



Life Skills Center of Northeast Ohio

Parent - Student Handbook 2012-2013

Life Skills Center of Northeast Ohio
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The Mission of Life Skills is to educate, train and inspire students in a learning environment that models the values of integrity, teamwork, perseverance and personal responsibility, and where respect is the foundation of productive relationships, such that each graduate possesses the knowledge and character to meet the challenges of learning, working and living in the 21st Century.

Life Skills Center of Northeast Ohio was accredited June 21, 2011 by AdvancED, the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) and the Commission on International and Trans-Regional Accreditation (CITA)

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Introduction

The Life Skills Center is a special place for students. You will develop important academic, work, social, emotional well-being, and self-sufficiency skills that will allow you to be successful in life, on the job and with your continuing education.

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

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

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

I. Admission Information

A. Enrollment

Applications are accepted any time of the year at the Life Skills Center. The following are general admissions procedures for the Life Skills Center:

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

5. In the event that enrollment exceeds capacity, the Life Skills Center will perform a blind, random lottery to determine what students are enrolled and what students are placed on a waiting list (in order of their selection). Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences may only be given to existing students, siblings of existing students, and re-enrolling students.

B. Fee

There is no tuition fee or tuition of any kind at the Life Skills Center.

C. Non-Discrimination Policy

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

D. Student Immunizations

All new students are required to submit a copy of their Immunization Records within the first 14 days that they are enrolled. Students attending the School are in violation of Ohio law if after 14 days of school:

- A student's immunization record is not on file
- The student still needs his/her initial Measles, Mumps, or Rubella (MMR) vaccine
- The student still needs his/her initial dose of DTaP vaccine
- The student still needs his/her initial dose of Polio vaccine

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 and has received at least one dose of DtaP/DPT/DT, MMR, Polio and Hepatitis B. A student who has been released for not submitting a copy of his/her Immunization Records will be counted as an unexcused absence while the student is not attending school.

If a student has received at least one dose of DtaP/DPT/DT, MMR, Polio and Hepatitis B, he/she may remain in school. However, he/she must finish the series as soon as the scheduled intervals between dose permits. Any student with partial immunizations has until the end of the school year to complete his/her immunization vaccines.

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

- 4 DPT, DTaP, or DT (Pediatric)
- 3 Polio Vaccine
- 2 MMR Vaccine
- 3 Hepatitis B Vaccine

E. Re-Enrollment

Students who have withdrawn from the Life Skills Center during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Any variation to this process requires Administrator approval.

F. Annually Required Documents

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

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

G. Change of Address/Phone Number

It is the student's responsibility to inform the Life Skills Center office of any change of address or phone number. Any other relevant information must also be updated in the office.

H. Non-Sectarian School

The Life Skills Center is a public, non-sectarian School.

II. Student Responsibilities

A. Code of Conduct

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

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

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

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

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

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

Student: A person, adult or minor, enrolled in the Life Skills Center

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

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

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

The following behaviors are considered OFFENSES at the Life Skills Center and will result in corrective action, up to and including a suspension, expulsion, or withdrawal, at the discretion of the Administrator.

1. Persistent Tardiness or Truancy – absent without permission from the School
2. Dress Code Violation – not dressed according to the Life Skills dress code
3. Disruption – interfering with school policies or classroom routine
4. Cheating – copying someone else's work or in any way trying to take credit for work not done by the student himself/herself
5. Profane Language – use of profane or unacceptable language

6. Sexual Misconduct – including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, etc. The prominent display of “hickeys” or passion marks is prohibited.
7. Smoking – smoking in the school building and on school grounds is strictly prohibited
8. Sleeping – activity which results in student non-performance
9. Disobedience to the lawful instructions of a teacher – disobeying the lawful instructions of an Administrator, teacher, or other staff member of the Life Skills Center.
10. Out-of-Bounds – being in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from appropriate authority. If a student is in an area of the building without permission, other than classroom, it is grounds for removal from the School.
11. Possession of prohibited items – Students may not have cellular phones or pagers, (these items must be checked in with the teacher upon arrival time), or food or beverages in unauthorized areas.
12. Non-completion of assigned activities – failure to finish academic work
13. Failure to provide name or identification to School personnel – refusal to provide LSC personnel with his/her name identification, or other necessary information including, but not limited to: current phone number, address, etc.
14. Theft – taking the property of another without right or permission
15. Fighting or violence – participating in physical contact and/or verbal abuse with one or more students
16. Vandalism – purposeful destruction of school or student property
17. Gang Activities – participating in gang activities
18. False fire and/or bomb alarm – willful intent to cause panic by submitting false information
19. Arson or attempted arson – setting fire or attempting to set fire to any school or building property
20. Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance
21. Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc.
22. Wrongful conduct – actions that impede, obstruct, interfere with or violate the Life Skills Center’s mission, philosophy, and regulations
23. Destruction and or intentional harm to person or property
24. Sexual harassment, misconduct, and or improper language or inappropriate touching
25. Disrespect of the rights of others or other’s property – willful destruction or rudeness towards others (School personnel, students, visitors, guests)
26. Conduct which endangers themselves or others – any form of physical contact that jeopardizes others including but not limited to horse-play and throwing objects. Please refer to the School’s Safe School Policy.
27. Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined herein and in the School’s Policy on Harassment, Intimidation, and Bullying (Appendix 1).

28. Any other behaviors or actions that the Administrator deems, in his or her sole discretion, a disruption to the educational environment or as an offense which may result in corrective action.

B. Dress Code

General Guidelines:

1. No head coverings, including but not limited to: hats, caps, hoods, bandanas, or sunglasses are allowed to be worn in the School, unless previously authorized by School personnel.
2. Each student must maintain a neat, clean, professional appearance at all times.
3. All students are encouraged to wear Life Skills shirts or other Life Skills approved attire.
4. For men: Students are not permitted to wear pajamas bottoms, pajama bottom-style pants, or spandex. Undergarments should not show. Any type of shoe.
5. For women: Students are not permitted to wear tank tops, camisoles, pajama bottoms, pajama bottom-style pants, or spandex. Skirts/shorts/skorts must be no shorter than fingertip length or mid-thigh. Undergarments should not show. Any type of shoe.
6. Replacement Life Skills Center shirts may be obtained through community service or volunteer efforts.
7. The Administrator may make exceptions to the dress code based on physical disability or other conditions.

C. Attendance Policy

All students must maintain a regular and consistent in-seat attendance while enrolled at the Life Skills Center. Repeated unexcused absences are subject to disciplinary action. Students at the Life Skills Center are expected to attend their academic session and be on time.

Students must sign a daily attendance sheet and/or scan their finger on the biometric scanning devices at the beginning of their session. These sheets are kept as attendance records in the main office.

If the student needs to miss school, the student or parent/guardian (if student is under 18) must call the School on the day of the absence and a written excuse must be brought to school upon the student's return. Unexcused absences will reduce the student's overall attendance percentage. Excused Absences will also reduce the student's overall average attendance percentage but will be taken into account should the total in seat attendance percentage drop below 60%.

1. Excused Absences

Excused absences require written documentation such as a doctor's note, verification from the court or employer, or any other documentation as stated below. All students are required to submit written documentation regarding excused absences to the Life Skills Center on the first day they return to school. An excused absence or tardy will be granted if the student is not in school for the following reasons:

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

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

2. Unexcused Absences

Unexcused absences include the following:

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

Any student whose unexcused absences exceed one hundred and five (105) consecutive hours (approximately 23 school days) will be automatically withdrawn from school per Section 3314.03 of the Ohio Revised Code. Students may be permitted to re-enroll in the School after attending a scheduled meeting with the Administrator.

Furthermore, at the sole discretion of the School Administrator, students who are persistently tardy or receive three (3) or more unexcused absences in a month may be subject to disciplinary action up to, and including, suspension or expulsion as noted under the Code of Conduct – Potential Disciplinary Actions.

D. Truancy Policy

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

Habitually Truant

Student has:

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

Chronically Truant

Student has:

- A) 7 consecutive unexcused absences; or
- B) 10 unexcused absences in one month (any 30 day period); or
- C) 15 unexcused absences in one school year.

E. Tardy Policy

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

F. Suspension & Expulsion Procedures

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

1. Suspension

- a. The Administrator or Acting Administrator on Duty may suspend.
- b. No suspension shall exceed ten (10) school days.
- c. The Administrator must give written notice of the intention to suspend and the reason to the student.
- d. The student shall be given the right to appear at an informal hearing before the Administrator and has the right to challenge the reason for the intended suspension or otherwise explain. This informal hearing can take place within three (3) to five (5) school days, or if practicable, immediately following the infraction.
- e. A written notice of suspension shall be sent or given within one calendar day of the anticipated suspension to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Board of Directors appeal hearing designee.
- f. A parent/guardian has the right to appeal the suspension, which must be submitted, in writing, to the Administrator within fourteen (14) school days of the written notice of suspension. The Administrator

shall immediately forward this written appeal to the Board of Directors appeal hearing designee.

Suspension of a student with disability will be in accordance with the rules above and any applicable rules governing special education. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the School Administrator may apply any remaining part or all of the period of the suspension to the following school year.

2. Expulsion

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

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

G. Emergency Removal

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

Any student so removed will be given written notice and provided a hearing within three (3) school days after the removal as defined in the Suspension section of this Handbook. If it is probable that the student is going to be expelled, the hearing shall be conducted in accordance with the Expulsion section of this Handbook.

H. Withdrawal Policies and Procedures

1. Mandatory Withdrawals – 105 Consecutive Hours

Per Ohio law, students must be withdrawn if they are absent for 105 consecutive hours (approximately 23 consecutive school days) and have not provided the School with documentation of approved excused absences. A student will be sent a warning letter if the student is unexcused absent for 70 consecutive hours (16 school days). A second warning letter will be sent if the student is unexcused absent an additional 15 consecutive hours for a total of 85 consecutive hours (19 school days) missed. If a student reaches 105 consecutive hours missed (23 days), he or she will be withdrawn. Final withdrawal letters will be sent to the parents or student (if 18 or older) and the appropriate truancy procedures will begin.

2. Mandatory Withdrawals – Students Age 22 and Older

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

3. Voluntary Withdrawals

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

I. Parent & Student Surveys

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

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

III. Academics

A. The Curriculum

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

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

B. Academic Sessions

Students must attend one, four-and-one-half (4.5) hour academic session per day, Monday – Friday.

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

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

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

C. Grading

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines and resource materials are available for student use while completing off-line assignments. Students must receive 60% or better to master a course.

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

D. Progress Reports

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

E. Grade Levels

Promotion to 10th grade

6 credits total; 4 Core

1.0 Math

Any Math; AND
NWEA MAP Math RIT 235

1.0 English

Any English; AND
NWEA MAP Reading RIT 223; AND
NWEA MAP Language Usage RIT 222

1.0 Social Studies

.5 US History; AND
.5 World History

1.0 Science

.5 Biology; AND
.5 Physical Science

2.0 Electives

6 credits total

Promotion to 11th grade

11 credits total; 7 Core

Includes 6 credits listed above, plus

1.0 Math

1.0 English

1.0 Social Studies; OR

1.0 Science; OR

0.5 Social Studies; AND

0.5 Science

2.0 Electives

5 credits total

Promotion to 12th grade

16 credits total; 11 Core

Includes 11 credits listed above, plus

4 Core Credits

1 Elective

Beginning with 2014 graduates, must meet Financial Literacy requirement

5 credits total

F. Conferences/Open House

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

G. Transferring Credits

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

Note: An official transcript has a raised seal. The Life Skills Center *must* have an official transcript in order for a student to graduate.

H. Post-Secondary and Dual Enrollment Options

Post-Secondary and Dual Enrollment Options are available for interested students. More information on these options can be obtained through your Life Skills Administrator.

I. Graduation Requirements

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

- Achieve all of the state required academic credits
- Pass all required state assessments such as the Ohio Graduation Test.
- Complete an employability skills course.
- Fulfill the student’s Life Skills Learning Plan
- Pass an exit interview with School’s Graduation Committee

Academic Credits Required:

Subject	Class of 2010-2013	Ohio Core Beginning with class of 2014
English Language Arts	4	4
Mathematics	3	4
Science	3	3
Social Studies	3	3
Health	½	½
Physical Education	½	½
Technology/Arts/Foreign Language/Business	1	
Electives	5	5*

*Includes the equivalent of 1 credit of Technology/Arts/Foreign Language/Business or other core area course beyond the above-listed requirements.

The new Ohio Core graduation requirements will be followed for students who are first-time freshmen in the school year 2010-2011. Components of the Ohio Core requirements include Algebra II or equivalent as part of the math requirement, Financial Literacy and Economics as part of another course or as a standalone course, and 2 semesters of Fine Arts in grades 7-12.

Ohio Core also requires that Science is taught with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information. In addition to the previous Science requirement of 1 credit of Physical Science and 1 credit of Life Science, 1 credit of Advanced Science is now required. The previous requirement of ½ credit of American History and ½ credit of American Government are both included in the Ohio Core requirement for Social Studies.

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

Life Skills will also follow Ohio’s plan for Credit Flexibility based on Senate Bill 311 and the fact that students can earn credits by:

- Completing coursework;
- Testing out or demonstrating mastery in course content; or
- Pursuing one or more “educational options” such as distance learning, educational travel, internships, independent study, projects, or other available options.

J. Credit Flexibility Plan Option

The Life Skills Center offers the Credit Flexibility Program (CFP) to all students. However, the following prerequisites for participation apply:

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

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

Students may earn credits by:

- Completing coursework;
- Testing out of or demonstrating mastery of core content at an 80% mastery rate; or
- Pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).
- Credit flexibility is intended to motivate and increase student learning by allowing:
 - Access to more learning resources, especially real-world experiences;
 - Customization around individual student needs; and

- Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.

1. Process to Initiate a Plan

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

Plan Requirements

Each Credit Flexibility Plan must include:

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

2. Roles and Responsibilities

Students utilizing an approved CFP may earn:

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

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

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

Staff responsible for monitoring the CFP will:

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

The School is required to:

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

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

The Life Skills Center Credit Flexibility Appeals
121 South Main Street
Suite 200
Akron, OH 44308

IV. School Facilities

A. Hours of Operation

The Life Skills Center opens at approximately 7:45 a.m. and closes approximately at 4:30 p.m. Monday – Friday. If you need to contact the School after hours, voice mail is available. Building operation times may change, in which case notification will be given prior to change.

B. Smoking and Eating

The law prohibits smoking in the building or on the grounds of the Life Skills Center. Food and beverages are generally not allowed in the classroom or the computer labs, except in authorized areas.

C. Parking

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

D. Transportation

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

E. Visitors

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

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

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

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

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

F. Emergency Phone Calls

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

Students are not permitted to use Life Skills Center phones without approval from School personnel.

G. School Closure Policy

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

V. Safety

A. Fire Alarm

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

B. Reporting Injuries

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

C. Harassment, Intimidation, Bullying

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

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

D. Prohibited Gang Activity

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

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

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

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

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

E. Drug-Free School

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

F. Weapon-Free School

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

G. Lost and Found

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

H. Backpacks, Desks, and Other Personal Storage Areas

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

Upon authorization of the Search Team, including the Administrator or designee, backpacks, desks, other personal storage areas, and students' cars (if parked on Life Skills Center's and/or the management company's property) may be searched at any time for any reason. The Search Team may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein as provided in the Search Policy attached as Appendix 4.

I. Medication Administration

No medication will be administered by the staff at the Life Skills Center including Asthma Inhalers, except trained staff may administer epinephrine in an emergency in accordance with the Food Allergy Policy and the student's Food Allergy Action Plan. However, per the Ohio Revised Code Section 3313.716 students are permitted to possess and use a metered dose or dry powder Asthma Inhaler to alleviate or prevent asthmatic symptoms. In addition, Ohio Revised Code Section 3313.718(B) and 3314.03(A)(11)(d) permit a student to carry and use an epinephrine auto injector to treat anaphylaxis (an intense allergic reaction). Written approval must be obtained from the student's physician with all Life Skills required information listed as detailed in the Medication Administration Policy and Food Allergy Action Plan. If a student has a serious food allergy, the student and/or his/her parent must complete a Food Allergy Action Plan. If a student is a minor, a parent's approval must also be obtained. Please refer to Appendix 3 for specifics and exceptions to this policy.

J. Protective Eyewear

Every student and teacher of a Life Skills Center shall wear industrial quality eye protective devices at all times while participating in or observing any of the following courses:

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

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

VI. Confidentiality of Records

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

A. Student Directory Information

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

- Name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

Opt In for Inclusion in Student Directory

It is the policy of the Life Skills Center not to release any personal information such as names, home address, and phone numbers or any Directory Information as that term is defined by Ohio and Federal law to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc., as referenced in ORC 3319.321(B)(2)(a) and (b). As such, the School will not release this information unless a parent/guardian – or adult student (18 years of age or older) – notifies the School in writing that the parent/guardian or adult student permits the distribution of such personal information.

B. Audio-Visual Information

The Life Skills Center recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include Life Skills Center newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other

publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

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

C. Release of Student Records

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect and /or request corrections to student records. Parents are required to submit their request to inspect student records in writing to the Administrator to allow him/her to schedule a reasonable and appropriate time and date for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of Administrator or his/her designee. The Life Skills Center must comply with the parent's request for inspection within forty-five (45) days. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Director's Student Records Policy.

Parents have the right to file a complaint with the Department of Education if they think that the school or the school district their student previously attended is not complying with the federal laws or regulations regarding student records.

D. Non-Custodial Parent Records Access and Release

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

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

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

The Life Skills Center, Parent and Non-Custodial parent must act in accordance with the Board of Director's Student Records Policy when addressing student records issues.

E. Release of Information to Military Recruiters

There are currently two federal laws that require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings. Life Skills will provide the requested information to military recruiters unless a parent or guardian has advised, in writing, that they do not wish to have Life Skills release this information. If you do not want Life Skills to disclose directory information from your child's education records to military recruiters, you must notify Life Skills in writing.

F. Protection of Pupil Rights Amendment (PPRA) Notification

Description of Intent

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as revised by the *No Child Left Behind Act*. For example, the names of the student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

Rights Afforded by the PPRA

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

- The right to provide consent before students is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
 1. political affiliations or beliefs of the student or student's parent
 2. mental or psychological problems of the student or student's family
 3. sex behavior or attitudes
 4. illegal, antisocial, self-incriminating, or demeaning behavior
 5. critical appraisals of others with whom respondents have close family relationships
 6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
 7. religious practices, affiliations, or beliefs of the student or Parent/Guardian
 8. income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
 1. any other Protected Information Survey, regardless of funding

2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- The right to inspect, upon request and before administration or use, of the following:
 1. Protected Information Surveys of students
 2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 3. instructional material used as part of the educational curriculum

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

Notification Procedures

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

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

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

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

Reporting a Violation

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

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

VII. Child Find

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

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

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

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

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

VIII. Parent's Right to Know Teacher Qualifications

A parent or guardian may request information on the professional qualifications of each classroom teacher. (ORC §3319.074)

- Licensure and certification information
- Emergency or provisional status
- Educational background
- Qualifications of Instructional Aides (if applicable)

IX. Parent Involvement Policy

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

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

X. Complaint Procedure

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

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

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

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

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

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

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

XI. Work Permit Policy

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

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

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

1. The Work Permit Process

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

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

2. Revocation of the Age and Schooling Certificate

The right of a student to work does not come without responsibility. Vocational training and working are an integral part of the Life Skills Center’s educational program; however, academics always come first and a student’s employment should never harm his/her educational

advancement. The Life Skills Center reserves the right to revoke the student's Age and Schooling Certificate if: the student's academic achievement falls below an acceptable level; the student does not meet the minimum attendance requirement of the Life Skills Center; the student violates the Life Skills Center's Parent/Student Handbook, Code of Conduct, or other School rules, regulations, policies and/or procedures; or the Administrator believes that the employment represented by the Age and Schooling Certificate is jeopardizing the student's education.

XII. Internet Safety Policy

As more fully set forth in the School's Internet Safety Policy attached as Appendix 2 to this Handbook, the use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted.

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

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

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

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

The parent and student also acknowledge and agree that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in

appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

The parent and student must also know and further agree that:

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

XIII. Family Education Services (FES)

During each school year, the Life Skills Center will be offering students an opportunity to work with our Family Education Services (FES) Advocate. This FES Advocate will be in the building during normal hours of operation.

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

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

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

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

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

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

XIV. Wellness Statement

With the passing of the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004 by Congress, the School recognized the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law required local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The passing of the Healthy, Hunger-Free Kids Act of 2010 added provisions to expand upon the previous local wellness policy requirement of the 2004 Act. The Life Skills Center supports student health and wellness in accordance with the Board of Directors Wellness Policy attached as Appendix 5.

XV. Non-Discrimination and Title IX/Section 504 Notice

The Life Skills Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access as required by the Boy Scouts of America Equal Access Act. At this time the school does not provide third parties with access to school facilities. The following staff members have been designated to handle inquiries regarding non-discrimination policies, and can advise you on the specific civil rights grievance procedure.

Title IX Coordinator

Director of Human Resources
c/o White Hat Management
121 S. Main St. Suite 200
Akron, OH 44308
330-535-6868

Section 504 Coordinator

Director of Student Services/Special Education
c/o White Hat Management
121 S. Main St. Suite 200
Akron, OH 44308
330-535-6868

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

Education that fits your life
LIFE SKILLS CENTER
Parent/Student Handbook Contract
2012-2013

Student's Name:

Parent/Guardian's Name:

(If student is under 18 years of age)

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

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

Agreed by:

Student's Signature

Date

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

Date

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

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



Life Skills Center Media Release STUDENT INFORMATION FORM

TO BE COMPLETED BY PARENT, GUARDIAN or ADULT STUDENT:

Please print clearly:

Name of Participating Student

Age

School

City/Town/Zip

Grade

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

I/We grant permission to the School and its Governing Authority , Management Company, Sponsor, employees, agents and representatives to use such materials for the promotion of the program and to use this student's name, photographic likeness, alone or in a group, in any publication, document, TV production, video or to release said name or likeness to any media outlets including, but not limited to, newspapers, magazines or TV stations for publicity and/or recognition purposes and/or to use this student's name and/or photographic likeness, alone or in a group, on the official web site of the School and/or Management Company.

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

Signature of Parent or Guardian

Date

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

Appendix 1

Safe School Policy

Anti-Harassment, Anti-Intimidation, Anti-Bullying, Anti-Gang, Drug-Free and Weapon-Free School

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

Anti-Harassment, Anti-Intimidation, and Anti-Bullying

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

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

I. Definition of Terms:

1. "Harassment and intimidation" means any overt act by a student or group of students directed against another student or school personnel, more than once, with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behavior means any written, electronically-transmitted, verbal or physical act taking place on school grounds, at any school-sponsored activity, or on school-provided transportation that a reasonable person under the circumstances should know will have the effect of:
 - A. Placing the student in reasonable fear of physical harm or damage to the student's property;
 - B. Physically harming a student or damaging a student's property; and/or

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- C. Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
2. In accordance with Board Policy and with ORC § 3313.666, "Bullying" means any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, or at school activities or sanctioned events.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as Harassment, Intimidation, or Bullying in violation of Board Policy. The determination that conduct does not constitute Harassment, Intimidation, or Bullying under Board Policy, however, does not restrict the right of the School Leader to impose appropriate disciplinary consequences for the student misconduct.

3. In accordance with Ohio Substitute House Bill 19 (the "Tina Croucher Act") violence within a dating relationship that occurs on School property or at School-sponsored events shall be considered a form of harassment, intimidation or bullying and is prohibited under this Policy.
- Location. Harassment, Intimidation, or Bullying behavior in violation of Board Policy must occur to and from school, on school grounds, at school-sponsored activities or sanctioned events, or in school vehicles. Conduct that occurs away from these places is not Harassment, Intimidation, or Bullying under this Policy. Cyber-Bullying, which is addressed below, may occur at locations away from those mentioned above, but is covered by this Policy and is strictly forbidden by the School.
 - Ridicule, Humiliation, and/or Intimidation. Harassment, Intimidation, or Bullying behavior is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes this behavior, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.
3. "Harassment, intimidation, or bullying" also means electronically committed acts (*i.e.*, acts conducted using electronic or wireless communication devices) (sometimes called "Cyberbullying") that a student has exhibited toward another particular student more than once and the behavior both:

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- A. Causes mental or physical harm to the other student; and
 - B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- 4. A “school-sponsored activity” means any activity conducted on and off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the School Leader, the Board of Directors or the Ohio Department of Education.
 - 5. “Harassment or bullying” will not mean any action that would constitute protected free expression under the First Amendment to the Constitution of the United States.

II. Types of Conduct

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

- 1. Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that has the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- 2. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- 3. Unreasonable interference with a student’s performance or creation of an intimidating, offensive or hostile learning environment;
- 4. Physical violence or attacks or both;
- 5. Threats, taunts and intimidation through words or gestures or both;
- 6. Extortion, damage or stealing of money, property or personal possessions;
- 7. Exclusion from the peer group or spreading rumors;
- 8. Harassment, intimidation or bullying can also include repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:

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- Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
- Sending abusive or threatening instant messages;
- Using camera phones to take embarrassing photographs of students and posting them online;
- Using websites to circulate gossip and rumors to other students;
- Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

III. Complaint Process – Reporting Prohibited Incidents

1. The complaint process for the Safe School Policy will follow the guidelines established under the School’s Complaint Policy and Procedure. In addition, the following information provides further guidance with regards to complaint procedures for violations or suspected violations of the Safe School Policy:

A. Written and Oral Complaints

1. The School requires the School Leader or his/her designee to be responsible for receiving complaints alleging violations of this Policy. Students, parents or guardians, and all other individuals aware of an incident may file written complaints of suspected harassment, intimidation, or bullying with any school staff member or administrator. A teacher or other school staff member who receives a written complaint will promptly forward it (no later than the next school day) to the School Leader or his/her designee for review and action.
2. Oral complaints will also be considered official complaints. Students, parents or guardians, school personnel and other individuals aware of an incident may make oral complaints of conduct that they consider to be harassment, intimidation, or bullying by verbally reporting to a teacher, school administrator, or other school personnel. A teacher or other school staff member who receives an oral complaint will promptly document the complaint in writing, and will promptly forward it (no later than the next school day) to the School Leader for review and action.

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- B. Both written and oral complaints will be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness.
- C. Anonymous Complaints
 - 1. Individuals who make oral complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.
 - 2. The anonymous complaints will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint; and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.
- D. False Complaints
 - 1. It is a violation of this policy to knowingly report false allegations of harassment, intimidation, and/or bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

IV. School Personnel Reporting Responsibilities

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

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

V. Notification to Parents/Guardians

1. If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the School Leader or his/her designee will notify, in writing, the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline will be included in such notification to the extent permitted by law.
2. If after investigation, acts of bullying against a specific student are verified, the School Leader or his/her designee will notify the parent or guardian of the victim of such findings. In providing such notification, care must be taken to respect the statutory privacy right, including those set forth in the R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571, 20 U.S.C. 1232q of the perpetrator of such harassment, intimidation and bullying.
3. To the extent permitted by State and Federal privacy laws, parents or guardians of any student involved in a prohibited incident may have access to any written reports pertaining to the prohibited incident.

VI. Investigation and Documentation of Prohibited Incident

1. The School requires the School Leader or his/her designee to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the School Leader or his/her designee will conduct a prompt and thorough investigation of all written and oral complaints of suspected harassment, intimidation, or bullying. A written report of the investigation will be prepared when the investigation is complete. Such report will include findings of fact and a determination of whether acts of harassment, intimidation, or bullying were verified. When prohibited acts are verified, a recommendation for intervention, including disciplinary action will be provided. Where appropriate, written witness statements will be attached to the report.
2. When a student making an informal complaint has requested anonymity, the investigation of such complaint will be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

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VII. Intervention Strategies to Protect Victims

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

VIII. Disciplinary Procedure

1. Verified acts of harassment, intimidation or bullying will result in an intervention by the School Leader or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
2. The School recognizes that acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student or staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.

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3. In determining appropriate interventions for each individual who commits an act of harassment, intimidation or bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the School Leader will give the following factors full consideration:
 - A. The degree of harm caused by the incident(s);
 - B. The surrounding circumstances;
 - C. The nature and severity of the behavior;
 - D. The relationship between the parties involved; and
 - E. Past incidences or continuing patterns of behavior.
4. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of misconduct, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation or bullying. Peer mediation may also be used, when appropriate.
5. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, will not be the basis for disciplinary action.
 - A. In and out-of-school suspensions 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.
 - B. Expulsion may be imposed only after a hearing before the School Leader or his/her designee. This consequence will be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating such behavior.
 - C. The determination that conduct does not constitute harassment, intimidation or bullying under this Policy, however, does not restrict the right of the School Leader or the Board or both to impose appropriate disciplinary consequences for student misconduct.

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IX. Semi-Annual Reporting Obligations

1. The School Leader will semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the School's Website, if one exists. The list will be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

X. Dissemination of Policy

1. The School will annually disseminate the Safe School Policy to staff, students, and parents, along with an explanation that the Policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions, on school buses or school-related vehicles, or in cyber-space. The Safe School Policy will appear in parent/student handbooks that set forth the School's rules, procedures, and standards of conduct for the schools and its students.
2. To ensure staff are prepared to prevent and effectively intervene with incidents of harassment, intimidation or bullying, the School has incorporated the information about the Safe School Policy into its employee training programs.
3. Orientation sessions for students will introduce the elements of this Policy. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other School policies, procedures and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this Policy, as well as information about other School and school rules and disciplinary policies. This Policy will be stated in student, staff, volunteer and parent handbooks.

XI. Prohibited Gang Activity

Students are prohibited from engaging in gang activities while at School, on school property, to or from school, or at a school related function or event. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from School.

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

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

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

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

XII. Drug Free

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

XIII. Weapons Free

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

XIV. General Provisions

This Policy will not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by State or Federal law such as the Nondiscrimination, Suspension and Expulsion/Due Process, Violent and Aggressive Behavior, Hazing, Discipline/Punishment, Sexual Harassment, Peer Sexual Harassment and Equal Educational Opportunity acts.

The Complaint process is in effect and all matters will be investigated and resolved in accordance with the steps outlined above and in the Board’s Complaint Policy and Procedure.

Appendix 2

Internet Safety Policy

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

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

Access to Inappropriate Material

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

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

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

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

intends to eliminate includes:

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

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

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

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

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

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

The user must also know and further agrees that:

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

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

Definitions

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

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

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

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

Appendix 3

FOOD ALLERGY POLICY

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

I. PARENT/STUDENT RESPONSIBILITY

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

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

II. SCHOOL RESPONSIBILITY

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

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

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

FOOD ALLERGY ACTION PLAN

NAME OF SCHOOL: _____

STUDENT'S NAME: _____

DATE OF BIRTH: _____ TEACHER: _____

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

ALLERGY TO: _____

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

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

[To be completed by physician authorizing treatment]

SYMPTOMS

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

DOSAGE

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

CONTACT

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

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

3. Dr. _____ at _____

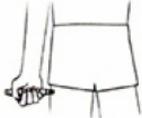
EMERGENCY CONTACTS		TRAINED STAFF MEMBERS	
1.		1.	
Relation:		Room:	
Phone:		2.	
2.		Room:	
Relation:		3.	
Phone:		Room:	
3.			
Relation:			
Phone:			

EpiPen® and EpiPen® Jr. Directions

- Pull off gray activation cap.



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



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

DIRECTIONS

ONCE EPIPEN® OR TWINJECT™ IS USED,

CALL 911

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

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

Twinject® 0.3 mg and Twinject® 0.15 mg Directions



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

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



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

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



BY: PARENT/GUARDIAN

PRINT NAME

DATE

SIGNATURE

BY: STUDENT'S PHYSICIAN

PRINT NAME

DATE

SIGNATURE

Search Policy

The Life Skills Center (“School”) hereby establishes a zero-tolerance policy concerning school violence, crime, and the possession or use of firearms and weapons on school grounds or at school functions. The zero-tolerance policy is part of a comprehensive approach to reduce violence in schools. Federal Law also allows schools to take reasonable steps in an effort to provide a safe, drug-free environment for students. The goal is to allow students to learn, in a safe environment, while their respective civil rights are protected.

In conjunction with the School policies, an “Administrative Search Policy” (“the policy”) is hereby established. The Administrative Search Policy permits a search of any student and/or visitor who enter the charter school facility or grounds, or any student who attends any School activity, function, or event regardless of whether the activity, function, or event is at the charter school. The administrative search authorized, pursuant to this policy, provides for the search and seizure of any firearm(s), weapon(s) and/or contraband found in possession or controlled by the individual searched, and/or in his or her possession which may include a persons automobile if parked on School property and the appropriate search parameters are met. Illegal firearm(s), weapon(s) and contraband include any item(s) that are in violation of local, state or federal law, and/or in violation of any School Code of Conduct rule, policy, or guideline.

The Administrative Search Policy is supplemented by the “Procedures for School Officials” that outlines how searches will be conducted. While this is a comprehensive policy, nothing outlined in this policy restricts or limits school officials, school police officers, school security officers, or law enforcement (hereinafter known as the “Search Team”) from searching students or visitors where reasonable suspicion or probable cause, independent of an administrative search, exists. If a metal detecting device alerts to the presence of metal during the course of an administrative search, it gives rise to reasonable suspicion. This policy also outlines searches performed when reasonable suspicion exists where an administrative search has not been conducted.

I. Administrative Searches

A. Introduction to Administrative Searches and General Considerations

1. The primary purpose of the metal detector searches authorized, pursuant to this policy, is to locate any firearm(s), weapon(s) and/or contraband in order to provide a safe school environment for students, teachers, staff, and administrators. The primary purpose of the searches is not to collect evidence for criminal prosecution or to penalize students. However, law enforcement authorities will be summoned and may arrest the individual while seeking criminal prosecution against an individual if a search reveals that the individual is in possession of any firearms (s), weapon(s) or contraband.

2. Administrative searches using a metal detector may be conducted randomly or may be at a set location at locations at the school facility, on the school grounds, or at locations where a School activity, function or event is held.
3. The searches will be conducted in the least intrusive manner so that individuals' rights are balanced with the requirements of this policy. Administrative searches using a metal detector may be conducted by any member of the Search Team (which shall include the school Administrator or designee(s), school officials, school employees, and school security personnel), regardless of gender, if the Search Team member has been trained to properly conduct searches using an approved metal detector. Pat-down searches will be conducted by an individual of the same gender as the individual being searched. Under no circumstances will a "strip search" be conducted by school officials pursuant to this policy. (School security personnel and law enforcement officials shall not be limited by this paragraph and shall follow appropriate training.)
4. The Search Team will oversee any and all metal detector searches. The Search Team will be required to follow the policy with regard to administrative searches and will be required to address the discovery of firearm(s), weapon(s) or contraband as set forth within the search policy procedures.
5. The Search Team will be trained to conduct administrative and reasonable suspicion searches.
6. Nothing in the Administrative Search Policy shall limit the authority of a member of the Search Team, or law enforcement official to search an individual or an individual's possessions when reasonable suspicion or probable cause exists that the individual is in possession of an illegal firearm(s), weapon(s) or contraband.
7. All students and legal guardians are required to sign a written acknowledgement, prior to attending school, concerning this policy in addition to the School Student/Parent Contract. The acknowledgement will provide written notice to the student(s), parent(s) and legal guardian(s).
8. Signs will be posted at the school facility notifying students and visitors that any student or visitor is subject to random administrative searches.

B. Administrative Searches

1. All students and visitors entering the School facility or grounds or any student in attendance at any School activity, function, or event regardless of whether the activity, function, or event is at the School facility or grounds are subject to a walk-through and/or hand-held metal detector search for firearms, weapons, and/or contraband. The determination as to the random searches of students and visitors will be made pursuant to the procedures for conducting metal detector searches. The search will be random and will use a neutral and even-handed criteria for determining individuals subject to the search.

2. No student or visitor shall be selected to be searched based solely upon his/her gender, race, ethnicity, physical appearance, manner of dress, or association with any particular group of persons.
3. Pursuant to the administrative search policy, members of the Search Team are prohibited from selecting a specific individual(s) to be searched without reasonable suspicion that the individual is in possession of a firearm, weapon, and/or contraband. This policy may not be used as a pretext to “single out” a particular individual or group of individuals.
4. Searches will be performed on random days, times, and locations. Advance notice of a search will not be provided.
5. Students and visitors to be searched will be advised that an administrative search is being conducted; will be advised of the procedures; and will have the opportunity to ask questions prior to the search.
6. Students and visitors may refuse to submit to the search.
7. No student/visitor selected to be searched will be allowed to enter or remain in the facility or on the grounds if the individual does not submit to the search. Search Team members shall immediately advise a school security officer and contact law enforcement when an individual objects to an administrative search.
8. The individual to be searched will be asked to remove any firearm(s), weapon(s), and/or contraband from his/her person or personal possessions before the search. These items will be placed in a designated container or space, in public view, until the search is completed. Any firearm(s), weapon(s), and/or contraband removed for the search will be confiscated and seized by a Search Team member.
9. Subsequent to the removal of items referenced above, students and visitors will be searched with a hand-held metal detecting device. For each individual searched, there will be a body scan for any firearms, weapons, and/or contraband. Any personal possessions (i.e., backpacks, briefcases, bags and containers) of the individual will also be scanned for firearms, weapons, and/or contraband.
10. Reasonable efforts will be made to avoid bodily contact with the individual being searched and the device.
11. If the hand-held metal detector alerts during the body scan, a Search Team member conducting the scan will direct the individual being searched to remove any remaining metal objects from his or her person or possessions and place the item(s) in the designated container. Any firearm(s), weapon(s), and/or contraband removed will be confiscated and seized by the school police officer or security officer. A Search Team member will then conduct a second scan.
12. If the metal detector alerts to the presence of metal during the second scan, the individual will be subject to a pat-down search. This expanded search will be based on reasonable suspicion and include a limited pat-down of the area for which the device was activated. The search will be further expanded should the pat-down, or some other grounds for reasonable suspicion, indicate a concealed firearm(s), weapon(s), and/or contraband may be in the

possession of the individual. Expanded or more intrusive searches will be conducted as outlined pursuant to the Reasonable Suspicion Searches section of this policy.

13. Any weapon(s) and/or contraband will be confiscated and seized by a Search Team member. Any item(s) confiscated during the search will subject the individual possessing the item(s) to discipline pursuant to school policy. Additionally, the student and/or visitor may be subject to criminal prosecution, including arrest, detention, and incarceration, where appropriate.
14. Any item(s) that is not prohibited as a firearm(s), weapon(s) and/or contraband will be returned to the individual at the conclusion of the search. A Search Team member shall have the sole discretion with regard to making the determination that the item(s) does not pose any threat to the health and/or safety of individuals within the facility and/or grounds.
15. If a student or visitor is subject to a medical condition, or pregnancy, that prevents or inhibits the use of a metal detector, the individual will be required to present proper documentation to the school Administrator or designee(s) when enrolling at the School or prior to an administrative search. If a student who is subject to an administrative search fails to provide proper documentation, the student will not be excused from an administrative search. This documentation will be verified and kept on file by the school Administration. Documentation will be valid for the current academic year, for the duration of the medical condition or pregnancy, or if the student or visitor has a terminal or permanent condition, until the end of the current academic year. For individuals providing proper documentation for a valid medical reason, administrative searches will be conducted pursuant to a pat-down search.

II. Reasonable Suspicion Searches

A. Introduction to Reasonable Suspicion Searches and General Considerations

1. Reasonable suspicion depends on the information and observations available to the school official in determining whether there is reasonable suspicion to conduct a search. Reasonable suspicion depends on both the content of information possessed by a school official and its degree of reliability. Both factors, the quantity and quality of the information and the degree of reliability, are considered with regard to the totality of the circumstances. All available information must be considered when evaluating whether there is reasonable suspicion to conduct a search. Thus, if the information available has a relatively low degree of reliability, more information will be required than if the information were more reliable.
2. Reasonable suspicion may exist independent of an administrative search. School officials may conduct searches of any student, at any time, if reasonable suspicion exists that the individual is in possession of a firearm(s), weapon(s), and/or contraband. Where reasonable suspicion is developed

- concerning the possession of a firearm(s), weapon(s) and/or contraband, an expanded or more intrusive search may be performed via a pat-down search.
3. Prior to conducting the search, the school Administrator or designee(s), overseeing the search, will request the student sign a Consent to Search Form. If the student refuses to consent, school officials retain the authority to conduct a search even though the student does not execute a consent form. The search will be limited to the basis of reasonable suspicion, i.e., information and/or observations obtained with regard to the individual's possession of a firearm(s), weapon(s), and/or contraband. Failure of a student to consent may result in discipline, pursuant to the policy.
 4. When there is reasonable suspicion that an individual is in possession of a firearm(s), weapon(s), and/or contraband, school officials will contact the school police officer or security officer to conduct the search.
 5. During the search, if other illegal contraband is found, the item(s) will be confiscated and seized by the school police officer or security officer. The individual possessing a firearm(s), weapon(s), and/or contraband will be subject to the discipline pursuant to school policy.

B. Reasonable Suspicion Search Procedure

1. A search based on reasonable suspicion involves a pat-down of an individual and/or a physical inspection of the individual's possessions.
2. The pat-down search will be conducted at the school facility or on school grounds in an area a safe distance from other students. If the search is to be conducted at a school activity, event, or function, the search will be conducted in an area a safe distance from other individuals. The search will be conducted by a Search Team member of the same gender as the individual being searched, whenever possible. All searches will be witnessed by at least one other school official(s), in addition to the Search Team member conducting the search.
3. Where a reasonable suspicion search is conducted as the result of a metal detector activating, the search shall be conducted only in the area of the body for which the device alerted. The search will include patting-down the exterior of the individual's clothing for the limited purpose of discovering the item(s) which may have caused the metal detector to alert to the presence of metal. If the device alerts to the individual's personal possessions, the possessions will be inspected and opened to determine the presence of a firearm(s), weapon(s), and/or contraband.
4. If the Search Team member conducting the search observes or feels an object which may have caused the metal detector to alert, and there is a reasonable belief that the object may be a firearm(s), weapon(s), and/or contraband, the Search Team member conducting the search will ask the individual being searched to remove the item(s). If the individual refuses, the school official, school police officer, or security officer has the authority to remove the item from the individual's person or possessions without consent.

5. If the item(s) removed is determined to be what caused the metal detector to alert the search will cease, unless reasonable suspicion still exists. If reasonable suspicion exists sufficient to continue the search, the search will continue.
6. If the item(s) removed is determined to be what caused the metal detector to alert to the presence of metal, the search will cease. No further reasonable suspicion will exist. The individual and/or his/her possessions will then be re-scanned with the metal detector. If the device alerts again, the individual or his/her possessions will be subject to an additional search. If the device does not alert again, the search is complete.
7. If the removed item is a firearm(s), weapon(s), and/or contraband, it will be confiscated and seized by a Search Team member. Any item(s) confiscated during the search will subject the individual possessing the item(s) to discipline pursuant to school policy. Additionally, the student and/or visitor may be subject to criminal prosecution, including arrest, detention, and/or incarceration, where appropriate.
8. Any item(s) that is not prohibited as an illegal firearm(s), weapon(s), and/or contraband will be returned to the individual at the conclusion of the search. A Search Team member shall have the sole discretion with regard to the determination that the item(s) do not pose any threat to the health or safety of individuals within the facility and/or grounds.

Wellness Policy

With the passing of the Child Nutrition and Women, Infants, and Children WIC Reauthorization Act of 2004 by Congress, the school recognizes the role it can play in building nutrition knowledge and skills in children to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health, and reduce childhood obesity.

The main goal of nutrition education is to influence students' eating behaviors. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns.

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity, and meets the requirements of the Child Nutrition and Women, Infants and Children WIC Reauthorization Act of 2004. These requirements include, but are not limited to the following:

- Goals for nutrition education, physical activity and other school-based activities designed to promote student wellness;
- Nutrition guidelines for all foods available during the school day;
- A plan for measuring implementation including designating one or more persons charged with operational responsibility; and
- Involving parents, students, school food service providers if available, school administration, and the public in developing a wellness program