwise modifying the order.

The Head Administrator must continue to follow through on expellable offenses, even if the expelled student withdraws from the School prior to the hearing or Head Administrator's decision.

### Emergency Expulsion

A student may be removed immediately from the School or School property—without following the suspension or expulsion procedures—if the Head Administrator or his/her designee determines the student's presence at the School creates (1) a health risk, (2) presents a danger to other persons or property or (3) seriously disrupt the School's function.

Additionally, a student may be immediately removed from a curricular or extracurricular activities by a teacher. The student will be sent to the Head Administrator or his/her designee. The teacher must submit in writing the reasons for removal.

*Emergency Expulsion Procedure.* The following procedure shall apply to Emergency Expulsion:

- Once removed from the activity or school premises, the School shall provide the student written notice "Notice of Emergency Removal and Intent to Expel from School," Form **3810.6**, as soon as practicable. The notice shall provide reasons for the removal and notify the student of a hearing.
- The hearing shall take place within three (3) school days from the time of the initial order. The hearing shall be held in accordance with the Expulsion hearing rules. The individual who ordered, caused, or requested the emergency expulsion shall present at the hearing.
- If the Head Administrator reinstates a student before the hearing, the teacher, upon request, shall be given in writing the reasons for reinstating the student.
- If the expulsion is issued, the Head administrator will notify, in writing, the following parties: the Student's parents or guardian and the Treasurer with a "Notice of Expulsion from School," Form **3810.7**. The written notification shall explain the reasons for the suspension. The Student's parents or guardians shall also be notified, in writing with a "Notice to Parents/Guardians and Student Regarding your Child's Expulsion & Your Rights," Form **3810.8**. The form shall explain the right to appeal to the Governing Authority, the method of appealing to the Governing Authority, and the right to request that the hearing be held in executive session. If the expulsion is for more than twenty school days or if the expulsion will extend into the following semester or school year shall, the School shall also provide a "Notice of Assistance Programs for Expelled Students," Form **3810.9**. The notice shall include information about services or programs offered by public and private agencies, including names addresses and phone numbers, that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.
- If the student appeals to the Governing Authority, the student must file a written appeal to the Governing Authority within fourteen (14) calendar days of receiving the "Notice of Intent to Expel from School." The Student or the Student's parents may request the meeting be held in executive session. All decisions, however, must be acted upon in a public meeting. The Governing Authority, by a majority vote of its full membership shall act upon expulsion by affirming the expulsion, reinstating the student, or otherwise modifying the order.

### General Policies Regarding Exclusion

While a student is excluded, whether suspended, removed, or expelled, the Governing Authority prohibits the Student from attending or participating in all School functions or entering the School. The Head Administrator may permit the student to do otherwise.

This policy will be posted in a central location. Additionally, this policy will be made available to students.

## Suspension & Expulsion for Students with Disabilities

When a student with disabilities violates the School's Code of Conduct, the student shall be disciplined according to applicable laws, this School's policies regarding discipline, and all other special education policies.

Pursuant to Ohio law, the School's discipline varies depending on whether the discipline is a Change in Placement. A Change in Placement occurs if:

- the Student's removal is for more than 10 consecutive days; or
- the Student has been subjected to a series of removals that constitute a pattern, and all the following exist:
  - the series of removals totals more than 10 school days in a year
  - the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and
  - additional facts (length of each removal, total amount of time removed, proximity in time of the removals).

### Removal for 10 Days or Less (Not a Change in Placement)

The School may remove a child with a disability without any additional action if the child is removed for a period of 10 days or less. A child may be removed by being placed in an appropriate interim alternative educational setting, another setting, or suspension. Services shall be offered as follows:

- *The removal is not for 10 consecutive days.* The School shall provide services only to the extent that services are provided to a child without disabilities who are similarly removed.
- *The removal is for more than 10 days in the same school year, but for separate incidents of misconduct* (as long as those removals do not constitute a change of placement). The School shall provide services, as determined by school personnel in consultation with at least one of the child's teachers, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

### Removal for more than 10 Days (Change in Placement)

If a Change of Placement occurs, the School must (1) provide notice to the parents and (2) conduct a Manifestation Determination Review (MDR). First, the notice to the parents must inform the parents of all the procedural safeguards, including a MDR, a right to receive services, and a continuation of services for a free appropriate public education. Second, the School must conduct a MDR. A MDR seeks to determine if the conduct was a manifestation of the student's disability. A MDR is attended by the student's parents and relevant members of the IEP team and reviews all relevant information in the child's file, including the child's IEP, any teacher observations and any relevant information provided by the parents.

Through the MDR, the School shall determine whether the conduct is a manifestation of the student's disability. The conduct is a manifestation of the student's disability if it either was (a) caused by or had a direct and substantial relationship to, the child's disability; or (b) the direct result of the school districts failure to implement the IEP.

- *MDR determines the conduct **was not** a manifestation of the disability.* The School shall (1) ensure that the child continues to received educational services so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress towards meeting the goals set out in the child's IEP and (2) ensure that the child receives, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur.

- *MDR determines the conduct was a manifestation of the disability.* Upon determining the behavior is a manifestation of the disability, the School must make several determinations. First, it must determine if the behavior was a direct result of the School's failure to implement the IEP. If it is, the School must take immediate steps to remedy the deficiencies. Second, the School must conduct a functional behavioral assessment within ten (10) days of the manifestation determination and complete the assessment as soon as practicable, unless the School conducted a functional behavior assessment prior to the manifestation determination. If the assessment was already made, the IEP team must review and modify the plan to address the behavior. Third, the School must return the student to placement from which he or she was removed.

### Special Circumstances

In limited circumstances, the School may remove a student to an interim alternative educational setting (IAES) for not more than forty five (45) school days without regard to whether the conduct was a manifestation of the disability. The following circumstances include:

- the student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function;
- the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the ODE or the School; or
- The student has inflicted serious bodily injury on another person while at school, on school premises, or at a school function.

The terms controlled substance, weapon, illegal drug and serious bodily injury are defined in accord with O.A.C. 3301-51-05(K)(20)(h)(i).

The Student's IEP team will meet following the placement in an IAES. The IEP team will determine (1) what the permanent setting will be, (2) take steps to review and modify the plan, and (3) continue to provide the student with educational services to enable the student to participate in the general education curriculum and to progress toward IEP goals.

### Due Process

The Student's parents or guardians may appeal either the outcome of an MDR or the decision regarding placement by filing a due process complaint.

The School may request an expedited due process hearing if it believes that maintaining the current placement of the student is substantially likely to result in injury to the child or to others.

Expedited hearings must occur within twenty (20) school days after the date the due process complaint is filed and no extensions of time shall be granted.

Academics

## ***The Curriculum***

The curriculum is a combination of academics, life skill preparation, and workplace training. Each student works on an individual computer program, participates in small group sessions and completes independent work in order to earn credits for graduation and pass the OGT. Students also have access to the Internet for their academic lessons and vocational opportunities and career advancement.



## ***Academic Session***

Students attend one academic session per day, Monday – Friday subject to availability:

### **STUDENT DAILY SCHEDULE**

<b>ITEM</b>	<b>TIME</b>
<b>Planning</b>	7:30-8:10
<b>Class Interchange</b>	8:10-8:15
<b>Block 1</b>	8:15-9:30
<b>Class Interchange</b>	9:30-9:35
<b>Block 2</b>	9:35-10:50
<b>Class Interchange</b>	10:50-10:55
<b>Block 3</b>	10:55-12:10
<b>Lunch</b>	12:10-12:40
<b>Block 4</b>	12:40-1:55
<b>Dismissal</b>	1:55
<b>Doors close</b>	2:00

\*Students will report to the gymnasium until 8:10 a.m. for the school day until reporting to class.

## ***Academic Requirements***

Schnee Learning Center encourages students to pursue volunteer and/ or work opportunities. Students may earn a maximum of three (3) elective credits with employment and/or volunteer service (must be pre-approved). One elective credit will be granted for each 120 hours. Previous work credits from another high school count toward these three (3) elective credits. The student must submit wage stubs and/or verified volunteer service logs in order to be issued the credit. If a student wishes to receive a higher than a “C” grade, he/she must have an evaluation completed and submitted by the employer or the volunteer service representative. If a student is absent from school, he/she may not report to work, if employed. Students will be permitted to use an early release schedule to allow for volunteer/ work flexibility.

In order to successfully meet the requirements of Schnee Learning Center, it is expected that each student complete at least 8 credits in a school year.

## ***Summer School***

Schnee Learning Center operates a summer school program for students in need of credit recovery.

## ***Grading***

Schnee is a competency based program both online and in direct instruction. Students remain in classes until they demonstrate content proficiency.

## ***Progress Reports/Cards***

The Schnee Learning Center uses a letter grading system. On-line Progress Reports are each student’s responsibility to printout. This progress report will indicate each student’s progress and areas for improvement. Parents will have access to Progress Book.

## ***Grade Levels***

Grade levels at the Schnee Learning Center are determined by the number of credits listed below. As students achieve credits beyond their grade level, they will be promoted to the next grade level at the end of the current nine-week grading period. Each student completes academic work at his/her own pace while in On-line labs.

<b>Grade Level</b>	<b>Credits</b>
Freshman	0-3
Sophomore	4
Junior	9
Senior	14

## ***Conferences***

Conferences will be held in the fall on October 20, 2015 and in the spring on March 15, 2016. The Schnee website (<http://www.schneelearningcenter.org>) and school announcements will provide reminders.

## ***Transferring Credits***

Student credits from former high schools do transfer to the SLC. A “Request for Records” will be sent to the student’s school. If a student has an official transcript, it is recommended that he/she attaches it to the initial application or submit it to the Schnee office.

NOTE: An official transcript has a raised seal. The SLC MUST have an official transcript in order for a student to graduate.

## ***Graduation Requirements***

For students completing all graduation requirements, a minimum of 21 credits and passage of state assessments are required. Schnee Learning Center State diplomas are received at graduation.

<b>Classes after 2013</b>	
English	4 Credits
Social Studies	3 Credits
Mathematics	4 Credits
Science	3 Credits
Health	½ Credit
Physical Education	½ Credit
Electives	<u>6 Credits</u>

21 Total Credits

## ***Sports Eligibility***

School policy states, a Schnee student is able to participate in Extracurricular Activities at other school districts. This Policy does not relate to participation in the School’s own extracurricular activities.

“Extracurricular Activity” is defined as a student activity program that a school district operates and is not included in the school district's graded course of study. This includes an interscholastic extracurricular activity that a school or school district sponsors or participates in and that has participants from more than one school or school district.

### Eligibility

A Student’s eligibility is determined by which school district offers the Extracurricular Activity.

*Eligibility in Home District.* A Student *shall* be afforded the opportunity to participate in the Extracurricular Activities at the school district to which the student otherwise would be assigned during the school year—as provided for in R.C. 3313.537—if the following are met:

- the Student is the appropriate age and grade level, as determined by the school district’s superintendent; and
- the Student fulfills the same academic, nonacademic, and financial requirements as any other participant.

*Eligibility in Other Districts.* A Student *may* be afforded the opportunity to participate in the Extracurricular Activities at a school district the student is not entitled to attend—as provided for in R.C. 3313.537—if the following are met:

- the Student is the appropriate age and grade level, as determined by the school district’s superintendent;
- the Student fulfills the same academic, nonacademic, and financial requirements as any other participant;
- this School (Community School) does not offer the extracurricular activity; and
- the extracurricular activity is not interscholastic athletics, or interscholastic contests or competition in music, drama, or forensics.

### Prohibited Requirements

The school district that is providing the extracurricular activity shall:

- not impose additional rules on the Student to participate that do not apply to other students participating in the same extracurricular activity;
- not impose fees on the Student that exceed any fees charged to other students participating in the same extracurricular activity;
- not establish eligibility requirements that conflict with R.C. 3313.537; and
- not take any action contrary to R.C. 3313.537.

The interscholastic conference or organization that regulates interscholastic conferences or events shall not require an otherwise eligible Student to meet eligibility requirements that conflict with R.C. 3313.537.

# School Facilities

## *Hours of Operation and School Address*

The Schnee Learning Center opens at 7:45 a.m. and closes at 2:00 p.m. Monday through Friday. If you need to contact the school after hours (330-922-1966), voice mail is available. In case of emergency, dial the school number and then Extension 502506. The school address is 2222 Issaquah Street, Cuyahoga Falls, OH 44221. Please refer to your admissions packet and/or website (<http://www.schneelearningcenter.org>) for the complete school calendar for the 2020-2021 school year. SLC follows the Cuyahoga Falls City Schools' calendar.

## *Smoking and Eating*

The law prohibits smoking (including e-cigs) in the building or within site of the school.

Food is not allowed in the classroom or the computer labs. All plastic bottles with sealed tops **must be kept on the floor** at all times, and are subject to inspection upon entering the building. Since students are in class only 6.25 hours per day, they should make arrangements to eat before or after their respective academic sessions; however, students may purchase a healthy lunch during the break or bring a sack lunch from home.

## *Transportation/Parking*

Transportation will be the responsibility of the parent/guardian or student.

If a student drives to school, he/she must complete a parking permit application request. All students **must park** only in the **school parking lot**. Upon purchasing the permit for \$5, please display this permit in the front window. All students must park in the designated student parking area. Driving and/or shorten-day privileges can be revoked by the Director if driving in an unsafe manner, lack of academic progress, or any other inappropriate behavior.

## *Visitors*

The Governing Authority encourages the community and parents to be involved in and to support the School, but also seeks to keep the School safe and productive. To encourage involvement, the School welcomes visitors to the School to observe and learn about the educational program and encourages the community to attend public events, such as athletic events, musical programs, and drama productions.

All visitors to the School must comply with the following rules and guidelines.

- All School visitors must report immediately to the administrative office at the School and sign the School guest list. The Head Administrator is responsible for posting signs within the School to notify visitors of this requirement.
- Students from other schools are not permitted to visit the School during normal school hours. The Head Administrator may allow students who are considering transferring from another school to visit during school hours.
- Any individual who disrupts the educational environment, acts in a disorderly manner, damages School property, or violates the law or these Policies may be requested to leave School property, and the local law enforcement agency may be contacted if necessary.

- The Head Administrator has the authority and sole discretion to prohibit any individual from entering School property if the Head Administrator has reason to believe that such individual's presence would be detrimental to the effective operation of the School.

In addition to the rules and procedures contained within this Policy, the Head Administrator may develop and implement visitor controls and procedures designed to maintain a safe and effective learning environment.

### ***Snow Policy/ Calamity Days***

Schnee Learning Center will follow any of the Cuyahoga Falls Public School District's decisions for Snow or Emergency Days. Information will be given over radio and television stations. Calamity days (snow or emergency) beyond five (5) must be made up by working from home or attending school on those contingency days as listed on the school calendar.

## **Safety**

### ***Fire Alarm/Tornado Drills***

When the fire bell rings, all students are to follow the fire procedure that has been posted in the room. It is important that order be maintained.

During a tornado drill, follow the procedure that has been posted in each room.

### ***Place & Secure & Lockdown Drills***

The following criteria will result in a "lockdown" of the entire building. An announcement will be made providing instructions. Staff nor students are ***not allowed*** to leave their classroom for ***any reason***. Classroom doors will be closed and locked.

There are two categories of safety drills:

Place & Secure Procedure—Doors locked with students continuing to work. No one leaves the room. See below for specific situations:

1. Police/K-9 Locker/Parking Lot Search
2. Administrative Locker/Parking Lot Search
3. Emergency Care/Injury
4. Utility Issues – Power outage, water/sewer or gas leak
5. Structure of Building Compromised
6. Hazardous Chemical Spill – Could be inside building or off property – expressway/railroad
7. Missing Student(s)/Abduction
8. Animal and Insect Problems

Modified Place & Secure Procedure & 30-Minute No Travel Time—Doors (open or closed) locked with students continuing to work.

1. Students are to remain in room the first 30 minutes of the start of each class.
2. Students are encouraged to use facilities during class change and breaks.

Practice Lockdown Drill—Doors locked with all equipment off and students in the safest area of the class. There is to be ***no talking!*** See below for specific situations:

1. Intruder – An individual(s) who is not authorized to be in the building and/or is refusing to leave.

2. Hostage Situation
3. Natural Disaster such as an earthquake.
4. Homeland Security Response Guide – Threat Level “Hard Lockdown”

## ***Reporting Injuries***

If a student is injured at Schnee Learning Center, he/she must immediately report the injury to a staff member. The main office will complete a copy of the injury report.

### Policy on Harassment, Intimidation, and Bullying

The School seeks to create and maintain an environment that promotes learning, dignity and respect. This environment is interfered with when one is physically or emotionally harmed. The school recognizes the seriousness of harassment, intimidation, or bullying, electronic or otherwise. Therefore, the School prohibits acts of harassment, intimidation, or bullying of any student on school property, on a school bus, or at school-sponsored events. School-sponsored events may be conducted on or off School property and/or on school-related vehicles that are recognized or authorized by the Governing Authority.

Any student found responsible for harassment, intimidation, bullying or “bullying by electronic act” will be subject to discipline including suspension and/or expulsion.

“Harassment, intimidation, or bullying” is defined as either:

- any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- violence within a dating relationship.

“Electronic act” or “bullying by electronic act” or “cyber bullying” are defined as an act committed through use of a cellular or mobile telephone, computer, pager, personal communication device, or other electronic communication device.

### Promoting Civility

In an effort to promote civility in the school environment, the School seeks to recognize school administrators, faculty, staff, and volunteers that promote civility and stand up to harassment, intimidation, and bullying.

### Procedure for Reporting, Investigating & Documenting Harassment and Bullying

The procedure for reporting harassment, intimidation, and bullying varies by one’s affiliation with the School. Students, school personnel, and volunteers *must* report incidents to the Head Administrator or his/her designee. All other individuals are strongly encouraged to report prohibited incidents to the Head Administrator or his/her designee.

Reports may be made in two ways. First, the report may be made using the Form **5080.1**, Reporting Acts of Harassment. The Form shall be submitted to any staff member, teacher, or administrator. Upon receiving the report, the staff member must immediately send the report to the Head Administrator. Second, students, parents or guardians, and school personnel may make informal complaints to a school staff member or administrator. Informal complaints must be described with specificity as to the action, the persons involved, the number of times the alleged conduct occurred, where it occurred, and the individuals targeted. The staff member that receives the informal report must immediately document it

using Form **5080.1**, Reporting Acts of Harassment. Anonymous complaints may be made as an individual finds necessary.

Upon receiving the report, the Head Administrator or his/her designee shall promptly and thoroughly investigate the alleged incident and then prepare a report documenting the alleged incident. Upon completing the investigation, a determination shall be made. If the investigation substantiates the claim, the School shall notify all custodial parents or guardians involved in the incident. The custodial parent or guardian of any student involved in a confirmed act will be notified and will have access to any written reports pertaining to the confirmed act to the extent permitted by section 3319.321 of the Revised Code and the “Family Educational Rights and Privacy Act of 1974,”(20 U.S.C. 1232g), as amended.

On a semiannual basis, the Head Administrator shall provide the President of the Governing Authority with a summary of all reported acts and post the summary on its web site, if the district has a web site, to the extent permitted by section 3319.321 of the Revised Code and the “Family Educational Rights and Privacy Act of 1974,” (20 U.S.C. 1232g).

### Procedure for Responding to and Disciplining Acts

Acts of harassment, intimidation, and bullying, electronic or otherwise, vary in scope and seriousness. As a result, each incident requires its own discipline. The extent of the discipline is to be determined at the sole professional discretion of the Head Administrator. The Head Administrator may consider the following types of intervention for confirmed acts.

Non-disciplinary intervention may be appropriate when acts are identified early or do not require a disciplinary response. Such forms of non-disciplinary intervention include:

- *Counseling.* A student may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and the student’s duty to avoid any conduct that could be considered harassing, intimidating, or bullying.
- *Peer Mediation.* Peer mediation may be used when a conflict arises between students or groups. Peer mediation, however, may be inappropriate and should be used cautiously as a power imbalance may make the process intimidating for the victim. This could be true if the victim’s communicative skills and assertiveness are low and have been eroded by fear from past intimidation and of future intimidation.

Disciplinary intervention may take a wide number of forms.

- *In and out-of-school Suspension.* Suspensions shall follow the procedure outlined in Policy **4530**, Suspension and Expulsion Policy.
- *Expulsion.* Expulsions shall follow the procedure outlined in Policy **4530**, Suspension and Expulsion Policy. Expulsions shall be reserved for (1) serious incidents and/or (2) past interventions have not been successful in eliminating prohibited behaviors.

The disciplinary procedure shall not infringe on any student’s rights under the First Amendment to the Constitution of the United States. Due process procedures for suspension and expulsion, as provided for under R.C. 3313.66 will be followed.

### Deliberately False Reports are Prohibited

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying. Students that do make a false report shall be subject to the disciplinary procedure set forth in the School’s Policy on Student Discipline.

## Strategy for Protecting Victims and Prohibiting Retaliation or Additional Harassment

After a report is made, the School prohibits additional acts of harassment, intimidation, or bullying, electronic or otherwise. The Head Administrator shall determine the appropriate consequences and remedial action for those who engage in the aforementioned conduct by following the School's policies and procedures.

To aid in preventing additional acts against victims and retaliatory acts against individuals making reports, the School has adopted the following strategy:

- Provide adult supervision when students are not in a traditional classroom setting including: hallway passage, recess, lunch, and bathroom breaks.
- Communicate incidents with school personnel, have school personnel continue to monitor those involved for further signs of offending behavior, and intervene when offending behavior is witnessed.
- For offending students, fairly monitor and supervise.
- For the victim(s), provide daily contact to ensure there have been no further incidents and provide counseling as is determined necessary.
- For those that make reports, continue contact to ensure there have been no further incidents or retaliatory conduct.
- Allow individuals to make an anonymous report.

All School personnel, volunteers, and students shall be individually immune from civil liability in an action from damages arising from reporting an incident as provided by law.

### Disseminating this Policy

This policy shall appear in the School's Policy Manual, and in any of the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the School.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the School and to their custodial parents or guardians, and once each school year a written statement describing the policy and the consequences for violations of the policy 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. Information regarding the policy shall be incorporated into employee training materials.

This policy shall be incorporated into in-service training.

### ***Drug-Free School***

In accordance with the Federal Law, the Schnee Learning Center prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, or in the school building. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by State statute, or any substance that could be considered a "look alike and/or a mood/mind altering drug." Any student who violates this policy will be subject to disciplinary action, up to and including, expulsion from Schnee Learning Center.



If a student comes to school under the influence of drugs, he/she shall be sent home for the day and the parent/guardian shall be notified if the student is under the age of 18.

### ***Lost and Found***

Any personal items that have been left at the SLC will be taken to the SLC main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. The Schnee Learning Center is not responsible for lost money, jewelry, or other personal items.

### ***Lockers***

The lockers supplied in this school and used by the students are the property of the SLC. Therefore, the lockers and its contents are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. If personal locks are used, the student must give the combination number to the SLC building secretary. Any items left after withdrawal will be taken from the locker.

## **Policy and Procedure for Parental Complaints**

Any parent or guardian may file a complaint regarding a violation of school policies, regulations, rules or procedures or federal, state or local law to the Executive Director of the SLC. To file a complaint with the Director the parent shall deliver the written complaint containing 1) the student's and parents' names (anonymous complaints will not be processed), 2) the signature of the complainant, 3) the complainant's name and phone number 4) the specific violation of school policy, regulation, rule and procedures, and/or federal state or local law. The complaint may be delivered in person or by U.S. mail properly addressed to the Schnee Learning Center, c/o the Executive Director.

### ***Upon a filing of any Complaint, the Schnee Learning Center will do the following:***

1. Date and stamp the complaint upon receipt.
2. Notify the Executive Director
3. Send a letter of acknowledgement to the complainant within 7-10 business days. The letter should address the general procedures that will be followed.
4. Conduct an investigation as directed by the Executive Director. This process may include the following:
  - a. Collaborating with other offices, employees and personnel within the school;
  - b. Conducting a telephone or personal interview and/or conference with complainant and other necessary parties; and/or
  - c. Sending written correspondence.
5. The Director will keep an investigation log of the investigation process and findings.
6. The investigation will be based on fact and findings specific to the allegation(s) stated in the complaint. The reason for the decision will be outlined in the letter of findings.

Executive Director will issue a letter to the Complainant of:

1. **Compliance** – findings were unsubstantiated and the school has complied.
2. **Non-Compliance** – noting the areas of non-compliance, recommending possible changes/technical assistance and requesting that the school respond to Complainant with a corrective action.

# **Work Permit**

## ***Age & Schooling Certificate***

A critical component of the Schnee Learning Center is the vocational training and employment of our students. Pursuant to Ohio Law, any student who is a minor, at least sixteen years old and who desires to work may do so through a validly issued age and schooling certificate (Age and Schooling Certificate). The Ohio Department of Commerce, Division of Labor and Worker Safety Wage and Hour has granted to the Cuyahoga Falls Public School System the authority to issue and revoke such Age and Schooling Certificates (work permits) for its students. To obtain a work permit, contact Maryanne Bailey- Porter at Schnee, 330-922-1966, Ext. 502506 or Cathy Carson, Pupil Services, 330-926-3800, Ext. 502040.

## ***Revocation of the Age and Schooling Certificate***

The right of a student to work does not come without responsibility. As such, vocational training and working are an integral part of the SLC's educational program, academics always come first and a student's employment should never harm his/her educational advancement. Thus, the SLC reserves the right to revoke the student's Age and Schooling Certificate if that student's academic achievement falls below an acceptable level, the student does not meet the minimum attendance requirement of the Schnee Learning Center, the student violates the center's Student Handbook Code of Conduct or other rules, regulations, policies and/or procedures or the Director believes that the employment represented by the Age and Schooling Certificate is jeopardizing the student's education.

## **Parent/Guardian Commitment/Support**

To fulfill my responsibility as a parent/guardian for the success of my child entering Schnee Learning Center, I will agree to the following:

1. Support the Schnee staff in their decision-making insofar as academic and/or behavioral issues.
2. Work with Schnee staff as a team to assure academic, personal, and professional growth of my child.
3. Encourage my child to be accountable to abide by the Schnee Handbook policies.
4. Enforce good attendance habits by adhering to the attendance policy as stated in the handbook.
5. Be aware and supportive of any Intervention Action Plan created for your child.
6. Give at least a 24-hour notice of cancellation of any meeting you are required to attend.