



MADISON AVENUE SCHOOL OF ARTS

AN IMAGINE SCHOOL

2022-2023

PARENT/STUDENT HANDBOOK

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Welcome to Madison Avenue School of Arts, an Imagine School!

School Hours: 8:00AM – 3:40PM

INTRODUCTION

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

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the School, its faculty, employees, students or overall community. The policies may also be revised or updated periodically, even during the school year. If, at any time, a conflict arises between a policy adopted by the Board of Directors (the “Board”) and this Handbook, the policy shall supersede and control.

MISSION

Madison Avenue School of Arts, in partnership with families and the community, will assure that all children learn at high levels. As a school, we celebrate positive character development to produce high self-esteem and respect for others. Students will be prepared academically, artistically, and emotionally for their future life endeavors.

STATEMENT CONCERNING STATE TESTING AND COMPULSORY ATTENDANCE LAW

Madison Avenue School of Arts (the “School”) is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled in and attending the School are required to take proficiency tests and other examinations 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 in the School. For more information about this matter, please contact the School or the Ohio Department of Education.

ADMISSION

The School will not charge tuition. The School will not discriminate in its pupil admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis.

Applications are accepted for student admission up to the deadline date for a lottery drawing. Priority for enrollment shall be given to returning students, their siblings, students from the district in which the School is located and students who are children of full-time staff members employed by the School. Re-enrollment forms must be submitted before the end of the school year to secure a spot of the following school year. If on the deadline date for a lottery drawing the number of applicants per grade level exceeds the number of seats, a lottery drawing is held for those grade levels. The lottery drawing places children in order for possible enrollment into the School. As the School operates and accepts students year-round, if other spaces are available after the lottery places become available, students are accepted off a prioritized wait list based on the results of the lottery or, if there is no wait list, then on a first come first serve basis. If a lottery is necessary, it shall take place at a public location. All parties will have the opportunity to be present during the lottery process and will be notified in advance of the date, time, and location of the lottery. All parents of children selected in the lottery will be notified of the selection by certified mail. Parents will have up to seven (7) days from receipt of the certified mail to contact the School regarding their decision. If a parent does not respond within seven (7) days of receipt of the certified mail, the School will select another child from the lottery in the order the child's name was drawn.

PROCESS AND CRITERIA

The School admits children of any race, color, religion, or sex. Furthermore, there will be no discrimination in the admission of students to the School on the basis of race, religion, religious expression, color, national origin, sex, or disability. All that will be required for a student to be admitted is submission of the following: completing and submitting the registration form and such other enrollment materials that the School deems necessary; and submitting copies of the child's original birth certificate, Social Security Card, current immunization record as mandated by law, and proof of residence and parent ID. The requirement to provide a Social Security Card is voluntary, and for those who submit a Social Security Card, the information obtained will be used for student tracking identification purposes. If the student has an IEP/ETR/504 Plan, copies need to be provided before enrollment is considered complete. The student will also need to complete an academic assessment before the student can be placed in a classroom.

KINDERGARTEN ADMISSION

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

accordance with School's early admission policy.

DAILY PROCEDURES

ARRIVAL

Students should arrive to School no earlier than 8:45 a.m. Students will be allowed into the building at 8:45 a.m. Upon arrival, students who are eating breakfast are to report to the School gymnasium first, and all others should report to their classroom. Parents are not to escort their students to their classrooms.

TARDY

Students who arrive on time will have a better chance to achieve. Students who arrive after 9:15 a.m. will be marked tardy.

ABSENT

Students arriving after 10:30 a.m. are marked "absent" for one-half day.

BREAKFAST

Breakfast will be served for all students, free of charge, from 8:45 to 9:15a.m. Only students who arrive by bus after 9:15 a.m. will be permitted to eat breakfast late.

LUNCH OR LUNCH MONEY

The lunch provided by the School is free, and the students are not required to pay any fees or fines associated with the School lunch. *PLEASE REMEMBER TO PUT YOUR STUDENT'S NAME ON THEIR LUNCH SACK OR LUNCH BOX IF PACKING LUNCH.*

NOTE: Products containing peanuts and tree nuts are not served or permitted in the School. Student snacks and lunches may not contain peanuts or nuts. If a student brings a snack or lunch to School that contains peanuts or tree nuts, that portion of their lunch may not be consumed while at School.

FOOD ALLERGY ACTION PLAN

If a student has a serious food allergy, or develops one during the school year, the student and their parent must complete a Food Allergy Action Plan, available in the School office.

PM TARDY

Students who leave School early, including during the last 60 minutes of the day are marked as a p.m. tardy.

DISMISSAL AND PICK-UP TIMES

Staff will escort walkers/car pick-ups to the gymnasium where they will be organized for dismissal by 3:40. Staff members will escort students to their bus area by 3:45 p.m. Busses will enter the parking lot behind the School off of 16th Street. To maintain order and safety of children during dismissal there will be no entry to School building between the hours of 3:15 to 3:40.

EMERGENCY SCHOOL CLOSING

In case of severe weather, the Principal will notify local TV and radio stations regarding the decision to close School or delay its opening.

Regular school dates closely follow the schedule of Toledo Public Schools. Madison Avenue School of Arts will be closed due to inclement weather whenever Toledo Public Schools are closed or as Madison Avenue School of Arts deems necessary.

Please make arrangements in advance for your child if you are not home and School is dismissed early due to an emergency.

ATTENDANCE PROCEDURES

Achievement and attendance are highly related and because of this, rules and regulations regarding excessive absenteeism and tardiness shall be enforced (exceptions may be made at the discretion of the principal).

- Students are expected to be in School, on time, every day. Occasionally, absence, or tardiness cannot be avoided. Absences may be deemed as “excused” or “unexcused.” An absence may be excused if the parent provides verification, if any, in the manner and timeframe as deemed appropriate by the Principal or their designee. Where appropriate, the School may require written documentation. Absences may be excused for the following reasons:
 - Personal illness
 - Quarantine of the home. (The absence of a child from School under this condition is limited to the length of quarantine as fixed by the proper health officials.)
 - Serious illness or death of a relative
 - Medical or Dental appointment
 - Observance of religious holidays consistent with the student’s truly held religious beliefs
 - Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
 - Absences due to a student being homeless
 - Funeral of a family member
 - Family vacation less than ten (10) days (requires two (2) week prior approval)
 - Emergency or other set of circumstances that, in the judgment of the Principal, constitutes good and sufficient cause of absence from School
- Parents must notify the School on the day a student is absent by 9:00 am unless the Principal has been notified in advance of the absence.
- Lacking parental notification of an absence, the attendance officer, their assistant, or designee, will make at least one attempt to contact the parent, guardian, or other person having care of the student of the student’s absence by telephone within 120 minutes of the start of the school day. This notification requirement shall not apply to students who are in home-based, online, or internet or computer-based instruction, or in instances where a student was not expected to be in attendance at the School building due to the

student's participation in off-campus activities.

- If a student is dismissed from School early for a doctor's appointment or for another valid reason, the student must bring a note from the physician. The parent must meet the child in the School office before the child will be excused for the medical appointment.
- All other absences are "unexcused" as determined by the Principal and include but are not limited to truancy, oversleeping, missing the bus, personal appointments (hairdresser, etc.), and unapproved vacations.

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but schools often can directly impact their students' attendance.

To support academic success for all students, the School will partner with students and their families to identify and reduce barriers to regular school attendance. The School will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy, if applicable

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

Definition of "habitual truant":

- Absent 30 or more consecutive hours without legitimate excuse
- Absent 42 or more hours in one school month without legitimate excuse
- Absent 72 or more hours in one school year without legitimate excuse

Definition of "excessive absences":

- Absent 38 or more hours in one school month with nonmedical excuses or without a legitimate excuse
- Absent 65 or more hours in one school year with nonmedical excuses or without a legitimate excuse

**Suspension from school transportation is not considered a legitimate excuse. It is the responsibility of the parent to make alternate methods of transportation.*

SCHOOL RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT

When a student is habitually truant the following will occur:

- Within seven school days of the triggering absence, the School will do the following:
 - Select members of the absence intervention team

- Make three meaningful attempts to secure the participation of the student’s parent on the absence intervention team
- Within ten calendar days of the triggering absence, the student will be assigned to the selected absence intervention team
- Within fourteen school days after the assignment of the team, the School will develop the student’s absence intervention plan
- If the student does not make progress on the plan within sixty-one (61) days or continues to be excessively absent, the School will file a complaint in the juvenile court

SCHOOL RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES

When a student is excessively absent from School, the following will occur:

- The School will notify the student’s parent, in writing within seven days of the triggering absence
- The student will follow the School’s plan for absence intervention
- The student and family may be referred to community resources

MANDATORY WITHDRAWAL

Ohio law will require the withdrawal of any student who, without legitimate excuse, fails to participate in **72** consecutive hours of learning opportunities during any academic year.

MISSING CHILD POLICY

A student at the time of his or her initial entry to School shall present to the person in charge of admission any records given to him or her by the school he or she most recently attended and a certification of birth or a comparable certificate or certification issued pursuant to Ohio law. Within 24 hours of a student’s entry into the School, a School official shall request the student’s official records from the school he or she most recently attended. If the school the student claims to have most recently attended states that it has no records of the student’s attendance, or the records are not received within fourteen (14) days of the date of the request, or the student does not present a certification of birth or comparable certificate, the Principal shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and the possibility that the student may be a missing child.

The School shall make available to parents and community members in the School’s office copies of informational materials relative to missing children issues and matters acquired from or prepared by the Ohio Attorney General’s Missing Children Clearinghouse.

ACADEMICS AND THE GRADING SYSTEM

CURRICULUM

The School will ensure that all core content area curriculum, instructional, and educational materials and textbooks are aligned to Ohio’s New Learning Standards/Common Core and update the curriculum alignment if ever revised by the Ohio Department of Education (“ODE”). For additional information concerning the School’s curriculum contact the Principal.

PROGRESS REPORTS

Student's academic progress will be communicated to parents in the form of mid quarter interim reports and quarterly report cards. Please refer to the School calendar for the exact dates that interim reports and report cards will be sent home.

Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work

PROMOTION AND RETENTION

In general, all students who have mastered the curriculum areas will be promoted to the next grade level at the end of each school year. However, a student may be retained for one or more of the following reasons:

- Discipline record
- Age of the child
- Maturity level
- Non-mastery of the curriculum: Non-Mastery of the curriculum may include for grades 3-7 a score of less than proficient on the following state achievement tests: 3rd grade math and reading achievement test, 4th grade reading, writing and math achievement tests, 5th grade reading, math, science and social studies achievement tests, 6th grade reading and math achievement tests, 7th grade reading, writing and math achievement tests or 8th grade reading, math, science and social studies achievement tests
- Furthermore, the School may choose not to promote a student to the next grade level who does not take a required statewide achievement test or makeup test, and who is not exempt from the requirement to take such tests

Additionally, a student can be promoted or retained due to any other factors thought to be appropriate by the Principal, teachers, and professional staff.

Ohio law prohibits the promotion of a student to the next grade level if the student has been absent without excuse for more than 10% of the required school attendance days of the current school year and has failed two or more of the required curriculum subject areas, unless the Principal and the student's teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

State law requires that each school district in Ohio assess reading skills for students in first, second, and third grades by September 30th and kindergarten students by the twentieth day of instruction of each year to determine whether they are reading at grade level ("On-track") or not reading at grade level ("Not on-track"). If a student is identified as being not on-track, the School will notify the parent, and the School will provide intervention services to improve the students reading performance. In addition, the School and the parent will develop a Reading Improvement and Monitoring Plan. Unless the student meets an exception, if the student does not attain an appropriate level of reading competence by the end of third grade, they must be retained. For more information, contact the School Principal.

STANDARDIZED TESTING

Students attending Madison Avenue School of Arts grades K-6 are assessed every quarter using STAR assessment software. Grades K-3 students are tested in the fall by mandated ODE diagnostics. Grade 1-6 students are tested in the spring and fall. Students in grades 3-6 are tested in the spring of each school year by the state proficiency test (Ohio State Assessment). Third grade also will take the reading portion of the Ohio State Assessment in the fall. Results of these tests will measure the academic growth of each individual student and will be sent home in the beginning of the following school year.

ACADEMIC PREVENTION AND INTERVENTION

The School shall use classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments and shall use student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services. These intervention services shall be offered to students who score below the proficient level on a reading, writing, mathematics, social studies or science proficiency or achievement test or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

SCHOOL SUPPLIES

Parents are provided a list of supplies that are needed for school. During the school year, other items may be required. Please replenish your child's school supplies throughout the year. Having proper supplies is important to academic success. Please note that some school supplies may be shared in the classroom.

HOMEWORK PHILOSOPHY AND GUIDELINES

Teachers will assign homework at their discretion. Homework will consist only of subject area material students have mastered. In this way, students should be able to complete the homework assignment independently.

In addition to homework assignments, research supports the importance of students in all grades reading or being read to for a minimum of 20 minutes per day. Adding basic comprehension questions intermittently while reading adds to the effectiveness of a home reading program.

Take a few minutes to make your child a better student for a lifetime!

The Answer to the Question:

Why Can't I Skip My Twenty Minutes of Reading Tonight?

Let's figure it out-mathematically!

Student A reads 20 minutes five nights every week.

Student B reading only 4 minutes a night. Or not at all!

Step 1: Multiply minutes a night X5 each week

Student A reads 20 minutes X5 times a week=100 minutes a week

Student B reading 4 minutes X5 times a week=20 minutes a week

Step 2: Multiply minutes a week X4 weeks each month
Student A reads 400 minutes a month
Student B reads 80 minutes a month

Step 3: Multiply minutes a month X9 months
Student A reads 3600 minutes in a school year
Student B reads 720 minutes in a school year

Student A practices reading the equivalent of ten whole school days a year.
Student B practices reading the equivalent of only two whole school days a year.

By the end of the 6th grade if Student A and Student B maintain these same reading habits, Student B will have read the equivalent of 60 whole school days, while Student B will have read the equivalent of only 12 school days. One would expect the gap of information retained will have widened considerably and so, undoubtedly, will school performance.

CODE OF CONDUCT

The Code of Conduct contains regulations governing the conduct of students. It has as its central purpose the prevention of actions interfering with the School program. Students, parents, and staff are expected to acquaint themselves with this Handbook and building procedures and the *Code of Conduct*. Every staff member of Madison Avenue School of Arts is required to enforce this *Code of Conduct*.

THE RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS

Students and Parents have rights that School must observe, but also, understand that responsibilities accompany individual rights. The individual rights of students will be weighed against the safety and welfare of the majority of students in the School. Above all, the School will maintain discipline to support and enable the conduct of a quality educational program.

STUDENT AND PARENT RIGHTS

1. The Right to Due Process of Law: Before a student is suspended or expelled, students and parents have the right to be informed about alleged misbehavior and provided with an opportunity to respond to such a charge. Students and parents will receive notice of the reason(s) for proposed disciplinary action and will be given the opportunity to challenge the action. Removal, suspension, expulsion, and appeal procedures are posted at the School and are available to parents and students upon request.
2. The Right to Privacy-Property of Students: A student's right concerning searches of personal property will be balanced by the responsibility of the School to protect the safety and welfare of all students. School equipment including lockers, furniture, computers, and related accessories are the property of the School. They are on temporary loan to students and are subject to examination by School personnel at any time.

PARENT RESPONSIBILITIES

Parents have the responsibility to:

- Support School officials in their efforts to develop and maintain a well-disciplined School.
- Teach their child socially acceptable standards of behavior.
- Teach their child to have respect for law, authority, and the rights and property of others.
- Teach their child to be accountable for his/her own actions and help the child to grow and develop into a self-disciplined citizen.
- Share the responsibility for student conduct with the School.
- Maintain an active interest in the student's schoolwork and activities.
- Require prompt and regular attendance at School.
- Attend parent conferences.

STUDENT RESPONSIBILITIES

Students also have certain responsibilities, both as citizens and as members of the School community. These responsibilities must be met at all School functions whether the student is in the School building, traveling to or from School via transportation provided by the School system, or whenever representing Madison Avenue School of Arts.

- Active Participation: Students have the responsibility for actively engaging in the serious business of learning. For example, they will attend School regularly and be on time. They will remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and make every effort to achieve mastery of the lessons.
- Obedience to Laws and Rules: The laws of society and School rules have been created to guarantee each individual's rights and safety. Students will assume personal responsibility for obedience to these laws and rules.
- Responsible Exercise of Free Speech and Expression: Students will express opinions in a manner that is not offensive, illegal, obscene, or inconsistent with the educational goals of the School. The rights of others will be respected and there can be no interference with the orderly educational process.
- Avoidance of Illegal or Dangerous Items: Students will not bring materials, substances, or objects prohibited by law or School policy to School or School activities.

EXPECTATIONS FOR STUDENTS

- Students will follow all rules outlined in this Handbook.
- Students will cooperate with parents in their efforts to ensure regular daily attendance.
- Students will respect all that are involved in the educational process. This includes all staff, other students, parents, and themselves.
- Students will take grade cards, interim reports, notes, letters, graded tests or assignments, and all other important information home to parents.
- Students will complete all academic assignments.
- Students will learn and demonstrate appropriate skills to deal with conflict situations in an effort to avoid disrespectful and harmful behaviors.
- Students will develop and maintain a positive attitude toward education. They are to demonstrate those strategies that will enable them to be successful, self-motivated

students. These strategies include good study habits, appropriate communication tools, good citizenship qualities, and test-taking skills.

LOVE AND LOGIC

All staff have been trained in the principles of Love & Logic. Love & Logic is allowing children to learn the best lessons when they are given a task and allowed to make their own choices (and fail) when the cost of failure is still small. Children's failures must be coupled with love and empathy from their parents and teachers. Staff responses use humor, hope, and empathy to build up the adult/child relationship. Teachers emphasize respect and dignity for everyone. Staff provides real limits in a loving way. Staff teaches consequences and healthy decision-making. Parents wanting to read more about our Love & Logic techniques can go to <https://www.loveandlogic.com>.

SCHOOL WIDE BEHAVIOR COLOR CHART

Communication between School and home will be provided on a regular basis. Students will learn what it takes to achieve their color goals.

- Pink- Outstanding day
- Purple- Great day
- Blue- A good day
- Green- Ready to learn
- Yellow- Think about it/warning
- Orange- Teacher's choice (consequences)
- Red-Parent/Dean contact

CLASS DOJO

To increase relationships between School and home, Class Dojo has been implemented as a School-wide communication tool. Each teacher will be encouraged to offer this free app to all families in their classroom to keep parents informed on upcoming schoolwork, events, programming, and student behavior. What is Class Dojo? Class Dojo is a communication app for the classroom. It connects teachers, parents, and students who use it to share photos, videos, and messages through the school day. They use Class Dojo to work together as a team, share in the classroom experience, and bring big ideas to life in their classrooms and homes.

To find out more information on Class Dojo and how you can become more informed visit: <https://www.classdojo.com>.

FIDGET TOOLS

Unless your child has a Special Ed (IEP) or Health Impairment (504 PLAN) that allows for fidget items, please do not send them to School with your student. If any item causes disruption in the classroom, they will be taken from the student and kept safe until the end of the day for the first offense. For the second offense, the teacher will keep it until the end of the week. For a third offense, the teacher will keep it until a parent is able to come in and pick it up.

CHAMPS

CHAMPS is a researched based positive behavior system that is also utilized by the staff at Madison Avenue School of Arts. Research has shown that this system is effective in increasing student time on task and helping students make positive choices in the School environment. CHAMPS is used throughout the School environment including in the classrooms, common areas, assemblies, and events. CHAMPS helps to be proactive in managing student behavior for it outlines clear expectations of what is expected of students in a given situation throughout the school day. Students are positively reinforced when they are following CHAMPS and redirected appropriately when they are not. CHAMPS means the following:

- C = The conversation level during a particular School activity
- H = The appropriate action to get help during the activity
- A = The name/brief description of the activity. In the classroom, this could include activities such as group work, independent work, and direct teaching.
- M = The movement that the students are expected to do
- P = Clearly defines the behavior that will show that students are participating or not participating.
- S = When CHAMPS expectations are met, students will be successful.

CHAMPS is introduced at the beginning of the school year by the classroom teacher, practiced during the first few weeks of a new school year, and reinforced and practiced throughout the year.

EXPECTATIONS FOR PARENTS

- Parents will be responsible for knowing the expectations as outlined in this Handbook and will send students to School well-equipped, well-rested, in good health, and with a positive attitude.
- Parents will ensure that students arrive at School on time every school day and inform School personnel when a student is absent.
- Parents will provide the School with updated information to enable School staff to communicate quickly and effectively in the event of an emergency. This information includes the names, addresses, and telephone numbers of those individuals who should be contacted in case of any emergency.
- Parents will make a special effort to communicate with teachers at least once a month in order to monitor student progress on a regular basis.
- Parents will provide a designated study time and place for students to complete academic assignments in the home.
- Parents will attend scheduled parent-teacher conferences and support other School-related activities.
- Parents will meet their child's teacher(s) at the beginning of each year.

EXPECTATIONS FOR STAFF

- Staff will be responsible for the distribution, explanation, and enforcement of the rules and regulations as outlined in the Handbook.
- Staff will be responsible for the frequent monitoring of student progress, attendance, and behavior through a variety of ways.

- Staff will model acceptable behavior that exemplifies the high expectations held for students and parents.
- Staff will be responsible for keeping lines of communication open between the home and School, which includes meeting with parents.
- Staff will provide leadership embodying the principles of conflict resolution in the building and in class.
- Staff will provide a healthful environment conducive to learning and focus on academic achievement.
- Staff will use a positive reinforcement behavior management system.

PHILOSOPHY OF STUDENT CONDUCT AND DISCIPLINE

Developing a student's self-discipline is a legitimate and constructive goal of education. Parents, communities, and the schools play key roles in shaping student conduct and ensuring good discipline. An essential element of effective discipline is regular parent communication through telephone calls, conferences, written notes, and school visitations.

Schools must be places where effective learning can occur. Schools must maintain standards of conduct and discipline because students and School personnel have a right to a safe and orderly learning environment. Therefore, students are prohibited from engaging in behaviors endangering the safety of others or interfering with the School program. Unacceptable conduct is defined in this document as Level 1 and Level 2 Offenses. Prompt and effective disciplinary actions will be taken to address these behaviors.

DISCIPLINARY OPTIONS

Disciplinary alternatives such as those listed below, may be used by the Principal, his/her designee(s), and staff. The options are not listed to indicate any progressive order that is to be followed. Infractions will be viewed according to their flagrancy.

INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004

The Code of Conduct applies to all students enrolled in the School; however, the School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individual with Disabilities Education Improvement Act of 2004, and any subsequent regulations affecting the provisions. Discipline procedures for students having a 504 Plan will follow the same procedures as those in place for student with disabilities, outlined in the Individuals with Disabilities Education Improvement Act of 2004. No student with a disability will be unlawfully excluded from participation in any program or activity of the School, nor will the student be subject to discrimination by the School.

For more information on the rights of students with disabilities, please contact the ODE, or refer to the publication, *A Guide to Parent Rights in Special Education*. Available at www.ode.state.oh.us.

LUNCH DETENTION

A lunch detention is administered by the teacher or Principal during the student's recess.

AFTER SCHOOL DETENTION

A student will remain after school hours for a pre-determined amount of time. During detention, a student must either sit quietly or use time productively. Students must be picked up promptly at the end of the detention period.

SATURDAY SCHOOL

A student who has disruptive behaviors in their classroom may be required to come to School on a Saturday (no transportation provided).

EMERGENCY REMOVAL FROM SCHOOL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from School without prior notice of hearing. Written notice of the reason for removal and the hearing, which must be held within one (1) school day of the student's removal, shall be provided as soon as practicable.

A student in grades pre-kindergarten to three may only be removed for the remainder of the school day and will be permitted to return to School and participate in extracurricular activities the following day. In this case, the School may forego the written notice and one-day post-removal hearing requirements.

The School may not initiate suspension or expulsion proceedings against a student in grades pre-kindergarten to three who was removed as an emergency removal unless the student has committed an act that could result in a one-year expulsion under the Weapons Expulsion rules, described below, or as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other School employees.

Students are to remain home during school hours and not attend/participate in School sponsored function(s) pending the hearing. Should an out-of-school suspension be warranted, days of removal will be applied to the days of out-of-school suspension.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

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

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

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic

instruction, provides the support students need to become actively engaged in their own learning and academic success.

RESTITUTION

Parents of students responsible for defacing or damaging School property, including buses, maybe required to pay the cost of restoring or repairing the property.

SUSPENSION AND EXPULSION POLICY

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

SUSPENSION

While students are serving a suspension, they shall be afforded the opportunity to complete any classroom assignment missed because of the suspension; however, reasonable grade reduction may be made on account of the suspension. A student serving a suspension shall not receive a failing grade on a completed assignment solely on account of the suspension. During suspension, students are not permitted to participate in classes, extracurricular activities, or be on any School property.

Out-of-school suspension is removal of a student by the Principal from School for a period of one to ten (10) days.

The Principal, assistant principal, or Principal's designee may suspend a student. Prior to suspending a student, the Principal, assistant principal, or Principal's designee must do both of the following:

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student.
2. Provide the student an opportunity to appear at an informal hearing before the Principal or Principal's designee and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

Within one school day after the time of the student's suspension, the Principal, assistant principal, or Principal's designee shall also provide written notice of suspension to the parent of the student and the treasurer of the Board. The notice shall contain:

- The reasons for the suspension
- Notice of the right of the student, or student's parent to appeal to the Board or its designee
- Notice that the student/parent has the right to be represented in all appeal proceedings
- Notice of the right to be granted a hearing before the Board or its designee to be heard against the suspension
- Notice of the right to request that the hearing be held in executive session
- The date and manner by which a student or parent shall notify the Board of their intent to appeal the suspension to the Board. If the student or parent wishes to appeal the suspension, the request must be submitted, in writing, to the Principal within five (5) school days of the written notice of suspension. The Principal shall immediately forward this written appeal to the Board and the Board's appeal hearing designee.

If there are fewer than ten (10) school days remaining, the out-of-school suspension may not be applied to the following school year, but the Principal may require the student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining period of the suspension.

EXPULSION

Except as specifically provided for by statute, the Principal may expel a student for a period not to exceed the greater of eighty (80) school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the School are not permitted to participate in classes, extracurricular activities, or be on any School property. Expulsions may extend into the following school year.

Only the Principal may expel a student. No student shall be expelled unless prior to the expulsion, the Principal does both of the following:

1. Gives the student and parent or representative written notice of the intention to expel the student.
 - Written notice here, shall include the reasons for the intended expulsion, notification of the opportunity for the student and parent or representative to appear before the Principal or his/her designee to challenge the reason or otherwise explain, and notification of the time and place to appear.
 - Time to appear shall not be earlier than three (3) or later than five (5) school days after the notice is given unless the Principal or his/her designee grants and extension of time at the request of the student, his/her parent or representative. If an extension of time is granted, the Principal will notify the student and his/her parent or representative of the new time and place to appear.
2. Provides the student and parent or representative an opportunity to appear in person before the Principal or his/her designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

Within one school day after the time of the student's expulsion, the Principal shall also provide written notice of expulsion to the parent of the student and the treasurer of the Board. The notice shall contain:

- The reasons for the expulsion
- Notice of the right of the student, or student's parent to appeal to the Board or the Board's designee
- Notice that the student/parent has the right to be represented in all appeal proceedings;
- Notice of the right to be granted a hearing before the Board or the Board's designee to be heard against the expulsion
- Notice of the right to request that the hearing be held in executive session
- The date and manner by a student or parent shall notify the Board of their intent to appeal the expulsion. If the student or parent wishes to appeal the expulsion, the request must be submitted, in writing, to the Principal within fourteen (14) calendar days of the written notice of expulsion. The Principal shall immediately forward this written appeal to the Board and Board's appeal hearing designee

If the Principal expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year the notice shall provide the student and the student's parent with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

If, at the time an expulsion is imposed, there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Principal may apply any remaining part or all of the period of the expulsion to the following school year.

Expulsion proceedings will be pursued against a student who has committed an act warranting expulsion even if the student has withdrawn from School for any reason after the incident giving rise to the hearing, but before the hearing or decision to expel. If after the hearing, the student would have been expelled for a period of time had the student remained in School, the expulsion will be for the same length of time as on a student who has not withdrawn from School.

WEAPONS - EXPULSION

Madison Avenue School of Arts adheres to federal and state law.

A student **must** be expelled for one year for bringing a firearm to the School or onto School property (any property owned, used or leased by the School for School, School extra-curricular or School related events).

A student **may** be expelled for a period not to exceed one year for: (1) bringing a firearm to an inter-scholastic competition, an extra-curricular event or any other School program or activity that is not located in a School or on property that is owned or controlled by the School; (2) bringing a knife capable of causing serious bodily injury to the School, onto School property, or to an inter-scholastic competition, an extra-curricular event or any other program or activity sponsored by the School or which the School is a participant; (3) possessing a firearm or knife capable of causing serious bodily injury at School, on School property, or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm or knife capable of causing serious bodily injury was initially brought onto School Property by another person; (4) committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property; (5) making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.

Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

Knife is defined as a cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters, or other similar tools determined by the Principal to be necessary in the School setting at a particular building or grade level, if used only for the necessary purpose.

The specific circumstances under which the Principal may, in his/her discretion, reduce a one-year expulsion may include: the student was unaware that he/she brought or was in possession of a firearm or knife capable of causing serious bodily injury, the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife capable of causing serious bodily injury, a recommendation from qualified individuals concerning circumstances that justifiably mitigate the student's culpability.

Parents must emphasize to the student(s) the seriousness of having possession of a firearm or knife, or making a bomb threat on School grounds, other property, or to an activity under its jurisdiction.

GANG ACTIVITY AND SIMILAR DESTRUCTIVE OR ILLEGAL GROUP BEHAVIOR

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 have engaged in a pattern of criminal gang activity.

Therefore, students shall not engage in any act furthering the interest of any gang or gang activity including, but not limited to, the following:

- Soliciting, with or without coercion, membership in, or affiliation with any gang
- Painting, writing, inscribing or otherwise creating gang-related graffiti, messages, symbols, or signs on School property
- Engaging in violence, extortion, or any other illegal act or other violation of School discipline policies in furtherance of gang activity
- Soliciting any person to engage in physical violence against another person in furtherance of gang activity

SEARCHES

Principals and their designees are permitted to search School property at any time. A student's personal property (purse, backpack, gym bag, etc.) or the student themselves may be searched where there is reasonable suspicion that evidence will be obtained indicating the student's violation of either the law or School rules.

The search of a student's person or intimate personal belongings shall be conducted by the Principal, or his or her designee, a person of the student's gender and in the presence of another

staff member of the same gender. However, no strip searches may be conducted by School personnel.

A desk, locker, computer, or any other items provided for the student by the School remains the property of the School, and the student has no expectation of privacy to these storage areas. The Principal may require the search of School property at any time.

OFFENSES AND CONSEQUENCES

The following Level 1-2 offenses and related consequences are guidelines for the School and parents. They are not “automatic.” Each offense or series of offenses will be evaluated individually. These offenses extend to activities at School, transportation to and from School, on or off School grounds at any School activity, function, or event, and activities occurring off of School grounds which, in the sole discretion of the Principal, may affect the learning environment. The following are also prohibited, regardless of where the conduct occurs, if the conduct is directed at a School official or employee, or the property of such School official or employee.

CEO and founder of Imagine Schools, Dennis Bakke states in his book *Joy at Work* that, “I like the traditional Jewish definition of justice: ‘To each person what he deserves, to each one what is appropriate?’ If I combine this definition with an assumption that each person is unique, I logically complete the sentence this way: ‘Fairness or justice means treating everyone differently.’” *Joy at Work*, 2005, page 28. Madison Avenue School of Arts discipline plan promotes this idea of fairness by looking at each student individually and determining the appropriate actions.

Level One Offenses

Disrespectful Behavior:

- Stomping feet
- Pushing chairs
- Bad language
- Name calling
- Disrespectful words
- Profanity
- Running in the hallway
- Leaving an area without permission
- Displaying a bad attitude
- Failure to follow directions
- Yelling out in class
- Refusing to do work
- Spitting in general
- Lying to a staff member

Disruptive/Off Task Behavior

- Talking or yelling out without being called on
- Frequent or excessive talking

- Talking when the teacher/fellow student is teaching or presenting
- Refusal to follow directions
- Arguing with other students
- Talking about others/Put downs
- Tattling
- Not sitting in the assigned seat

Inappropriate Touching

- Fighting
- Pushing, hitting, kicking
- Not keeping hands to yourself
- Spitting on another individual or their property

Harassment/Intimidation

- Threatening
- Bullying
- Sexual Harassment

Others

- Actions not listed that, in the Principal's sole discretion, may impede, obstruct, or interfere with the educational process or School regulations
- Actions that, in the sole discretion of the Principal, endanger the health and/or safety of fellow students, staff or guests in the School

Possible Consequences for Level One Offenses

- Lunch/Recess Detention
- After School Detention
- Saturday School
- Time out
- Call home to parents
- Call home to parents and referral in file
- Return with parent for a conference and behavior contract
- Suspension

Level Two Offenses

- Fighting/Violence
- Vandalism/Damage to School, School property, personal property
- Theft/Stealing School or personal property
- Use, possession, sale, or distribution of a firearm
- Serious bodily injury
- False alarm bomb threats
- Disobedient/disruptive behavior
- Firearm look-alikes and counterfeits
- Harassment/Intimidation/Bullying
- Inappropriate use of technology or violation of the Technology, Electronic

Communication Devices and Internet Acceptable Use Policy

- Unwelcome sexual conduct
- Use, possession, sale, or distribution of a dangerous weapon other than a firearm, explosive, incendiary or poison gas
- Use, possession, sale, or distribution of an explosive, incendiary, or poison gas
- Use, possession, sale, or distribution of tobacco products (including vaping products, E-cigarettes, and look-alike substances)
- Use, possession, sale, or distribution of alcoholic beverage
- Use, possession, sale, or distribution of drugs or other illegal substances (or drug like products)
- Actions not listed that, in the sole discretion of the Principal, may impede, obstruct, or interfere with the educational process or School regulations
- Actions that, in the sole discretion of the Principal, endanger the health and/or safety of fellow students, staff or guests in the School

Possible Consequences for Level Two Offenses

- Expulsion
- Out of school suspension
- In-school alternate discipline class/Program Building
- Emergency removal by School Personnel
- Police involvement

ANTI-BULLYING, ANTI-HARASSMENT AND ANTI-INTIMIDATION POLICY

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

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

TECHNOLOGY, ELECTRONIC COMMUNICATION DEVICES AND INTERNET ACCEPTABLE USE POLICY

Technology and Electronic Communication Devices are collectively defined as all electronic or technological devices, including but not limited to cell phones, pagers, radios, I-Pods, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, hardware, electronic devices, software, Internet, e-mail, texting, cell phone cameras or other cameras, smart watches, and all other similar networks and devices (collectively, "Technology").

The use of Technology at the School, while on School property, at School-related events or School-sponsored activities whether on or off School property, or at home while receiving online instruction is a revocable privilege. All users are solely responsible for their use of Technology and his/her accounts, passwords, and/or access privileges, and are expected to use Technology in a manner appropriate to the School's academic and moral goals. The use of the School computer network system should be in support of education and research, and consistent with the educational mission or objectives of the School. Inappropriate use of School Technology by a parent may result in the loss of use of the School Technology for the parent.

Failure to abide by this policy may render a student ineligible to use the School's computers, any other Technology, loss of privilege to bring Technology on to School property or to School events, and may bring disciplinary action up to and including expulsion.

Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, texting or sexting, instant messaging, web pages, and the use of Technology which (a) disrupts or interferes with or is inconsistent with (i) the safety and welfare of the School community, or (ii) the educational process or mission of the School, or (b) poses a threat to academic integrity, or (c) violates the confidentiality or privacy rights of another individual, or (d) threatens the School's students, teachers, staff, guests or volunteers, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Unless an emergency situation exists that involves imminent physical danger or an authorized or certified staff person authorizes the student to do otherwise, non-School-owned Technology shall be turned off during the School day. Certain non-School-owned Technology may be stored in the Student's backpack or locker during the School day but may only be turned on and operated before and after the regular school day.

Students are solely responsible for personal Technology devices they bring to School, and the School shall not be responsible for loss, theft, or destruction of those devices.

Students shall comply with any additional rules developed by the School concerning appropriate use of Technology.

Unacceptable uses of Technology include but are not limited to:

- Text messaging or e-mailing on or off School Property during school hours to or from a student on School Property
- Sexting, which is the act of sending sexually explicit messages or photographs, primarily between mobile phones or other electronic communication devices
- Using digital cameras or camera phones to invade the privacy of others by transmitting unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web
- Using digital cameras, smart watches, camera phones, or other Technology to cheat on examinations
- Playing digital games
- Using digital cameras, smart watches, camera phones, or other Technology to harass or bully another

- Violating the conditions of federal and Ohio law dealing with students' and employees' rights to privacy, including trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords
- Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law
- Accessing profanity, obscenity, abusive, pornographic, and/or impolite language or materials, or other materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately
- Violating copyright or licensing laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software
- Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user
- Damaging Technology (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.)
- Using the Technology for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following
 - Any activity that requires an exchange of money and/or credit card numbers; (ii) any activity that requires entry into an area of service for which the School will be charged a fee; or (iii) any purchase or sale of any kind
 - Any use of Technology for product advertisement or political lobbying
 - Use for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests

Students and Staff have no expectation of privacy with respect to the use of School-owned Technology, the Internet, intranet, or e-mail. Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct, or the law may result in severe penalties, up to and including expulsion.

An administrator may confiscate a non-School owned Technology device, which shall only be returned to the Student's parent. All requests to confiscate these items must be complied with in a spirit of cooperation. If, upon confiscation, the School becomes aware of misuse of the device, or has a reasonable suspicion of other violations of School policy, the Student may be disciplined for additional violations of this or other School policies. A Student loses his/her privacy rights in the privately-owned Technology device and information contained in it, so long as the School has a reasonable suspicion of misuse or violation of School policy.

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through School-owned Technology will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the unauthorized use of School-owned Technology.

In accordance with the Children’s Internet Protection Act (“CIPA”), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Technology contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

Parents are expected to abide by this policy. Parents who fail to follow this policy and any posted guidelines will be denied access to School-owned Technology and are subject to additional consequences as appropriate.

TOBACCO-FREE ENVIRONMENT

To protect the health of students and employees, and in accordance with state law, tobacco use, including e-cigarettes, vaporizers, and look-alike substances is strictly prohibited on all School property and at any activity supervised by the School.

NONDISCRIMINATION POLICY

Madison Avenue School of Arts will not tolerate harassment against any staff member or student on the basis of sex, race, color, national origin, religion, religious expression, age, disability, sexual orientation or status as a Vietnam War veteran and all other veterans. Any parent or student may file a complaint with the Principal or contact Imagine Headquarters.

TRANSPORTATION

PICK UP AUTHORIZATION FORMS

To help ensure the safety and protection of your child, the School requires written authorization for any adult other than the child's parent to pick up the student. You will find this form at the back of this Parent/Student Handbook or at the School's front office.

EMERGENCY CHANGES IN TRANSPORTATION

If your child must change their regular mode of transportation, you are required to call the School and make arrangements via office staff BEFORE 2:00 pm or send a written notice to your child's teacher. Should there be an emergency that affects the regularly scheduled means of transportation, Madison Avenue School of Arts will accommodate requests on a case-by-case basis.

DRESSING FOR SCHOOL

Madison Avenue School of Arts enforces a School uniform policy. At Madison Avenue, we believe that appropriate clothing supports a positive learning environment. The School dress code will be the following for all students:

- White, dark green, red, navy, light blue, yellow, or pink polo shirts. Shirts should be a solid color, may be long or short sleeved, and are to be worn buttoned and tucked in at all times.
- Khaki (tan) or navy pants, shorts, skorts, skirts, and jumpers are to be worn firmly at the waist.
- Cold weather attire may include solid-colored sweaters, cardigans, or vests. No hoods are allowed. Long-sleeved shirts may be worn UNDER a short-sleeved polo in cold weather.
- Shoes should allow your child to run and play safely during recess and physical education class (tennis shoe or street shoe).
- Hats, bandanas, coats, etc. of any type are not to be worn in the School.

Halters, tube tops, or other tops that show your child's midriff are not allowed at School. Short skirts, unsafe shoes, open-toed shoes, high heels, platform shoes, shoes without backs, and roller skates are to be left at home.

Be sure to check the weather, if possible, before sending your child to School. If it is wet outside, send your child with an umbrella or raincoat. If it is cold or snowy, your child should wear a jacket, hat, gloves, and boots (optional). Remember, recess is outdoors if it is dry and the temperature is not below 20 degrees including the wind chill. Please be aware that Madison Avenue School of Arts will not be held responsible for anyone who loses, or gets injured as a result of wearing, earrings or other jewelry in gym or otherwise throughout the school day.

DRESS CODE VIOLATION

First Offense – The classroom teacher will make a phone call home to the parent regarding the student's dress code violation. A uniform infraction sheet will also be sent home to be signed and turned into the teacher the following day.

Second Offense – A phone call home will be made for a uniform to be brought to the School immediately. If the parent is unable to bring a uniform, the student will serve a recess detention with the classroom teacher.

Third Offense – A phone call home will be made for a uniform to be brought to the School immediately. If the parent is unable to bring the student a uniform to wear the student will receive an afterschool detention until 4:30 PM with the classroom teacher. The student will need to be picked up promptly following this detention.

PERSONAL ITEMS

The School will not accept responsibility for lost, stolen, or destroyed personal items of students. Students are encouraged not to bring belongings to School, such as basketballs and/or footballs, which are not necessary for education. More specifically, electronic games, toys, Walkman's, CD players, MP3 players, cassette recorders, cell phones, pagers, and/or boom boxes are not permitted unless the teacher has granted written permission. Should the items be brought to the

School, the School is not responsible for lost, stolen, or destroyed personal items. If any items deemed inappropriate are brought to School, they will be confiscated and held in the main office until the parent properly retrieves it.

HEALTH REQUIREMENTS, SERVICES, AND MEDICATION

The School recognizes its responsibility to help protect the health of students. Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept in the front office and used in emergencies. Parents are required to update these should any information change throughout the school year.

Madison Avenue School of Arts shall have on file for each student an Emergency Medical Authorization Form providing information from the parent(s) on how they wish the School to proceed in the event of a health emergency involving the student and authorization for the School in case emergency action must be taken.

IMMUNIZATIONS

Your child must meet county and state health regulations for entrance to School. The School checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs as established by the Ohio Department of Health which can be accessed at the following website: <https://www.odh.ohio.gov>.

Please review the required immunizations and check your child's immunization record as soon as possible. These vaccines can be obtained from your healthcare provider or the Lucas County Health Department Shots for Tots Program, call (419) 213-4121 for an appointment.

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 as prescribed by the director of health.

Written statements of objection to immunizations due to parent's religious reason are filed in the student's health folders. A student may also be exempt if they present a physician's statement that immunization is medically contraindicated. Note: A signed statement of history of measles or mumps may be substituted for the measles or mumps vaccinations. However, a history of rubella may not be substituted for rubella vaccine.

STUDENT ILLNESS

When a student becomes ill at School, the parent will be notified to take the child home. Any student suspected of having a communicable disease will be referred to a physician for examination and recommendation for exclusion from school. Readmission will be allowed by a physician's statement.

A child who is ill will not perform well at school and may be exposing the other students in the classroom. Please keep your child home if any of these symptoms are present: a fever of 100 degrees or greater, an undiagnosed rash, an earache or draining ear, diarrhea or vomiting, severe

sore throat, persistent or severe cough, persistent or severe headache, or a known communicable disease. If your child is sent home with a fever of 100 degrees or greater, he/she must be fever-free without medication for 24 hours before returning to School.

Please call by 9:00 a.m. on days your child is ill. You may call before the office opens and leave a message. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

Lice Policy

From time to time, students get head lice. Lice are highly contagious. If your child is found to have lice, you are required to pick him/her up immediately. The student must be treated and report to the School office before he/she is allowed back in the classroom. The student will need to be cleared of all lice and nits by a School official before returning to class. Treatment advice is available through the School office or your doctor. Most children can be treated and return to School within 24 hours. Only the first day of lice treatment will be excused. Any additional days will be unexcused unless a note is received from a physician.

Bed Bug Policy

If it is suspected that a student has bed bugs, they will be removed discreetly from the classroom so the School nurse or qualified individual can perform an inspection of the student's clothing and belongings. If bed bugs are found, nonessential items for the school day such as book bags and coats will be put into a large plastic bag and tightly sealed. The parents will be notified immediately by the School nurse or School administration. Further instructions will be given to the parents on how to send the student to School the following day.

NON-CUSTODIAL PARENT RECORD REQUEST

A parent who is separated, divorced, and/or not the student's residential parent is permitted access to any records under the same terms and conditions as the residential parent, provided that the parents are not subject to any parenting agreement or court order to the contrary.

HEALTH SCREENINGS

All kindergarten, 1st, 3rd, and 5th grades will be screened for adequate vision and hearing. Referral forms will be mailed to parents when further evaluation by a physician is recommended. By November 1st of each academic year, a student enrolled for the first time in either kindergarten or first grade must be given a hearing, vision, speech, and communication screening.

ADMINISTERING MEDICATION

Students needing medication will be encouraged to receive the medication at home.

If it is necessary for the School to administer any prescription or non-prescription medication, the student's parent must present to the School a statement signed by both parent and the prescribing physician which includes all of the following information:

- Name and address of the student

- Student's teacher
- Drug name and dosage to be administered
- Times or intervals at which each dosage of drug is to be administered
- Date on which drug administration begins
- Date on which administration of drug ends
- Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in emergencies
- Special instructions for administering drug, including sterile conditions and storage
- Instructions outlining procedures to follow if 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 any other special instructions

New authorization forms must be submitted at the beginning of each school year.

- The parent agrees to submit a revised statement signed by the parent and physician if any of the information originally provided to the School changes.
- Medication must be received at School in the container in which the prescribing physician or other licensed professional dispensed it. Medication and dosage listed on the label must be identical to the authorization form.
- Parents are responsible for keeping a record of the amount of medication at School and for sending more when needed.
- Students who intend on possessing and using a metered dose or dry powder Asthma Inhaler to prevent asthmatic symptoms or an Epinephrine Auto-Injector to treat anaphylaxis must first present a statement from the parent and physician including the information set forth above as well as an acknowledgement that the doctor has determined that the student is capable of possessing and using the injector or inhaler appropriately and has provided the student with training in the proper use of the injector or inhaler.
- The person designated by the School will establish a location in the School to store drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
- No person who has been authorized by the School to administer a drug and has a copy of the most recent statement which was given prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner constituting gross negligence or reckless misconduct.
- Each medication that is given should be documented on the medication record form for the corresponding student. The person giving medication should review the authorization form prior to administration for special instructions and possible side effects.
- All School personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent could be interpreted as practicing medicine and is prohibited by law.

All medication remaining in the building after the last day of school will be discarded.

The School has adopted separate policies regarding the use of Asthma Inhalers, Epinephrine Auto-injections, and for the care of diabetic students. If a student is diabetic, the student/Parent should notify the Principal.

GENERAL INFORMATION

REPORTING CHILD ABUSE AND NEGLECT

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

Every School official, School employee, or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to suspect, that a student under eighteen years of age (or an intellectually disabled, developmentally disabled, or physically impaired student under twenty-one (21) years of age) has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student, shall immediately report that knowledge or suspicion, by telephone or in person, to the public Children's Services Agency or local law enforcement agency. S/He shall also notify the Principal or his/her designee.

All suspected cases are to be reported even if documentation is not available. The law provides protection for the reporting person who acts in good faith.

If the agency or officer receiving the report requests a written report, the Principal, or his/her designee shall provide a written report containing the following information:

- The names and addresses of the student and the student's parents or the person or persons having custody of the student, if known
- The student's age and current condition
- The nature and extent of the student's known or suspected injuries, abuse or neglect, or of the known or suspected threat of injury, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect
- Any other information that might be helpful in establishing the cause of the known or suspected injury, abuse, or neglect, or of the suspected threat of injury, abuse, or neglect

In addition, the Principal or his/her designee may take color photographs of areas of trauma visible on the student and include them with the written report.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

The Principal or his/her designee should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be reported to the Principal or his/her designee who will investigate and take appropriate action in accordance with the Principal's employer and School policy. A report made under this policy

is confidential under Ohio law. No person may disclose the contents of any report made under this policy except as provided above.

Failure to make a report required by this section, or unauthorized disclosure of the contents of a report made under this section, may result in disciplinary action against the employee.

NOTIFICATION OF PESTICIDE APPLICATION

Parents may request prior notifications of the applications of pesticides which are scheduled for a time when School is in session. To request such notification, contact the Principal or School Office.

FIELD TRIPS

When students are traveling away from School, they are subject to the same rules and regulations outlined in the *Code of Conduct* for in-school behavior. Teacher discretion is paramount in deciding student eligibility to participate in field trips based on classroom behavior.

Signed permission slips must be on file with the teacher for each student for each field trip. All students **MUST** ride on the bus with their teacher to and from the destination. Parents who volunteer to supervise children may be required to complete the necessary volunteer forms and may be subject to a background check dependent upon their level of contact with students to ensure student supervision and safety.

HOLIDAY AND BIRTHDAY PARTIES

Holiday and birthday parties are held at each individual teacher's discretion. Parties are held at the close of the school day for no more than 15 minutes. Parent participation is encouraged.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held once each year. During these established times, parents are encouraged to schedule a conference. Informal conferences, which must be scheduled by the teacher, can be held before or after school or during the teacher's classroom special period. Please call or write your child's teacher to schedule an appointment.

We ask our parents to avoid interrupting teachers during morning transition or throughout the school day. You may schedule an appointment for a conference. You may leave a message for teachers as we will not forward calls to their classrooms during instructional times.

RE-ENROLLMENT

If no notice is received from a parent by June 30th as to their intent to send their child back to Madison Avenue School of Arts for the next school year, it will be assumed that the child will not return and that another student may fill the position.

SEALED/EXPUNGED RECORDS

Except as otherwise required by law, the School shall not release to anyone records which have been expunged or sealed pursuant to Ohio Revised Code.

SCHOOL TELEPHONES

School telephones are for staff use only. Students will only be allowed to use the phone during emergency situations.

VISITOR'S POLICY

We welcome and encourage parents to visit the School. Procedures to be followed for the benefit and safety of all students and the learning environment are:

- Always check in at the front office and receive a visitor's pass.
- Only parents who have a visit approved by the Principal and scheduled with the classroom teacher will be permitted to visit a classroom during the school day.
- When entering the classroom as a visitor, you are to sit in the back of the room, or a place designated by the teacher in the capacity of an observer only. Please do not disturb the learning environment by engaging in activity or conversation with the teacher or children.
- During a transition time in the classroom, please introduce yourself to the teacher.
- If you wish to participate with the students and their activities, you need to take the steps to become a volunteer by filling out the appropriate forms, be approved, and schedule times with the classroom teacher to help out in the learning environment.
- We highly encourage parents to visit and observe their students in their learning environment but do not want learning disrupted. Meetings with teachers need to be arranged OUTSIDE of visitor observations. Teachers cannot stop teaching to address parent concerns. Please leave all requests for meetings with the front office staff and teachers will be happy to call and arrange a future date and appointment time.
- Visitors that cause a disruption of the educational environment or present a risk to the safety or wellbeing of the School's students and/or staff may be excluded from the School facility at the discretion of the School's Principal.
- The School reserves the right to deny access to anyone, including parents, to the School and all School property at any time in the Principal's sole discretion.

EMERGENCY RESPONSE/CRISIS MANAGEMENT PLAN

Madison Avenue School of Arts strives to provide a safe and secure environment for students and to protect your child should a crisis/emergency occur. A School wide *Safety/Crisis Plan* has been developed and provided to School personnel for assisting and responding to various crisis/emergency situations.

All students and staff practice building evacuation and safety procedures regularly. Fire drills are monthly while tornado drills are scheduled during tornado season. Exit procedures are posted in each classroom.

Lockdowns are also practiced throughout the school year. All staff have been trained with a *Lockdown Plan*.

In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. **PLEASE DO NOT CALL THE SCHOOL DIRECTLY.** Calling the School may limit the availability of telephone lines needed to access emergency

rescue services. Initial notification to Parents will be through the following local Television and Radio stations:

- 13abc
- NBC 24
- WTOL11
- 101.5 The River

Once students are secure and safe, School personnel will contact parents with sign out procedures. Students will only be released to parents or individuals listed on their emergency contact forms.

VOLUNTEERS

The protection and wellbeing of students enrolled in Madison Avenue School of Arts are paramount. Parents who volunteer to supervise children may be required to complete the necessary volunteer forms and may be subject to a background check dependent upon their level of contact with students to ensure student supervision and safety.

Volunteers who have no disqualifying events will then be added to our list of volunteers.

PARENT ORGANIZATION

The Parent Teacher Organization (PTO) is a School organization comprised of parents, teachers, administrators, and volunteers whose objective is to provide support to the scholastic and extracurricular programs of our School through fundraising and volunteer assistance. It is a mechanism by which parents can become involved and contribute to the continuing excellence of the School as well as voice their suggestions and concerns.

What are the goals and objectives of the Parent Organization?

Providing a better education for our children requires a close working relationship among parents, administrators, teachers, students, and the community. Our goals and objectives include, but are not limited to:

- Expand parental and teacher involvement.
- Build greater parental trust and support for the School personnel.
- Communicate effectively with parents, administrators, teachers, students, and the community members.
- Ensure high academic standards among all students.
- Raise money for School improvements, special purchase items, classroom supplies and student events.

If you are interested in becoming a member of the PTO, please contact the School Principal at 419-259-4000.

TITLE I PARENT INVOLVEMENT POLICY

Madison Avenue School of Arts has adopted a policy addressing the importance of parent involvement. In addition to existing policies and/or guidelines, the School also recognizes the

need for a policy that meets requirements under Section 1118 of the Elementary and Secondary Education Act, as amended.

Accordingly, Parents of Madison Avenue School of Arts students are vital contributors in the education of their children. Parents are encouraged to participate in the development and structure of Title I activities and to be kept informed about programs in which their children belong. Moreover, they are encouraged to be kept informed of the academic progress their children make as a result of participation in these programs. It is through mutual understanding and close cooperation between the School and home that a student's academic success will improve. Two-way communication, both verbal and written, provides a sound base for a good partnership between the School and home to provide an effective educational program for all students.

The Title I Parent Involvement Policy is fulfilled as follows:

- Parents will be notified in writing regarding their child's participation in a Title I program. The written material includes a copy of this Parent Involvement Policy.
- Early in the school year, parents will be invited to meet the staff, learn more about available Title I programs, ask questions, and give suggestions. They will also understand how progress will be measured and how they will receive feedback about their child's progress. Parents will also be invited to attend all parent- teacher conferences.
- Efforts will be made to assist parents in understanding federal and state academic expectations, state content standards, student performance standards, the School curriculum and School expectations and assessment results. This will be accomplished by scheduling regular parent meetings throughout the school year.
- Parents will be encouraged to visit the School for volunteer training and information, visit their child's classes, actively volunteer in the life of the School and attend other meetings and events. In addition, the School will encourage parents to offer their ideas and suggestions to the School staff.
- The school will seek suggestions from community-based organizations and coordinate parent involvement opportunities with such programs.
- Parent newsletters or similar communication will be sent to all families. This communication will provide for home reinforcement of skills and concepts taught at School.

CHILD FIND POLICY

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. If you have or know of a child who may have a disability, contact your local school for more information and help.

Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability.

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:

- Review their child's records.
- Refuse permission to release information (except as required by, or permitted by law to be released).
- 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.

Madison Avenue School of Arts policies and procedures for special education are available. Contact the School Principal if you wish to review these procedures. More information is available through *A Guide to Parent Rights in Special Education* available on the ODE Website.

ESEA NOTIFICATION

As a parent of Madison Avenue School of Arts, you have the right to know the professional qualifications of the classroom teacher(s) who instruct your child. Specifically, you have the right to know whether your child's teacher has been licensed or certified by ODE for the grades and/or subjects he or she teaches, or if ODE has decided that the teacher can teach in a classroom without being licensed or qualified under the state regulations because of special circumstances. You also can request such information as to the teacher's college major, whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees. You may also ask if any teachers' aides who provide services to your child have the proper qualifications.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION

Description of Intent

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA. For example, the names of the student, parent, and family members will not be revealed, and results

will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

Rights Afforded by the PPRA

The PPRA affords emancipated minors and students of age eighteen (18) and older (Eligible Students) and parent 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:
 - Political affiliations or beliefs of the student or student’s parent
 - Mental or psychological problems of the student or student’s family
 - Sex behavior or attitudes
 - Illegal, antisocial, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors, or clergy
 - Religious practices, affiliations, or beliefs of the student or parent
 - Income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
 - Any other Protected Information Survey, regardless of funding any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 - Activities involving 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:
 - Protected Information Surveys of students
 - instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - instructional material used as part of the educational curriculum

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

Notification Procedures

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

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- Any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA where a student is scheduled to participate in these activities, the student will be notified as described above

Reporting a Violation

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

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

EDUCATION OF HOMELESS CHILDREN AND YOUTH

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

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

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

McKinney-Vento Homeless Children and Youth Program Overview

The Principal shall serve as the School's local liaison for homeless children and youth. To the extent that the School receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

OHIO DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION POLICY

It is the policy of ODE to investigate all allegations of noncompliance with state or federal law, rules, or regulations. In order to initiate a complaint with the ODE that a school district or the ODE has violated State law or regulations, or federal law or regulations that apply to any covered federal program, a complainant must submit a written, signed complaint that: (1) describes the pertinent facts; (2) identifies the alleged violations of the law; and (3) recommends how the complainant would have the ODE resolve the complaint.

The complaint must be mailed to the ODE. Complainants include any: public agencies, parents, and other individuals or organizations. The ODE will not accept or investigate allegations of violations from anonymous sources. The ODE will strive to resolve all complaints within 60 days of receipt.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES INCLUDING TITLE II, TITLE VI, TITLE IX, SECTION 504 AND ADA

The School does not discriminate on the basis of religion, religious expression, race, color, national origin, sex, disability or age in its programs, activities, or employment. The Board of Directors will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, gender identity, sexual orientation, genetic information, or any other unlawful basis.

Further, it is the policy of the School to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of

residence, or social or economic background, to learn through the curriculum offered in the School.

The following person has been designated as coordinator of the Title II, Title VI, Section 504 and ADA programs:

Lindsey Day
1511 Madison Avenue
Toledo, Ohio 43604
(419) 259-4000
Lindsey.Day@imagineschools.org

The following person has been identified as the Title IX coordinator:

Rachel Cirullo, Imagine Schools
(703)682-5609
rachel.cirullo@imagineschools.org

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

<p>Notice of Rights under the Family Educational Rights and Privacy Act ("FERPA") and Authorization to Release Student Directory Information</p>
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FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Principal [or appropriate School Official] a written request that identifies the record(s) they wish to inspect. The School Official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents and students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Principal [or appropriate School Official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information ("PII")

contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School Officials with legitimate educational interests. A School Official is a person employed by the School in an administrative, supervisory, and academic or support staff position; including but not limited to, Imagine School employees, a member of the school law enforcement unit, a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant), and persons serving on the Board. A School Official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the Official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

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

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

5. The School intends to forward any and all education records to another school at which the students seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s) inform the School in writing not to release such information.

OFFICIAL DESIGNATION

The School has designated a student's name as directory information.

Officially designated directory information can also be disclosed to outside organizations unless parent(s) have advised the School that they do not want their student's information disclosed without their prior approval.

If you do NOT want the School to disclose directory information from your child's education records without your consent, you must notify us in writing by within ten days of your receipt of this notice.

The form below may be utilized for that purpose.

_____ Please do not make available my student's directory information without my prior written permission.

Name of Student _____

Parent Signature _____ *Date* _____

Parents, please return this page to the School for your child's file. Please keep the Handbook for your records.

Sign and Return to Teacher

Madison Avenue School of Arts

HOME-SCHOOL PARTNERSHIP

2022-2023

The parents of Madison Avenue School of Arts recognize that we have a responsibility to actively work to strengthen the communication and commitment between the home and the School. As parents we agree to...

- Send our children to School appropriately dressed, prepared to learn, on a daily basis, and on time.
- Make every effort to read to our children at least 15 minutes a day.
- Make every effort to attend at least one parent-teacher conference a year to discuss academic progress of our children.
- Assist our children with their homework assignments on a regular basis to ensure completeness and accuracy.
- Monitor our children's television watching.
- Become knowledgeable about the curriculum our children are expected to learn.
- Become knowledgeable about the assessments that will measure our children's achievement.
- Ask questions of the teacher and School personnel and listen to the responses about our children's progress, assignments, and their educational needs.
- Make every effort to support the parent teacher organization (PTO) by becoming more knowledgeable about the School curriculum, decision-making, and School expectations.
- Make every effort to participate in the parent teacher organization (PTO) by suggestion parent training sessions or educational topics for discussion.

Parent

Child's Name/Teacher

Parent

Child's Name/Teacher

Madison Avenue School of Arts

PARENT – STUDENT HANDBOOK ACKNOWLEDGEMENT

2022-2023

Student's Name: _____ Grade: _____

PRINT

Parent's Name: _____

PRINT

We have received a copy of the Madison Avenue School of Arts Parent-Student Handbook for 2022-2023. We have read and understood the Handbook and consent, support, and agree to follow the policies, procedures, and *Code of Conduct* as outlined in the Handbook. We recognize that although this Parent/Student Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students, especially in the upcoming year. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis. My signature further attests that I have read the Internet Safety Policy included herein and I agree to abide by it.

Agreed to by:

Student's Signature

Date

Parent's Signature

Date

This document will be placed in the student's file.

Appendix 1
MADISON AVENUE SCHOOL OF ARTS
ANTI-BULLYING, ANTI-HARASSMENT AND ANTI-INTIMIDATION POLICY

The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures and standards for the School and students and shall be made available to all students and/or their custodial parents or guardians. Information regarding this policy must be incorporated into employee training materials. Annually, the School shall send a written statement describing the policy and the consequences for violating the policy to each student's custodial parent or guardian, either electronically or with report cards, in substantially the same form as the Annual Notice attached hereto as Exhibit A.

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying of any student on school property or at school-sponsored events (meaning any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying.

“Harassment, intimidation, or bullying” means either of the following: 1) an intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of “harassment, intimidation or bullying” also includes the above described acts which are electronically generated, stored or transmitted, which is sometimes called “cyberbullying.”

The school reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to School sponsored events exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and code of conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported. If the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. To the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. All School personnel, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures. However, Students who deliberately make false reports of harassment, intimidation, or bullying shall be disciplined up to and including suspension or expulsions.

The School shall implement the following strategy for protecting victims: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to insure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of “harassment, intimidation or bullying” will warrant disciplinary action whether and to what extent to impose disciplinary action (ie., detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal. The following procedure sets forth possible interventions for the Principal to enforce the prohibition against harassment, intimidation or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. Non-disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

2. Disciplinary Interventions

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. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with the Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually. The School may form a prevention task force and/or programs to educate students about his policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct. The School shall incorporate training on this policy into the in-service training require under R.C. 3319.073. The School may also provide training, workshops, or courses on this policy to Staff and volunteers who have direct contact with students.

EXHIBIT A

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

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

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

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

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

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

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

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

Appendix 2

MADISON AVENUE SCHOOL OF ARTS

INTERNET SAFETY POLICY

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

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

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

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

Additionally, it shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act. To the extent feasible, the School shall take steps to promote the safety and security of users of the School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

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

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

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

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

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

DEFINITIONS

For purposes of this Policy:

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

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

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

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

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