



**Cliff Park** High School

*Finally, a high school that understands me.*

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## Parent - Student Handbook 2016 - 2017

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Cliff Park High School  
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Cliff Park High School is a student-centered organization delivering excellence in education. Our Team is committed to our students, our communities, and each other. We believe that our cohesion and morale help us to achieve excellence in our schools. Our commitment to our students and our dedication to impacting their education through innovative methods makes us unique.

At Cliff Park High School, we believe the following:

- Every student deserves an environment that enables them to achieve to their potential
- We respect our work and each other

We use data to inform our decisions and measure our success. Cliff Park High School was accredited in June, 2011 by AdvancED, the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) and the Commission on International and Trans-Regional Accreditation (CITA).

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## **Introduction**

Cliff Park High School (the “School”) is a special place for students. You will develop important academic, work, social, emotional well-being, and self-sufficiency skills that will allow you to be successful in life, on the job and with your continuing education.

You can graduate from Cliff Park High School with a state recognized High School diploma, well prepared to live as a productive and responsible citizen in your community. You will leave feeling confident of your abilities and prepared to find a good job, enter a trade, an apprenticeship, or attend a post-secondary educational program.

You will work hard and learn to give your best effort on your own behalf. Everyone at Cliff Park High School is treated with respect. We require and demand a commitment from you --not just in following the School’s rules-- but also in striving to reach your fullest potential, and to make Cliff Park High School the best school in the city.

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This Handbook contains important information that you are responsible for knowing. Become familiar with the following information, and keep the Handbook available for reference by you and your parents. While the School encourages parental involvement at all ages, the term “Parent” when used herein to discuss rights or authorizations refers to parents of students under the age of 18. If you have any questions about this Handbook, please contact the School’s Director.

### **I. Admission Information**

#### **A. Enrollment**

Applications are accepted any time of the year at Cliff Park High School. The following are general admissions procedures for Cliff Park High School:

1. Complete a Cliff Park High School application and return it to the School. If you have a copy of your transcript, this should also be attached. If you do not have a copy of your transcript, you and/or your parent/guardian will sign a "Request for Records" form for the last school that you attended. Your records will only be used to verify existing credits.
2. In order to complete your enrollment application, you will also be required to submit copies of your Birth Certificate, Immunization Record, and proof of residence, such as a monthly utility bill, lease, or mortgage statement. A photo ID may also be required.
3. Once you have submitted your enrollment application and any other required documentation, you will be scheduled for orientation and/or assigned to an academic class and session based upon availability.
4. Either prior to or during your orientation, you will be scheduled for a confidential assessment test.
5. In the event that enrollment exceeds capacity, Cliff Park High School will perform a blind, random lottery to determine what students are enrolled and what students

are placed on a waiting list (in order of their selection). Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences will be given to existing students, siblings of existing students, and students that reside in the district in which the School is located.

#### **B. Fee**

There is no tuition fee or tuition of any kind at Cliff Park High School.

#### **C. Non-Discrimination Policy**

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

#### **D. Student Immunizations**

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

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

For a student, grades 9-12, required doses include

- DTaP, or DT, Four (4) or more of DTaP or DT or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. (Grade 9-12). One (1) dose of Tdap vaccine must be administered prior to entry. (Grade 9-11).
- Polio Vaccine. Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. (Grade 9-12).
- MMR Vaccine. Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1. (Grade 9-12).
- Hepatitis B Vaccine. Three (3) doses. (Grade 9-12).
- Varicella (Chickenpox). One (1) dose of varicella vaccine must be administered on or after the first birthday. (Grade 7-10).
- Meningococcal (MCV4). Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. (Grade 12).

### **E. Re-Enrollment**

Students who have withdrawn from Cliff Park High School during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Any variation to this process requires Director approval.

### **F. Annually Required Documents**

At the beginning of each school year (July 1st), the School will distribute and collect the following forms and documents from all students who have rolled over from the previous school year:

- Current school year Board-approved Parent/Student Handbook (no collection necessary)
- Current school year Board-approved School Calendar (no collection necessary)
- Income Verification Form – must be completed, signed by the parent or student (if over 18), and collected
- Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18), and collected
- Title One Compact – must be completed, signed by the parent or student (if over 18), and collected for both school wide and targeted schools.
- Family Education Services (FES) consent forms (if applicable) must be completed, signed by the parent or student (if over 18), and collected.
- Free and Reduced Lunch Form (if applicable) must be completed, signed by the parent or student (if over 18), and collected.
- Parent / Student Contract
- Ohio Core Opt-Out Form
- Allergy Action Plan – In emergency circumstances, based on the nature of the allergy and severity of the illness, staff members may administer allergy medication. Please refer to the food and allergy policy for further details.

### **G. Change of Address/Phone Number**

It is the student's responsibility to inform the Cliff Park High School office of any change of address or phone number. Any other relevant information must also be updated in the office.

### **H. Non-Sectarian School**

Cliff Park High School is a public, non-sectarian school.

## **II. Student Responsibilities**

### **A. Code of Conduct**

Cliff Park High School 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 Cliff Park High School.

Students at Cliff Park High School are required to know the Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the rules of Cliff Park High School is very important.

Corporal punishment is not permitted. No employee should threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

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

1. On School grounds during the school day or immediately before or after school hours;
2. On School grounds at any other time when the School is being used by a school group;
3. On or off School grounds at any school activity, function or event; and
4. Traveling to and from School, including actions on any school or public conveyance.
5. On the Internet on School grounds or off School grounds once the School is made aware as it relates to communications regarding School students or personnel.

Under this Code of Conduct, the following definitions will apply:

Student: A person, adult or minor, enrolled in Cliff Park High School

Parent: (a) Official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Ohio government case workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required); (b) For dependent adult student, ages 18-20, parent, guardian, etc. with whom he/she lives; or (c) For married and/or independent adult students ages 18-20 and for all students 21 years old or above, the student himself/herself.

Personnel: Any employee, volunteer or person charged with carrying out the work of the School.

Spouse: The legal spouse of a student as expressed in a marriage certificate of any state, Commonwealth of Puerto Rico, or sovereign nation.

The following behaviors are considered OFFENSES at Cliff Park High School and will result in corrective action, up to and including a suspension, expulsion, or withdrawal, at the discretion of the Director.

1. Truancy – absent without permission from the School
2. Dress Code Violation – not dressed according to the Cliff Park High School dress code
3. Disruption – interfering with school policies or classroom routine
4. Cheating – copying someone else’s work or in any way trying to take credit for work not done by the student himself/herself
5. Profane Language – use of profane or unacceptable language
6. Sexual Misconduct – including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, etc. The prominent display of “hickeys” or passion marks is prohibited.

7. Smoking – smoking of any kind, including e-cigarettes, in the school building and on school grounds is strictly prohibited
8. Sleeping – activity which results in student non-performance
9. Disobedience to the lawful instructions of a teacher – disobeying the lawful instructions of a Director, teacher, or other staff member of Cliff Park High School.
10. Out-of-Bounds – being in any part of the building or grounds including bathrooms, parking lot, classroom, or offices unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority. If a student is in an area of the building without permission, other than classroom, it is grounds for removal from the School.
11. Possession of prohibited items – Students may not have cellular phones or pagers, (these items must be checked in with the teacher upon arrival time), or food or beverages in unauthorized areas.
12. Non-completion of assigned activities – failure to finish academic work
13. Failure to provide name or identification to School personnel – refusal to provide Cliff Park High School personnel with his/her name identification, or other necessary information including, but not limited to: current phone number, address, etc.
14. Theft – taking the property of another without right or permission
15. Fighting or violence – participating in physical contact and/or verbal abuse with one or more students
16. Vandalism – purposeful destruction of school or student property
17. Gang Activities – participating in gang activities
18. False fire and/or bomb alarm – willful intent to cause panic by submitting false information
19. Arson or attempted arson – setting fire or attempting to set fire to any school or building property
20. Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance
21. Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc.
22. Wrongful conduct – actions that impede, obstruct, interfere with or violate Cliff Park High School’s mission, philosophy, and regulations
23. Destruction and or intentional harm to person or property
24. Sexual harassment, misconduct, and or improper language or inappropriate touching
25. Disrespect of the rights of others or other’s property – willful destruction or rudeness towards others (School personnel, students, visitors, guests)
26. Conduct which endangers themselves or others – any form of physical contact that jeopardizes others including but not limited to horse-play and throwing objects.
27. Harassment, Intimidation, or Bullying behavior whether in the classroom, on school property, to and from school, or at school-sponsored events, is expressly forbidden
28. Violation of any School policy
29. Any other behaviors that the Director deems as offenses that will result in corrective action

## **B. Dress Code**

General Guidelines:

1. No head coverings are permitted, including but not limited to: hats, caps, hoods, bandanas, or sunglasses are allowed to be worn in the School, unless previously authorized by School personnel.
2. Each student must maintain a neat, clean, professional appearance at all times.
3. All students must wear Cliff Park High School shirts or other Cliff Park High School approved attire.
4. For men: Denim jeans, khaki pants, cargo pants, corduroy pants, and dress pants. Students are not permitted to wear pajamas bottoms, pajama bottom-style pants, sweat pants and or spandex. Pants are to be worn at the waist with a belt, (no undergarments should show) and may not be oversized or undersized. Any type of shoe.
5. For women: Denim jeans, khaki pants, cargo pants, corduroy pants, dress pants, skirts, dresses and Capri pants. Students are not permitted to wear pajama bottoms, pajama bottom-style pants, sweat pants or spandex. Skirts must be no shorter than fingertip length or mid-thigh. Pants/skirts are to be worn at the waist (no undergarments should show) and may not be oversized or undersized. Any type of shoe.
6. Replacement Cliff Park High School shirts may be obtained through community service or volunteer efforts.
7. The Director may make exceptions to the dress code based on physical disability or other conditions.
8. Students not conforming to the dress code may not be admitted to class and may be deemed absent.

All Students that attend Cliff Park High School must adhere to the dress code policy as stated.

## **C. Attendance Policy**

All students must maintain a regular and consistent in-seat attendance rate while enrolled at Cliff Park High School. Repeated unexcused absences are subject to disciplinary action. Students at Cliff Park High School are expected to attend their academic session and be on time.

Students must sign a daily attendance sheet at the beginning of their session. These sheets are kept as attendance records in the main office.

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

### **1. Excused Absences**

Excused absences require written documentation such as a doctor's note, verification from the court or employer, or any other documentation as stated below. All students are required to submit written documentation regarding excused absences to Cliff Park High School on the

first day they return to school. An excused absence or tardy will be granted if the student is not in school for the following reasons:

- a. Medical appointment (with appropriate written documentation)
- b. Under a doctor's care (with appropriate written documentation)
- c. Automotive (with appropriate tow truck or repair shop receipt)
- d. Scheduled road test for a driver's license (with appropriate written documentation)
- e. Employment (which cannot be conducted outside of school hours and with appropriate written documentation from employer)
- f. Death of an immediate family member (with appropriate written documentation)
- g. Personal Illness (with appropriate written documentation)
- h. Court appearance (with appropriate written documentation)
- i. Appointments that cannot be scheduled outside of school hours (case workers, probation officer, signing a lease) and with appropriate written documentation
- j. Other absences as deemed appropriate by the Director

Any prolonged absence due to illness or other documented reason will also be excused. Excused absences with documentation, such as a doctor's note or verification from the court, can still count against a student's average attendance percentage.

## 2. Unexcused Absences

Unexcused absences include the following:

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

**Any student whose unexcused absences exceed one hundred and five (105) consecutive hours will be automatically withdrawn from school per Section 3314.03 of the Ohio Revised Code.** Students may be permitted to re-enroll in the School after attending a scheduled meeting with the Director.

Furthermore, at the sole discretion of the School Director, students who are persistently tardy or receive three (3) or more unexcused absences in a month may result in disciplinary action up to, and including, suspension or expulsion.

### D. Truancy Policy

Cliff Park High School will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant, including but not limited to referring the parent/guardian of the student under eighteen (18) to Juvenile Court for possible prosecution.

### **Habitually Truant**

Student has any of the following:

- A) 5 consecutive unexcused absences
- B) 7 unexcused absences in one month
- C) 12 unexcused absences in one school year

### **Chronically Truant**

Student has any of the following:

- A) 7 consecutive unexcused absences
- B) 10 unexcused absences in one month
- C) 15 unexcused absences in one school year

#### **E. Tardy Policy**

1. Students who are tardy more than three (3) times within any one month may be subject to disciplinary action.
2. Students must call in at least 15 minutes before their scheduled class to notify the receptionist that they will be late.
3. Students calling in later than 15 minutes before their scheduled class must see a member of the administration staff before being admitted to class.
4. The Director will handle all special circumstances on a case-by- case basis.

#### **F. Suspension & Expulsion Procedures**

Rules of suspension and expulsion follow due process requirements as mandated by the laws of the State of Ohio.

##### **1. Suspension**

- a. The Director or Acting Director on Duty may suspend.
- b. No suspension shall exceed ten (10) school days.
- c. The Director must give written notice of the intention to suspend and the reason to the student. If the proposed suspension is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the Director may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.
- d. The student shall be given the right to appear at an informal hearing before the Director and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing can take place within three (3) to five (5) school days, or if practicable, immediately following the infraction.
- e. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Board of Directors appeal hearing designee.

- f. A parent/guardian has the right to appeal the suspension, which must be submitted, in writing, to the Director within fourteen (14) days of the written notice of suspension. The Director shall immediately forward this written appeal to the Board of Directors appeal hearing designee.

Suspension of a student with disability will be in accordance with the rules above and any applicable rules governing special education.

## **2. Expulsion**

- a. The Director may expel.
- b. The Director shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the Director may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.
- c. The student and the parent/guardian shall have an opportunity to appear on request before the Director to challenge the expulsion or to otherwise explain the actions that led to the intended expulsion.
- d. The written notice shall state the time and place to appear which shall not be less than three (3) days or later than five (5) days after the notice of intent to expel is given.
- e. The Director may grant an extension of time for the hearing. If granted, the Director must notify all parties of the new time and place.
- f. A parent/guardian has the right to appeal the expulsion, which must be submitted, in writing, to the Director within fourteen (14) days of the written notice of expulsion. The Director shall immediately forward this written appeal to the Board of Directors appeal hearing designee.
- g. Expulsions will not exceed eighty (80) school days unless the student has been expelled for the following reasons:
  - i. Bringing a firearm into the School, onto school grounds, or to any other school program or activity;
  - ii. Bringing a knife into the School, onto school grounds, or to any other school program or activity;
  - iii. Committing a criminal offense that results in serious physical harm; or
  - iv. As otherwise allowed by Law.
- h. If the student commits such acts, he/she may be expelled for up to one (1) school year.
- i. An expelled student will be provided with a date for re-entry and the date for a mandatory re-entry conference. The expelled student, and parent or guardian of the student must be present in the re-entry conference.

- j. The student and parent or guardian of student will be notified in the event that the student fails to attend the re-entry conference.

Expulsion of a student with a disability will be in accordance with the rules above and any applicable rules governing special education.

### **G. Permanent Exclusion**

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

- (1) A violation of section 2923.122 of the Revised Code;
- (2) A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district;
- (3) A violation of section 2925.11 of the Revised Code, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the board of education of a city, local, exempted village, or joint vocational school district;
- (4) A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of that board of education;
- (5) Complicity in any violation described in (1), (2), (3), or (4) above that was alleged to have been committed in the manner described in (1), (2), (3), or (4) above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

### **H. Emergency Removal**

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

Any student so removed will be given written notice and provided a hearing within three (3) school days after the removal. The hearing shall be held in accordance with the procedures set forth in the Suspension section of this Handbook unless it is probable that the student is going to be expelled, in which case, the hearing shall be conducted in accordance with the Expulsion section of this Handbook.

### **I. Withdrawal Policies and Procedures**

#### **1. Mandatory Withdrawals – Students Age 22 and Older**

A student must be graduated by his or her 22nd birthday or, he/she will be withdrawn from Cliff Park High School. The appropriate withdrawal letters will be sent to the student if he/she is not ready for graduation.

## **2. Voluntary Withdrawals**

If a parent wishes to withdraw his/her student or an adult student wishes to withdraw from Cliff Park High School, he/she must complete and sign a withdrawal form. Minor students must supply proof of enrollment from another school before he/she will be withdrawn from Cliff Park High School.

### **J. Parent & Student Surveys**

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

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

## **III. Academics**

### **A. The Curriculum**

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

Students receive an individual academic and career plan (based upon their academic needs and vocational/employment plans. Vocational Specialists work with each student to assist with job placement, vocational opportunities and career advancement.

### **B. Academic Sessions**

Students are designated to attend one, four and one half (4.50) hour academic session per day, Monday – Friday. The following session schedule is based on a student not working or volunteering outside of school:

Session I 7:30 a.m. – 12:00 p.m.

Session II 11:30 a.m. – 4:00 p.m.

Students who work or volunteer at least 5 hours per week may be permitted to leave school early or arrive at school late, so long as they can provide proof that they were scheduled at their respective work/volunteer site during their assigned session time with appropriate travel time included.

Each student also participates in a minimum of five hours of additional learning opportunities per week. These learning opportunities include employment, volunteering, vocational counseling or other activities deemed suitable. Students may earn a lifetime maximum of six (6) work credits that are counted toward the seven (7) elective credits for graduation. There is a limit of three (3) work credits earned per school year. Exceptions to this requirement are only permitted after the school administration performs an in-depth review of the student's individual circumstances, and approval is obtained from the Director.

Any student not actively participating in volunteer activities, vocational counseling, or working will be required to remain in school for their complete session time. All activities outside of the School, except working, need to be approved by the Director and documented so the student can receive appropriate credits.

### **C. Grading**

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines and resource materials are available for student use while completing off-line assignments. Students must receive 70% or better to master the course.

Each student is also required to keep a portfolio of his/her accomplishments. The School's Graduation Committee and Director review the portfolio on behalf of the Board of Directors before the student is deemed ready for graduation.

### **D. Progress Reports**

Cliff Park High School uses a Complete/Incomplete grading system. Progress Reports are issued to each student every sixteen (16) weeks and are generally distributed in October, February and June. Progress Reports can be requested by parents or guardians at any time.

### **E. Grade Levels**

At this School, the following requirements are in place for students to be promoted to the next grade level:

#### Promotion to 10th grade:

5 credits total

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

#### Promotion to 11th grade:

10 credits total

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

#### Promotion to 12th grade:

15 credits total

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

*\*Core Credits are those that are achieved in English/Language Arts, Mathematics, Social Studies and Science.*

## F. Conferences/Open House

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

## G. Transferring Credits

Student credits from former high schools do transfer to Cliff Park High School. 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 attach it to the initial application or submit it to the main office.

Note: An official transcript has a raised seal. Cliff Park High School *must* have an official transcript in order for a student to graduate.

## H. College Credit Plus

College Credit Plus allows secondary grade students to enroll at a college on a full- or part-time basis, and complete courses for high school and college credit. More information can be obtained through the Director.

## I. Graduation Requirements

**In order to graduate, a student must satisfy all of the following requirements:**

- Achieve all of the state required academic credits;
- Pass all required state End-of-course assessments. Students entering ninth grade for the first time in 2014-2015 or later may satisfy industry credential and workforce readiness requirements, or earn “remediation-free” scores in English and mathematics on a nationally recognized college admission exam in lieu of passing the required End-of-course exams;
- Pass all required state assessments such as the Ohio Graduation Test.

- Complete an employability skills course;
- Fulfill the student’s Cliff Park High School Learning Plan;
- Pass an exit interview with School’s Graduation Committee;

### Academic Credits Required:

Subject	Ohio Core Beginning with class of 2014
English Language Arts	4
Mathematics	4
Science	3
Social Studies	3
Health	½
Physical Education	½
Technology/Arts/Foreign Language/Business	
Electives	5*

All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.\*Includes the equivalent of 1 credit of Technology/Arts/Foreign Language/Business or other core area course beyond the above-listed requirements.

The new Ohio Core graduation requirements will be followed for students who are first-time freshmen in the school year 2010-2011. Components of the Ohio Core requirements include Algebra II or equivalent as part of the math requirement, Financial Literacy and Economics as part of another course or as a standalone course, and 2 semesters of Fine Arts in grades 7-12. Ohio Core also requires that Science is taught with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information. In addition to the previous Science requirement of 1 credit of Physical Science and 1 credit of Life Science, 1 credit of Advanced Science is now required. The previous requirement of ½ credit of American History and ½ credit of American Government are both included in the Ohio Core requirement for Social Studies.

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

#### **J. Credit Flexibility Plan Option**

Cliff Park High School offers the Credit Flexibility Program (CFP) to all students. However, the following prerequisites for participation apply:

- Students who enroll with less than four (4) academic core credits may participate in the CFP only after completing the transition lab and one full core academic credit in Cliff Park High School.
- All other newly enrolled students may participate in the CFP upon completion of the transition lab.
- Currently enrolled students may participate in the CFP at any time.

Senate Bill 311 (the Ohio Core legislation) raised the graduation requirements for high school students, with the goal of increasing the number of students who are ready to meet the demands of our global and technological age. Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. The plan is designed to customize learning around students' interests and needs.

Students may earn credits by:

- Completing coursework;
- Testing out of or demonstrating mastery of core content; or
- Pursuing one or more "educational options" (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).
- Credit flexibility is intended to motivate and increase student learning by allowing:

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

### **1. Process to Initiate a Plan**

Any student can initiate a plan to complete credit utilizing credit flexibility by submitting a written request to the School. (Plans received after March 1<sup>st</sup> will be considered for the following school year.) The School personnel will then create a formal individual student Credit Flexibility Plan (CFP).

#### Plan Requirements

Each Credit Flexibility Plan must include:

- Course content and academic standards components
- How the student will demonstrate proficiency
- What types of assessments and/or educational programs will be used to demonstrate proficiency
- Progress measures and dates
- Due date for the completion of the CFP
- Grade determination (most courses will be assigned letter grades, but all course grading must follow the grade plan for the standard course with the same name)
- Consequences of failing work or non-completion of the CFP
- Designated Highly Qualified Teacher of record and administrative staff member who will monitor the plan
- The names and signatures of student, parent (if student is a minor), teacher of record, and administrative staff member
- Cost, if any, that must be assumed by the student (most cases cannot require cost)
- An appeals process for this CFP

### **2. Roles and Responsibilities**

Students utilizing an approved CFP may earn:

- Credit in courses that count toward high school graduation requirements
- Credit in a course not currently offered at the high school if the student provides a mutually acceptable course of study or educational program
- Simultaneous credit in multiple courses if standards are mastered from more than one course
- Partial credit for a course

A student will be marked present for attendance purposes if the student is working on the CFP off-site, such as participating in an internship, and reports to that location daily rather than the School.

Any student participating in the Post Secondary Enrollment Options program who is enrolled in a college course as part of the CFP and drops or fails that course must then pay for the course himself.

Staff responsible for monitoring the CFP will:

- Regularly check progress and proficiency according to the CFP
- Provide detailed report of progress measures and achievement in regular mailings to students and parents
- Provide warning to the student who may not be on track to complete the course that credit will not be earned if the student does not take measures to successfully complete the course prior to the CFP becoming officially cancelled
- Work collaboratively with the student behind on deadlines to establish steps to get the student back on track for successful course completion

The School is required to:

- Keep accurate records of all students currently working on CFPs
- Track student/plan progress
- Store CFP progress records in one location
- File completed CFPs in one location and a copy in the student's academic file
- Forward the CFP and progress information to the transfer school if a withdrawing student wishes to take their CFP with them to his or her next school. It will be the decision of the transfer school how much, if any of the CFP, they will accept.

A student may appeal any Credit Flexibility Plan that is denied by submitting a written request to:

Cliff Park High School Credit Flexibility Appeals  
821 North Limestone Street  
Springfield, OH 45503

## **IV. School Facilities**

### **A. Hours of Operation**

Cliff Park High School opens at 7:30 a.m. and closes at 4:00 p.m. Monday – Friday. If you need to contact the School after hours, voice mail is available.

### **B. Tobacco Use and Eating**

Using tobacco or smoking e-cigarettes is prohibited in the building or on the grounds of Cliff Park High School or at events supervised by the School. Food and beverages are generally not allowed in the classroom or the computer labs.

### **C. Parking**

If the student drives, he/she may park in the visitor's lot, if available.

### **D. Transportation**

The School does not provide transportation. However, the School is easily accessible to various city public bus services.

## **E. Visitors**

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

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

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

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

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

## **F. Emergency Phone Calls**

Students may give the School's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible. Students must receive approval from School personnel to make phone calls from the main office.

Students are not permitted to use Cliff Park High School phones without approval from School personnel.

## **G. School Closure Policy**

Should it be necessary to close Cliff Park High School due to weather or other unforeseen emergencies, information will be given over radio and television stations. Students are asked not to call the School.

# **V. Safety**

## **A. Fire Alarm**

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

## **B. Reporting Injuries**

If a student is injured at Cliff Park High School he/she must immediately report the injury to School personnel. The main office will complete a copy of the injury report.

### **C. Harassment, Intimidation, Bullying**

As more fully set forth in the Safe School Policy attached as Appendix 1 to this Handbook, harassment, intimidation, or bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from School. The School's commitment to address Harassment, Intimidation, and Bullying, however, involves a multi-faceted approach, which includes education and the promotion of a School atmosphere in which this behavior will not be tolerated by students, faculty or School personnel.

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

### **D. Prohibited Gang Activity**

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

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

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

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

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

### **E. Drug-Free School**

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

## **F. Weapon-Free School**

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

## **G. Lost and Found**

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

## **H. Backpacks, Desks, and Other Personal Storage Areas**

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

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

## **I. Medication Administration**

Except in situations required by law, no medication will be administered by School staff.

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

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

- The name and address of the Student;
- The School in which the Student is enrolled;
- The name and dose of the medication contained in the inhaler or auto injector;
- The circumstances in which the auto injector should be used;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector;
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more

phone numbers at which the Parent, Guardian or other person having care or charge of the Student can be reached in an emergency;

- Special instructions for administration of the drug by the Student;
- Written instructions outlining procedures school employees should follow in the event the Student is unable to administer the medication or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- And any other special instructions.

The School must have the above stated documentation provided by the physician and Parent or guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector.

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

### **J. Protective Eyewear**

Every student and teacher of Cliff Park High School shall wear industrial quality eye protective devices at all times while participating in or observing any of the following courses:

Vocational, technical, industrial arts, fine arts, chemical, physical, or combined chemical-physical educational activities, involving exposure to:

- Hot molten metals or other molten materials
- Milling, sawing, drilling, turning, shaping, cutting, grinding, buffing, or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Gas or electric arc welding or other forms of welding processes
- Repair or servicing of any vehicle
- Caustic or explosive materials
- Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards.

## **VI. Confidentiality of Records**

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

### **A. Student Directory Information**

Directory Information may consist of the following as defined by State and Federal law:

- Name
- Address
- Telephone listing
- Date and place of birth
- Major field of study

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

### **Opt In for Inclusion in Student Directory**

It is the policy of Cliff Park High School not to release any personal information such as names, home address, and phone numbers or any Directory Information as that term is defined by Ohio and Federal law to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc. As such, the School will not release this information unless a parent/guardian – or adult student (18 years of age or older) – notifies the School in writing that the parent/guardian or adult student permits the distribution of such personal information.

### **B. Audio-Visual Information**

Cliff Park High School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include Cliff Park High School newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the School should you have any questions or concerns. You may also notify the School in writing if you prefer that we do not use your student’s name, picture and/or work product for presentations or other uses.

### **C. Release of Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights are:

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

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

2. The right to request the amendment of the student’s education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested, the Director will notify the parent of the decision and of their right to a hearing regarding

the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member, including but not limited to, management company employees, (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

### **Description of Intent**

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as revised by the *No Child Left Behind Act*. For example, the names of the student, Parent/Guardian, and family members will

not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

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

The PPRA affords emancipated minors and students of age eighteen (18) and older (Eligible Students) and Parent/Guardians of minors certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before students is 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:
  1. political affiliations or beliefs of the student or student's parent
  2. mental or psychological problems of the student or student's family
  3. sex behavior or attitudes
  4. illegal, antisocial, self-incriminating, or demeaning behavior
  5. critical appraisals of others with whom respondents have close family relationships
  6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
  7. religious practices, affiliations, or beliefs of the student or Parent/Guardian
  8. 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:
  1. any other Protected Information Survey, regardless of funding
  2. 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
  3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
  
- The right to inspect, upon request and before administration or use, of the following:
  1. Protected Information Surveys of students

2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
3. instructional material used as part of the educational curriculum

These rights transfer from the Parent/Guardian to the student if the student is eighteen (18) years old or is an emancipated minor under state law or by court order.

### **Notification Procedures**

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

The School will directly notify the Parent/Guardian of these policies annually in this PPRA Notice or after any substantive changes. The School will also directly notify by U.S. mail, e-mail, or other reasonably available method Parent/Guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the Parent/Guardian to opt students out of participation of the specific activity or survey. The School will make this notification to Parent/Guardian near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the Parent/Guardian will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The Parent/Guardian will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

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

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

### **Reporting a Violation**

The Parent/Guardian or Student who believes their rights have been violated may file a complaint to the following:

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

## **VII. Child Find**

Cliff Park High 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 FAPE (Free and Appropriate Public Education).

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

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

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

Cliff Park High School will contact the parents or guardians of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving special education and related services.

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

The School will ask for information about the child, asking such questions as: What is the problem? What has already been done about the problem? What background information is available? This information may be collected in several ways including interviews, observation, screening, and testing. This information may be obtained from parents and the student, or from other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

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

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

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

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

## **VIII. Parent's Right to Know Teacher Qualifications**

A parent or guardian may request information on the following professional qualifications of each classroom teacher:

- Licensure and certification information

- Emergency or provisional status
- Educational background
- Qualifications of Instructional Aides (if applicable)

## **IX. Parent Involvement Policy**

The School's Title I program is intended to foster and enhance parent-involvement in the School. The goal of Cliff Park High School is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home, parent newsletters, parent/teacher conferences and informal personal and telephone conferences.
2. Annual Title I Meeting. Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at the School during flexible dates and times. Additionally, parents rights and Title I requirements will be discussed. Additionally, parents should contact the School Director about ways to be involved at the School including the process for providing input regarding Title I planning and the parent involvement policy.
3. Open Door Policy. Parents are invited to come to the School to observe the education of their children on any day with prior notification.
4. Volunteer Program. All parents are invited to volunteer in the School on any given day of the week with prior notification and proof of a valid BCI and FBI background check clearance.
5. Curriculum. The School provides a high quality curriculum to enable our students to meet high standards, and prepare for the state graduation exam. The School shares these results with parents and provides an explanation of the results with parents during the course of the school year.
6. Board of Directors Meetings. The Board of Directors meets numerous times throughout the year to review the state of the School. Board meeting dates and times are posted at the School and published in the local newspaper. All parents and guardians are invited to attend Board meetings and can receive a Board meeting calendar upon request.

## **X. Complaint Procedure**

A student or parent may file a written complaint that should be submitted to a teacher or the Director. If the matter cannot be resolved informally by the Teacher and/or Director, the steps in resolving the complaint should adhere to the Governing Board's Complaint Policy and Procedures.

Initially, complaints should be addressed formally or informally with the School personnel in a civil respectful manner in order to be considered by School personnel. To file a complaint with the Director, the Complaint must be in writing on a form developed by the Director with the facts and specific outcome desired by the parent/guardian.

Complaints received directly by the Board, Sponsor or Ohio Department of Education shall be handled in accordance with the Board's Complaint Policy and Procedure.

Upon resolution of the Complaint, the Director will issue a letter to the Complainant referred to as a "Finding." The Finding will officially inform the Complainant that his or her Complaint was either Substantiated or Unsubstantiated.

**An Unsubstantiated Finding means: Compliance** – (findings were unsubstantiated and the School has complied).

**A Substantiated Finding means: Non-Compliance** – (noting the areas of non-compliance, recommending possible changes/technical assistance and statement that the School will respond to Complainant with a corrective action(s) plan letter within 10-15 business days)

All documentation of the Complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

## **XI. Work Permit Policy**

A critical component of Cliff Park High School Education Model is the employability skills training and employment of our students. Pursuant to Ohio Law, any student who is a minor, at least sixteen years old and who desires to work may do so through a validly issued Age and Schooling Certificate (work permit). The Ohio Department of Commerce, Division of Labor and Worker Safety Wage and Hour (hereinafter referred to as "Wage and Hour") has granted to Cliff Park High School the authority to issue and revoke such Age and Schooling Certificates for its students.

Any student may request an Age and Schooling Certificate who is: at least sixteen years of age; has completed the Cliff Park High vocational education program; has completed a test verifying he/she can complete seventh grade academic work (if the student cannot do so, certain other arrangements can be made through the Director), and has secured possible employment.

If a student is eligible to receive an Age and Schooling Certificate, that student may begin the Age and Schooling Permitting Process described below.

### **1. The Work Permit Process**

- a. If the student is a qualified applicant as described above, he/she shall be given an Application to obtain Cliff Park High School Age and Schooling Certificate. The student and his/her parent/guardian shall complete the form in the following manner:
  - i. The parent/guardian must complete the Student Information Section.
  - ii. The employer shall complete the Employer's Agreement Section.
  - iii. The student's physician must complete the Physical Examination Section.
- b. Once the aforementioned sections of the Application are complete and reviewed by the Director, the Director may complete the School records section.
- c. Once the certificate is complete, the student shall sign the section titled "Signature of Minor." The Age and Schooling Certificate shall be issued to the student
- d. When the Age and Schooling Certificate is fully executed, the white original shall be sent to the employer and the student may be employed.

It is important to note that the Age and Schooling Certificate issued to the student is employment and employer specific, and as such, a new Application and Age and Schooling Certificate must be submitted and procured respectively for each new different employment opportunity of the student. In addition, at the termination of any previous employment relationship, Cliff Park High School must secure the return of the employer's original Age and Schooling Certificate and a reason for termination which when obtained shall be kept in the student's file at the Cliff Park High School.

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

The right of a student to work does not come without responsibility. Vocational training and working are an integral part of Cliff Park High School's educational program; however, academics always come first and a student's employment should never harm his/her educational advancement. Cliff Park High School reserves the right to revoke the student's Age and Schooling Certificate if: the student's academic achievement falls below an acceptable level; the student does not meet the minimum attendance requirement of Cliff Park High School; the student violates Cliff Park High School's Parent/Student Handbook, Code of Conduct, or other School 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.

## **XII. Family Education Services (FES)**

FES with our Family Education Services (FES) Advocate. This FES Advocate will be in the building during normal hours of operation.

FES Advocates provide support to students who are experiencing difficulties. Advocates assist students with learning new behavioral skills, developing self-confidence, becoming more aware of how others see them, etc. Advocates also discuss how to practice new behavior and better understand how to deal with the many problems life presents.

Students may be asked to participate in individual/group sessions held at Cliff Park High School. These sessions will include discussions on attitudes, ideas, behaviors, feelings, and opinions. Participants will have the opportunity to learn new skills and behaviors that may help their personal development and adjustment.

The FES Advocate will keep all information shared by the student confidential except in certain situations in which there are ethical and/or legal responsibility to limit confidentiality. The proper authorities will be notified if the student reveals information about hurting him/herself or another person; if the student reveals information about child abuse; and/or for any other situations that ethically and/or legally compel disclosure.

Please contact the School if you have any questions or concerns or do not wish your student to participate in these sessions.

\* \* \* Please Note \* \* \* should you, the parent/guardian, elect to seek family assistance (*i.e.* counseling, family counseling, case management, etc.) before or during the school year, our FES Advocate can assist with the following:

- Provide a list of community agencies you can contact for service.
- Act as a School liaison between outside agencies and families.
- Provide a starting point for discussing services in the School or community setting.

### **XIII. Wellness Policy**

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

### **XIV. Non-Discrimination and Title IX/Section 504 Notice**

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

#### **Title IX Coordinator**

Director of Human Resources  
c/o Newpoint Education Partners, LLC  
526 S. Main Street, Suite 911  
Akron, OH 44311

#### **Section 504 Coordinator**

Director of Student Services/Special Education  
c/o Newpoint Education Partners, LLC  
526 S. Main Street, Suite 911  
Akron, OH 44311

### **XV. Missing Child Policy**

The School shall notify a student's parents, parent who is the residential parent and custodian, guardian, legal custodian, or any other person responsible for the student within a reasonable time after the determination that the student is absent from school.

The student's parents, parent who is the residential parent and custodian, guardian, legal custodian, or any other person responsible for the student shall provide to the School a current address and telephone number at which said person or persons can receive notice that the student is absent from School.

A student, at the time of initial entry into school, shall present to the person in charge of admission an official copy of a birth certificate, or a comparable certificate or certification issued pursuant to Ohio law, and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended.

If the student does not present copies of his/her previous school records within 24 hours of entry to the School, the Director or his/her designee shall call the school from which the

student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days of the date of request the Director shall notify the police department having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

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

The Director his/her designee shall develop informational programs for students, parents and community members relative to the subject of missing children.

## **XVI. Homeless Policy**

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.

A student may be considered eligible for services as a “Homeless Child” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- With other persons due to loss of housing, economic hardship, or a similar reason
- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In a temporary or transitional foster care placement

According to the McKinney-Vento Homeless Assistance Act, eligible students have the right to:

- **Immediate Enrollment:** Proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment to the school.
- **School Selection:** The eligible student has the right to select from the following schools:
  - The school he/she attended when permanently housed (School of Origin)
  - The school in which he/she was last enrolled (School of Origin)
  - The school in the attendance area in which he/she currently resides (School of Residency)
- **Participation in Programs:** Students have a right to access all of the school’s programs and services on the same basis as all other students, including special education, school breakfast and lunch, and any extra-curricular activities.
- **Transportation:** If otherwise provided by the School, any eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.
- **Dispute Resolution:** Students and their parents or guardians also have access to a dispute resolution process through the Ohio Department of Education when the

family disagrees with a school about how the McKinney-Vento Act applies in their situation.

The School Liaison for Homeless Students shall ensure that the parent or guardian of a homeless student and any unaccompanied youth is:

- Assisted in accessing transportation to the selected school;
- Provided assistance in exercising the right to attend the school of his/her choice;
- Serviced without being labeled as homeless by school personnel;
- Provided the above information in a manner and form understandable to the parent or guardian, and if necessary, in the native language of the parent or guardian.

## McKINNEY-VENTO HOMELESS ASSISTANCE ACT

### SCHOOL ENROLLMENT RESPONSIBILITIES

and

### ENROLLMENT DISPUTE RESOLUTION

The Ohio Department of Education is committed to facilitating the timely resolution of disputes regarding the educational placement of homeless children and youth. The process may address issues concerning: enrollment, transfer of records, transportation, comparable services, guardianship, medical records, residency, school of origin/school of choice issues along with any related homeless education concerns.

## ENROLLMENT

Reference - McKinney-Vento Homeless Assistance Act, 42 U.S.C.S. § 11432(g)(3)(A)-(C)

The McKinney-Vento Homeless Assistance Act includes definitive language concerning the enrollment of homeless children and youth including:

The School shall according to the youth's best interest:

- Continue the child's education in the school of origin for the duration of homelessness-
  - In any case in which a family becomes homeless between academic years or during an academic year or
  - For the remainder of the academic year, if the child or youth becomes permanently housed during an academic year or
- Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

In determining the best interest of the child or youth, the School shall:

- To the extent feasible, keep the homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Provide a written explanation to the parent or guardian, including a statement regarding the right to appeal if the local educational agency sends the child or youth to a school other than the school of origin or a school requested by the parent or guardian.
- Refer unaccompanied youth to the homeless liaison designated by the LEA to provide assistance in placement and/or enrollment decisions. The views of the unaccompanied youth will be considered and the youth will be notified of the right to appeal.

## ENROLLMENT DISPUTE RESOLUTION

### References

McKinney-Vento Homeless Assistance Act, 42 U.S.C.S. § 11432(g)(3)(E)  
 U.S. Department of Education McKinney-Vento Homeless Assistance Act Non-regulatory  
 Guidance  
 (July 2004)(Pages 17-18)

### GENERAL GUIDELINES –

- Disputes should be resolved at the district level rather than the school level.
- The dispute resolution process should be as informal and accessible as possible allowing for impartial and complete review.
- Parents, guardians and unaccompanied youth should be able to initiate the resolution process directly at the school they choose, as well as at the district LEA homeless liaison's office.
- Parents, guardians, and unaccompanied youth should be informed that they can provide written or oral documentation to support their views.
- Students are to be provided with all services for which they are eligible while the disputes are being resolved.
- Written documentation should be complete, as brief as possible, simply stated and provided in a language the parent, guardian, or unaccompanied youth can understand.

### RESOLUTION PROCESS –

Should a dispute arise over school selection or enrollment in a school the following procedure is to be followed:

- The LEA shall provide the parent or guardian with a written explanation of the school's decision regarding school selection or enrollment.
- The LEA shall inform the parent or guardian in writing of their right to appeal the decision.
- Should the dispute continue the LEA shall refer the parent or guardian to the local LEA liaison who shall review the complaint and issue an opinion in writing to the parent or guardian.
- Should the dispute continue the LEA liaison shall assist the parties involved in presenting the situation to the Ohio Department of Education homeless education coordinator.

- The state homeless education coordinator shall recommend a decision for distribution to the parent, local superintendent and local educational agency liaison.

Should the dispute continue the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

\* \* \* NOTICE \* \* \* Cliff Park High School is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled and attending School are required to take proficiency tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code shall no longer be excused for that purpose upon their enrollment at Cliff Park High Schools. For more information about this matter, please contact the School Administration of the Ohio Department of Education.



# Cliff Park High School

*Finally, a high school that understands me.*

**CLIFF PARK HIGH SCHOOL  
PARENT/STUDENT HANDBOOK CONTRACT  
2016-2017**

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

Parent/Guardian's Name: \_\_\_\_\_  
(If student is under 18 years of age)

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

We recognize that although this Parent/Student Handbook reflects the current policies of Cliff Park High School, it may be necessary to make changes from time to time to best serve the needs of Cliff Park High School and its students.

Agreed by:

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

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

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

**\*\*\*Not receiving this signed Agreement will be considered cause for student dismissal.\*\*\***



**Cliff Park High School Media Release**  
**STUDENT INFORMATION FORM**

TO BE COMPLETED BY PARENT, GUARDIAN or ADULT STUDENT:

Please print clearly:

\_\_\_\_\_  
Name of Participating Student \_\_\_\_\_  
Age

\_\_\_\_\_  
School

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

I/We understand that as part of our child's/my attendance at Cliff Park High 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 the School and its Board Members, Management Company, employees, agents and representatives to use such materials for the promotion of the program and to use this student's name, photographic likeness, alone or in a group, in any publication, document, TV production, video or to release said name or likeness to any media outlets including, but not limited to, newspapers, magazines or TV stations for publicity and/or recognition purposes and/or to use this student's name and/or photographic likeness, alone or in a group, on the official web site of the School and/or Management Company.

I agree that I and/or my child shall have no right, title, or interest in any photo or videotape covered by this agreement and waive any right to compensation for such use. I release the School, its Board members, the Management Company, employees, agents, representatives and all organizations and individuals related to the School from any and all liabilities or damages that result from the use of this student's name and/or photographic likeness as described above.

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

PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.

PLEASE RETURN THIS FORM TO THE SCHOOL.

## Appendix 1

### **Safe School Policy** Anti-Harassment, Anti-Intimidation, Anti-Bullying, Anti-Gang, Drug-Free and Weapon-Free School

The Board of Directors of the School prohibits violence including harassment, intimidation, bullying or any gang related activity. The School is a drug-free and weapon-free school, and does not tolerate the above-mentioned behavior whether in the classroom, on school property, or at school-sponsored events, as it is expressly forbidden.

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

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

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

#### I. Definition of Terms:

##### A. "Harassment, intimidation, or bullying" means either of the following:

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

- B. “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- C. “School-sponsored activity” means any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the School Director, the Governing Authority, or the Ohio Department of Education.
- D. “Harassment, intimidation, or bullying” will not mean any action that would constitute protected free expression under the First Amendment to the Constitution of the United States and/or the Constitution of the State of Ohio.

In accordance with these definitions, the following factors should be considered before identifying conduct by a student or group of students as harassment, intimidation, or bullying in violation of the Policy. The determination that conduct does not constitute harassment, intimidation, or bullying under the Policy, however, does not restrict the right of the School Director to impose appropriate disciplinary consequences for the student misconduct.

Location. In order to constitute harassment, intimidation, or bullying in violation of the Policy the behavior in question must occur to and from school, on school grounds, at school-sponsored activities or sanctioned events, or in school vehicles. Conduct that occurs away from these places is not harassment, intimidation, or bullying under this Policy. However, cyber-bullying, which is addressed below, may occur at locations away from those mentioned above, but is covered by this Policy and is strictly forbidden by the School.

Ridicule, humiliation, and/or intimidation. Harassment, intimidation, or bullying behavior is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes this behavior, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

## II. Types of Conduct

Harassment, intimidation or bullying can take many forms and can include many different behaviors having an overt intent to ridicule, humiliate, or intimidate another student. Prohibited conduct can include, but is not limited to, the following behavior, overt acts, and/or circumstances:

- A. Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that has the purpose or effect of causing injury, discomfort, fear or suffering to the victim;

- B. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- C. Unreasonable interference with a student’s academic performance or creation of an intimidating, offensive or hostile learning environment;
- D. Physical violence, attacks or both;
- E. Threats, taunts, and intimidation through words, gestures or both;
- F. Extortion, damage, or stealing of money, property, or personal possessions;
- G. Exclusion from the peer group or spreading rumors; or
- H. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber-bullying”), such as the following:
  - (i) Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
  - (ii) Sending abusive or threatening instant messages;
  - (iii) Using camera phones to take embarrassing photographs of students and posting them online;
  - (iv) Using websites to circulate gossip and rumors to other students;
  - (v) Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

### III. Complaint Process – Reporting Prohibited Incidents

#### A. Written and Oral Complaints

- (i) The School requires the School Director or his/her designee to be responsible for receiving complaints alleging violations of this Policy. Students, parents or guardians may file written complaints of suspected harassment, intimidation, or bullying with any School staff member or administrator. A teacher or other School staff member who receives a written complaint will promptly forward it (no later than the next school day) to the School Director or his/her designee for review and action.

- (ii) Oral complaints will also be considered official complaints. Students, parents or guardians may make oral complaints of conduct that they consider to be harassment, intimidation, or bullying by verbally reporting to a teacher, school administrator, or other School personnel. A teacher or other school staff member who receives an oral complaint will promptly document the complaint in writing, and will promptly forward it (no later than the next school day) to the School Director for review and action.

Both written and oral complaints will be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness.

B. Anonymous Complaints

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

IV. School Personnel Reporting Responsibilities

- A. School Personnel, including teachers and other School staff, who witness acts of harassment, intimidation or bullying, as defined above, will promptly notify the School Director or his/her designee of the event observed by filing a written incident report concerning the events witnessed.
- B. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.
- C. School personnel should intervene promptly where they observe student conduct that has the purpose or effect of ridiculing, humiliating, or

intimidating another student/school personnel, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

- D. Any student that deliberately makes a false report of harassment intimidation, or bullying shall be subject to the disciplinary procedures described in Section VIII of this Policy.
  - E. School Personnel, students, and volunteers that report an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures specified in this Section of the Policy shall be individually immune from liability in a civil action for damages arising therefrom.
- V. Notification to Parents/Guardians
- A. If after investigation, acts of harassment, intimidation or bullying by a specific student are verified, the School Director or his/her designee will notify, in writing, the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline will be included in such notification.
  - B. If after investigation, acts of harassment, intimidation or bullying against a specific student are verified, the School Director or his/her designee will notify the parent or guardian of the victim of such findings. In providing such notification, care must be taken to respect the statutory privacy right, including those set forth in the R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571, 20 U.S.C. 1232q of the perpetrator of such harassment, intimidation and bullying.
  - C. To the extent permitted by State and Federal privacy laws, parents or guardians of any student involved in a prohibited incident may have access to any written reports pertaining to the prohibited incident.
- VI. Investigation and Documentation of Prohibited Incident; Anonymous Reports
- A. The School requires the School Director or his/her designee to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the School Director or his/her designee will conduct a prompt and thorough investigation of all written and oral complaints of suspected harassment, intimidation, or bullying. A written report of the investigation will be prepared when the investigation is complete. Such report will include findings of fact and a determination of whether acts of harassment, intimidation, or bullying were verified. When prohibited acts are verified, a

recommendation for intervention, including disciplinary action will be provided. Where appropriate, written witness statements will be attached to the report. All such incident and investigation reports shall be stored in a secure location determined by the School Director that will preserve appropriate confidentiality and anonymity.

- B. When a student making a complaint has requested anonymity, the investigation of such complaint will be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

#### VII. Intervention Strategies to Protect Victims

When responding to verified acts of harassment, intimidation, or bullying, the School will consider potential strategies to protect victims from additional harassment, intimidation, or bullying, and from retaliation following a report. Potential strategies include:

- A. Supervising and disciplining offending students fairly and consistently;
- B. Providing adult supervision during breaks, lunch time, bathroom breaks and in the hallways during times of transition;
- C. Maintaining contact with parents and guardians of all involved parties;
- D. Providing counseling for the victim if assessed that it is needed;
- E. Informing School personnel of the incident and instructing them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior; instructing personnel to intervene when prohibited behaviors are witnessed; or
- F. Checking with the victim regularly to ensure that there have been no incidents of harassment/intimidation/bullying or retaliation from the offender(s).

#### VIII. Disciplinary Procedure

- A. Verified acts of harassment, intimidation or bullying will result in an intervention by the School Director or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

- B. The School recognizes that acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student or staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.
- C. In determining appropriate interventions for each individual who commits an act of harassment, intimidation or bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the School Director will give the following factors full consideration:
- (i) The degree of harm caused by the incident(s);
  - (ii) The surrounding circumstances;
  - (iii) The nature and severity of the behavior;
  - (iv) The relationship between the parties involved; and
  - (v) Past incident(s) or continuing patterns of behavior.
- D. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of misconduct, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation or bullying. Peer mediation may also be used, when appropriate.
- E. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, will not be the basis for disciplinary action.
- (i) In and out-of-school suspensions and expulsions may be imposed only after following the appropriate suspension and expulsion procedures.
  - (ii) Expulsion will be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating such behavior.

- (iii) The determination that conduct does not constitute harassment, intimidation or bullying under this Policy, however, does not restrict the right of the School Director or the Governing Authority or both to impose appropriate disciplinary consequences for student misconduct.

#### IX. Semi-Annual Reporting Obligations

The School Director will semi-annually provide the leader of the Governing Authority a written summary of all reported incidents and post the summary on the School's website, if one exists to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232g, as amended. The list will be limited to the number of verified acts of harassment, intimidation, and bullying, whether on school grounds, to and from school, or at school-sponsored activities or sanctioned events.

#### X. Dissemination of Policy

- A. The School will annually disseminate the Policy to staff, students, and parents, along with an explanation that the Policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school grounds, at school-sponsored activities or sanctioned events, to or from school or on school-related vehicles, or in cyber-space. The Policy will appear in parent/student handbooks that set forth the School's rules, procedures, and standards of conduct for the School and its students.
- B. To ensure the staff is prepared to prevent and effectively intervene with incidents of harassment, intimidation or bullying, the School has incorporated the information about the Policy into its employee training programs as required by Ohio Revised Code 3319.073.
- C. This policy will be introduced to students during orientation sessions. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and dating violence prevention, and their rights and responsibilities under this and other school policies, procedures and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this Policy, as well as information about other school rules and disciplinary policies. This Policy will be stated in student, staff, volunteer and parent handbooks.

## Appendix 2

### Internet Safety Policy

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

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

#### **Access to Inappropriate Material**

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of the Cliff Park High School Information Technology Team or its designated representatives.

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

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

intends to eliminate includes:

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

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

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

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

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

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

The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the

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

### **Definitions**

CIPA defines the above referenced terms as follows: A minor is anyone under the age of 17.

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

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 1226 of title 18, United States Code; or
3. “Harmful to minors” means any picture, image, graphic image file or other visual depiction that:
  - a) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

## Appendix 3

### FOOD ALLERGY POLICY

The Board of Directors (the “Board”) of the School recognizes that peanut and other food allergies may pose a severe or life threatening risk to students. In accordance with Section 3313.719 of the Ohio Revised Code, the Board has adopted this Food Allergy Policy (the “Policy”) in consultation with parents, school employees, school volunteers, students and community members to establish procedures for identifying, accommodating and reducing the likelihood of severe allergic reactions among students with known food allergies while at school.

#### I. PARENT/STUDENT RESPONSIBILITY

- A. Parents of students, or students age eighteen (18) or older, with allergies are required to notify the School of any known allergies at the beginning of each school year or upon learning of such allergy if the school year has already begun. Such notice may be provided in response to School enrollment forms completed by the student if over 18 or the student’s parent or guardian, or by other acceptable means such as timely, written notice to the School’s Director or the Board.
- B. Parents of students with life threatening allergies must:
  - 1. Ensure that the student has access to emergency medications during School hours, if prescribed;
  - 2. Execute any appropriate forms, including an Emergency Authorization Form, Medication Distribution Form, and/or Food Allergy Action Plan (the “Plan”), as required;
  - 3. Obtain written approval from the students’ physician permitting the student to carry and use an epinephrine injector to treat anaphylaxis, if applicable and in accordance with the School’s policy on Medication Administration and/or Asthma Inhalers and Other Prescribed Medications; and
  - 4. Cooperate with the School to formulate the Plan, as referenced herein (Section II.A).
  - 5. Provide current emergency contact information and update regularly.
- C. Parents are responsible to educate their student about managing his or her allergy at school, including but not limited to:
  - 1. Safe and unsafe foods;

2. Strategies for avoiding exposure to unsafe foods;
3. Symptoms of allergic reactions;
4. How and when to tell an adult that he or she is having an allergy-related problem; and

## II. SCHOOL RESPONSIBILITY

- A. The School will develop a Plan for students with life threatening allergies.

The Plan must address (1) what actions will be taken to avoid exposure at the School, and (2) what actions will be taken in the event of student exposure. The Plan will be developed through consultation between the student's parents or legal guardians, the recommendations of the student's physician or allergist, and the School. Once created, this Plan will be reviewed and updated by School staff, when appropriate.

- B. The School will share the Plan with appropriate School staff. All staff who interact with the student on a regular basis should understand food allergies, be able to recognize symptoms, and should know what to do in an emergency.
- C. With the consent of the student's parents or legal guardian, the Plan may provide a mechanism for the School to provide notice to the student's classmates and/or the parents or legal guardian of the student's classmates regarding a life threatening food allergy in the classroom.
- D. The School will follow the procedures detailed in its approved Medication Administration Policy and/or Asthma Inhalers and Other Prescribed Medications policy as outlined in the Parent/Student Manual and Board Policy Manual.

**FOOD ALLERGY ACTION PLAN**

NAME OF SCHOOL: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TEACHER: \_\_\_\_\_

Asthmatic:  Yes \*  No (\* High risk for severe reaction)

ALLERGY TO: \_\_\_\_\_

\* \* \* IMPORTANT NOTICE: In accordance with policy, School staff should NOT administer any medications. Students are permitted to carry and self-administer certain medications, such as epinephrine. School staff should only administer medications in emergency situations, where the student is unable to self-administer, the exigency of the circumstances require immediate action, and treatment is provided in strict accordance with the procedures set forth below.

**SIGNS OF AN ALLERGIC REACTION  
AND TREATMENT PROCEDURE**

[To be completed by physician authorizing treatment]

SYMPTOMS

If a food allergen has been ingested, but there are NO SYMPTOMS	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
MOUTH Itching and swelling of the lips, tongue or mouth.	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
THROAT tightness in the throat, hoarseness, and hacking cough.	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
SKIN Hives, itchy rash, and/or swelling about the face or extremities.	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
GUT Nausea, abdominal cramps, vomiting, and/or diarrhea.	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
LUNG Shortness of breath, repetitive coughing, and/or wheezing.	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
HEART "Thready" pulse, "passing out."	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
OTHER:	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
If reaction is progressive (several of the above areas affected) give	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine

DOSAGE

Epinephrine Inject intramuscularly (check one)  EpiPen  Epi-Pen Jr.  Twinject 0.3  Twinject 0.15mg

CONTACT

- Emergency Medical Response System (ask for advanced life support) by calling 9-1-1. (state that an allergic reaction has been treated and additional epinephrine may be needed).

2. Parent/Guardian or emergency contacts at listed below.

3. Dr. \_\_\_\_\_ at \_\_\_\_\_

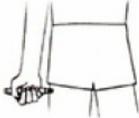
EMERGENCY CONTACTS		TRAINED STAFF MEMBERS	
1.		1.	
Relation:		Room:	
Phone:		2.	
2.		Room:	
Relation:		3.	
Phone:		Room:	
3.			
Relation:			
Phone:			

**EpiPen® and EpiPen® Jr. Directions**

- Pull off gray activation cap.



- Hold black tip near outer thigh (always apply to thigh).



- Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10. Remove the EpiPen® unit and massage the injection area for 10 seconds.

**DIRECTIONS**

ONCE EPIPEN® OR  
TWINJECT™ IS USED,

**CALL 911**

Take the used, safely repackaged EpiPen unit with you to the Emergency Room.

Plan to stay for observation at the Emergency Room for at least 4 hours.

**Twinject® 0.3 mg and Twinject® 0.15 mg Directions**



- Remove caps labeled "1" and "2."

- Place rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.



**SECOND DOSE ADMINISTRATION:**  
If symptoms don't improve after 10 minutes, administer second dose:

- Unscrew rounded tip. Pull syringe from barrel by holding blue collar at needle base.
- Slide yellow collar off plunger.
- Put needle into thigh through skin, push plunger down all the way, and remove.



BY: PARENT/GUARDIAN

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

BY: STUDENT'S PHYSICIAN

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE