

# **PARENT/STUDENT HANDBOOK**

**2021-2022**

**Toledo Preparatory Academy  
824 6<sup>th</sup> Street  
Toledo, Ohio 43605**

Dear Students,

Welcome to the 2020-2021 school year at Toledo Preparatory Academy (“Toledo Preparatory” or “School”)! We are excited that you are a part of the Toledo Preparatory family. The Toledo Preparatory Teaching Team along with the administration is looking forward to a positive and productive academic school year. The staff at Toledo Preparatory is a dedicated, caring and competent group of individuals that are willing to provide you with the academic support that is needed to prepare you for success.

The information provided in the parent/student handbook was created to ensure that our school is a safe and orderly environment which is conducive to learning. The material provides students with information regarding what is expected of a Toledo Preparatory student. Education is a shared responsibility between the student, the school and the parent(s). It is therefore necessary for all involved to contribute to the School and student success by following the guidelines set forth by Toledo Preparatory.

We ask that you share this information with your parents as it will also be discussed in your individual classes. Parents and students are required to sign and return the parent/student handbook awareness statement found at the end of the handbook. It is important that you review and refer back to this information as often as needed because you will use this information throughout the year. The term “parent” when used herein to discuss rights or authorizations refers to the official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. If you have any questions about this Handbook, please contact the School’s principal, also referred to herein as the Head of School. The Head of School has similar authority and responsibilities as the superintendent of schools for a local district. The parent-student handbook does not constitute a contract between the school and the student/parent, and that the school reserves the right at its discretion to change or amend the handbook at any time in the future.

Wishing you a great school year,

The Toledo Preparatory Staff

## **STATEMENT CONCERNING STATE TESTING AND COMPULSORY ATTENDANCE LAW**

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

## **MISSION STATEMENT**

Our vision is to provide a public K-8 educational opportunity which conforms to the needs of unique students of the Greater Toledo Area. We strive to ensure that every student is empowered with the skills, direction and character to pursue excellence in their lives and careers, and play effective roles in their families and communities.

To help these Ohio students achieve their potential in preparation to support a diverse community, the Academy weaves together research-based best practices in education with community partnerships for labs, service opportunities, and skill development through a comprehensive career and early college program – a true village approach to preparing and integrating our youth.

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## **ADMISSION**

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

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

## **KINDERGARTEN ADMISSION**

In order to attend kindergarten a child must be 5 years old by December 31 of the year of admission. A child who seeks to enroll in kindergarten whom does not meet the age requirement set forth above, but who will be five years old prior to the first day of January of the school year in which admission is required, may be evaluated for early admittance in accordance with School's early admission policy. **If the child is accepted into the EK program they will be taught Early Childhood Standards and will need to enroll in Kindergarten for the following year.**

## **STUDENT RESPONSIBILITIES**

- Respect for the rights of others
- Compliance with the rules and regulations of the School
- Respectful behavior in their speech and actions
- Individuals must not threaten or harass others
- Not to cause or encourage threats to or harassment of others
- Individuals must maintain behavior, including dress, vocalization, and other actions, which allows others to learn
- Individuals must obtain permission before taking and/or utilizing the property of others

## STUDENT RIGHTS

- All individuals are deserving of respect and acceptance
- Students have a right to a learning environment free from physical and verbal threats and harassment
- Students have a right to learn free from excessive distractions
- Students have a right to the ownership, possession, and respect of their property
- Students have a right and are encouraged to ask questions when they do not understand as long as the question are presented respectfully and are appropriate for the setting
- Students have a right to disagree with statements and policies affecting them as long as the students' positions are stated respectfully and in a way which does not disrupt the functioning of the class
- Students have a right to obtain an explanation of rules and expected behaviors before they are accused of breaking the rules

## UNIFORM AND DRESS CODE POLICY

While fashion changes, the reason for being in school does not. School is a place of learning and students should dress accordingly. The purposes of Toledo Preparatory's dress code is to enhance the learning environment by promoting school safety, good behavior and avoid discipline problems because of the peer pressure of indulging in the latest fashion trends.

The staff and administration insist that students wear their uniforms properly. **This includes tucking shirts in. Parents and students are equally responsible for the appearance of the student.** School uniforms are to be worn daily except on picture days (when indicated) or other special event days. Uniform specifics are described on the following pages. Extreme variance in student attire will not be allowed. This includes tying shirts, sagging pants, shirt tails untucked, shirts of another color under the uniform shirt and any other variances the administration deems inappropriate. **In addition, jackets, hoodies and pullovers are not permitted to be worn at any time.**

## GENERAL GUIDELINES

In addition to the specifics of the policy on the following pages, these general guidelines are to be followed on a daily basis. Final decisions on what is acceptable are made by the administration. Specific exceptions may be given by the administration for certain occasions.

- **All clothing must fit neatly and be clean.**
- **Tops must be long enough to be tucked into bottoms, including when arms are raised overhead as well as when seated.**
- **Skirts, skorts and shorts should be fingertip length or longer (no more than three inches above the kneecap).**
- **No writing, pictures or embellishments on any clothing.**
- **Footwear must be worn at all times and adequately secured to the foot **and not by a heel strap.** No sandals, flip flops, slides, Crocs or any shoe that exposes the toes or heel.**
- **Students are encouraged to leave expensive clothing or accessories at home. Toledo Preparatory is not responsible for items which are lost, stolen or damaged.**
- **Athletic shoes may be worn**

**Clothing or appearance that is NOT acceptable includes the following:**

- Du-rags, headscarves, hats, bandanas, head covering
- Plunging necklines (no exposed cleavage or midriffs)
- Combs, picks, brushes (being worn or carried around)
- Any clothing, jewelry (including beads and mardi gras necklaces) or other item which identifies a student as a member of a gang
- Rolled or pulled up pant leg(s)
- Denim material jeans (blue, black or tan) **SCHOOL UNIFORM PANTS ONLY**
- Over-sized clothing, saggy or baggy pants
- Form fitting or hipster pants
- Any material that is sheer or lightweight enough to see through
- Over-sized or “noisy” jewelry (such as bangles)
- Mouth jewelry
  
- **No jewelry, with the exceptions of earrings.**
  
- **Dyed hair**
  
- **No nose, eye brow or lip jewelry is permitted.**

Please review the dress code policy carefully. Please govern yourself in accordance with the DRESS CODE POLICY. We will strictly enforce the dress code as well as the consequences for not adhering to the dress code.

Parents will be notified by phone and provided written notification when their child is out of dress code. The parent must bring a change of clothing to the school. **THE STUDENT WILL MISS OUT ON LEARNING BY BEING REMOVED FROM THE CLASSROOM UNTIL HE/SHE IS IN DRESS CODE.** Failure to abide by the dress code is a violation of the school’s Code of Conduct. Continued disregard of the dress code policy may be grounds for suspension and/or other disciplinary action.

DRESS CODE

**COLORS**

Tops: Any color **solid** polo shirt

Slacks: Black, Tan, and Navy

Sweaters: Same as school colors above (**No hoodies or jackets**)

**\*\*\* ALL UNIFORM SHIRTS MUST HAVE A COLLAR AND BE LONG ENOUGH TO BE TUCKED IN\*\*\***

**SLACKS:** Should be standard cotton/polyester blend. **No knit, fleece, sweat or denim will be acceptable.** Slacks must fit properly.

Knee-length shorts may only be worn during the months of August, September, May and June --- or if otherwise announced.



**SWEATERS:** May be a cardigan (Same colors as school shirt). **NO HOODIES!**

**SHOES:** \*Black or brown school shoes or athletic shoes (must be solid in color- no platform, slip-on shoes, lights, or boots (except for winter months)

**Students that do not follow this policy may be written up (3 times) for being out of dress code or the parents will be called to bring a change of clothes. Once a student has received 3 uniform warnings they will then receive either ISS or OSS. If the problem continues the student can be asked to transfer back to their homeschool.**

**Administration has the final say in all dress code situations.**

## GENERAL SCHOOL POLICY AND INFORMATION

### GENERAL POLICY OF PARENT INVOLVEMENT

The School expects parents of students to be actively involved in the student's education. In order for our faculty and staff to effectively educate our children, we welcome our parents as partners. Parents are strongly encouraged to participate in a variety of activities and forums which will support our students academically and add to the vitality of our school.

A status review is a formally scheduled conversation between faculty and parents in order to discuss the student's development and progress. Parents will be required to confer with faculty about their child's/children's social and academic achievement on a regular basis as scheduled by the School on the School calendar. Parents should attend status reviews in order to receive written report cards. As well, the School encourages parents to initiate conferences about their questions and concerns with the Principal or his/her designee and/or faculty members.

### ARRIVAL AND DISMISSAL

**School hours are:** 8:00 am – Doors open to all students  
8:00 – 8:25 – Breakfast  
8:30 – School Day Begins  
3:30 – Dismissal

### MORNING ARRIVAL PROCEDURE

Students should use the Toledo Preparatory front door for entrance to the building upon arrival. Upon entering the school all students are to go to the cafeteria and be seated according to grade level. If students are there for breakfast, students will be dismissed by grade level or table to be served **and will then go directly to their class.** ~~Students are not allowed to leave the cafeteria unless they have a pass from one of the morning monitors. Students are to remain in the cafeteria until the classroom teacher picks them up.~~

### DISMISSAL

All of our students are dismissed from the Toledo Preparatory front door. Since we are entering and exiting a significant number of students, we ask that parents and friends wait **away from** the immediate area in front of these doors. For car pick-ups, as space is limited, please park in the rear of the lot, as not to obstruct the flow of traffic. Parents please **respect the area designated for student arrival and dismissal.** Picking up your child in the parking lot area can be dangerous. No student should be in the parking lot area unless accompanied by an adult. It is an extreme safety hazard for students to be walking or running across the parking lot area. Your total cooperation is appreciated.

### VISITATION TO SCHOOL

We welcome parents to Toledo Preparatory. However, for the safety of all our children, all visitors must report directly to the office. Electronic locks have been installed at both entrances. All visitors must use the front door. **For safety reason, no parent or visitor is permitted to go directly to any classroom. No exceptions. We have staff in the hallways to assist any student that needs extra help after the first few times.** Violators of this policy are subject to prosecution. ~~Teachers are instructed not to talk with any visitor to the classroom who has not first obtained a~~

~~visitor's pass from the office. After the first two days of class we require that all our students walk to their classroom on their own.~~ Parents that contribute to the disruption of the educational environment or present a risk to the safety or well-being of the School's students and/or staff may be excluded from the School facility at the discretion of the Head of School.

## ATTENDANCE

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School if the student will not be in attendance. Attendance is required of all students enrolled at Toledo Preparatory during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance if present at any place where School is in session by authority of the Board. **Students missing 10% or more hours during the school year will be placed before a review board for possible retention.**

## EXCUSED ABSENCES

**Absences due to the following will be excused:**

- Personal illness such as to prevent attendance at School.
- Illness in the family if student is age fourteen or older.
- Quarantine of the home.
- Death in the family.
- Observance of religious holidays.
- Court subpoena.
- Medical or dental appointment. (The principal may require the written statement of a physician or dentist if it is deemed appropriate.) An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.

**Absences for any other reasons other than those cited above will be considered unexcused.**

## REPORTING AN ABSENCE

Our attendance policy requires that the parent/guardian must report your child's absence to the office. We have voicemail that will take messages. After the recorded message please leave your name (relationship to the child), your child's name, grade, room number and the reason for the absence. All our attendance is computerized. By 9:30 AM each day we have already recorded your child's attendance for the day.

Excused absence simply means the parent has verified that the child's absence was for a legitimate reason (\*as listed above) . For the child to obtain recognition for **perfect attendance**, the child must be present in school and on time every day, no exceptions. Early dismissal, when a student is signed out of school before the 3:30 dismissal time, will be counted on the student's attendance record. Tardiness and early dismissal are a disruption of instructional time.

## TARDINESS

It is very important that children arrive on time for school. Children who arrive late cause a disruption to the class in progress and are themselves at an educational disadvantage. In addition, **those who frequently arrive late, give the impression that the business of**

**education is not a top priority.** It is vital that parents model the importance of arriving on time for school.

A student is tardy when a student is more than five minutes late for School or for a class. If a student misses more than half a class, the student will be marked absent for the class.

### STUDENTS EARLY RELEASE

When parents wish to have their child/children released from school before dismissal, the parent must come to the office to sign the child out from class. We require the adult to show a photo I.D. to the office staff at the time of pick -up. This is for the safety and security of our students. We will then call the child/children to the office to meet the parent/adult. We cannot release any child to an adult who is not the custodial parent or who is not listed on the student enrollment form in the office. Teachers are instructed to never release a child directly from the classroom. At no time will we allow any student to walk home unattended during the school day. Late arrival and early release **will** be counted toward student attendance. **No afternoon phone calls after 2:00 p.m. to change the way the students get home. If your student does not have a note, the parent has not called the office, or the parent has not messaged the teacher on Dojo, the student will not be allowed to be dismissed other than the way they normally go home.**

### TRUANCY

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) School month, or seventy-two (72) or more hours in one (1) School year. Regarding “habitual” truants, the School will establish an absence intervention team which will develop an absence intervention plan for the student.

The student’s continued absence and/or failure to participate and make satisfactory progress in accordance with the plan may require the School to file a complaint in juvenile court jointly against the student and the student’s parent, guardian, or other person having care of the student.

### MANDATORY WITHDRAWAL

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

### MAKE UP WORK

When a student is absent from school more than 1 day, a parent can call the office with a request for the work that the student has missed. **Teachers need a 24 hour notice to have this work ready.** It will be sent to the office for the parent to pick up. All completed work should then be returned to the teacher as soon as possible for grading (approx. 2 days). If you know that your child will be absent an extended number of days, please call ahead (24 hours) to request the work.

### PUBLIC AREAS:

#### CAFETERIA, HALLWAYS, STAIRWELLS AND BATHROOMS

The public areas at Toledo Preparatory are areas used by all members of our school community. It is therefore important that we adhere to school-wide procedures on how to move within and utilize the specified areas. The following procedures are school-wide expectations that every student must follow.

## LUNCHROOM

Toledo Preparatory operates a closed campus and all children eat lunch at school. Students may either purchase lunch at school or bring their own. ~~We ask that~~ **Candy, pop/carbonated beverages, and glass containers are not to be sent for lunch. Bags of chips are not to be any larger than 1 ½ ounces or less.** Many students qualify for free and reduced lunches due to family income and family size. Information on prices, free and reduced lunch eligibility and applications are sent home at the beginning of the school year and are available in the office at any time during the year if the family status changes. The Federal Government determines an eligibility criterion and failure to provide income verification (if requested) may result in termination of benefits. Lunch rules are basic:

- o stand quietly in line while waiting to get your lunch
- o use common courtesy when you go through the line
- o stay in your seat
- o talk quietly to those seated around you
- o raise your hand when you are finished, a staff member will let you throw out your trash

## **FOOD ALLERGY ACTION PLAN**

If a student has a serious food allergy, the student and his guardian must complete a Food Allergy Action Plan, available in the school office.

## HALLWAY PROCEDURES

- Walk slowly and quietly on the right side of the hallway
- Respect others and their property by keeping hands, feet and objects to yourself
- Stay off of the walls

## CLASS CHANGE PROCEDURES

- Use time wisely
- Exit class quickly
- Have all needed materials
- Enter class quietly
- Follow classroom entry procedures

## RESTROOM PROCEDURES

- Be quick
- Be clean
- Be quiet

## LEAVING CLASS DURING CLASS TIME PROCEDURES

- Bathroom – Must have a pass from the teacher
- Office – Must have a written explanation by the teacher explaining why the student is there
- Specials- If a student is dismissed from class early, classroom teacher needs to be notified

## ASSEMBLY PROCEDURES

- Enter area quietly
- Sit in assigned grade area
- Act appropriately and be respectful
- Use active listening

- Exit quietly when instructed

### FIRE DRILLS, WEATHER RELATED DRILLS/WARNING

Students will not talk, run, laugh or joke around during drills in any way. Students are to follow the instructions of the classroom teacher, principal or Designee in the event of a health or safety issue. Students are to remain with their class or designated adult until the “all clear” is given to return back to the learning environment. This is a safety issue and the procedures are to ensure the safety of all individuals in the building. If a student does not follow the directions he/she will be subject to disciplinary action.

### SCHOOL DELAY AND CLOSING

In the event of inclement weather, ~~school delays~~ and closings will be reported to all local television stations and will appear as Toledo Preparatory of Toledo. **A one call will be made, it will be posted on Dojo, and on Facebook too if the school is closed.** ~~In the event of a two-hour delay, breakfast will not be served.~~ Please refrain from calling the School to ascertain whether the School will be closed or delayed.

### CRISIS MANAGEMENT

A school wide Safety/Crisis Plan has been developed and provided to school personnel for assisting and responding to various crisis/emergency situations. In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the school may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to Parents will be through electronic mail, Call All, School Mint or text message as well as local television and radio stations. Once students are secure and safe, school personnel will contact parents with sign out procedures. Students will only be released to parents or individuals listed on their emergency contact forms.

### PROMOTION AND RETENTION POLICY

The Board recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate for their needs at the various stages of their growth. Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Decisions on the promotion and retention of students in a grade are based on documented instructional objectives, performance standards, and promotion criteria. The School shall develop and maintain instructional objectives, performance standards, and promotion criteria for each grade level in the School. Parent(s) and students shall be made aware of the instructional objectives, performance standards, and promotion criteria. Periodically during the year teachers shall provide written progress and grade reports. Teachers will also provide evaluation reports to parents and students during teacher-parent conferences. The grading system used to measure student progress toward achieving the predetermined instructional objectives and performance standards is applied consistently throughout the School. The Head of School, after consultation with staff and parents, has the authority to make the final decision relative to the promotion or retention of a student.

Promotion of a student from one grade to the next shall be based solely on that individual student's having met applicable promotion criteria. The decision to promote a student shall rest

solely with the Head of School, with appropriate input from the student's teacher(s), the professional staff, and parent(s).

GRADING SYSTEM

Toledo Preparatory uses a 10 point grading system:

90-100	A	80-89	B	70-79	C	60-69	D	59 and below
								F

RETENTION

A student is required to be retained if he/she is truant for 10% or more of the required school days and has failed at least two (2) or more of the required curriculum subject areas, unless the Principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted.

Additionally, a student shall not be promoted or allowed to pass to a higher grade or course level if the student fails to meet established standards for a particular grade or course level.

Retention and/or placement decisions will be made only after the Head of School notifies and confers with parent(s) as to the student's progress or lack thereof. These notifications and conferences will take place as soon as teachers and the Head of School identify that a student's promotion could be in jeopardy.

Teachers and the Superintendent will consider at least the following factors in arriving at decisions on promotion or retention (factors are applicable in all grade levels):

- The student's level of academic aptitude and achievement;
- The student's level of social and emotional development and the student's ability to effectively interact with other students in his/her current grade level;
- The student's attendance patterns (absences, tardies, early checkout, excused, or unexcused) and its effect on the student's progress;
- Any other factors thought to be appropriate by the Head of School, teacher(s), and professional staff.

Except as may be required by the Third Grade Reading Guarantee, the School will not utilize a student's failure to attain a specified score on any statewide achievement tests as a factor in any decision to deny a student's promotion to a higher grade level, except that the School may use a student's failure to attain a score in at least the proficient range as a factor in deciding to deny a student's promotion to the next level on the student achievement assessments established from time to time by the State Board of Education.

The School may choose not to promote a Student to the next grade level, who does not take a required statewide achievement test or make-up test, and who is not exempt from the requirement to take such test.

CHILDREN WITH SPECIAL NEEDS

Promotion and retention of previously identified disabled students shall be subject to the factors and policy above, but shall also consider the contents of the student's individualized educational plan (IEP).

## HOMEWORK POLICY

Because education is a lifelong process which extends beyond the School, it is important that students recognize that learning occurs in the home and in the community. Homework is one means of teaching the necessary skills of independent study and learning outside the School. A definition of homework would include not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities which are related to classroom work, but which are assigned to be done at home.

## REASONS FOR HOMEWORK

- ~~To complete work Toledo Preparatory did in class~~
- To expand and enrich regular class work
- To build interest in reading and learning
- To make up work missed due to absence
- To encourage parents' awareness of student learning
- To provide an opportunity to pursue special interests or abilities
- To increase learning time
- To establish independent study skills
- To increase critical thinking skills
- Studying for tests

Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home. A **minimum** of 30 minutes of school work should be done each evening at home.

- Provide a quiet, well-lit place for the student to do homework.
- Help your child schedule time so that regular routine study is provided.
- Take an active part in what your child is doing in school.
- Encourage and guide your child with assigned homework. **Under no circumstances should you do the work for your child.**
- Encourage your child to seek additional help from the teacher if there is any difficulty with the assignment.
- Support and reward regular school attendance. Contact the school in case of prolonged absence.
- Request a conference with the teacher as soon as problems arise.

## RECORDS UPON ENROLLMENT

### NEWLY ENROLLED STUDENT RECORDS:

- Upon receipt of completed enrollment forms, a request for records will be made within twenty-four hours to the public or non-public elementary or secondary school the pupil most recently attended.
- If the records are not received within 5 business days, a second request will be made and the school principal or his/her designee will contact the school directly.
- If the records are not received within 14 days of the date of request, or if the pupil does not present any one of the following: (1) a certification of birth; (2) a passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; (3) an attested transcript of the certificate of birth; (4) an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; or (5) an attested transcript of a hospital record showing the date and place of birth of the child, the School principal will contact the school directly, then his/her designee will notify the law enforcement agency



having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

### MISSING CHILD POLICY

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

### ADMINISTERING MEDICINE TO STUDENTS

Students needing medication are encouraged to receive such medication at home. If necessary for the School to administer any prescription or non-prescription medication the School will only do so after receiving a written request, signed by the parent or guardian, that the medication be administered to the student. In addition, the School will not administer any medication unless it also receives a signed prescriber/physician approval containing the information listed below. The person authorized to administer the medication must receive the medication in the container in which it was dispensed by the prescriber or licensed pharmacist.

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms. In addition, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka Epi-Pen. Written approval must be obtained from the Student's physician, and, if the Student is a minor, from the Student's Parent. New authorization forms must be submitted at the beginning of each school year. The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.

The prescriber/physician's written approval must include the following information:

- The name and address of the Student;
- The School and class in which the Student is enrolled;
- The name and dose of the medication to be administered and/or contained in the inhaler or auto injector;
- The times and intervals at which each dosage of the drug is to be administered (if applicable);
- The circumstances in which the auto injector should be used (if applicable);
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector (if applicable);
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the Parent, Guardian or other person having care or charge of the Student can be reached in an emergency;
- Special instructions for administration of the drug;

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

The School must have the above stated documentation provided by the prescriber/physician and Parent or Guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector. The Parent/Guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes. Parents/Guardians are responsible for keeping a record of the amount of medication at school and for sending more when needed.

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

### EMERGENCY MEDICAL FORMS

Within your enrollment packet there is an emergency medical authorization form. Please make sure that you have filled it out **completely and carefully**. This form is kept in the office in the event of an emergency and we are unable to reach the parent/guardian. Copies will also be given to teachers to take with them on field trips which require them to be away from school. We **must** have these on file and no child will be permitted to participate in a field trip unless we have the completed information. As information changes throughout the year, we request that parents inform the office so that appropriate changes may be made on this **very important form**.

### IMMUNIZATION

Your child must meet county and state health regulations for entrance to school. The School checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs. Students that have not presented written evidence confirming that the minimum immunization requirements have been met shall be excluded from school on the fifteenth day of the school year. Written statements of objection to immunizations due to parent's or guardian's religious reason are filed in the student's health folders.

A pupil is also exempt if they present a physician's statement that immunization is medically contraindicated. A signed statement of history of measles or mumps may be substituted for the measles or mumps vaccinations. However, a history of rubella may not be substituted for rubella vaccine.

The Ohio Department of Health minimum immunization requirements can be accessed at the following website: <https://www.odh.ohio.gov>.

### HEAD LICE/BED BUGS

If your child/children are found to have head lice in their hair or bed bugs, they must be excluded from school until treatment is followed. This involves treating the hair or skin, other infected family members and the home (furniture, carpeting, bedding, stuffed toys, etc.).Your

cooperation in treating this condition is greatly appreciated. Treating head lice takes a maximum of two days. A longer absence than 2 days for this reason is considered excessive.

Administration reserves the right to request proof of extermination, medical documentation or other pertinent information that will ensure that the school maintains a healthy environment.

## STUDENT ILLNESS

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

This procedure is to protect other individuals in the School from being exposed to the communicable disease.

A child who is ill will not perform well at school, and may be exposing the other students in the classroom. Please keep your child home if any of these symptoms are present: a fever of 100 degrees or greater, an undiagnosed rash, an earache or draining ear, diarrhea or vomiting, severe sore throat, persistent or severe cough, persistent or severe headache, or a known communicable disease. If your child is sent home with a fever of 100 degrees or greater, they must be fever-free without medication for 24 hours before returning to school.

Please call by 8:00 a.m. on days your child is ill. You may call before the office opens and leave a message. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

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

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

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success.

## CHILD ABUSE AND NEGLECT

Every School official, School employee, or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to suspect, that a student has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student, shall immediately report that knowledge or suspicion, by telephone or in person, to the local children's services agency or local law enforcement agency. S/He shall also notify the school principal of the suspected abuse or neglect.

## FIELD TRIPS

Classes take field trips from time to time during the school year. Field trips are approved on the basis of educational purpose and objectives. Parents are always informed of the details of the trips and parent permission slips go home to be signed. The teacher will take a copy of the blue emergency medical form with them on every field trip. If the permission slip is signed, but we do not have an emergency medical form on file for the child, the child will not be permitted to go on the trip. Parents/guardians please make sure that we have an up-to-date emergency form on file for each of your children at Toledo Preparatory. Teachers, in advance of the field trip, may set up specific requirements (incentives) for the student to participate. Please be aware, that attending field trips outside of the classroom is a privilege not a right. **All permissions MUST be in writing. NO verbal permission will be accepted.**

## VOLUNTEERS

The protection and well-being of students enrolled in the School is paramount. To that end, a background check will be required for volunteers. Volunteers who have no disqualifying events will then be added to our list of volunteers.

## NOTIFICATION OF PESTICIDE APPLICATION

Parents/guardians may request prior notifications of the applications of pesticides which are scheduled for a time when school is in session. To request such advance notification contact the school principal or school office.

## TELEPHONE USE

No student will be permitted to use the telephone unless it is an emergency. Forgetting homework or needed supplies is not considered an emergency. Please help your child be adequately prepared for school in the morning and talk over any needed messages or instructions for the day at this time.

**Messages called in for students will be given at the last hour of the day. If it is an emergency the parent will be required to state the emergency situation.** Taking care of arrangements before your child comes to school will help eliminate the urgency of last minute messages called into the office. If a parent needs to make pick-up changes, please be sure to call the school office no later than **2:00** pm so we can get the message to the student before they leave the classroom for the day. Please aide us in this effort, as a large student population does not allow us to interrupt classes and give students personal messages.

## SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, School authorities may

search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of School rules. The search of a student's person or intimate personal belongings shall be conducted by the Head of School or his/her designee. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel.

The School recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

The School acknowledges the need for in-School storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a School official. School lockers, desks, and property are on loan to the students and remain the property of the School. They may be inspected and reclaimed at any time. Students must open their lockers at the request of School officials. Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks.

The principal is authorized to arrange for the use of a breath -test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School has established a zero tolerance for alcohol use.

The School also authorizes the use of canines, trained in detecting the presence of drugs, when the Head of School or his/her designee has reasonable suspicion that illegal drugs may be present in the School. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on School property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Students have no expectation of privacy with respect to the use of the internet, intranet or e-mail. Routine maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the student code of conduct or the law may result in severe penalties, up to and including expulsion.

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

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

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

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

The following person has been designated to handle inquiries regarding the nondiscrimination policies of the School or to address any complaint of discrimination:

Amy Printy  
824 6<sup>th</sup> Street  
Toledo, Ohio 43605

## OHIO DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION POLICY

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

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

## ELECTRONIC DEVICES

While on School property, in a School vehicle, or while attending School sponsored or School-related activities, whether on or off School property, Students shall be permitted to possess, **but not use**, electronic communication devices, including, but not limited to, cellular phones, beepers, I-Pods, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices or other devices deemed to be distracting. If a student brings an electronic device to school, the School shall not be responsible for loss, theft, or destruction of devices brought onto School property. **Students are not permitted to answer the phone, text or instant message, even if the message is from a parent. If there is a need for you to reach your student, please call the office and they will make sure the message is passed to the student. Students breaking this offense, the first time, will be given back their phone the end of the day. If there is a second occurrence, the parent will have to come in and pick up the phone.**

## TECHNOLOGY AND INTERNET ACCEPTABLE USE

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School’s computer facilities and may bring additional disciplinary action.

All users are expected to use technology in a manner appropriate to the School’s academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School

community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

#### UNACCEPTABLE USES OF TECHNOLOGY/INTERNET INCLUDE BUT ARE NOT LIMITED

##### TO:

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

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. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

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

Additionally, it shall be the responsibility of all members of the staff to 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.

The School makes no warranties of any kind; either express or implied that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not

limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

### TITLE I PARENT INVOLVEMENT POLICY

The School has adopted a policy addressing the importance of parent involvement. In addition to existing policies and/or guidelines, the School also recognizes the need for a policy that meets requirements under Section 1118 of the Elementary and Secondary Education Act, as amended.

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

The Title I Parent Involvement Policy is fulfilled as follows:

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

### CHILD FIND POLICY

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

Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple



disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability.

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

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

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

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

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

- Review their child's records;
- Refuse permission to release information (except as required by , or permitted by law to be released); and
- Request that information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights be changed. The school has a process to resolve disagreements about information collected.

The School's policies and procedures for special education are available. Contact the school principal if you wish to review these procedures.

### **ESEA POLICY**

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

### **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

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

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

- A. transportation;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs

#### *McKinney-Vento Homeless Children and Youth Program Overview*

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

#### OHIO DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION POLICY

It is the policy of the Ohio Department of Education ("ODE") to investigate all allegations of noncompliance with state or federal law, rules, or regulations. In order to initiate a complaint with the ODE that a school district or the ODE has violated State law or regulations, or federal law or regulations that apply to any covered federal program, a complainant must submit a written, signed complaint that:

- 1) describes the pertinent facts;
- 2) identifies the alleged violations of the law; and
- 3) recommends how the complainant would have the ODE resolve the complaint.

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

#### 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. 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 Toledo Preparatory, 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

#### ANTI-HARASSMENT, INTIMIDATION, BULLYING, and Title IX POLICY

Please see the Anti-harassment policy attached hereto as Exhibit A.

#### ANTI-HAZING POLICY

The School prohibits all acts of hazing. Hazing, like other violent and disruptive behaviors, is conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and civil environment.

Hazing or hazing activity means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. For purposes of this Anti-Hazing policy, mental harm means mental stress, anxiety, physical injury, sickness, injury to feelings, humiliation, mental anguish, and/or depression, connected to and arising from the hazing activity. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times, regardless of whether the activity occurs on or off of property owned, used or controlled by the School, so long as the hazing activity is in any way connected to the activities or incidents that have occurred on property owned, used or controlled by the School. This policy will be actively enforced at all times.

Hazing is a violation of School policy separate and distinct from harassment or other prohibited conduct. No student, including leaders of student organizations, may plan, encourage or engage in any hazing activity. Students having engaged in hazing activity and who fail to abide by this policy are subject to disciplinary action including suspension, expulsion, removal or permanent exclusion and may be liable for civil and criminal penalties pursuant to State law.

Staff is to be particularly alert to possible conditions, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students are informed by the discovering Staff member of the prohibition contained in this policy and are required to end all hazing activities immediately. All hazing incidences are reported immediately to the Chief Administrative Officer or his/her designee.

No Staff shall encourage, permit, condone or tolerate any hazing activities, and Staff who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties pursuant to State law.

### GANG ACTIVITY

The Board believes gangs or gang activity create an atmosphere that seriously disrupts the educational process.

Students are prohibited from engaging in gang activities while at School, on School property, or at School-sponsored events.

As used herein the term “gang” means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term “gang activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any 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 include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

A violation of this policy is grounds for suspension or expulsion from School.

### TOBACCO-FREE ENVIRONMENT

To protect the health of students and employees, and in accordance with state law, the use of tobacco shall be prohibited on all school property and at any activity supervised by the School. The use of e-cigarettes and similar products is also prohibited.

### NONDISCRIMINATION POLICY

The School will not tolerate harassment against any staff member or student on the basis of sex, race, color, national origin, religion, age, disability, sexual orientation, status as a Vietnam veteran, military status, or on any other basis prohibited by federal, state or local law. Any parent or student may file a complaint with the school principal or contact the regional director.

## DISCIPLINE

The Board has adopted a Code of Conduct which is outlined in the procedures set forth below. If the procedures for discipline a student conflict with that of the Board-adopted Code of Conduct, the Board's Code of Conduct shall govern and control. It is generally recognized that in order for each child to receive the maximum educational benefit, proper order and discipline must exist. A referral form is used when a student is sent to the office. A copy of the form is retained by the school principal, one copy is placed in the student's personal file and the other copy is sent home either with the student or through the mail. Often times a phone call to the parent will also be placed in order that all parties are informed.

Our staff recognizes that student motivation and participation contribute to good student discipline. We offer many positive incentive programs on a school wide basis and also in each individual classroom. We attempt to make school rules clearly recognizable and understood by all students. Special days and events are held to re-emphasize these rules.

At Toledo Preparatory, we make a pledge to explore many avenues and intervention techniques to control student behavior. These include but are not limited to, phone calls to parents/guardians, removal from class or group, positive reinforcement, rewards, penalties, taking away of privileges, keeping a student after class (detention), referral to the office, Saturday School and in cases where appropriate, suspension or expulsion.

## OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is removal of a student from school for a period of one to ten days. While students are suspended from school, they may be afforded the opportunity to receive some or all of their homework assignments. During suspension, students are not permitted to participate in extracurricular activities or be on any school property.

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

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student. If the proposed suspension is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the School may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation; and
2. Provide the student an opportunity to appear at an informal hearing before the principal, assistant principal or principal designee and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

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

1. The reasons for the suspension;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;

3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the suspension;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the principal within five (5) school days of the written notice of suspension. The principal shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

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

### EXPULSION

Except as specifically provided for by statute, the principal may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the school are not permitted to participate in extracurricular activities or be on any school property. Expulsions may extend into the following school year. Only the principal may expel a student. No student shall be expelled unless prior to the expulsion, the principal does both of the following:

1. The principal shall give the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion. The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the principal or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the principal grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is granted, the principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the principal may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.
2. Provide the student and parent, guardian, or custodian an opportunity to appear in person before the principal or the principal's designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

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



1. The reasons for the expulsion;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the expulsion;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the principal within fourteen (14) calendar days of the written notice of expulsion. The principal shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

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

An expelled student will be provided with a date for re-entry and the date for the re-entry conference. The expelled student, and parent or guardian of the student must be present in the re-entry conference. The student and parent or guardian of any student will be notified in the event that the student fails to attend the re-entry conference.

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

#### WEAPONS - EXPULSION

A student must be expelled for one year for:

- Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for school, school extra-curricular activities or school related events).

A student may be expelled for one year for:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the School or on School Property.
- Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other school program or activity which firearm was initially brought onto the property by another person.
- Bringing a knife to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or which the school is a participant.
- Possession of a knife at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the school is a participant which knife was initially brought onto the property by another person.
- Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
- Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

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

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

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

#### DISABILITIES COMPLIANCE

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

#### REMOVAL FROM SCHOOL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from school without prior notice and hearing. Written notice of the removal and the hearing, which must be held within three (3) school days of the student's removal, shall be provided as soon as practicable. Students are to remain home during school hours and not attend/participate in school

sponsored function(s) pending the hearing. Should an out-of-school suspension be warranted, days of removal will be applied to the days of out-of-school suspension.

**SUSPENSION, EXPULSION, REMOVAL FROM BUS**

The principal or a designee is authorized to suspend or remove students from school bus riding privileges. Immediate removal of a student from transportation is authorized. A student immediately removed from transportation must be given notice as soon as practicable of a hearing which must be held within seventy -two hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the student’s presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed from ridership shall be in accordance with policies of the school bus owner. School bus drivers shall report in writing to the appropriate principal all rule violations or conduct that justify immediate removal, suspension or expulsion. Suspension or immediate removal of preschool and special needs children may require a modification of the above procedures and shall be accomplished in accordance with the law.

**STUDENT CODE OF CONDUCT**

All students are expected to conform to the Student Code of Conduct and are subject to the School’s disciplinary process when they fail to do so. The Code of Conduct applies to any behavior that occurs on school grounds; off school grounds at any school activity, function, or event; traveling to and from school or school activities; or via the internet to the extent it affects the learning environment.

**INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004**

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

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

**POTENTIAL OFFENSES**

The following is a list of offenses for which discipline may result.

INFRACTION	
Academic Misconduct	Plagiarizing, cheating, copying another’s work or internet publishing, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.
Display of Affection	Any physical display of affection between students is prohibited.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the

INFRACTION	
	orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other students, and running and/or making excessive noise in the building.
Dress Code Violations	Failing to adhere to the School's Dress Code
Electronic Access	The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.
Electronic and Other Communication Devices	No Student shall display any electronic devices (cellular telephones, PDA's, CD players, I-Pods, gaming devices, etc.) without approval on School property between the hours of 8:00 a.m. to the conclusion of School.
Gambling	Illegal participation in, or the organization of, games of chance for money and/or other items of value.
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.
Illegal or Dangerous Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; and/or paraphernalia.
Illegal Organization	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community.
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.
Littering	Throwing paper, trash, or other materials on the floor, inside the

INFRACTION	
	School building, or on School grounds.
Loitering	<p>Presence of an individual in or about a School under one or more of the following circumstances:</p> <ul style="list-style-type: none"> <li>• After a reasonable request to leave.</li> <li>• Does not have a legitimate reason for presence.</li> <li>• Does not have written permission from proper authority for presence.</li> <li>• Refusal to identify self.</li> </ul>
Lunch and Lunch Time Behaviors	<p>When Parents provide a Student's lunch, they are expected to provide a healthy meal. Carbonated beverages, such as soda (pop) are prohibited. Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent table manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Eating food outside the designated area or room</li> <li>• Leaving without permission</li> <li>• Littering</li> <li>• Discourtesy (toward volunteers, other students or staff)</li> <li>• Failure to remain seated and to clean up your space</li> <li>• Talking too loud and/or inappropriately</li> </ul>
Lying	Intentionally giving untrue communication.
Misuse of Electronic Online Hardware or Software	Students using School online services for illegal, inappropriate, or obscene purposes.
Obscenities/ Verbal Abuse/ Vulgarities	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.
Offensive Material	The production, possession, and/or distribution of materials that offend common decency or morals.
Other Overt Disruptive Behavior	Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of individual or the School.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.
Playground Behavior	<p>The playground is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Any use of physical force or violence</li> <li>• Throwing objects of any kind, including snow, and/or ice</li> <li>• Taking property of others (hats, gloves, etc.)</li> <li>• Not being in the supervised area</li> <li>• Improper use of playground equipment</li> <li>• Using unapproved playground equipment</li> </ul>
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.
Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to:

INFRACTION	
	<ul style="list-style-type: none"> <li>• Talking during safety drills</li> <li>• Running, pushing, yelling, or other inappropriate behaviors</li> <li>• Possession of or use of tobacco, alcohol, or drugs</li> <li>• Leaving the school building or grounds without permission</li> <li>• Any of the inappropriate playground behaviors listed above</li> </ul>
School Hall and Restrooms	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> <li>• Any use of physical force or violence at any time anywhere on school property</li> <li>• Harassment of other students, teachers, volunteers, etc.</li> <li>• Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>
School Property	<p>Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Defacing textbooks, library books, and other school materials</li> <li>• Destruction or improper use of school computers, printers, or other technology</li> <li>• Defacing/destruction of school property including desks, walls, lockers, etc.</li> <li>• Failure to respect the property of other students, teachers, school personnel, etc.</li> <li>• Gum chewing on school property</li> <li>• Improper use of restrooms and/or supplies</li> <li>• Stealing</li> </ul>
School Telephone	<p>Use of the telephone by students is strongly discouraged. To help students develop responsibility, phone calls home require the written consent of the student's teacher. Violations include but are not limited to: calls not approved by the teacher/Chief Administrative Officer.</p>
School-Wide Discipline and Classroom Policies	<p>The School has in place a school-wide behavior management and discipline plan designed to provide consistent expectations throughout the School. In addition, each classroom has its own characteristics and expectations, and teachers may establish certain classroom rules to assist them in providing a pleasant atmosphere and good educational environment. These school-wide and classroom rules are in addition to those listed in this Code of Conduct, and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action.</p>
Social Behavior	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> <li>• Any use of physical force or violence at any time anywhere on school property</li> </ul>

INFRACTION	
	<ul style="list-style-type: none"> <li>• Harassment of other students, teachers, volunteers, etc.</li> <li>• Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>
Tardiness	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.
Toys or Play Objects	<p>School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items.</p> <p>Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Bringing toys or distracting objects to school</li> <li>• Creating toys or distracting objects at school</li> </ul>
Transportation	<p>Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will be supported by the School and the management company. Violations include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Disrespectful behavior towards the driver or another student</li> <li>• Physical violence and/or abusive language (swearing)</li> <li>• Eating on the bus</li> <li>• Constant yelling or screaming (which could endanger the lives of others)</li> <li>• Failure to remain seated</li> <li>• Threatening behavior</li> <li>• Possession of drugs, glass, weapons, animals, or stolen merchandise.</li> <li>• Any other violation of school policy.</li> </ul>
Trespassing	Being in a School building or on School grounds without permission or authorization, or refusing to comply with a request to leave School premises.
Verbal altercation	Engaging in minor verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)  
RIGHT TO INSPECT AND AMEND EDUCATIONAL RECORDS

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents/Guardians and Students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or support staff position, including but not limited to, management company employees; a member of the school law enforcement unit, which consists of the School principal; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.



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

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

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

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

## OFFICIAL DESIGNATION

The School must choose one of the following options and mark appropriate lines with an "X".

This School:

\_\_\_\_\_ HAS NOT designated any personally identifiable information as directory information and will not include such information in school publications, recognition lists, programs or student directories or give such information to third parties without parental consent.

**OR**

\_\_\_\_\_ X \_\_\_\_\_ HAS designated the following marked information as directory information ("X" applicable information below):

- Student's name
- \_\_\_\_\_ Student's address
- \_\_\_\_\_ Student's telephone number
- \_\_\_\_\_ Student's date and place of birth
- \_\_\_\_\_ Student's major field of study
- \_\_\_\_\_ Student's participation in officially recognized activities or sports
- \_\_\_\_\_ The weight and height of members of athletic teams
- \_\_\_\_\_ Dates of attendance
- \_\_\_\_\_ Awards received
- \_\_\_\_\_ Date of graduation

The School will use the designated directory information (if any) in the following manner [school check appropriate lines]

- \_\_\_\_\_ All school related publications
- \_\_\_\_\_ Yearbook
- \_\_\_\_\_ Honor roll
- \_\_\_\_\_ Other recognition lists
- \_\_\_\_\_ Activity programs
- \_\_\_\_\_ Awards or awards ceremonies
- \_\_\_\_\_ Graduation programs
- \_\_\_\_\_ Sports
- \_\_\_\_\_ Student directory
- \_\_\_\_\_ Other
- \_\_\_\_\_ All of the above

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

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

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The form below may be utilized for that purpose. If the School has not designated directory information, no directory information will be released (see above).

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

Name of Student

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*Parent/Guardian Signature*

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*Date*

**PARENTS AND STUDENTS SHOULD KEEP THIS HANDBOOK AFTER SIGNING AND RETURN THE NEXT PAGE FOR PLACEMENT IN THE STUDENT'S FILE.**



## EXHIBIT A -HARASSMENT, INTIMIDATION, BULLYING, AND TITLE IX POLICY

### **Toledo Preparatory Academy**

The Harassment, Intimidation, Bullying, and Title IX Policy of Toledo Preparatory Academy (the “School”), an Ohio non-profit corporation and tax-exempt organization, has been established to set forth requirements established by the United States Department of Education, the Ohio Department of Education, and the Ohio Revised Code, with respect to school policies prohibiting harassment, intimidation or bullying.

#### **ARTICLE I: HARASSMENT, INTIMIDATION, AND BULLYING**

##### Section I: Policy

1. It is the policy of the School that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden.
2. The disciplinary procedure for any student guilty of harassment, intimidation, or bullying shall not infringe on any student’s rights under the first amendment to the Constitution of the United States.
3. The School’s administration shall semiannually provide the president of the board of directors a written summary of all reported incidents and post the summary on its web site, to the extent permitted by section 3319.321 of the Revised Code and the “Family Educational Rights and Privacy Act of 1974,” 88 Stat. 571, 20 U.S.C.1232q, as amended.
4. The School’s policy on harassment, intimidating and bullying shall appear in any student handbooks, and in any of the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students. Information regarding the policy shall be incorporated into employee training materials.
5. Any School employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in this policy.
6. Except as provided in paragraph five (5) above, nothing in this section prohibits a victim from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.
7. This policy does not create a new cause of action or a substantive legal right for any person.
8. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School’s commitment to addressing such prohibited behaviors,

however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation or bullying will not be tolerated by students, faculty or school personnel.

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

## Section II: Definitions

1. Harassment, intimidation or bullying means either of the following:
  - a. Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - i. Causes mental or physical harm to the other student;
    - ii. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - b. Violence within a dating relationship.
2. Harassment, intimidation or bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
  - a. Causes mental or physical harm to the other student/school personnel; and
  - b. is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.
3. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the 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.
4. A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by The School.

## Section III: Types of Conduct

1. Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

- a. Physical violence and/or attacks;
- b. threats, taunts and intimidation through words and/or gestures;
- c. extortion, damage or stealing of money and/or possessions;



- d. exclusion from the peer group or spreading rumors; and
- e. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - i. Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
  - ii. sending abusive or threatening instant messages;
  - iii. using camera phones to take embarrassing photographs of students and posting them online;
  - iv. using websites to circulate gossip and rumors to other students; and
  - v. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### Section IV: Complaint Process

1. Publication of the prohibition against harassment, intimidation and bullying and related procedures.
  - a. The prohibition against harassment, intimidation or bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for students at the School. In addition, information regarding the policy shall be incorporated into employee training materials. The following statements shall be included:
    - i. Harassment, intimidation, or bullying behavior by any student/school personnel at the School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
      1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of

students'/personal property; and

2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

### Section V: Complaints

#### 1. Formal complaints

- a. Students, parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the principal for review and action in accordance with Section 7 of this policy.

#### 2. Informal complaints

- a. Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall 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. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the principal for review and action in accordance with Section 7 of this policy.

#### 3. Anonymous complaints

- a. Students who make informal 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. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (i) does not disclose the source of the complaint, and (ii) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

#### 4. False complaints

- a. Students are prohibited from deliberately making false reports of harassment, intimidation or bullying. Any complaints made or reports filed alleging harassment, intimidation or bullying, as provided in this

policy, found to be false will be disciplined according to current school disciplinary procedure(s) established and implemented and being consistent with due process rights of all students involved, including the student(s) making such false claims. If it is found that a student made deliberately false claim(s) of harassment, intimidation, or bullying the student is subject to the full range of disciplinary consequences in accordance with Section 7 of this policy and being consistent with due process rights of the student making such false claims.

## Section VI: School Personnel Responsibilities and Intervention Strategies

### 1. Teachers and other school staff

- a. Teachers and other school staff who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or their designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or their designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal and/or their designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal and/or their designee.
- 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. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying."

### 2. Administrator responsibilities

- a. Investigation
  - i. The principal and/or their designee shall be promptly notified of any formal or informal complaint of suspected harassment,

intimidation or bullying. Under the direction of the building principal and/or their designee, all such complaints shall be

investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

- ii. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall 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.

b. Remedial actions

- i. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal and/or their 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.
- ii. Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying," as defined above, will generally warrant disciplinary action against the perpetrator of such prohibited behaviors, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the board of directors prohibition against "harassment, intimidation or bullying."

c. Non-disciplinary interventions

- i. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.

- ii. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such Toledos to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such Toledos, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

d. Disciplinary interventions

- i. When acts of harassment, intimidation and bullying are verified, or a false claim alleging the same is substantiated, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
- ii. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
- iii. Expulsion may be imposed only after a hearing before the board of directors or an impartial hearing officer designated by the board of directors in accordance with board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

3. Intervention strategies

a. General

- i. In addition to the prompt investigation of complaints of harassment, intimidation or bullying and direct intervention when such prohibited acts are verified, other board actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:
  - 1. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents or school personnel;



2. planned professional development programs addressing targeted individuals' problems, including what is safe and acceptable Internet use;
3. data collection to document victim problems to determine the nature and scope of the problem;
4. use of peers to help ameliorate the plight of victims and include them in group activities;
5. avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
6. awareness and involvement on the part of all school personnel and parents with regard to victim problems;
7. an attitude that promotes communication, friendship, assertiveness skills and character education;
8. modeling by school personnel of positive, respectful and supportive behavior toward students;
9. creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines);
10. employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and
11. form harassment, intimidation and bullying task forces, programs and other initiatives involving volunteers, parents, law enforcement and community members.

b. Intervention strategies for protecting victims

- i. Supervise and discipline offending students fairly and consistently;
- ii. provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition;
- iii. maintain contact with parents and guardians of all involved parties;
- iv. provide counseling for the victim if assessed that it is needed;
- v. inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; and
- vi. check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Section VII: Reporting Obligations

1. Report to the parent or guardian of the perpetrator

- a. If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal and/or their designee

shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

2. Reports to the victim and his/her parent of guardian
  - a. If after investigation, acts of bullying against a specific student are verified, the building principal and/or their designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.
3. List of verified acts of harassment, intimidation or bullying
  - a. It is a requirement that the School administrators semiannually provide the president of the board of directors a written summary of all reported incidents and post the summary on the School website. The list shall 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.
  - b. This policy shall 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/expulsion, due process, violent and aggressive behavior, hazing, discipline/punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts.

#### Section VIII: Police and Child Protective Services

1. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The School must also investigate for the purpose of determining whether there has been a violation of the School's Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.
2. In addition to, or instead of filing a harassment, intimidation or bullying complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

#### Section IX: Training

1. Orientation sessions for students shall introduce the elements of this policy and procedure. 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 and procedure, as well as information about other school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer and parent handbooks.

2. Information regarding the policy on harassment, intimidation and bullying behavior shall be incorporated into employee and volunteer training materials and with direct contact with students. Time spent by school employees in the training, workshops or courses shall apply toward any state or school mandated continuing education requirements.
3. School personnel members are encouraged to address the issue of harassment, intimidation and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student or school personnel, even if such conduct does not meet the formal definition of “harassment, intimidation or bullying.”

*Policy References: ORC §§3313.666, 3313.667*

## **ARTICLE II: TITLE IX COMPLIANCE**

### **Section I: General Notice of Non-Discrimination**

The School provides an equal opportunity for all students to learn regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or other legally protected category. It is the intention of the School to comply with Title IX of the Education Amendments Act of 1972.

### **Section II: Title IX Coordinator**

The Principal shall designate a Compliance Officer/Title IX Coordinator (the “Title IX Coordinator”) and is responsible for leading investigations into any complaint alleging noncompliance with Title IX. The Title IX Coordinator’s contact information, must be made available to all students, employees, parents or legal guardians, and applicants for admission and employment. The Title IX Coordinator’s contact information must also be displayed in a conspicuous location on the School’s website.

The Coordinator should be involved with the drafting a revision of all policies and procedures to ensure that they comply with the requirements of Title IX.

### **Section III: Postings**

The School shall publish a notice in a conspicuous location on the School’s website which shall contain the following information:

- The General Notice of Non-Discrimination and Board adopted grievance process and policy;
- A statement stating that any person may make a report at any time to a School employee;
- A statement stating that any questions regarding Title IX and the School’s policy may be referred to the Title IX Coordinator;
- Contact information for the Title IX Coordinator including name/title, office address, telephone number, and email; and
- All Title IX materials used to train the Coordinator and School personnel must be published to the School’s website.

### **Section IV: Title IX Grievance Procedure**

The Title IX Grievance Procedure below is meant to provide for timely and equitable resolution of complaints. The School shall respond promptly to Title IX sexual harassment in a manner that is not deliberately indifferent. This means that the School’s response will not be considered unreasonable in light of the known circumstances.

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Any individual may report allegations of sex discrimination, including sexual harassment (victim or third-party), by any means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time by using the contact information listed for the Title IX Coordinator.

A School employee or School official receives notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator.

## Subsection A: Grievance Process for Complaints Not Alleging Sexual Harassment

### Level I

If a student or employee (the "grievant") believes there is a Title IX grievance, they may present the grievance to the Coordinator. The alleged grievance shall be investigated by the Title IX Coordinator and they shall meet with the grievant and attempt to resolve the matter informally. The decision on the grievance shall be delivered orally to the grievant.

### Level II

If the grievant believes that the grievance has not been resolved appropriately, they may make a statement in writing of the alleged grievance to the Governing Authority of the School. This statement must be filed within ten (10) days of the date of the Title IX Coordinator's decision. The statement shall state the nature of the alleged grievance and the relief sought. If the grievant is a student, the Coordinator shall assist in the preparation of the statement and submission to the Governing Authority within the appropriate time frame.

The Board or its designee (1-3 members of the Board) shall make a decision on the grievance and shall give that decision in writing to the Title IX Coordinator and the grievant.

### Level III

If the grievant is not satisfied with the decision of the Governing Authority, they may appeal it to the Office of Civil Rights. A complaint should be filed in writing and sent to Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611. Any such written complaint must be filed within one hundred eighty (180) days from the date of the alleged discrimination.

## Subsection B : Grievance Process for Complaints of Sexual Harassment

### Definitions

For purposes of this grievance process,

*"Complainant"* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.



*“Formal complaint”* means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the School with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator.

*“Respondent”* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

*“Sexual harassment”* means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct (quid pro quo sexual harassment);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School’s education program or activity; or
- (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

*“Supportive measures”* means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The School must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

## Training

Any individual designated by the School as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. In addition, these individuals shall not require,

allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment, the scope of the School's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The School will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, and that decision-makers receive training on any technology to be used at a live hearing, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### Presumption of No Responsibility

Throughout this grievance procedure, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. In addition, the School shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The School must comply with this grievance process before the imposition of any disciplinary sanctions, or other actions that are not supportive measures, against a respondent.

The investigation of the grievance shall include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness. The standard of evidence to be used to determine responsibility will be the clear and convincing evidence standard.

### Good Cause Delay

There may be a temporary delay of the grievance process or a limited extension of timeframes for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of

disabilities.

## Level I – Response to Report

Upon receiving a report of sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The School will maintain as confidential any supportive measures provided before or after the filing of a formal complaint or where no formal complaint has been filed, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures.

## Level II – Formal Complaint

Upon receipt of a formal complaint (or later as additional allegations become known), the School will provide the following written notice to the parties who are known:

(A) Notice of the School's grievance process that complies with this section, including any informal resolution process.

(B) Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must also inform the parties of any provision in the School's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the School decides to investigate allegations about the complainant or respondent that are not included in the foregoing notice provided, the School must provide notice of the additional allegations to the parties whose identities are known.

The School may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

## Investigation:

The Title IX Coordinator or his/her designated investigator will investigate the allegations in a formal complaint. When investigating a formal complaint and throughout the grievance process, the Title IX Coordinator or his/her designated investigator must:

- (A) Remain neutral and impartial during the investigative process, and must not have a conflict of interest for or against complainant(s) or respondent(s);
- (B) Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the School and not on the parties provided that the School cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the School obtains that party's voluntary, written consent to do so for a grievance process (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the School must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- (C) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- (D) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- (E) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the School may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- (F) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- (G) Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the School does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the School must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) business days to submit a written response, which the investigator will consider prior to completion of the investigative report;
- (H) Keep party and witness identities confidential except as permitted by law or

the Family Educational Rights and Privacy Acts (FERPA); and

(I) Create an investigative report within thirty (30) business days of receipt of a formal complaint that fairly summarizes relevant evidence and, at least ten (10)

business days prior to a time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

### Question and Answer Period

After the School has sent the investigative report to the parties, the Title IX Coordinator or his/her designated investigator shall submit the investigative report to the **Regional Vice President** as decision-maker to reach a determination regarding responsibility. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator(s).

Before reaching a determination regarding responsibility, the **Regional Vice President** must afford each party five (5) business days to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. However, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The **Regional Vice President** must explain to the party proposing the questions any decision to exclude a question as not relevant.

### Dismissal

The School must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the School's education program or activity, or did not occur against a person in the United States, then the School must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX. However, such a dismissal does not preclude action under another provision of the School's code of conduct.

The School may also dismiss the formal complaint or any allegations therein, if at any time during the investigation: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the School; or specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the School will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

### Determination Regarding Responsibility

The **Regional Vice President** as decision-maker must issue a written determination regarding responsibility within fifteen (15) business days of the conclusion of the question and answer period.

The written determination must include:

- (A) Identification of the allegations potentially constituting sexual harassment;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the School's code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the complainant; and
- (F) The School's procedures and permissible bases for the complainant and respondent to appeal.

The School must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the School provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

If a determination of responsibility for sexual harassment has been made against a respondent, the School will provide remedies to a complainant. The Title IX Coordinator is responsible for effective implementation of any remedies. Possible remedies to the complainant that the School may implement include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures or individualized services offered as may be appropriate and reasonably available, without fee or charge to the complainant, that are designed to restore or preserve equal access to the School's education program or activity, to protect the safety of the complainant or the School's educational environment, or to deter sexual harassment.

Possible disciplinary sanctions the School may implement following any determination of responsibility by the respondent may include: suspension, expulsion, reprimand, documenting the occurrence in the personnel file, referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, termination of employment, or any other disciplinary measures outlined in the School's code of conduct or Staff Handbook.



### Level III – Appeal to Executive Vice President Natalee Long

Either the complainant or respondent, or their parent or guardian, may appeal from a determination regarding responsibility or from a dismissal of a formal complaint, or any allegations therein. Any such appeal shall be in the form of a written statement challenging the outcome, and be received by the Title IX Coordinator within ten (10) business days of the determination.

The appeal may be on one or more of the following bases:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The Title IX Coordinator shall give the written appeal to an **Executive Vice President Natalee Long** for decision.

Within three (3) business days of receipt, the Title IX Coordinator shall also provide notice to the other party in writing that the appeal was filed. The other party shall then be provided five (5) business days to submit a written statement in support of, or challenging, the outcome.

Within fifteen (15) business days after the time for the other party to submit a written statement has passed, the **Executive Vice President Natalee Long** shall issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

For all appeals, the School must ensure that the decision-maker(s) for the appeal: (i) not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent; (ii) receive training on the definition of sexual harassment, the scope of the School's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; (iii) receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant; and (iv) receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

### Office for Civil Rights

If the student (or their parent or guardian) or employee is not satisfied with the grievance process determination, he or she may appeal it to the Office for Civil Rights.

A student (or their parent or guardian) or employee who believes there is a basis for a grievance related to Title IX may file a written complaint with the Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611. Any such written complaint must be filed within one hundred eighty (180) days from the date of the alleged discrimination, or, if this grievance procedure is utilized, within sixty (60) days after the last act of the grievance process.

### Informal Resolution Process

The School may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.

Similarly, the School may not require the parties to participate in an informal resolution process, and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the School may facilitate an informal resolution process that does not involve a full investigation and adjudication, provided that the School:

- (A) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- (B) Obtains the parties' voluntary, written consent to the informal resolution process; and
- (C) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Any such informal resolution process should not exceed ten (10) business days.

### Emergency Removal

Nothing in this grievance procedure precludes the School from removing a respondent from the School's education program or activity on an emergency basis, provided that the School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. However, this provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

## Administrative Leave

Nothing in this grievance procedure precludes the School from placing a non-student employee respondent on administrative leave during the pendency of a grievance process. However, this provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

### Recordkeeping

The School must maintain for a period of seven years records of:

- (A) Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the School's education program or activity;
- (B) Any appeal and the result therefrom;
- (C) Any informal resolution and the result therefrom; and
- (D) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The School must make these training materials publicly available on its website, or if the School does not maintain a website the School must make these materials available upon request for inspection by the public.

For each response to a report or formal complaint of sexual harassment in an education program or activity, the School must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the School must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the School's education program or activity. If the School does not provide a complainant alleging sexual harassment with supportive measures, then the School must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the School in the future from providing additional explanations or detailing additional measures taken.

### Retaliation Prohibited

Neither the School, nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this grievance procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding in this grievance procedure. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that

do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this grievance procedure, constitutes retaliation.

The School must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination complaints not alleging sexual harassment. The exercise of rights protected under the First Amendment does not constitute prohibited retaliation under this grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of this grievance procedure does not constitute prohibited retaliation under this grievance procedure, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

*See 34 CFR part 106*