

Life Skills High School of Cleveland

Parent - Student Handbook 2014-2015

Life Skills High School of Cleveland
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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.

This School is accredited by AdvancED, the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI).

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Introduction

Life Skills 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 School with a nationally accredited High School diploma, well prepared to be a productive and responsible citizen in your community. You will graduate 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. Everyone at Life Skills 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 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. Admission Procedures

Admission to the School is open to any individual entitled to attend school in accordance with the laws of this State, the provisions of this policy, and the administrative guidelines established to implement this policy.

Specifically, the School shall:

- Not enroll students who are not residents of the state of Ohio;
- Limit admission to students who have attained a specific grade level, age, or status as an "at risk" student (as defined and to the extent applicable below) according to the population served at the School;
- Permit students from adjacent or from other districts to enroll;
- Not discriminate in the admission of students based on race, creed, color disability, or sex;
- Comply with all federal and state laws regarding the education of students with disabilities;
- Not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, except as indicated above;
- Admit only the number of students that will not exceed the capacity of the School's programs, classes, grade levels, or facilities; and
- Admit students by lottery from all those submitting applications when the number of applicants exceeds the School's capacity restrictions stated above. Preference will be given to students attending the School during the previous year, to students who reside in the district in which the School is located, and to siblings of students who attended the School during the previous year.

B. Applications

Applications are accepted for student admission year round. A registration form, copies of the student's birth certificate, Social Security Card, current immunization record as mandated by law, proof of residence, and such other enrollment materials that the School deems necessary must be submitted for each student.

C. Lottery

If a lottery is necessary, it shall take place at a public location. All parties will have the opportunity to be present during the lottery process and will be notified in advance of the date, time, and location of the lottery. All parents of children selected in the lottery will be notified of the selection by certified mail. Parents will have up to seven days from receipt of the certified mail to contact the School regarding their decision. If a parent does not respond within seven days of receipt of the certified mail, the school will select another child from the lottery in the order the child's name was drawn. As the School operates and accepts students year round, if other spaces are available after the lottery places become available, students are accepted in order of a prioritized wait list based on the results of the lottery, or if there is no wait list, then on a first come first serve basis.

D. Student Records

The School verifies eligibility according to residency and reports names and addresses to the local school district of those students who are enrolled in the School. In addition, once a student is enrolled, records are requested via mailed form letters, signed by parent or guardian (if applicable), from the appropriate school of last attendance. Follow-up calls are made to buildings that have not forwarded records as requested. This notice also serves as notice to the student's district of residence as required by law.

E. At-Risk Definitions (if applicable)

An "at-risk" student is one who is: (1) not performing well in brick and mortar schools; (2) not able to complete credit due to district rules or available programs; (3) pregnant or parenting; (4) homeless; (5) two or more grade levels behind; or (6) deemed "at-risk" by the School Administrator or other Ohio laws or regulations.

F. Tuition

The School does not charge tuition.

G. 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

H. Re-Enrollment

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

I. 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. (This list is illustrative and subject to change.)

- 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 (**Appendix 3**) – if applicable, must be completed and signed by parent or student (if over 18), and collected.

J. Change of Address/Phone Number, Change of Custody

It is the Parent/Guardian/Student's responsibility to inform the School office of any change of address or phone number. If you have a change of address, you are required to bring the corrected student information and proof of residency documentation to the School office. If there is a change of custody for the student, you are required to bring the corrected student information, including the current custody order, to the School office.

K. Non-Sectarian School

The School is a public, non-sectarian School.

II. Student Responsibilities

A. Code of Conduct

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

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

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

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

1. On School grounds during the school day or immediately before or after school hours;
2. On School grounds at any other time when the School is being used by a school group;
3. On or off School grounds at any school activity, function or event;
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 School

Parent: (a) Official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Ohio government case workers and/or group home employees as identified at the time of admission or amended in writing thereafter, or an emancipated minor (proof required); (b) For dependent adult student, ages 18-20, parent, guardian, etc. with whom he/she lives; or (c) For married and 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 School 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 School.
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 Life Skills 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 School’s mission, philosophy, and regulations
23. Destruction and or intentional harm to person or property
24. Sexual harassment, misconduct, and or improper language or inappropriate touching
25. Disrespect of the rights of others or other’s property – willful destruction or rudeness towards others (School personnel, students, visitors, guests)
26. Conduct which endangers themselves or others – any form of physical contact that jeopardizes others including but not limited to horse-play and throwing objects. 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 School 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

1. Attendance. All students must maintain regular and consistent attendance to remain enrolled at the School. Students should be on time for each learning opportunity. Repeated unexcused absences may result in disciplinary action.

A student is deemed to be in attendance during a school day if he or she participates in a learning opportunity offered by the School. Subject to any current or future rules issued by the Ohio Department of Education and/or the School's Sponsor, which are incorporated herein by reference, a "learning opportunity" is a classroom-based or non-classroom based supervised instructional and educational activity that is provided for by the Community School Contract and is: (1) provided by or supervised by a licensed teacher; (2) goal oriented; and (3) certified by a licensed teacher as meeting established criteria. Unless excused, a student will be withdrawn from the School if he or she fails to participate in 105 consecutive hours of the learning opportunities offered to the student as determined by the School, Sponsor, and/or their respective designees. Students withdrawn in this manner may be permitted to re-enroll in the School after attending a scheduled meeting with the School Administrator.

Students must log in to the system of record to memorialize the beginning of each academic session. Records of student check-ins will be maintained for attendance and audit purposes.

2. Absences. If the student will be absent from a day's learning opportunity, the student or, if the student is under 18, the parent/guardian must call the School on the day of the absence. A written excuse must be provided to the School upon the student's return. Unexcused absences will reduce the student's overall average attendance percentage. Excused Absences will also reduce the student's overall average attendance percentage but their classification will be taken into account should the total attendance percentage drop below 60%.

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 must provide the School with written documentation regarding excused absences on the first day the student returns for a learning opportunity. An excused absence or tardy will be granted if the student is not in school for the following reasons:

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

Unexcused absences include the following:

- a. Any absence where a student fails to provide appropriate written documentation of the absence (Students should provide written documentation on the first day that a student returns to a learning opportunity.)
- b. Leaving a learning opportunity early without proper authorization
- c. Each day that a student is late without appropriate documentation and for any other unexcused absence as defined by the School 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.

D. Truancy Policy

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

Habitually Truant

Student has:

- 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. 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.

If the student commits such acts, he/she may be expelled for up to one (1) school year.

- h. 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.
- i. 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.

F. 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.

G. Withdrawal Policies and Procedures

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

H. 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.

I. Policy Concerning Students Age 22 and Older

In an effort to further its educational mission, the School may permit an individual age twenty-two or older (a "Pilot Student") to enroll in and receive credit from the School. Pilot Students must abide by all policies and rules applicable to other enrolled students.

Enrollment by Pilot Students pursuant to this policy is subject to any future changes in legislation, administrative rules, or rules of the Sponsor, as well as the availability of resources and capacity of the School. No tuition will be charged to students that enroll pursuant to this policy. Should a change in legislation, administrative rule, or other contract entitle Pilot Students to enroll as traditional students, this Policy shall automatically terminate.

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 the learning opportunities appropriate for their course of study at the School.

Students who work or volunteer at least 5 hours per week may be permitted to leave a learning opportunity early or arrive to a learning opportunity late, so long as they can provide proof that they were scheduled at their respective work/volunteer site during the relevant learning opportunity 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.

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

E. Grade Levels

Promotion to 10th grade **6 credits total; 4 Core**

- 1.0 Math
 - Algebra I or Geometry or an equivalent; AND
 - NWEA MAP Math RIT 200
- 1.0 English
 - English I or an equivalent; AND
 - NWEA MAP Reading RIT 175; AND
 - NWEA MAP Language Usage RIT 175
- 1.0 Social Studies
 - .5 US History; AND
 - .5 other Social Studies
- 1.0 Science
 - Biology or Physical Science
- 2.0 Electives

Promotion to 11th grade **11 credits total; 7 Core**

- 2.0 Math:
 - 1.0 Algebra I and 1.0 Geometry
- 2.0 English:
 - English I and English II or equivalent
- 1.0 Social Studies
- 1.0 Science
- 1.0 Additional Social Studies or Science—must meet graduation requirements
- 4.0 Electives

Promotion to 12th grade **16 credits total; 11 Core**

- 11 Core Credits required for graduation
- 5.0 Electives

*Beginning with original class of 2014, students must meet Financial Literacy requirement. Students must also have 1 Fine Arts credit as part of the 5 electives required for graduation.

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 School. A “Request for Records” will be sent to the student’s school. If a student has an official transcript, it is recommended that he/she attach it to the initial application or submit it to the main office.

Note: An official transcript has a raised seal. The School *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 learning opportunities for interested students. More information on these options can be obtained through your School 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
- Complete 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	.5	.5
Physical Education	.5	.5
Technology/Arts/Foreign Language/Business	1	
Electives	5	5*

The 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 1 unit in Algebra II or the equivalent as part of the math requirement. In addition, students must complete Financial Literacy and Economics as part of another course or as a standalone course. 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 1 credit **each** of Physical Science and Life Science, students must also complete 1 credit of Advanced Science. The Ohio Core requirement for Social Studies still includes .5 credit in American History and .5 credit in American Government.

*All Elective credits for the Core Diploma must be in the areas of fine arts, business, technology, career-technical education, family and consumer sciences, agricultural education, foreign language, a junior reserve officer training corps (JROTC) program approved by the congress of

the United States under title 10 of the United States Code, or other English, Math, Social Studies, or Science courses in addition to the requirements listed above. 1 elective credit must be in Fine Arts.

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 a minor) must sign a form indicating the he/she understands that opting out requires the student to attend a junior or community college for at least one semester prior to attending most four year state colleges. In addition, students must participate in required career counseling provided by the School.

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

- Completing coursework; and
- 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 School offers the Credit Flexibility Program (CFP) to all students. However, the following prerequisites for participation apply:

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

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

Students may earn credits by:

- Completing coursework;
- Testing out of or demonstrating mastery of core content 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.

The School will permit CFP in accordance with Ohio law, as amended.

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 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 Credit Flexibility Appeals
121 South Main Street
Suite 200
Akron, OH 44308

IV. School Facilities

A. Hours of Operation

The School building opens at approximately 7:45 a.m. and closes approximately at 4:30 p.m. Tuesday – Friday, notwithstanding the times and days learning opportunities are offered. 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 School. 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, where available, the School is easily accessible to various city public bus services.

E. Visitors

School is a closed-campus school. The students remain in the school during their academic session. If an emergency arises the student will sign out and if need be, the party picking up the

student will also sign with information as required by the School. All students must and will be accounted for while on campus.

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

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

Visitors must pre-arrange any meetings or visits with teachers or 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 School phones without approval from School personnel.

G. School Closure Policy

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

V. Safety

A. Fire Alarm

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

B. Reporting Injuries

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

C. Harassment, Intimidation, Bullying

As more fully set forth in the 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, 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 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 School.

F. Weapon-Free School

The School 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 School or at any School sponsored event held away from School

grounds including any and all school transportation. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from the School.

G. Lost and Found

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

H. Backpacks, Desks, and Other Personal Storage Areas

Desks and other storage areas provided to students for their use remain the property of the School. Students by law have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area. Unapproved locks will be removed and destroyed with no compensation 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 the School'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 2**.

I. Medication Administration

No medication will be administered by the staff at the School 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 the School shall wear industrial quality eye protective devices at all times while participating in or observing any of the following courses:

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

- Hot molten metals or other molten materials
- Milling, sawing, drilling, turning, shaping, cutting, grinding, buffing, or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Gas or electric arc welding or other forms of welding processes
- Repair or servicing of any vehicle

- Caustic or explosive materials
- Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards.

VI. Confidentiality of Records

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

A. Student Directory Information

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

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

Opt In for Inclusion in Student Directory

It is the policy of the School not to release any personal information such as names, home address, and phone numbers or any Directory Information as that term is defined by Ohio and Federal law to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law, such as military recruiters, etc., as 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 School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include School newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

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

C. Release of Student Records

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

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

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

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

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

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

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

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 School is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home, parent newsletters, parent/teacher conferences and informal personal and telephone conferences.
2. Annual Title I 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 on the website. 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 School Education Model is the employability skills training and employment of our students. Pursuant to Ohio Law, any student who is a minor, at least sixteen years old and who desires to work may do so through a validly issued Age and Schooling Certificate (work permit). The Ohio Department of Commerce, Division of Labor and Worker Safety Wage and Hour (hereinafter referred to as "Wage and Hour") has granted to the School the authority to issue and revoke such Age and Schooling Certificates for its students.

Any student may request an Age and Schooling Certificate who is: at least sixteen years of age; has completed the School 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 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 School must secure the return of the employer's original Age and Schooling Certificate and a reason for termination which when obtained shall be kept in the student's file at the School.

2. Revocation of the Age and Schooling Certificate

The right of a student to work does not come without responsibility. Vocational training and working are an integral part of the School's educational program; however, academics always come first and a student's employment should never harm his/her educational advancement. The School reserves the right to revoke the student's Age and Schooling Certificate if: the student's academic achievement falls below an acceptable level; the student does not meet the minimum attendance requirement of the School; the student violates the School'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 4** 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 School 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 School. These sessions will include discussions on attitudes, ideas, behaviors, feelings, and opinions. Participants will have the opportunity to learn new skills and behaviors that may help their personal development and adjustment.

The FES Advocate will keep all information shared by the student confidential except in certain situations in which there are ethical and/or legal 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 and the Healthy, Hunger-Free Kids Act of 2010 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 School 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 School 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

XVI. Homeless Policy

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

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

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

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

- **Immediate Enrollment:** Proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment to the school.
- **School Selection:** The eligible student has the right to select from the following schools:
 - The school he/she attended when permanently housed (School of Origin)
 - The school in which he/she was last enrolled (School of Origin)
 - The school in the attendance area in which he/she currently resides (School of Residency)

- **Participation in Programs:** Students have a right to access all of the school’s programs and services on the same basis as all other students, including special education, school breakfast and lunch, and any extra-curricular activities.
- **Transportation:** If otherwise provided by the School, any eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.
- **Dispute Resolution:** Students and their parents or guardians also have access to a dispute resolution process through the Ohio Department of Education when the family disagrees with a school about how the McKinney-Vento Act applies in their situation.

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

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

McKINNEY-VENTO HOMELESS ASSISTANCE ACT

SCHOOL ENROLLMENT RESPONSIBILITIES

and

ENROLLMENT DISPUTE RESOLUTION

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

ENROLLMENT

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

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

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

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

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

- To the extent feasible, keep the homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child’s or youth’s parent or guardian.
- Provide a written explanation to the parent or guardian, including a statement regarding

the right to appeal if the local educational agency sends the child or youth to a school other than the school of origin or a school requested by the parent or guardian.

- Refer unaccompanied youth to the homeless liaison designated by the LEA to provide assistance in placement and/or enrollment decisions. The views of the unaccompanied youth will be considered and the youth will be notified of the right to appeal.

ENROLLMENT DISPUTE RESOLUTION

References

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

GENERAL GUIDELINES –

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

RESOLUTION PROCESS –

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

- The LEA shall provide the parent or guardian with a written explanation of the school's decision regarding school selection or enrollment.
- The LEA shall inform the parent or guardian in writing of their right to appeal the decision.
- Should the dispute continue the LEA shall refer the parent or guardian to the local LEA liaison who shall review the complaint and issue an opinion in writing to the parent or guardian.
- Should the dispute continue the LEA liaison shall assist the parties involved in presenting the situation to the Ohio Department of Education homeless education coordinator.
- The state homeless education coordinator shall recommend a decision for distribution to the parent, local superintendent and local educational agency liaison.
- Should the dispute continue the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

* * * NOTICE * * * Life Skills 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 Schools. For more information about this matter, please contact the School Administration of the Ohio Department of Education.

Education that fits your life
LIFE SKILLS
Parent/Student Handbook Contract
2014-2015

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 School's rules and regulations, **INCLUDING THE CODE OF CONDUCT AND ALL OTHER POLICIES**, as outlined in the Parent/Student Handbook.

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

Agreed by:

Student's Signature

Date

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

Date

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

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

Opt-Out of Ohio Core Waiver Form

By signing below, I acknowledge that my student will not have to meet the Ohio Core graduation requirements, but will have to meet the Life Skills required credits to graduate including employability counseling. I further acknowledge that my student may need to attend a junior or community college prior to acceptance to a four year state college. **I hereby agree to accept and abide by the policies, rules and regulations of the Board of Education and to fulfill any procedural requirements stipulated by the school.**

Student name

Signature

Date

Parent name

Signature

Date

