



# **A+ Children's Academy**

## ***“Soaring to New Heights”***

2026-2027 Student Handbook

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Appendix 1: Internet Safety Policy

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

Welcome to A+ Children's Academy! A+ Children's Academy (sometimes referred to as "A+CA" or as the "School") has a deep commitment to our students and families. Our primary goal is to offer experiences which will help the children develop a positive sense of self-worth and value while giving them a quality education based on the core curriculum standards set by the State of Ohio. This handbook (the "Handbook") was developed to answer many of the commonly asked questions that you and your parents may have during the school year. The term "parent" when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian, foster caregiver, or caretaker. If you have any questions about this Handbook, please contact the Principal. The Principal has similar authority and responsibilities as the superintendent of schools for a local district.

The rules, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the School, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year in the sole discretion of the Board of Directors (the "Board"). If at any point this Handbook conflicts with a policy adopted by the Board, the policy shall supersede and control.

## **Vision and Mission of A+ Children's Academy**

The A+ Children's Academy vision is for all students to be excited about learning and empowered to control their own educational pathway.

Our mission is for all A+ Children's Academy students to strive toward their full potential through an engaging, standards-based, arts-integrated curriculum that acknowledges each student's individuality.

## **Respectful, Responsible, Ready**

Our goal is to teach all students how to advocate for themselves. Self-advocacy is the ability to speak up for what you need. Self-advocacy helps children learn by creating solutions to challenges in school and in life. Children who exercise self-advocacy can:

- Find solutions to challenges that parents may not be aware of.
- Build self confidence in the ability to learn and take life's challenges.
- Create a sense of ownership over learning by setting academic goals.
- Develop independence and self- empowerment in school and in life.

Students will learn to use the skills of Respect, Responsibility and Ready (The Three R's) to navigate their growth as a self-advocate. The A+ Children's Academy Team (teachers and staff) will focus on teaching students to be respectful to themselves and others, to make responsible choices, and be ready for learning.

## **School Day**

### **School Hours**

The school day starts at 8:00 AM sharp. Students are to be in their classrooms by 8:10 AM or they will be counted as tardy. School ends at 3:15 PM and students are to be picked up promptly.

### **Arrival/Dismissal**

Students may enter the building at 7:45 AM. The School is not responsible for the supervision of students before 7:45 AM.

Students in K-2 are to report to their classroom first and then go to breakfast. They may enter through the K-2 building.

Students in grades 3-6 are to report to breakfast first through the front door of the K-3 building and then go to their classroom.

A call to the office for children arriving late needs to be made by 8:15 AM so a lunch order can be placed. If you do not call in and let us know that your child will be late then you might need to pack your child a lunch.

Students are not permitted to be picked up between 2:15 PM - 3:15 PM.

Students in grades K-2 are to be picked up on the back porch of the School.

Students in grades 3-6 are to be picked up in the back parking lot. Teachers will stand by their classrooms and release students to parents/guardians.

The School needs to know if there is a change in before- or after-school arrangements. We need to be notified of any changes by 2:30 PM. If it is after that time, we will do our best to make the change, but we can't guarantee it.

## **Cancellations or Delays**

### **Weather**

When it becomes necessary to close or delay School due to weather conditions, the closing or delay will be announced through means such as the A+CA Facebook page, Class Dojo, and local TV stations. A+ Children's Academy typically follows Columbus City Schools closing recommendations for winter weather closings, but parents are asked to confirm closure of the School through the means listed above.

Do not call the School or School personnel at home as the telephones are necessary in completing closing arrangements.

In the event of an early dismissal due to inclement weather, the School will notify parents via social media and the aforementioned TV stations.

In the event that the School building will be closed but students are required to participate in lessons via the School's Online Day Plan, the School will notify parents through Powerschool, Class Dojo or an alternative all-call notification system, the School's website, and/or through email, text, or another electronic messaging system that the Online Day Plan is in effect.

### **Crisis Management**

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

### **Illness**

In the event of a large population of students or teachers being ill, the same closing procedures will be followed.

## **Attendance – Every Minute Counts**

Students are expected to attend classes regularly and to be on time to develop habits of punctuality, self-discipline and responsibility. Students must be in regular attendance if they are to benefit from our educationally sound activities.

Schools are required to keep records of every excused or unexcused absence for each student. Parents/guardians should call the School to report a student's absence before 8:00

AM for each day a student is absent. This notification requirement shall not apply to instances where a student was not expected to be in attendance at the School building due to the student's participation in off-campus activities.

An absence may be "excused" if the student/parent provides the Principal with verification, if any, in the manner and timeframe determined to be satisfactory in the sole discretion of the Principal. If verification is deemed necessary and the student/parent fails to provide such verification in the timeframe and manner as deemed satisfactory by the Principal, the absence will be considered unexcused. A+ Children's Academy has the right to request additional information to excuse any absence. It's critical that students check in with the Attendance Office in the Arts Building when they arrive after the start of school. A parent will need to sign the child in.

- Habitually Truant A student meets the definition of being "habitually truant" when they are absent without legitimate excuse for: 30 or more consecutive hours;
- 42 or more hours in one school month; or
- 72 or more hours in one school year

When a student meets any of these thresholds, the School will comply with state law and the Board's Attendance Policy regarding next steps, including filing a complaint in juvenile court if the student's attendance does not improve.

The School offers a continuum of supports and intervention strategies aimed to meet the diverse needs of students and address barriers that may affect attendance. The School will communicate with parents regarding attendance issues pursuant to the Attendance Policy, available on the School's website.

The following reasons may be excused:

- Personal illness of the student
- Quarantine of the home. The absence under this condition is limited to the length of quarantine as determined by the proper health officials
- Illness in the family necessitating the presence of the student
- Death of a relative
- Religious observance consistent with the truly held religious beliefs of the student or their family
- Medical, Behavioral, or Dental appointment
- Absences due to a student being homeless
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status

- Absences due to military deployment activities of a parent
- Emergencies or any other occurrences or situations which, in judgment of the Principal, may necessitate absence from school for good and sufficient cause

## **Religious Accommodation**

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

## **Tardy/Early Dismissal**

- A student is considered tardy if they are not in their classrooms by 8:10 AM.
- If a student arrives late, they are to first report to the Attendance Office located in the front of the Arts Building. A parent/guardian must accompany the student and sign them in.
- If a student is to be picked up early, please notify the teacher and Attendance Office via note or phone call.
- When a student is picked up early, the parent/guardian must sign them out in the Attendance Office located in the Arts Building. The student will then be called and brought up to the parent/guardian.

## **Dress Code**

As a general rule, all clothes and proper undergarments should be worn as designed and fit appropriately. Student dress should not expose midriff, shoulders, back or undergarments.

### **A+ Children's Academy School Dress Code**

- Solid color polo shirt
- Black/blue/khaki pants, shorts, skirts, or dresses
- No hoods are allowed to be worn at School but a sweater may be permitted for layering with approval from the Principal or their designee.

- Outerwear is meant for outside but may be permitted in the building only with approval from the Principal or their designee.

Examples of inappropriate clothing and accessories that are NOT permitted in School are as follows:

- Hats and other 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 spaces. Bandanas and Hoodies are not permitted
- Any articles which may be potentially harmful and/or destructive
- Shorts and skirts must be fingertip in length or longer (with student's arms held straight to their side)
- Cut-offs, spandex and droopy pants
- Slippers and any nightwear are not permitted
- Shirts not covering shoulders and stomach
- Bare midriff is defined as the showing of skin between the bottom of the shirt and the top of the pants. Shirts should be long enough to be tucked in
- 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
- Shoes must be closed toe
- Shirts must be free of pictures or words deemed inappropriate in the discretion of the Principal or their designee
- Students are not permitted to carry book bags or duffle bags.

## **School-Wide Behavior Plan**

In order to achieve the School's educational goals, the School requires all students to conform to the School's policies (see website). 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 their actions.

## **Positive Behavior Interventions and Supports**

The Board has adopted a policy to guide the use of Positive Behavior Interventions and Supports (PBIS), and the limited use of restraint and seclusion at the School. It is the Board's belief that every effort should be made to prevent the need for the use of restraint and for the use of seclusion. The use of a non-aversive effective behavioral system such as PBIS shall

be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

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

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success. For a full copy of the Board's PBIS Policy, including your rights to file a complaint with the School and/or state, contact the Principal.

### **Transportation**

The School is required to enforce and follow the policy of the student's home district that provided the transportation. Accordingly, the School must follow the school district's policy in imposing the period of transportation-suspension. A student may be subject to additional discipline under the School's Code of Conduct.

### **Due Process Rights**

Before a student's privileges are suspended, the student shall be provided notice and shall be given an opportunity to be heard before the Principal. A student may be immediately removed, without hearing, if that student poses a danger to other persons or property or threatens the bus's safe operation.

If a student with a disability is suspended or immediately removed, the School shall follow the laws governing suspension and expulsion of a student with a disability.

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

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

- In-School Suspension: Student attends School and serves the suspension in a supervised learning environment where the student shall be permitted to complete classroom assignments for at least partial credit as determined by the Principal and teaching

staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.

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

In addition, the School reserves the right to enact alternative disciplinary actions, as determined on a case-by-case basis by the Principal or their designee, including but not limited to: detention, restitution, parent conferences, assigned seating, revocation of privileges, and implementing behavior plans or contracts.

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

which the Principal, or their designee, determine the student must be able to be on School property.

The Board understands the severity of excluding a student from the School. The Board, however, will not tolerate violence, dangerous, disruptive, or inappropriate behavior by students that impedes the School from accomplishing its educational mission.

### **Disabilities Compliance**

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

### **Code of Conduct**

The rules of the Student Code of Conduct apply to any conduct:

- On School grounds during the school day or immediately before or after school hours.
- On School grounds at any other time when the School is being used by a School group.
- On or off School grounds at any School activity, function, or event.
- Traveling to and from School, including actions on any school bus, van, or public conveyance.
- Occurring off School grounds if, in the sole discretion of the Principal, the conduct may affect the learning environment.
- Regardless of where the conduct occurs, if the conduct is directed at a School official or employee, or the property of such School official or employee.

Violation of the Code of Conduct may subject the student to discipline including but not limited to detentions and in-school suspensions and up to and including suspension, expulsion, or permanent exclusion. Each offense or series of offenses will be evaluated based on the particular circumstances of the offense(s). The following are examples of, but are not limited to, behavior which is a violation of the Student Code of Conduct:

- Tardiness – Arriving later than scheduled \*
- Truancy – Absent without permission\*
- Dress Code Violation – Not adhering to School dress code regulation
- Disobedient/Disruptive Behavior – Unwillingness to submit to authority, refusal to respond to a reasonable request or any act that disrupts the orderly conduct of a School function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violation, inappropriate language, cursing, inappropriate gestures)

- Cheating – To act dishonestly; copying of someone else’s work; to deceive, take credit for work not done by the student himself/herself
- Profane/Obscene Language or Gestures Between/Toward Students or Staff – Use of unacceptable words, terms, or gestures to embarrass or insult another student or staff member
- Theft – To take the property of an individual or the School without right or permission
- Fighting/Violence – To participate in physical contact with one or more students with the intent to hurt or injure
- Use, Possession, Sale or Distribution of Tobacco Products and look-alike substances, including vaporizers and electronic cigarettes
- Use, Possession, Sale or Distribution of Alcoholic Beverages
- Vandalism/Damage to School or Personal Property – Purposeful destruction, misuse or defacing of School or other’s personal property
- Intimidation/Interference/Hazing of Student or Staff – Threatening to physically or verbally harm, interfere, or degrade another student or staff
- False Alarms/Bomb Threat – Purposefully engaging in a false alarm
- Use/Possession/Sale/Transmission/Concealment of any Drug or look-alike drug or other illegal or Controlled Substance
- Use, Possession, Sale or Distribution of a Firearm including counterfeit and look-alikes – Firearm has the same meaning as provided pursuant to the “Gun Free Schools Act of 1994”
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas – Any destructive device, including a bomb, a grenade, or a rocket
- Unwelcome Sexual Conduct – Unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment, i.e., pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity
- Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined in the school’s Policy on Harassment, Intimidation, and Bullying (Appendix 2)
- Gang involvement – Participation in gang-related actions, dress or activities
- Weapons – No student at any time, for any reason, shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of the School, or any School-sponsored activity held away from the School property. For purposes of illustration, but without limitation, this rule shall include firearms, explosives, fireworks, and knives, including counterfeit, look-alikes, penknives,

chemicals, and other dangerous objects, which are of no reasonable value to a student other than as a weapon. Possession of a “weapon” may result in immediate expulsion.

- Serious Bodily Injury – An incident that results in serious bodily injury to one’s self or others. Serious bodily injury is defined as “a bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ.”
- Health and Safety- Actions that, in the sole discretion of the Principal, endanger the health and/or safety of fellow students, staff, or guests in the School
- Misuse of Artificial Intelligence – Actions that violate the School’s Artificial Intelligence Policy
- Wrongful Conduct – Actions not in the listing above that, in the sole discretion of the Principal, impede, obstruct, interfere, or violate the mission, philosophy, and regulations of the School or classroom

\*A student may not be suspended or expelled for tardiness or truancy.

## **Searches of School or Student Property**

All lockers, desks, computers, and other items provided to the student for use remain the property of the School. The student has no expectation of privacy in any School property assigned to them. No student shall lock or otherwise impede access to any locker or storage area, except with a lock (if any) approved and provided by the School. Unapproved locks will be removed and destroyed with no compensation. Upon authorization of the Principal, any School property may be searched at any time for any reason.

The Principal, or their designee, may authorize the search of a student or their personal property if there is reasonable suspicion that evidence will be obtained indicating the student’s violation of either the law or School rules. The person conducting the search will conduct said search in the presence of another staff member. However, no strip searches may be conducted by School personnel. The Principal, or their designee, may call upon the assistance of the local police authorities to conduct a search of a student or a student’s personal property.

## **Acceptable Use of Computers and Internet/Network Usage**

### **Terms of Agreement**

In order for students to be allowed access to a school computer system, the Internet/Network Usage Form must be signed by the parent and student and returned to the School.

### **Internet Safety Policy**

The School is providing access to its School computer systems, computer networks and the internet for educational and work-related purposes and to encourage responsible digital citizenship. A+ Children's Academy utilizes safety measures regarding access to the internet through School computers. These safety measures include the use of a software filtering program which restricts students' and district employees' access to material harmful to minors, as defined in 47 C.F.R.54.520(a)(4).

As more fully outlined in the School's Internet Safety Policy attached as **Appendix 1** to this Handbook, the use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

### **Student Use of Mobile Electronic Devices – Including Cell Phones**

Except as permitted by state law, students are prohibited from using their cell phones during the instructional day. Please see the Principal, or their designee, for questions about permitted uses. Students are required to follow any and all cell phone and electronic communication device rules, regulations and procedures that may be established by the Principal, or their designee.

Students in violation of such rules, regulations and procedures will be subject to disciplinary action, up to and including suspension or expulsion, and may have the device confiscated by the School. If the School confiscates a cellular telephone or other electronic communications device, the telephone or device will be released/returned to the student at the end of the day. Repeated violations may result in the parent being required to attend a conference with the Principal, or their designee, prior to the telephone or device being released/returned. Students assume all risk related to bringing a telephone or other electronic device onto School property and the School assumes no responsibility for the damage, theft, or loss, of any such device or the data contained therein.

In an effort to provide an environment that fosters learning and in recognition of the increasing use of mobile electronic devices, the School has developed a mobile electronic device use policy. Mobile electronic devices are defined to include, but not limited to, iPOD/MPS3/DVD/CD players, video recorders, video games, radios and other similar electronic devices.

During the school day, mobile electronic devices must remain turned off, but may be kept in the teacher's lockbox. To read the full policy please see website. A first violation of the mobile electronic device use policy will result in a warning from the teacher or School staff member. Subsequent violations will result in the mobile electronic device being turned into the office. The Principal, or their designee, has the discretion to send the mobile electronic device home with the student or require that a parent retrieves the device from the School.

Please note: The School is not liable for any loss, damage, or theft of any mobile electronic device brought to School by a student.

## **Title VI, IX and 504**

### **Complaint Procedures**

In accordance with the federal and state laws and regulations and Board Policies, any student or parent of a student who believes that the student has been discriminated against based on race, sex, sexual orientation, religion, religious expression, national origin, age, gender identity or expression, ancestry, familial status, military status or disability may bring forward an informal or formal complaint to the Principal, or their designee. Whenever possible and practical, an informal solution to the alleged complaint is encouraged and should be attempted. If an acceptable informal solution cannot be attained, formal complaint procedures shall be followed as set forth in Board Policy, beginning with filing a complaint.

The following has been designated to handle inquiries regarding complaints and can advise parents on the specific civil rights grievance procedure:

**Title IX Coordinator:** Heather Wenger – [Hwenger@apacad.org](mailto:Hwenger@apacad.org), (614) 491-8502

**Section 504 Coordinator:** Heather Wenger – [Hwenger@apacad.org](mailto:Hwenger@apacad.org), (614) 491-8502

## **Homeless Students**

The School shall provide an educational environment that treats all students equally. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless or unaccompanied students applies to all services, programs, and activities provided or made available.

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

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

The Principal is to be the school liaison for homeless students ("School Liaison"). The School shall display the contact information for the School Liaison in the building. Awareness training shall be provided to all staff members. All questions and concerns of the staff members should be referred to the School Liaison.

## **Child Find**

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

School districts across the State of Ohio are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, cognitive impairments, physical impairments, autism, traumatic brain injury, and other health impairments.

The School is committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, to accomplish this, the School must know that a need is present.

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

The School will contact the parents or guardians of the child to find out if the child needs to be evaluated, and if evaluation is needed shall receive parental consent before performing said evaluation. Free testing is available to families to determine whether a special need exists. If a need is identified, the child can begin receiving special education and related services.

For more information on the rights of students with disabilities, please contact the Department of Education and Workforce, or refer to the publication, *A Guide to Parent Rights in Special Education*. Available at [www.education.ohio.gov](http://www.education.ohio.gov).

## **Rights**

In public schools, parents and students have certain rights given by federal and state laws. Accordingly, the individual rights of students will be weighed against the safety and welfare of the majority of students in the School.

### **Student and Parent Rights**

Parents have the right to request the following information:

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

### **As an A+ Children's Academy student, you have the right to expect:**

- A free education in a positive learning environment
- That the School will be a safe place
- That you will not be subjected to discrimination
- That you will be informed about all the School rules and regulations

## **Non-Custodial Parent Record Request**

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

- Cumulative file (including the enrollment file, academic file, vocational file, Title One file, and graduation file)
- Health records
- Psychological records
- Parent conferences and lab observations

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

## **Protection of Pupil Rights Amendment (PPRA) Notification**

### **Description of Intent**

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

### **Rights Afforded by the PPRA**

The PPRA affords parents of minors' certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before students are required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
  - Political affiliations or beliefs of the student or student's parent

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

### **Notification Procedures**

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

The School will directly notify the parent of these policies annually in this PPRA Notice or after any substantive changes. The School will also directly notify by U.S. mail, e-mail, or other reasonably available method, the parents of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the parent to opt students out of participation in the specific activity or survey. The School

will make this notification to parents near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the parent will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The parent will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

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

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

### **Reporting a Violation**

The parent/or student who believes his/her rights have been violated may file a complaint to the following:

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

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

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

### **Obligation to Report Child Abuse/Neglect**

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

Every school official, School employee or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to

suspect, that a student under eighteen years of age (or an intellectually disabled, developmentally disabled or physically impaired student under twenty-one years of age) has suffered or faces a threat of suffering any physical or mental wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect of the student shall immediately report that knowledge or suspicion by telephone or in person to the public Children's Services Agency or local law enforcement agency. They shall also notify the Principal or their designee.

All suspected cases are to be reported even if documentation is not available. The law provides protection for the reporting person who acts in good faith. For more information regarding the reporting of child abuse and neglect, please contact the Principal.

## **Lunch**

Students are required to eat either a lunch from our cafeteria or bring a packed lunch from home. Students may qualify for free lunch and breakfast. Please complete the required forms during enrollment. If your child is going to be late, let the School know so a lunch can be ordered. If you do not, then you will need to provide lunch for your child that day.

## **Recess**

Weather permitting, students are given outside recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor (below 25 degrees Fahrenheit). Students should always dress for outside recess. Students will have supervised free time indoors on days when the weather prevents outside activities.

## **Parent Information**

### **Parent Involvement Policy**

The School recognizes the importance of parental involvement. As such, the Board has adopted a Parent Involvement Policy meeting the requirements of Section 1118 of the Elementary and Secondary Education Act, as amended. Parents are encouraged to participate in activities of the School, including all Title I activities, and will be kept informed about programs available at the School. The School will hold an annual meeting to discuss Title I programs and plans, as well as other events throughout the school year where parents are asked to help evaluate School programs.

### **Admission**

It is the policy of the Board that each child who will be five years of age on or before the School's first day of instruction will be eligible to enroll in kindergarten. Each child who will be six years of age on or before the School's first day of instruction and has successfully

completed kindergarten will be eligible to enroll in the first grade. Please contact the Principal for information regarding early admission for kindergarten.

The Board requires that each child who registers for entrance to School provide the following:

- Birth certificate or other certificate as permitted by state law
- Immunization records
- Proof of residency
- Proof of custody as appropriate

The School will not charge tuition. Admission to A+ Children's Academy is open to any student who resides in any district in the State of Ohio. Applications are accepted at any time of the year. Enrollment will not be denied to any eligible applicant on the basis of ethnicity, national origin, gender, gender identity, sexual orientation, disability or any other basis prohibited by law. The School will not discriminate in its pupil admission policies or practices on the basis of race, creed, color, religion, national origin, ancestry, sexual orientation, disability, sex, intellectual or athletic ability, measures of achievement or aptitude, or any other basis.

Notwithstanding the above, the School will not exceed the capacity restrictions set for its programs, classes, grade levels or facilities. State law requires that the School does not exceed the capacity restrictions set forth for its programs, classes, grade levels or facilities. Priority enrollment will first be given to returning students, students who reside in the district in which the School is located, children of full-time staff members of the School, and siblings of returning students. Pursuant to the Board's Open Enrollment, Admissions and Residency Policy, the Principal shall determine whether an enrollment lottery is necessary and determine all procedures, including application deadlines, to be followed. Students inquiring about enrollment during the year will be enrolled if space permits, or added to a wait list (based on priority enrollment requirements, lottery selections if applicable, or first come first served).

## **Withdrawing**

If you withdraw your student anytime during the school year, please notify us and complete the necessary paperwork.

A+ Children's Academy will comply with ORC 3314.03 (A)(1)(b)(b), which requires that a student must be withdrawn from school if the student fails to participate without a legitimate excuse in 72 consecutive hours of learning opportunities offered to the student. In addition, A+ will fulfill the duties outlined in ORC 3321.13 upon withdrawal or habitual absence of a child from school.

Students could be withdrawn from A+ Children's Academy for behavior, academic or attendance issues.

### **Yearly Re-enrollment**

Each school year, parents/ guardians must complete the re-enrollment form and provide a new proof of residency to be enrolled for the next school year. In order to confirm placement and maintain priority enrollment status for a proceeding school year, parents must state their intention to have their child(ren) be re-enrolled each school year by completing any documentation that may be required by the School. Any student who has not had all required documentation submitted by April 1<sup>st</sup> of each year may lose their enrollment priority status.

### **Request for Records**

The School will request student records from the previous school(s) upon completion of enrollment. Pursuant to the Ohio Revised Code, the requested records must be received within fourteen (14) days. If the records are not received within fourteen (14) days or if the previous school indicates there are no records, the local law enforcement agency will be notified regarding the possibility that the student may be a missing child.

### **Custody**

Parents have an obligation to inform the School anytime the custody of a child changes. The School will need a complete copy of court orders pertaining to a child's custody.

### **Change of Contact Information**

It is essential that every parent maintain an up-to-date address and telephone number on record for their student in the office. It is the parent's responsibility to inform the Attendance Office of any change in phone number or address.

### **Emergency Information**

Parents are responsible for completing an *Emergency Medical Form* on an annual basis. It is also the parent's responsibility to keep all information current. This form is sent home with each student during the first week of school and needs to be returned the next day. In case of emergency each student is required to have on file at the School office the following information:

- Parent/Guardian Name(s)
- Complete and up to date address(es)
- Parent/Guardian's home phone, work phone and/or cell phone
- Emergency phone numbers and addresses of 2 friends or relatives – YOUR CHILD WILL BE RELEASED ONLY TO PERSONS LISTED

- Physician and dentist's name and phone
- Custody papers (if applicable)

If your child is being picked up by someone on the emergency card, they will have to show a picture ID.

## **Field Trips**

Student learning and the School's educational mission are supplemented by field trips and school-related trips. A "field trip" is defined as a School supervised learning experience that takes students off the School's property to learn about an area related to the School's mission.

The School does not endorse, support or assume liability for unauthorized field trips or School-related trips even if they are conducted by the School's staff, volunteers, or parents.

Field trips may include a fee. No student shall be prohibited from attending the trip because they are unable to afford the fee. All students attending the field trip must turn in a completed field trip permission form. Students that do not participate in the field trip shall not be punished academically. If an assignment is given in conjunction with the field trip, non-attending students shall be given an alternate assignment.

While on a field trip or School-related trip students remain subject to the School's rules and policies; a copy of each attending student's Emergency Medical Authorization Form shall be maintained and the staff shall not change the trip's itinerary, except where the student's health or safety is in danger or circumstances beyond the control of the staff have occurred.

## **Visitation**

Parents are welcome to visit our School for special programs and if a special occasion is arranged. If coming in, parents should contact the School office AT LEAST 24 HOURS IN ADVANCE, as well as inform the teacher in order to provide the least amount of class disruption.

All visitors must pre-arrange, through the office, any meetings or visits with the teacher or classroom. The length and repetition of visits shall be determined by the Principal considering the student's and the School's best interest.

Visitors that cause a disruption of the educational environment or present a risk to the safety or wellbeing of the School's students and/or staff may be excluded from the School at the discretion of the Principal. The School reserves the right to contact local law enforcement to assist with visitors that violate School rules or requests to leave School property.

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

### **Safer Ohio Tip Line**

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

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

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

### **Harassment, Intimidation and Bullying**

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

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

### **Student Records/FERPA**

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

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

student's family, such as health care, counseling, or assisting with the college application procedure; and any other purpose that the Board deems necessary as related to a student's education.

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

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

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

Directory information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

A+ Children's Academy has designated a "student's name" as directory information and, pursuant to state and federal law, may share such information with third-parties without prior parental consent. If you do not want A+ Children's Academy to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing within 2 weeks from the beginning of school, or within 2 weeks of the student's enrollment in school.

## **Pesticides**

At times, the School may elect to use a product for bug prevention or weed control that may contain a pesticide. In accordance with Ohio law, you may request and receive prior notifications of the applications of pesticides that are scheduled for a time when School is in session. Please include your email address or telephone number and submit the same to Tom Grimm, ACCEL Schools. The School shall maintain a log of pesticide application that shall be available for inspection at the School office. Please note, this notice provision does not apply to disinfectants, sanitizers, germicides and anti-microbial agents.

## **Health**

### **Screenings**

All K, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> graders, or such grades as may be required by the Ohio Department of Health, will be offered vision and hearing screenings. All students enrolling for the first time in either K or 1<sup>st</sup> grade will be screened for hearing, vision, speech and communications, and health or medical problems and for any development disorders prior to November 1<sup>st</sup>. In addition, Ohio law requires that certain students be screened for indicators of dyslexia.

### **Immunizations**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students meet the minimum immunization requirements established by the Ohio Department of Health (available at <https://www.odh.ohio.gov>) or meet an exemption. If exempt, you must fill out the two immunization exempt forms.

All new students are required to submit a copy of their Immunization Records within the first fourteen (14) days they are enrolled. Students who do not have evidence of proper immunization will be excluded from School after 14 days, in accordance with Ohio law.

### **Medications**

Students needing medication are encouraged to receive such medication at home. If necessary, for the School to administer any prescription medication, the School will only do so after receiving a written request, signed by the parent or guardian, that the medication be administered to the student. In addition, the School will not administer any prescription medication unless it also receives a signed prescriber/physician approval containing the information listed below. It is the responsibility of the parent or guardian to track the amount of medication kept at School and to provide necessary refills.

Per Ohio Revised Code Section 3313.716 students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms at the School.

Per Ohio Revised Code Section 3313.718(B) and 3314.03(A)(11)(d) students may be permitted to carry and use an epinephrine auto-injector to treat anaphylaxis (an intense allergic reaction). In order for a student to properly possess or use an epinephrine auto injector at the School written approval from the student's physician and parent must be signed and received by the School.

For prescription medications, asthma inhalers and epinephrine auto injectors, written approval by the student's physician must include all information as detailed herein below or

as indicated on the Food Allergy Action Plan, if applicable. If a student has or develops a serious food allergy, the parent must complete a Food Allergy Action Plan.

“Written Approval” hereunder must include the following information, as appropriate:

- The name and address of the student
- The name of the School and class in which the student is enrolled
- The name of the medication and the dosage to be administered or the name and dose of the medication contained in the inhaler or auto injector
- The times or intervals at which each dosage of the medication is to be administered
- The date the administration of the medication is to begin
- The date the administration of the medication is to cease (if applicable)
- The circumstances in which the auto injector should be used
- Acknowledgement that the physician has determined that the student is capable of possessing and using auto injector appropriately and has provided the student with training in the proper use
- Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency as well as one or more phone numbers at which the parent, guardian or other person having care or charge of student can be reached in an emergency
- Written instructions outlining procedures to follow if the medication does not provide adequate relief
- A list of adverse reactions that may occur if an individual for whom the medication was not intended uses the medication
- At least one emergency telephone number for contacting the physician and one number for contacting the parent
- Any other special instructions

Should any information regarding the prescription medication change, the parent must submit a revised written statement. All medications must be in the prescribed container.

The School shall acquire and retain copies of each request and accompanying statement. The statement shall be given to the employee authorized to administer the drug by the next school day after receipt.

The School shall store the medication in a locked location in the School office or other location as determined by School personnel that meets legal requirements for storage. Any drugs that require refrigeration shall be stored in a refrigerator located in a place not commonly used by students.

Any medication which may be legally sold without a prescription and administered without the instruction of a prescriber (an “over-the-counter drug”) may be administered to students upon a written request by the parent. The request must be signed by the parent and must also include the name of the student, the name of the medication, the dose (which is not to exceed the recommended amount), and the reasons such medication is to be administered. Over-the-counter medication must be delivered to the School by the parent in its sealed, original container. Students are prohibited from having over the counter medications on their person, in their personal bag, their locker, or their desk.

Properly trained School staff may administer epinephrine in an emergency situation, in accordance with the Written Approval and/or the student’s Food Allergy Action Plan when emergency medical service providers are not immediately available, and the exigency of the circumstance requires immediate action. School staff will immediately request assistance from an emergency medical service provider whenever a student is administered epinephrine at the School or at an activity, event, or program sponsored by the school. This request for medical assistance applies whether the student self-administers the medication, or a school staff member administers it to the student.

The School has adopted a separate policy regarding the care of students with diabetes. Contact the Principal for information regarding all medication policies.

### **Seizure Action Plan**

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

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

The School recognizes that drug and alcohol abuse is a serious problem. Drug and alcohol abuse prevents individuals from reaching their academic and social potential. The School, therefore, prohibits students and all other individuals from using, possessing, concealing, or distributing any drug, alcohol, or any drug/alcohol related paraphernalia or look-alike product in the School, on School property, on vehicles used or operated by the School and at any School sponsored event. In addition, the School prohibits the use, possession, sale or distribution of tobacco and look-alike substances, including vaporizers and electronic cigarettes, in the School, on School property, in vehicles used or operated by the School, and at any School sponsored event. To read the full policy, see website.

### **Lice**

Occasionally, we have reports of head lice. The only way to eliminate this nuisance is for you to check regularly and treat when necessary. Parents are the most important means of controlling this health problem. The child will be excused for one day for treatment for the first incident of lice. Should future incidents occur, days missed will be deemed unexcused.

If your child has head lice, you **MUST** have clearance from our School office stating that your child has been diagnosed nit-free before they will be permitted to return to class. **Parents must accompany their student to the School office and wait while they are checked to be sure that he/she is cleared to attend class.**

## **Academics**

### **Grading Policy**

All core subjects taken by students at A+ Children's Academy are graded courses, including all specials. Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

### **Scale Grades K-6**

- (A) 90-100
- (B) 80-89.9
- (C) 70-79.9
- (D) 60-69.9
- (F) 0-59.9

### **Report Cards**

Report cards are issued following the completion of each grading period. Please carefully review your child's progress. Contact the School if you have questions regarding grades. Parents are encouraged to call the School to set up conferences with teachers to discuss their child's schoolwork at any time during the school year.

### **Promotion/Retention**

A+ Children's Academy Board recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

As such, each child is moved forward in a continuous pattern of achievement and growth that is in harmony with their own development. Such a pattern should coincide with the system of grade levels established by the Board and instructional objectives established for each.

A student will generally be moved to the succeeding grade level when they have:

- Completed the course requirements at the presently assigned grade.
- In the opinion of their teachers, achieved the instructional objectives set for the present grade.
- Demonstrated sufficient proficiency to permit them to move ahead to the education program of the next grade.
- Demonstrated the degree of social, emotional and physical maturation necessary for a successful learning experience in the next grade.

#### Procedures for Promotion/Retention of Students

- Every effort will be made early in the school term to identify students who are having difficulty with class work. Assistance by the classroom teacher, parent and school supportive services (e.g. guidance counselors, remedial reading teachers, school psychologist, etc.) will remediate the student's difficulties before they are retained.
- In the event that improved performance is not shown after the above actions, the parents will be notified of the situation and of the possibility of retention of a student at grade level.
- In making the decision of whether to retain a student, the recommendation of the classroom teacher will be considered.
- In the event a student is to be retained, a letter indicating such retention will be sent to the parents by the Principal. A conference will be scheduled in which the Principal will make recommendations including the possibility of remedial instruction (including summer school) or tutoring to attempt to help the student. Placement of a student into the next grade may involve extenuating circumstances and is made upon the recommendation of the principal.
- The Principal will have the final responsibility for recommending to promote or retain each student.
- Unless meeting an exception or exemption, if a 3<sup>rd</sup> grade student doesn't earn a passing score on the 3<sup>rd</sup> grade state reading test they will be retained. (Third Grade Reading Guarantee)

Please note, Ohio law requires that a student be retained if they have failed two or more of the required curriculum subject areas. A student may only be promoted under these circumstances if the Principal and the student's teachers of any failed subject areas agree that the student is academically prepared to be promoted.

#### **Assessment**

State law requires that each school district in Ohio assess reading skills for students in kindergarten, first, second, and third grades by September 30th of each year to determine whether they are reading at grade level. If a student is not reading at grade level, the School will notify the parent or guardian and the School will provide intervention services to improve the student's reading performance. If the student does not attain the required level of reading competency by the end of third grade, they must be retained, unless otherwise permitted by law. A copy of the complete Third Grade Reading Guarantee Policy, including information regarding the midyear promotion of retained students, is available from the Principal.

### **Make-up Work**

The School provides make-up work for EXCUSED absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to School. If dates of absence are known in advance, the teacher should be notified and planned assignments may be given. If an absence has been excused, the student will be permitted to receive credit for make-up work. The amount of time permitted to complete make-up work will be determined cooperatively by the teacher and student but will not exceed the number of absent days.

### **Conferences**

Parents are encouraged at any time to schedule a conference to discuss their child's progress. This means of communication is perhaps one of the best for the child, parents and the School personnel. Parent/Teacher conferences will be held throughout the school year.

In order to meet with a staff member at the School, a conference must be scheduled ahead of time. Unannounced walk-in requests to meet with a staff member or administrator may not be possible.

### **Distributing Statement**

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





## **School-Parent Compact**

**2026-2027**

A+ Children's Academy and parents of students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) Section 1116(d) agree that this compact outlines how parents for all children, the entire School staff, and the students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership that will help children achieve the State's high standards. This School-parent compact addresses all students.

### **School Responsibilities**

A+ Children's Academy will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards by:
  - Align content lessons to standards;
  - Opportunities to participate in lessons/activities and to work directly with teachers toward mastery of standards-based skills and content;
  - Access to a variety of core and supplemental interactive content resources designed to offer practice and review of course concepts;
  - Ongoing assessment strategies and tools to measure student progress with the goal of continuous growth for every student;
  - Opportunities to gain skills needed for college and/or future career paths; and
  - Build the capacity for parent-teacher collaboration through the education and support of parental contributions.
2. Parent-teacher conferences are provided to discuss the individual child's achievement and how parent/school/student responsibilities are to be coordinated for continued student progress. Face to face parent- teacher conferences are held twice a year; and
  - Parent may request a conference anytime during the school year.
3. Parents are provided frequent reports on their child's progress.

- Four times during the school year, a report card will be sent home that indicates how their child is progressing.
  - Frequent student progress messages are provided to parents for students who are struggling academically. Students receiving Title services or who have an IEP also receive frequent progress monitoring information.
4. Parents and families are provided access to staff by:
- Schedule an agreed upon time between parent and teacher and;
  - Ensuring a familiar language is used for two-way communication;
  - Send a message on Dojo or through email;
  - Phone call to School
5. Parents are provided partnership opportunities for involvement-engagement by:
- Participating at parent meetings, workshops and other parent-related activities.

### **Parent/Guardian Responsibilities**

In partnership with our School, We, as parents, support our children's learning in the following ways:

- Work with my child's teachers on a regular basis;
- Monitor my child's work completion on a regular basis through contacting the teachers and/or checking my child's grade book;
- Stay informed about my child's education and communicate with the School by promptly reading all notices from the school either received by my child, by mail, and responding, as appropriate;
- Ensure my child attends School on a regular basis by arriving on time, being prepared for classes and completing assignments on time;
- Provide positive reinforcement to my child as he/she participates in learning activities;
- Participate in decisions relating to my child's education by contacting the teacher for further information of my child's academic progress;
- Encourage my child to participate in A+ Children's Academy scheduled events which may include field trips to expand his/her learning experience; and
- Make certain that my child(ren) participate in the required State Tests.

## Internet/Network Usage Form

I have read, understand and agree to the A+CA Internet Safety Policy.

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

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

I understand that Internet/Network access is used for educational purposes and that precautions to eliminate inappropriate material have been taken by the School and consent to the monitoring of my child's activity online. I understand that despite every effort for supervision and filtering, access to the internet may include the potential for access to materials inappropriate for school-aged students. While the School will provide age-appropriate internet safety instruction, every user must take personal responsibility for his or her own use of the network and internet.

### NOTE:

Please mark one of the selections and provide your signature and requested information.

\_\_\_\_\_ I **GIVE** permission for my child to use the internet/network independently for educational purposes.

\_\_\_\_\_ I **DO NOT** give permission for my child to use the internet/network independently.

## **Acknowledgement Page**

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

(Please print clearly)

Grade Level: \_\_\_\_\_

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

(Please Print Clearly)

Phone: \_\_\_\_\_

### **STUDENT/PARENT HANDBOOK**

I have received the Student/Parent Handbook and I have reviewed its content with my child. We agree to abide by and support the School's policies and Code of Conduct in the Parent – Student Handbook. We recognize that although this Parent/Student Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Media Release**  
**STUDENT INFORMATION FORM**

Please print clearly:

\_\_\_\_\_  
Name of participating student

\_\_\_\_\_  
Age

\_\_\_\_\_  
School

\_\_\_\_\_  
City/Town/Zip

\_\_\_\_\_  
Grade

TO BE COMPLETED BY PARENT or GUARDIAN:

I/We understand that as part of my/our child's/my attendance at the School, photos, videos, and quotations may be taken for use in publications and reports about the program. I/We further understand that members of the news media invited to cover the program may take photos, videos and quotations. I/We grant permission to use such materials for the promotion of the program.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

- PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.
- PLEASE RETURN THIS FORM TO THE OFFICE.