



# Capital City Career Prep High School

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## Parent - Student Handbook 2023-2024

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Capital City Career Prep High School  
2400 S Hamilton Rd  
Columbus, Ohio 43232  
614-452-4780

<https://capitalcity.careerprepschool.org/>

We Provide Students the Academic & Life Skills Needed for Post-graduation Success by Incorporating Research-based Best Practices in an Innovative and Safe Learning Environment.

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

Disclaimer: Parent-Student Handbook is based in significant part on policies contained in the Board Policy Manual adopted by the Board of Directors. Those Board Policies are incorporated by reference into the provisions of this Handbook. The Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the policies provided in this Handbook since it was printed and disseminated in July 2022. If anything in this Parent-Student Handbook conflicts with a Board Policy, the Board Policy Manual shall supersede the Parent-Student Handbook. If you have questions or would like more information about a specific policy or document, contact the School administrator.

\* \* \* NOTICE \* \* \*

Capital City Career Prep High School is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled and attending School are required to take proficiency tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law.

Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code shall no longer be excused for that purpose upon their enrollment at Schools. For more information about this matter, please contact the School Administration or the Ohio Department of Education.

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## **Introduction**

Capital City Career Prep High School is a student-centered fully accredited High School. You will develop important academic, work, social, emotional well-being, and self-sufficiency skills that will allow you to be successful in life, on the job and with your continuing education.

You can graduate from the School with a nationally accredited High School diploma, well prepared for whatever post-secondary goal that you set for yourself. You will work hard and learn to give your best effort. Everyone at Capital City Career Prep High School is treated with respect. We require and demand a commitment from you, not just in following the School's rules, but also in striving to reach your fullest potential, and to make Capital City Career Prep High School the best School in the city.

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

## **Mission Statement**

We provide students the academic and life skills needed for post-graduation success by incorporating research-based practices in an innovative and safe learning environment.

## **Vision Statement**

To ensure our students leave Career Prep High School proud of their accomplishments and hopeful about their future, equipped with the academic and career skills for lifelong success.

## **I. Admission Information**

### **A. Admission Procedures**

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

Specifically, the School shall:

- Not enroll students who are not residents of the state of Ohio;
- Limit admission to students who have attained a specific grade level, age, or status as an "at risk" student (as defined and to the extent applicable below) according to the population served at the School;
- Permit students from adjacent or from other districts to enroll;
- Not discriminate in the admission of students based on race, creed, sexual orientation, color, disability, national origin, economic status or gender;
- Comply with all federal and state laws regarding the education of students with disabilities;
- Not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, except as indicated above;

- Admit only the number of students that will not exceed the capacity of the School's programs, classes, grade levels, or facilities; and
- Admit students by lottery from all those submitting applications when the number of applicants exceeds the School's capacity restrictions stated above. Preference will be given to students attending the School during the previous year, to students who reside in the district in which the School is located, and to siblings of students who attended the School during the previous year.

## **B. Applications**

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

## **C. Lottery**

The School will not exceed the capacity of the school's programs, classes, grade levels, or facilities. When the number of applicants for admission exceeds the School's capacity, admissions will be determined by a lottery of applicants. If a lottery is necessary, it shall take place at a public location. The lottery will be based on students who submitted completed applications with required documentation. Preference shall be given to returning students who attended the School the previous school year, to students who reside in the district in which the school is located, to siblings of returning students. All parties will have the opportunity to be present during the lottery process and will be notified in advance of the date, time, and location of the lottery. All parents of children selected in the lottery will be notified of the selection by certified mail. Parents will have up to seven days from receipt of the certified mail to contact the School regarding their decision. If a parent does not respond within seven days of receipt of the certified mail, the School will select another child from the lottery in the order the child's name was drawn. As the School operates and accepts students year round, if other spaces are available after the lottery places become available, students are accepted in order of a prioritized wait list based on the results of the lottery, or if there is no wait list, then on a first come first serve basis.

Homeless students should be enrolled immediately. The School will provide learning opportunities to each homeless child in accordance with the Board Policy Manual Homeless Student Policy, McKinney-Vento Homeless Assistance Act and Ohio law.

#### **D. Student Records**

Upon enrollment of each student and on an annual basis, the School shall verify to the Ohio Department of Education and the school district in which the student is entitled to attend school under section 3313.64 or 3313.65 of the Ohio Revised Code. Monthly the School review the residency records of students.

Parents/guardians/students 18 years and older are required to provide the School with acceptable proof of residency/address verification annually, at any time a change of address, residency or custody changes or at other times upon request of the School.

#### **E. At-Risk Definitions (If Applicable)**

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

#### **F. Tuition**

The School does not charge tuition.

#### **G. Student Immunizations**

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

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

If a student’s Immunization Records have not been received by the School by the 15th day of enrollment, the student will be released from School and will not be able to attend until he/she can submit his/her medical records from their last school of attendance or primary physician or until he/she can prove that he/she has begun the Immunization process, meaning that the he/she has been immunized against Measles, Mumps and Rubella and has received at least one dose of DTaP/DT, Polio and Hepatitis B and Chicken Pox. A student who has been released for not submitting a copy of his/her Immunization Records will be counted as an unexcused absence while the student is not attending school.

If a student has received at least one dose of DTaP/DT, Polio and Hepatitis B, he/she may remain in school. However, he/she must finish the series as soon as the scheduled intervals between doses permits.

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

- 4, DTaP or DT,
- 3 Polio Vaccine
- 2 MMR Vaccine
- 3 Hepatitis B Vaccine
- 2, Varicella Vaccine
- 2, Meningococcal Vaccine

### **H. Re-Enrollment**

Students who have withdrawn from the School during a school year and want to enroll again or current students will re-enroll each year according to the enrollment process as previously outlined. Preference shall be given to returning students who attended the School the previous school year, to students who reside in the district in which the school is located, to siblings or returning students, and then to new students as space is available.

### **I. Annually Required Documents**

At the beginning of each school year (July 1st), the School will distribute and collect the following forms and documents from all students. (This list is illustrative and subject to change.)

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



- Annual Verification Information – Parents/guardians/students 18 years of age and older are required to provide the School with proof of residency/Address, residency or custody changes.

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

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

### **K. Non-Sectarian School**

The School is a public, non-sectarian School.

## **II. Student Responsibilities**

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

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

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

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

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

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

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

**Student:** A person, adult or minor, enrolled in the School

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

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

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

The following behaviors are considered OFFENSES at the School and will result in corrective action, up to and including appropriate interventions and/or suspension, expulsion, permanent exclusion, or withdrawal, at the discretion of the Administrator.

1. Dress Code Violation – not dressed according to the Capital City Career Prep High School dress code
2. Tardiness\*
3. Truancy\*
4. Disruption – interfering with school policies or classroom routine
5. Cheating – copying someone else’s work or in any way trying to take credit for work not done by the student himself/herself
6. Profane Language – use of profane or unacceptable language
7. Sexual Misconduct – including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, etc. The prominent display of “hickies” or passion marks is prohibited.
8. Smoking – smoking of any kind, including tobacco and e-cigarettes, in the school building and on school grounds is strictly prohibited
9. Sleeping – activity which results in student non-performance
10. Disobedience to the lawful instructions of a teacher – disobeying the lawful instructions of an Administrator, teacher, or other staff member of the School.
11. Out-of-Bounds – being in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from appropriate authority. If a student is in an area of the building without permission, other than classroom, it is grounds for removal from the School.
12. Possession of prohibited items – Students may not have cellular phones or pagers, (these items must be checked in with the teacher upon arrival time), or food or beverages in unauthorized areas.

13. Non-completion of assigned activities – failure to finish academic work
14. Failure to provide name or identification to School personnel – refusal to provide Capital City Career Prep High School personnel with his/her name identification, or other necessary information including, but not limited to: current phone number, address, etc.
15. Theft – taking the property of another without right or permission
16. Fighting or violence – participating in physical contact and/or verbal abuse with one or more students
17. Vandalism – purposeful destruction of school or student property
18. Gang Activities – participating in gang activities
19. False fire and/or bomb alarm – willful intent to cause panic by submitting false information
18. Arson or attempted arson – setting fire or attempting to set fire to any school or building property
19. Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance including counterfeit or look-alike substances
20. Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc.
21. Wrongful conduct – actions that impede, obstruct, interfere with or violate the School’s mission, philosophy, and regulations
22. Destruction and or intentional harm to person or property
23. Sexual harassment, misconduct, and or improper language or inappropriate touching
24. Disrespect of the rights of others or other’s property – willful destruction or rudeness towards others (School personnel, students, visitors, guests)
25. Conduct which endangers themselves or others – any form of physical contact that jeopardizes others including but not limited to horse-play and throwing objects. Please refer to the School’s Safe School Policy.
26. Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined herein and in the School’s Policy on Harassment, Intimidation, and Bullying
27. Any other behaviors or actions that the Administrator deems, in his or her sole discretion, a disruption to the educational environment or as an offense which may result in corrective action.

\* A student may not be suspended or expelled for truancy.

## **B. Dress Code**

General Guidelines:

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

## **C. Attendance Policy**

Attendance. All students must maintain regular and consistent attendance to remain enrolled at the School. Students should be on time for each learning opportunity.

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

All students must notify the School and obtain authorization regarding excused absences on the first day the student returns for a learning opportunity. The term "excused" will refer to any absence or tardy from class on the following: reasons:

- a. Medical appointment
- b. Under a doctor's care
- c. Automotive
- d. Scheduled road test for a driver's license
- e. Employment (which cannot be conducted outside of school hours)
- f. Death of an immediate family member
- g. Personal Illness

- h. Court appearance
- i. Appointments that cannot be scheduled outside of school hours such as case workers, probation officer, signing a lease
- j. Other absences as deemed appropriate by the School Administrator
- k. Any prolonged absence due to illness or other authorized reason will also be excused.
- l. Pregnancy and maternity leave
  - due to pregnancy or childbirth for as long as the student's doctor says it is necessary;
  - submit a doctor's note as soon as possible following childbirth;
  - the school will allow students to return to the same academic and extracurricular status as before their medical leave began, which will include giving the student the opportunity to make up any work missed while they were out;
  - teachers may not refuse to allow the student to submit work after a deadline missed because of pregnancy or childbirth and will be allowed to make up the participation or attendance credits the student did not have a chance to earn due pregnancy or childbirth; and
  - the School will provide student excused under this provision the same special services the School provides to students with temporary medical conditions.

Unexcused absences include the following:

- a. ~~Any absence where~~ a student fails to obtain authorization
- b. Leaving a learning opportunity early without proper authorization
- c. Each day that a student is late without authorization and for any other unexcused absence as defined by the School Administrator

### **Generally**

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents/guardians are encouraged to partner with the School to ensure attendance and timeliness.

Parents/guardians are required to notify the School of any absence prior to the start of the school day. Similarly, parents/guardians are required to notify the school in advance of early pick-up. Within 120 minutes after the beginning of each school day, the School shall make at least one attempt in compliance with ORC 3321.141 (A)(2) to contact the parent/guardian for any student absent without legitimate excuse.

Parents/guardians are encouraged to make any doctor, dentist, etc. appointments for times other than school hours.

No student shall be suspended or expelled based solely on the number of absences.

### **Excessive Absences**

A student shall be considered excessively absent when the student is absent (with a non-medical excuse or without legitimate excuse) 38 or more hours in one school month or 65 or more hours in one school year.

When a student is excessively absent the School within seven days of the triggering absence will notify the student's parents in writing of the student's absence. The School will develop a truancy intervention plan which may include any applicable appropriate interventions contained in this policy.

### **Habitually Truant**

A student shall be considered habitually truant when the student is absent without legitimate excuse for 30 or more consecutive hours, 42 hours or more in one school month, or 72 hours or more in a school year.

When a student is habitually truant:

1. Within seven days of the triggering absence:
  - a. The Superintendent, Principal, or Chief Administrator shall establish an absence intervention team. The team should be based on the needs of each individual student, but the team shall include at a minimum two representatives from the School, one of whom knows the student, and the student's parent/guardian/custodian/designee/guardian ad litem ("parent"). The team may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.
  - b. The School shall make three meaningful good faith attempts to secure participation on the team by the student's parent/guardian/custodian/designee/guardian ad litem ("parent"). If the student's parent responds to any of those attempts, but is unable to participate for any reason, the School shall inform the parent of the parent's right to participate through a designee. If 7 school days elapse and the student's parent, fails to respond to the attempts to secure participation, the School shall do both of the following:
    - i. Investigate whether the failure to respond triggers mandatory reporting to the public children services agency for the county in which the child resides in the manner described in section 2151.421 of the Ohio Revised Code; and
    - ii. Develop an intervention plan for the student notwithstanding the absence of the child's parent.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team.
3. Within 14 days after the assignment of the team, the School will develop an absence intervention plan for that student in an effort to reduce or eliminate further absences. Within 7 days after developing the plan, the School shall make reasonable efforts to provide written notice of the plan to the student's parent/guardian.
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the School will file a complaint in the juvenile court.
5. In the event that a student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the School may, in its discretion, assign one school official to work with the student's parent/guardian/custodian/designee/guardian ad litem to develop an

absence intervention plan during the summer. If the School selects this method, the plan shall be implemented not later than 7 days prior to the first day of instruction of the next school year. In the alternative, the School may toll the time periods to accommodate for the summer months and reconvene the absence intervention process upon the first day of instruction of the next school year.

### **Interventions**

Each intervention plan shall be tailored to the individual needs of the student.

However, each plan for a habitually truant student **shall** include:

- A statement that the School will file a complaint not later than 61 days after the date the plan was implemented if the student has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication under ORC 3321.191(C)(2)(b)

Intervention plans may include, but are not limited to, the following interventions as are applicable and best suited to individual student needs:

1. Counseling
2. Requesting or requiring a parent, guardian, or other person having care of the student to attend parental involvement programs, including programs adopted under section 3313.472 or 3313.663 of the Ohio Revised Code
3. Requesting or requiring a parent, guardian, or other person having care of the student to attend truancy prevention mediation programs
4. Notification to the registrar of motor vehicles under section 3321.13 of the Revised Code
5. Taking legal action under section 2919.222, 3321.20, or 3321.38 of the Ohio Revised Code
6. Seeking juvenile court involvement to have a student informally enrolled in an alternative to adjudication. (If the School chooses to have students informally enrolled in an alternative to adjudication, the School shall develop a written policy regarding the use of and selection process for offering alternatives to adjudication to ensure fairness.)

### **Reporting**

The School shall report as soon as practical to the Ohio Department of Education: when a notice of excessive absence is submitted to a parent; when a student meets the definition of habitually truant; when a student has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication; when an absence intervention plan has been implemented.

If the student is violating a court order regarding the student's adjudication as an unruly child for being habitually truant, the Board hereby authorizes the school's administrator or his/her designee to inform the student and parent/guardian of the violation and to notify the Juvenile Court.

The School may take legal action against the parent/guardian pursuant to ORC 3321.20 or ORC 3321.38 if a student is not attending school.

**Withdrawal**

When a student of compulsory school age withdraws from the School, the School shall attempt to ascertain the reason for the withdrawal. If the reason for the withdrawal is for a reason other than a change in residence and is not enrolled in another program, the School shall notify the registrar of motor vehicles and the juvenile court in the county in which the School is located. The notice shall be given within two weeks after the withdrawal and failure to enroll in another program permitted by law.

**Automatic Withdrawal**

In accordance with Ohio Revised Code 3314.03, a student will be automatically withdrawn from the School if the student without a legitimate excuse fails to participate in seventy-two consecutive hours of the learning opportunities offered to the student.

**Collaboration**

The Board of Directors recognizes the importance of collaboration in order to help students attend school and to meet their wide-ranging needs. On the date the Board of Directors held a meeting to approve this policy it provided notice of the meeting inviting parents, guardians, and others having care of students, school employees and volunteers, community members, and local juvenile court judge/s to consult on the development of this policy. The School will continue to work with local agencies regarding increasing attendance. Families, school employees and volunteers, community members, and local juvenile courts, and all agencies and stakeholders are encouraged to bring any concerns or comments regarding this policy to the attention of the School at any time.

**E. Progressive Discipline Policy**

Through progressive discipline, Capital City Career Prep High School administrators will determine appropriate consequences and/or identify relevant support that may help students improve their behavior. The goal is to prevent inappropriate student behavior from happening again. The below steps may be used to determine the appropriate consequence to address violations of the Code of Conduct by students.

1. The degree of discipline will be proportional to the severity of the behavior for which the student is being disciplined.
2. The student's previous discipline history and other relevant factors will be taken into account in determining the degree of discipline.
3. The student shall have the right to due process procedures required by federal and state law.

School administrators may consider a range of options in responding to each situation. These options will include different supports and consequences. Support might range from a conversation with the student to a review of expectations for the student's behavior to counselling from a social worker, such as for life skills coaching or anger



management. Consequences could include an assignment, a detention, a suspension or an expulsion.

#### **F. Suspension, Expulsion, Emergency Removal, Permanent Removal, Due Process Rights**

The school recognizes that exclusion from the educational program is a serious sanction and that suspension and expulsion must follow due process mandates. Additionally, the school will comply with all state and federal law pertaining to students with disabilities.

A student may be disciplined for any violation of the student code of conduct, even if the violation occurs on property not owned or controlled by the school if the violation took place during activities connected with the school or if the behavior is directed at a school official.

Any student suspended or expelled under this policy will not be permitted to participate in any extracurricular activities.

##### **Suspension:**

The principal or designee may suspend a student from the school for not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the principal may require the student to participate in a community service program or another alternative program for a number of hours equal to the remaining suspension period. The student shall be required to begin the program during the first full week day of the summer break. A principal may not apply the remaining suspension period to the following year.

Except in the case of a student given an in-school suspension, no student shall be suspended unless prior to the suspension the principal does both of the following:

1. Gives the student written notice of the intention to suspend the student and the reasons for the intended suspension.
2. Provide the student an opportunity to appear at an informal hearing before the principal and challenge the reason for the intended suspension or otherwise to explain the student's actions.

The School shall provide students an opportunity to complete any classroom assignments missed because of an in-school or out-of-school suspension. Students shall be entitled to receive at least partial credit for a completed assignment; however, reasonable grade reduction may be made on account of a student's suspension. The School shall not assess a failing grade for a completed assignment solely on account of the student's suspension.

##### **Expulsion:**

The superintendent may expel a student from the School for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. No student shall be expelled under this policy unless, prior to the student's expulsion, the principal

does both of the following:

1. Gives the student and the student's parent, guardian, or custodian written notice of the intention to expel the student;
2. Provides the student and the student's parent, guardian, custodian, or representative an opportunity to appear in person before the principal or principal's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions. The notice required under this section shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian, or representative to appear before the principal or principal's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is given, unless the principal grants an extension of time at the request of the student or the student's parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the principal shall notify the student and the student's parent, guardian, custodian, or representative of the new time and place to appear.

Unless a student is permanently excluded, the superintendent shall expel a pupil for a period of one year for bringing a firearm to the School, to an extracurricular event, or onto any other property controlled by the Board of Directors of the School. "Firearm" has the same meaning provided in the "Gun-Free Schools Act," a "firearm means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device, which includes a bomb grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has a barrel with a bore of more than one half in diameter. The term does not include an antique firearm. The superintendent may reduce the expulsion time on a case by case basis based upon the student's overall record at the School.

### **Permanent Exclusion**

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

- Illegal conveyance or possession of deadly weapon or dangerous ordnance or of object indistinguishable from firearm in school safety zone in violation of R.C. 2923.11.
- Carrying a concealed weapon, trafficking in drugs or possession of controlled substances, if the violation was committed on property owned or controlled by the school or at a school activity in violation of R.C. 2923.12, R.C. 2925.03, and/or R.C. 2925.11.

Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or felonious sexual penetration in violation of R.C. 2903.01, R.C. 2923.02, R.C. 2903.03, R.C. 2903.04, R.C.

2903.11, R.C. 2903.12, R.C. 2907.02, R.C. 2907.05, and/or the former section R.C. 2907.12 if the violation was committed on property owned or controlled by the school or a school activity if the victim at the time of the commission of the act was employed at the school.

- Complicity in any of the above violations regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, the school.

If the superintendent of the school obtains or receives proof that a student has been convicted of committing or adjudicated a delinquent child for the commission when the student was sixteen years of age or older of one or more of the above, the superintendent may issue to the school's governing authority a request that the student be permanently excluded from public school attendance in Ohio, if both of the following apply:

(1) After obtaining or receiving proof of the conviction or adjudication, the superintendent or the superintendent's designee determines that the student's continued attendance in school may endanger the health and safety of other students or school employees and gives the student and the student's parent, guardian, or custodian written notice that the superintendent intends to recommend that the governing authority adopt a resolution requesting the superintendent of public instruction to permanently exclude the student from public school attendance.

(2) The superintendent or the superintendent's designee forwards to the governing authority the superintendent's written recommendation that includes the determinations the superintendent or designee made pursuant to this policy and a copy of the proof the superintendent received showing that the student has been convicted of or adjudicated a delinquent child for a violation listed in this section that was committed when the student was sixteen years of age or older.

The School shall follow all requirements for permanent exclusion as described by ORC 3313.66, including providing notice of the possibility of permanent exclusion with each suspension and expulsion notice.

**Emergency Removal:** If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent or principal or assistant principal may remove a student from curricular activities or from the school premises or a teacher may remove a student from curricular activities under the teacher's supervision without the notice and hearing requirements of this policy. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.

If a student is removed under this Emergency Removal section from a curricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the pupil as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. The hearing shall be held in accordance with suspension provisions of this policy unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion provisions of this policy shall be held, except that the hearing shall be held on the next school day after the date of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

**Right to Appeal to Board:**

Within one school day after the time of a student's expulsion or suspension, the principal or designee shall notify in writing the parent, guardian, or custodian of the student and the Board of

Directors of the School of the expulsion or suspension. The notice shall include the following reasons for the expulsion or suspension and notification of: (1) the right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the Board of Directors of the School or to its designee; (2) the right to be represented in all appeal proceedings; (3) the right to be granted a hearing before the Board of Directors of the School or its designee in order to be heard against the suspension or expulsion; (3) and the right to request that the hearing be held in executive session. The notice shall specify the manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the School of the student's, parent's, guardian's, or custodian's intent to appeal the expulsion or suspension to the Board or its designee. If the principal expels a student under this section 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.

If the student or the student's parent, guardian, or custodian intends to appeal the expulsion or suspension to the Board of Directors of the School or its designee, the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the School in the manner and by the date specified in the notice. The student or the student's parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the Board of Directors of the School or its designee in order to be heard against the suspension or expulsion. At the request of the student or of the student's parent, guardian, custodian, or attorney, the Board of Directors of the School or its designee may hold the hearing in executive session but shall upon the suspension or expulsion only at a public meeting. The Board of Directors of the School, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion. The Board of Directors of the School or its designee shall make a verbatim record of hearings held under this division. The decisions of the Board of Directors of the School or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

This policy shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a student is removed from a curricular activity for a period of less than one school day and is not subject to suspension or expulsion.

For purposes of this policy, the Board of Directors of the School appoints the Operator as its designee.

#### **Discipline for Students with Disabilities**

Consistent with this policy, to the extent the principal may order removal of a student without disabilities, the principal may remove a student with a disability, but not for more than ten (10) school days.

After a child with a disability has been removed from the child's current placement for ten school days in the same school year, during any subsequent days of removal, the school must provide services.

If a child is removed for a period of time exceeding ten school days and the behavior was not determined to be a manifestation of the disability, the student must continue to receive educational

services and receive a functional behavioral assessment and behavioral intervention services.

### **Change in Placement**

The School will notify the parent of the removal decision that constitutes a change in placement for a student with a disability and provide the parent with a copy of the notice of procedural safeguards on the same day as the date of the removal decision.

A change in placement will occur when

- A removal is for more than ten (10) consecutive school days; or
- A series of removals constitute a pattern because;
  - the removals cumulate to more than ten (10) school days in a school year,
  - the behavior of the student is substantially similar to prior incidents, and
  - other factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

### **Manifestation Determination**

Within ten school days of any decision to change the placement of a child with a disability due to a violation of the code of student conduct, the School, parent, and relevant members of the IEP team must review all relevant information in the student's file to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability or
2. If the conduct was a direct result of the School's failure to implement the IEP.

If either of these two conditions are found to exist, the conduct must be determined to be a manifestation of the disability.

If the IEP team and other qualified personnel determine that the student's behavior was not related to the disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities.

If the IEP team determines that the student's behavior was a manifestation of the disability, the school must either:

1. Conduct a functional behavioral assessment or,
  - a. If the behavioral plan has already been developed, review the behavioral intervention plan and the implementation plan and modify them if necessary.
  - b. The child must return to the placement from which the child was removed, unless the parent and the School agree to a change of placement as part of the modification of the behavioral intervention plan.

School personnel may remove a student to an interim alternative educational setting for not more than forty-five school days without regard to whether the behavior is a manifestation of the disability if the student:

1. Carries a weapon to or possesses a weapon at School, on school premises, or to a school function;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at School, on school premises, or at a school function; or
3. Has inflicted serious bodily injury upon another while at School, on school premises, or at a school function.

Students removed under this section must continue to receive services and receive a functional behavioral assessment and behavioral intervention services.

### **Appeals**

If a parent disagrees with any decision regarding placement or the manifestation determination decision made by the IEP team, the parent may request a hearing. Whenever a hearing is requested, the School will comply with the procedures for an expedited due process hearing.

### **G. Withdrawal Policies and Procedures**

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

### **H. Parent & Student Surveys**

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

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

## **III. Academics**

### **A. The Curriculum**

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

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

### **B. Academic Sessions**

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

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

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

Administration performs an in-depth review of the student's individual circumstances, and approval is obtained from the Administrator.

All volunteer activities outside of the School need to be approved by the Administrator and documented so the student can receive appropriate credits.

### **C. Grading**

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

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

### **D. Progress Reports**

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

### **E. Grade Levels**

Promotion to 10<sup>th</sup> grade: Students must have at least 6 credits.

Promotion to 11<sup>th</sup> grade: Students must have at least 12 credits

Promotion to 12<sup>th</sup> grade: Students must complete one of the following in order to be promoted to 12th:

- Earn all academics credits (English, math, science, and social studies) required by the state of Ohio
- Receive proficient equivalent scores on all state-required tests:
  - Score of "3" in all seven (7) end of course assessments, or
  - Earn 12 point industry recognized credential (IRC) and a 13 on the WorkKeys assessment, or
  - Earn a college readiness score on ACT English 18 and Math 22
  - Earn a diploma using the Option 1 or Option 2 for graduation cohort years 2018 and 2019

A student is prohibited from being promoted to the next grade level if the student has been absent without excuse for more than 10% of the required attendance days for the current school year and has failed two or more required curriculum subject areas in the current grade. A student may only be promoted under these circumstances if the principal and student's teachers of any failed subject areas agree that the student is academically prepared to be promoted.

### **F. Graduation Requirements**

#### **Class of 2014 through 2020**

Students that entered ninth grade with an anticipated graduation year between 2014 and 2020 should refer to <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Graduation-Requirements-2014-2020> for the graduation requirements.

#### **Classes of 2021 and 2022**

In addition to obtaining the required minimum credits, students who entered grade nine between July 1, 2017 and June 30, 2019 have two options for graduation:

### **OPTION 1**

Satisfy **one** of the three **original pathways** to graduation that were in place when you entered high school. The pathways include:

1. **Ohio's State Tests** - Earn at least 18 points on seven end-of-course state tests. Each test score earns you up to five graduation points. You must have a minimum of four points in math, four points in English and six points across science and social studies.
2. **Industry credential and workforce readiness** - Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn the required score on WorkKeys, a work-readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.
3. **College and career readiness tests** - Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

### **OPTION 2**

Satisfy both the **new graduation requirements** for the classes of 2023 and beyond by:

#### **1. Demonstrating Competency:**

Students must pass the states algebra I and English II tests. For students that have taken the required tests more than once without passing and have received remedial supports may show competency in one of the following ways:

- Earn credit for one math and/or one English court through College Credit Plus
- Demonstrate career readiness and technical skill through foundational and supporting options;
- Enter into a contract to enlist in the military upon graduation

#### **2. Demonstrating Readiness:**

Students must earn two diploma seals. One of the seals must be state defined to demonstrate academic, technical, and professional readiness for careers, college, the military or self-sustaining professions. The following are state system of diploma seals:

- OhioMeansJobs Readiness Seal
- Honors Diploma Seal
- State Seal of Biliteracy
- Technology Seal
- Industry-Recognized Credential Seal
- Citizenship Seal
- College-Ready Seal
- Fine and Performing Arts Seal (locally defined)
- Military Enlistment Seal
- Student Engagement Seal (locally defined)
- Science Seal
- Community Service Seal (locally defined)

### **Classes of 2023 and beyond**

Students who entered grade nine on or after July 1, 2019 must meet three key components:



### 1. Course Completion

Students must earn a minimum total of 20 credits and take the required end-of-course assessments. These include English Language arts II, Algebra I(or integrated Math I), Geometry (or integrated Math II), Biology, American History, and American Government.

### 2. Demonstrate Competency

Students can demonstrate competency by earning a passing score on Ohio's high school Algebra I (or integrated Math I) and English Language Arts II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. For students who do not meet the competency score on these tests, the following four options are available:

Option 1. To demonstrate competency by Career Readiness, students must demonstrate two career-focused activities, at least one must be a foundational option. Demonstrate Readiness (Seals)

Foundational options:

1. Cumulative score of proficient on 3 or more WebXams.
2. Earn 12-points of industry credential.
3. Complete a registered pre-apprenticeship, an apprenticeship, or show evidence of acceptance into an approved apprenticeship.
4. State-issued license for a practice in a vocation

Option 2. To demonstrate competency through the College Credit Plus Program, students must earn credit in a non-remedial math or English course for the subject area not passed.

Option 3. To demonstrate competency through Military Enlistment, students must provide evidence of enlistment in a branch of the armed forces to demonstrate competency.

Option 5. To demonstrate competency using the ACT or SAT, students must obtain a remediation-free score in the math and/ or English subject area on the ACT or SAT. To demonstrate competency in English, a student must be remediation-free in the subjects of English and reading on the ACT or SAT.

### 3. Demonstrating Readiness:

Students must earn two diploma seals. One of the seals must be state defined to demonstrate academic, technical, and professional readiness for careers, college, the military or self-sustaining professions. The following are state system of diploma seals:

- OhioMeansJobs Readiness Seal
- Honors Diploma Seal
- State Seal of Biliteracy
- Technology Seal
- Industry-Recognized Credential Seal
- Citizenship Seal
- College-Ready Seal
- Fine and Performing Arts Seal (locally defined)

- Military Enlistment Seal
- Student Engagement Seal (locally defined)
- Science Seal
- Community Service Seal (locally defined)

\*Refer to the Board Policy Manual Graduation Policy for more information regarding graduation requirements.

Ohio laws requires the School to notify students and their parents that one consequence of failure to complete core curriculum will result in the student’s ineligibility to enroll in most state universities in Ohio without further coursework.

#### **G. Conferences/Open House**

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

#### **H. Transferring Credits**

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

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

#### **I. Ohio College Credit Plus and Advanced Standing Options**

College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities and Advanced Standing are available for interested students. For more information on Ohio College Credit Plus Policy refer to the Board Policy Manual or more information on these options can be obtained through your School Administrator.

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

In compliance with Senate Bill 311, Capital City Career Prep High School offers students opportunities to earn high school credit through a credit flexibility program. All students are eligible for consideration for credit flexibility. Students that are interested will initiate and submit a request in writing to take and/or earn the credit via the credit flexibility plan (CFP). Students can earn credits by:

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

#### Eligibility

To be eligible to submit and participate in the credit flexibility option, students must meet the

following criteria:

- Students who enroll with less than four (4) academic core credits may participate in the CFP only after completing one full core academic credit.
- Currently enrolled students may participate in the CFP at any time.
- Students must attend with their parent(s)/guardian an informational session with the Credit Flexibility Committee (CFC) or designee from the CFC to discuss procedures, plans outcomes, and impacts of participation in the credit flexibility option.
- Students must submit a pre-approval form to the CFC by the designated deadlines.

### Approval Process

To earn credit through the credit flexibility option, students must submit the following documentation to the CFC by April 1 in preparation for the following school year.

- 1-2 page written statement from the student summarizing the plan for their credit flexibility option and the likelihood of success. The plan should include the following:
  - Method of earning credit
  - Amount of credit sought (may request for only .25 credit, .50 credit, or 1 full credit towards a course)
  - Academic or elective discipline of study
  - Outside resources that will be involved in the completion of the credit
  - Timeline for completion
  - Teacher of record, who will monitor progress, attainment of knowledge, and award of grades
  - Learning outcomes, content standards (must be aligned to the Ohio Department of Education Content Standards)
  - Special accommodations to be provided for students with a disability in compliance with the student's Individual Education Plan (IEP) or 504 Plan

### Credit Flexibility Committee

The Credit Flexibility Committee (CFC) will consist of the school principal and two teacher representatives in the relevant subject area.

### Awarding of Credit

Credit and grades will be awarded based upon the completion of the credit flexibility plan approved by the CFC. It will be reported on the student transcripts and factored into a student's grade point average (GPA) and class ranking. All credit and grades earned are final.

All time lines regarding grade reporting must be adhered to pursuant to the School's calendar of grades input requirements. This is to ensure that the staff will be able to appropriately schedule students into necessary courses and appropriately monitor progress.

- Credit and grade will be awarded to students who successfully complete all requirements laid out in the Credit Flexibility Approval form
- Student grade will be determined by the teacher of record and based upon the student's attainment of knowledge as related to the Ohio Content Standards and course objective
- Student who do not complete their requested credit flexibility option by the designated deadline or completely fail to meet the requirements for adequate completion and/or knowledge attainment of the course, will not receive credit and a grade of "F" will be reported in the student's transcript and factored into their GPA. If this occurs, students may not submit to earn the same credit through the credit flexibility option

### Responsibility of Student and Parent(s)/Guardian

School Attendance – Students participating in the credit flexibility option will be required to attend school for the remainder of their course load. Each student assumes the responsibility to attend all classes. Regular attendance and punctuality are necessary for success.

Fees – The School will require parent(s)/guardians of a student participating in the credit flexibility option not initiated by the School to be responsible for any additional fees associated with participation in that option.

Academic Integrity – Credit flexibility options are the sole responsibility of the student. The student must complete all work and final products on his/her own. A student may accept support, feedback, and knowledge from outside sources to assist in the completion of the credit flexibility option but the credit must be given to outside sources for contribution to the work.

A student deemed to be in violation of academic integrity guidelines will be notified of the complaint and informed of the need to be removed from the credit flexibility option. A student found to be in violation of academic integrity guidelines will receive no credit and a failing grade for the course. It will be reported on the transcript and factored into the GPA. The student will be denied participation in any future requests to participate in the credit flexibility option.

### **Appeals Process**

Should a student and/or parent(s)/guardian disagree with a decision or action by the Credit Flexibility Committee or teacher of record, the student may submit a written appeal and may request a hearing.

Appeals must be formally written and submitted to the Credit Flexibility Committee. The Credit Flexibility Committee and a teacher representative not involved in the original approval and assessment of the student will review the appeal.

The student filing the written appeal and his/her parent(s)/guardian will be given an opportunity to present concerns and recommendations to the committee. The committee will review the appeals within 10 days from the date the written appeal was submitted. The decision of the committee may be appealed to the School Superintendent or the School's Board of Directors.

### **Communication Plan**

Opportunities and requirements related to credit flexibility will be publicized annually. Copies of the publication describing opportunities and requirements related to credit flexibility will be made available to students, staff, parent(s)/guardian, community member upon request to the school principal.

Students and parent(s)/guardians are informed that data regarding participation in credit flexibility options will be shared on an annual bases as required by the Ohio Department of Education.

#### **IV. School Facilities**

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

The School building opens at approximately 7:45 a.m. and closes approximately at 4:30 p.m. Monday – Friday, notwithstanding the times and days learning opportunities are offered. Building operation times may change, in which case notification will be given prior to change.

##### **B. Smoking and Eating**

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

##### **C. Parking**

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

##### **D. Transportation**

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

##### **E. Visitors**

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

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

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

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

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

#### **F. Emergency Phone Calls**

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

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

#### **G. School Closure Policy**

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

#### **H. Pesticide Notice and Log Policy**

In accordance with Ohio law, parents and guardians of minor children, adult students, faculty and staff who are enrolled or employed at the School may request and receive prior notifications of the applications of pesticides which are scheduled for a time when school is in session. All such requests shall include the requesting party's email address and/or telephone number and shall be submitted to the School Administrator at the School Office. The School Administrator is designated as the contact person for all pesticide applications made at the School.

Additionally, pesticide logs shall be available for inspection at the School Office during normal school hours. Said logs shall be retained for a period of one year following the date of the pesticide application.

**V. Safety** This Policy shall not apply to disinfectants, sanitizers, germicides, and anti-microbial agents.

##### **A. Fire Alarm**

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

##### **B. Reporting Injuries**

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

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

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, Intimidation, and Bullying are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion. This policy details the School's prohibition of Harassment, Intimidation, and Bullying (including Cyber-Bullying, complete policy incorporated as Addendum 1).

## **I. Definitions:**

### **A. "Harassment, Intimidation, Bullying" means:**

1. An intentional written, verbal, graphic, electronic, or physical act that a student or group of students has exhibited toward another student or school personnel (including volunteers or others serving the school), more than once, and the behavior:
  - a. Causes mental or physical harm to the victim; and
  - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment
2. Violence within a dating relationship

**B. By Electronic Means/Cyber-Bullying:** Harassment, Intimidation, Bullying includes electronic acts, which mean an act committed through the use of phones, PDAs, computers, electronic notebooks, game systems, or any other electronic or communication devices. (Harassment, Intimidation, Bullying conducted through electronic devices is sometimes referred to as "Cyber-Bullying".)

**C. Location:** Acts constituting Harassment, Intimidation, or Bullying subject to this policy must occur to and from school, on school grounds, at school-sponsored or sanctioned activities, or in school transportation in order for the School to be reasonably able to monitor and discern the conduct pursuant to this policy. Cyber-Bullying, subject to this policy, may occur beyond those locations but is covered by this Policy and is strictly forbidden under this Policy.

## **II. Types of Conduct**

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 conduct may include, but is not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and Intimidation through words and/or gestures;
3. Extortion, damage or stealing of money, property or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
6. 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:

- a. Posting slurs on websites or any form of social media;
- b. Sending or posting abusive or threatening instant messages, emails, texts or communications via social media;
- c. Using cameras or cameras on any devices to take private or embarrassing photographs of students and sending or posting them online or on any form of social media;
- d. Using websites or other electronic communication to circulate gossip and rumors to other students;
- e. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

### **III. Complaint Process – Reporting Prohibited Incidents**

- A. Students, Parents/Guardians, or other individuals may report suspected Harassment, Intimidation, Bullying to any School personnel. The Chief Administrative Officer or his/her designee is responsible for receiving complaints alleging violations of this Policy. School personnel who receive a complaint will promptly report or forward it to the Chief Administrative Officer or his/her designee for review and action.
- B. Oral reports of suspected prohibited behavior are considered official complaints in the same manner as a written complaint. School personnel who receive an oral complaint will promptly document the complaint in writing, and will promptly forward it to the Chief Administrative Officer for review and action.
- C. Both written and oral 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, and the names of any potential witness.
- D. Anonymous Complaints: Individuals who make complaints as set forth above may request that their name be maintained in confidence by the School. The anonymous complaints will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint; and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying.
- E. False Complaints: It is a violation of this policy to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.
- F. School personnel, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if that person reports an incident in good faith and in compliance with the procedures set forth herein.

### **IV. School Personnel Responsibilities**

- A. Teachers and Other School Personnel Responsibilities
  - 1. Teachers and other school personnel, who witness acts of Harassment, Intimidation or Bullying, as defined above, will promptly notify the Chief Administrative Officer



or his/her designee of the event observed by filing a written incident report concerning the events witnessed.

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

2. help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.
3. School personnel should intervene promptly where they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation, or Bullying.”

**B. Administrator Responsibilities - Investigation and Documentation**

1. The Chief Administrative Officer or his/her designee shall conduct a prompt and thorough investigation of all complaints of suspected Harassment, Intimidation, or Bullying. The Chief Administrative Officer or his/her designee shall prepare a written report of the investigation when the investigation is complete. Such report will include findings of fact and a determination of whether acts of Harassment, Intimidation, or Bullying were verified. When prohibited acts are verified, the Chief Administrative Officer or his/her designee shall also prepare a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements will be attached to the report. It is imperative that Harassment, Intimidation, and 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, a determination that misconduct does not constitute Harassment, Intimidation or Bullying under this Policy, does not restrict the right of the Chief Administrative Officer to impose appropriate disciplinary consequences for student misconduct.
2. When an individual reporting a complaint has requested anonymity, the investigation of such complaint will be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining individual of the condition that his/her report be anonymous.

**V. Notification to Parents/Guardians**

- A. Perpetrator: If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the Chief Administrative Officer or his/her designee will notify, in writing, the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline will be included in such notification to the extent permitted by law.
- B. Victim: If after investigation, acts of Bullying against a specific student are verified, the Chief Administrative Officer or his/her designee will notify the parent or guardian

of the victim of such findings. In providing such notification, care must be taken to respect the statutory privacy right, including those set forth in the R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571, 20 U.S.C. 1232q of the perpetrator of such Harassment, Intimidation and Bullying.

- C. To the extent permitted by State and Federal privacy laws, parents or guardians of any student involved in a prohibited incident may have access to any written reports pertaining to the prohibited incident.

## **VI. Remedial Actions**

- A. Verified acts of Harassment, Intimidation or Bullying will result in action by the Chief Administrative Officer or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

The School recognizes that acts of Harassment, Intimidation, or Bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community.

- B. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation, and Bullying. Disciplinary and appropriate remedial actions for an individual who commits an act of Harassment, Intimidation or Bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.
  - 1. In determining appropriate action for each individual who commits an act of Harassment, Intimidation or Bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the Chief Administrative Officer will give the following factors full consideration: The degree of harm caused by the incident(s);
  - 2. The surrounding circumstances;
  - 3. The nature and severity of the behavior;
  - 4. The relationship between the parties involved; and
  - 5. Past incidences or continuing patterns of behavior.
- C. When verified acts of Harassment, Intimidation or Bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of Harassment, Intimidation, Bullying, its prohibition, and their duty to avoid any conduct that could be considered Harassment, Intimidation or Bullying. Peer mediation may also be used, when appropriate.
- D. When acts of Harassment, Intimidation and Bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, will not be the basis for disciplinary action.
- E. Suspension or Expulsion may be imposed, but only after the appropriate procedures have been conducted pursuant to the School's Suspension and Expulsion policy and

applicable law. No disciplinary procedure will infringe on any student's rights under the first amendment to the Constitution of the United States.

- F. The determination that conduct does not constitute Harassment, Intimidation or Bullying under this Policy, however, does not restrict the right of the Chief Administrative Officer or the Board or both to impose appropriate disciplinary consequences for student misconduct.

## **VII. Prevention and Intervention Strategies**

In addition to the prompt investigation of complaints of Harassment, Intimidation, or Bullying, and direct intervention when such acts are verified, the School will consider potential strategies to protect victims from additional Harassment, Intimidation, or Bullying, and from retaliation following a report and to generally ameliorate the effects of Harassment, Intimidation, Bullying. The following potential strategies, as well as other strategies, may be considered:

1. Supervising and disciplining offending students fairly and consistently;
2. Providing adult supervision during breaks, lunch time, bathroom breaks and in the hallways during times of transition;
3. Maintaining contact with parents and guardians of all involved parties;
4. Providing counseling for the victim if assessed that it is needed;
5. Informing school personnel of the incident and instructing them to monitor the victim and the offending party for indications of harassing, intimidating, and Bullying behavior; instructing personnel to intervene when prohibited behaviors are witnessed;
6. Checking with the victim regularly to ensure that there have been no incidents of Harassment/Intimidation/Bullying or retaliation from the offender(s).
7. Responding respectfully to complaints of suspected prohibited conduct.
8. Promoting open communication regarding Harassment, Intimidation, Bullying.
9. Providing professional development and community opportunities to educate and collaborate with school personnel, parents, and community members about addressing Harassment, Intimidation, Bullying.
10. Educating students regarding Harassment, Intimidation, Bullying.
11. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior.
12. Avoiding sex-role stereotypes. Modeling and promoting strategies that instruct student how to work together in a collaborative and supportive atmosphere. Use of peers to help ameliorate the effects of Harassment, Intimidation, Bullying.

## **VIII. Semi-Annual Reporting Obligations**

The Superintendent will provide the president of the School's Board of Directors, periodically, a written summary of all reported incidents and post the summary on the School's Website, if one exists. The list will be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

#### **IX. Publication & Dissemination of Policy**

- A. This policy shall be included in the student handbook and in the publication which sets forth the comprehensive rules, standards, and procedures regarding school conduct. The School will annually disseminate this Policy to School personnel, students, and parents.
- B. To ensure school personnel are prepared to prevent and effectively intervene with incidents of Harassment, Intimidation or Bullying, the School has incorporated the information about this Policy into its employee training materials.
- C. 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.

#### **X. Sexual Harassment**

- A. Sexual harassment is conduct on the basis of sex that satisfies one more of the following;
  - 1. Conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct (quid pro quo)
  - 2. Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity.
  - 3. Sexual assault as defined in the Clery Act 20 U.S.C. 1092(f)(6)(A)(v), dating violence 34 U.S.C. 12291 (a)(10), domestic violence 34 U.S.C. 12291 (a)(8), or stalking as defined in the Violence Against Women Act 34 U.S.C. 12291(a)(30).
- B. Complaints of Sexual Harassment Procedures for filing and the investigations of allegations of sexual harassment are addressed in Compliance with Title IX of the Educational Amendments of 1972 regulations.

#### **The Designated Title IX Coordinator for the School is:**

Name or Title: Regional Director

Mailing Address: 1462 Brittain Road, Akron, Ohio 44310

Phone Number: 330-510-1649

Email: denise.otteni-jones@careerprepschool.com

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

Students are prohibited from engaging in gang activities while at School, on School property, to or from School, or at a School related function or event, and on the Internet to the extent that School students and/or personnel are the subject of gang activity. Any

student who violates this Policy will be subject to disciplinary action, up to and including expulsion from School.

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

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

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

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

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

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

#### **F. Tobacco Policy**

##### **Definitions:**

"Smoke" means to burn any substance containing tobacco, including a lighted cigarette, cigar, or pipe, or to burn a clove cigarette.

"Use tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco.

“Tobacco products” includes e-cigarettes, electronic nicotine delivery systems (ENDS), and other electronic smoking or vaping devices (including JUUL’s, myBlu, Mojo, etc.).

This policy does not apply to any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence.

##### **Prohibition:**

No student shall smoke or use tobacco or tobacco products or possess any substance containing tobacco in any area under the control of the School or at any activity supervised by the School.

No student shall use or possess any substance containing betel nut in any area under the control of the School or at any activity supervised by the School.

**Enforcement/Disciplinary Measures:**

1. The first violation of this policy shall result in confiscation of tobacco products, notification to parents and/or guardians if the student is under 18 years of age, and at least one the following:
  - a. A student meeting and individual student assessment with a chemical health educator or designated staff to discuss commercial tobacco use and school policy.
  - b. Student participation in tobacco education program.
  - c. Offering student information about available cessation programs and resources.

Additional disciplinary measures may be implemented at the discretion of the school leader in accordance with the Student Code of Conduct.

2. The second violation of this policy shall result in confiscation of tobacco products, notification to parents and/or guardians if the student is under 18 years of age, and offering the student information about available cessation programs, as well as at least one of the following:
  - a. A student meeting and individual student assessment with a chemical health educator or designated staff with parents and/or guardians to discuss commercial tobacco use and school policy.
  - b. Student participation in a tobacco education program.
  - c. Additional disciplinary measures may be implemented at the discretion of the school leader in accordance with the Student Code of Conduct.
3. The third and any subsequent violation of this policy shall result in confiscation of tobacco products, notification of parents and/or guardians if the student is under 18 years of age, offering student information about available cessation programs, and student participation in a tobacco education program as well as at least one of the following:
  - a. A student meeting and individual student assessment with a chemical health educator or designated staff with parents and/or guardians to discuss commercial tobacco use and school policy.
  - b. Other disciplinary measure.

**Resources:**

For educational materials and local tobacco cessation programs, visit <https://odh.ohio.gov/known-our-programs/tobacco-use-prevention-and-cessation/welcome-to>

**G. Weapon-Free School**

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

**H. Lost and Found**

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

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

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

Upon authorization of the Search Team, including the Administrator or designee, backpacks, desks, other personal storage areas, and students' cars (if parked on the School's and/or the management company's designated property) may be searched at any time. The Search Team may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein as provided in the Search Policy, please refer to the Board Policy Manual for more information on this policy.

### **J. Medication Administration**

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

Per Ohio Revised Code Section 3313.716 students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms at the School.

Per Ohio Revised Code Section 3313.718(B) and 3314.03(A)(11)(d) students are permitted to carry and use an epinephrine auto-injector to treat anaphylaxis (an intense allergic reaction). In order for a student to properly possess or use an epinephrine autoinjector at the school, written approval from the student's physician and parent must be signed and received by the school.

For all medications including asthma inhalers and epinephrine autoinjectors, written approval by the student's physician must include all information as detailed herein below or as indicated on the Food Allergy Action Plan, if applicable. If a student has a serious food allergy, the parent must complete a Food Allergy Action Plan.

“Written Approval” must include the following information:

1. The name and address of the student;
2. The name of the school and class in which the student is enrolled;
3. The name of the medication and the dosage to be administered;
4. The times or intervals at which each dosage of the medication is to be administered;
5. The date the administration of the medication is to begin;
6. The date the administration of the medication is to cease (if applicable);

7. Acknowledgement that the physician 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;
8. Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency;
9. Instructions outlining procedures to follow if the asthma inhaler does not provide adequate relief;
10. A list of adverse reactions that may occur to an individual for whom the asthma inhaler was not intended who uses the medication;
11. At least one emergency telephone number for contacting the physician and one number for contacting the parent/guardian.
12. And any other special instructions.

Should any information regarding the medication change, the parent must submit a revised written statement. All medications must be in the prescribed container.

The School shall acquire and retain copies of each request and accompanying statement. The statement shall be given to the employee authorized to administer the drug by the next school day after receipt.

The School shall store the medication in a locked location in the school office or other location as determined by School personnel that meets legal requirements for storage. Any drugs that require refrigeration shall be stored in a refrigerator located in a place not commonly used by students.

Properly trained school staff may administer epinephrine in an emergency situation, in accordance with the Written Approval and/or the student's Food Allergy Action Plan when emergency medical service providers are not immediately available and the exigency of the circumstance require immediate action. School staff will immediately request assistance from an emergency medical service provider whenever a student is administered epinephrine at the school or at an activity, event, or program sponsored by the school. This request for medical assistance applies whether the student self-administers the medication or a school staff member administers it to the student.

### **Students with Diabetes**

All students enrolled in the School will receive appropriate and needed diabetes care in accordance with an order signed by the treating physician. The care includes any of the following:

1. Checking and recording blood glucose levels and ketone levels, or assisting the student with the check.
2. Responding to blood glucose levels outside of the student's target range.
3. Administering glucagon or other prescribed emergency treatment during a case of severe hypoglycemia.
4. Administering or assisting in the administration of insulin
5. Providing oral diabetes medication
6. Understanding schedules and food intake for meals and snacks to calculate medication dosages pursuant to the physician's order.



7. Following the physician's instructions regarding meals, snacks, and physical activity
8. Administering diabetes medication as long as the following conditions are met:
  - a. Administered by a school nurse, or in the absence of a school nurse an employee trained in diabetes care.
    - i. Any training shall be coordinated by a school nurse or a licensed health care professional with expertise in diabetes;
    - ii. Each year the training shall take place prior to the beginning of the school year, or as needed, not later than fourteen days after receipt of a physician's order;
    - iii. Any individual who completes the required training shall be considered by the Board as qualified to administer diabetes care.
    - iv. The school nurse or licensed health care professional shall provide follow up training and supervision.
  - b. The school receives a written request with the following information:
    - i. The name and address of the student;
    - ii. The school and class in which the student is enrolled;
    - iii. The name of the drug and the dosage to be administered;
    - iv. The times or intervals at which each dosage of the drug is to be administered;
    - v. The date the administration of the drug is to begin;
    - vi. The date the administration of the drug is to cease;
    - vii. 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;
    - viii. Special instructions for administration of the drug, including sterile conditions and storage.
  - c. The parent agrees to submit a revised statement upon any changes.
  - d. The person administering the drug has a copy of the statement
  - e. The medication is in the prescribed container

Within fourteen days of receipt of a physician's order regarding a student with diabetes, the School shall inform the student's parent/guardian that the student may be entitled to a 504 plan.

Upon written request of a parent/guardian, a student with diabetes shall be permitted to attend to their own care in accordance with the Physician's order if the student's treating physician determines the student capable of performing the tasks. The student shall be permitted to perform the care tasks in any area and to possess all necessary supplies and equipment. If the student uses the medical equipment for purpose other than the student's own care, the School may revoke the student's permission to attend to their own care.

The School, members of the Board, and employees of the School are not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties associated with diabetes care unless the act or omission constitutes willful or wanton misconduct.

No later than the last day of December of each year, the School shall report to the Ohio Department of Education, the following information:

1. The number of students with diabetes enrolled during the previous school year.
2. The number of errors associated with the administration of diabetes medication during the previous school year.

#### **K. Protective Eyewear**

Every student and staff of the School shall wear eye protective devices, which complies with Federal and State standards when working in the areas involving:

- Flying particles
- Molten materials
- Acids, caustic, or explosive materials
- Chemical oases or vapors
- Potentially injuries light radiation
- Welding, milling, sawing, drilling, turning, shaping, cutting, grinding, buffing.

#### **VI. Confidentiality of Records**

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

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

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

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

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

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

However, we will respect your wish for privacy in this area. Please call the School should you have any questions or concerns. You may also notify the School in writing

if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

### **C. Access to Student Records**

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

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

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

### **D. Non-Custodial Parent Records Access and Release**

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

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

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

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

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

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

### **E. Release of Information to Military Recruiters**

There are currently two federal laws that require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965

(ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings. Capital City Career Prep High School will provide the requested information to military recruiters unless a parent or guardian has advised, in writing, that they do not wish to have Capital City Career Prep High School release this information. If you do not want Capital City Career Prep High School to disclose directory information from your child’s education records to military recruiters, you must notify Capital City Career Prep High School in writing.

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

### **Description of Intent**

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School’s programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as revised by the subsequent law. 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

3. exam or screening permitted or required under state law activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

The right to inspect, upon request and before administration or use, of the following:

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

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

### **Notification Procedures**

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

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

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

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

### **Reporting a Violation**

The Parent/Guardian or Student who believes their rights have been violated may file

a complaint to the following:

## **VII. Child Find**

**Family Policy Compliance Office**

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

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

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

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

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

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

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

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

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

In addition to the information parents may request as listed above, the School shall provide: Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state assessments required; and Timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject in which the teacher has been assigned.

### **IX. Parent Involvement Policy**

The School recognizes that the involvement of parents (hereinafter including guardians/caretakers/foster caregivers) and families in their children's education is critical to students' success. In order to accomplish the goal of welcoming, encouraging, and promoting parental/family involvement, the School shall:

1. Create a welcoming school climate.
  - Provide a welcome packet for all parents visiting the school, including important school contact information, school calendar and information about the vision and mission of the school.



- Have teachers make personal contacts with families through e-mail, phone calls or home visits.
  - Hold an open house, prior to school opening, at which families can meet their children’s teachers, tour the school building and meet other families.
2. Provide families information related to child development and creating supportive learning environments.
    - Provide information for parents on typical development and appropriate parent and school expectations for various age groups.
    - Print suggestions for parents on home conditions and activities that support learning at each grade level.
    - Partner with local agencies to provide resources to families.
  3. Establish effective school-to-home and home-to-school communication.
    - Provide information for parents on homework policies and on monitoring and supporting student work at home.
    - Send home student work for parent review and comment.
    - Allow access so families can frequently monitor their children’s progress.
    - Clearly communicate school policies to all families.
    - Establish formal mechanisms for families to communicate to administrators and teachers as needed (e.g., phone numbers, e-mail addresses, weekly hours for families to call or meet).
    - Create a “suggestion or comment” box (electronic or onsite) for families to anonymously provide their questions, concerns and recommendations.
  4. Strengthen families’ knowledge and skills to support and extend their children’s learning at home and in the community.
    - Provide training and materials for parents on how to improve children’s study skills or learning in various academic subjects.
    - Make regular homework assignments that require students to discuss with their families what they are learning in class.
    - Provide information on community resources and activities that link to student learning skills and talents, including summer programs for students.
    - Inform families of the high expectations and standards children are expected to meet in each grade level. Provide ways for families to support the expectations and learning at home.
    - Engage families in opportunities to work with their children in setting their annual academic and career goals.
  5. Engage families in school planning, leadership and meaningful volunteer opportunities.
    - Invite parents to be involved at the School, including Title One planning.
    - Identify family volunteer interests, talents and availability, matching these resources to school programs and staff-support needs. (Recurring volunteers will be required to comply with background check policies of the School.)
    - Create volunteer recognition activities such as events, certificates and

- thank-you cards.
  - Host events which encourage interaction among parents.
6. Connect students and families to community resources that strengthen and support students' learning and well-being.
- Through school-community partnerships, facilitate families' access to community-based programs (e.g., health care and human services) to ensure that families have resources to be involved in their children's education.
  - Establish school-business partnerships to provide students mentoring, internships and onsite, experiential learning opportunities.
  - Connect students and families to service-learning projects in the community.
  - Invite community partners to share resources at annual open houses or parent-teacher conferences.

## **X. Complaint Procedure**

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

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

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

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

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

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

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

## **XI. Work Permit Policy**

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

such Age and Schooling Certificates for its students.

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

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

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

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

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

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

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

## **XII. Technology and Internet Safety Policy**

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

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

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

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

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

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

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

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

### **XIII. Wellness Statement**

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

### **XIV. Reporting Child Abuse/Neglect**

When any staff member suspects abuse or neglect, he/she will first notify the school administrator. The staff member will then call the local reporting agency in the presence of the administrator. The staff member will document the notification. All reports are to be confidential. For further information regarding reporting of child abuse or neglect, refer to the Board's Child Abuse or Neglect Reporting Policy.

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

#### **Title IX Non-Discrimination**

The School shall not discriminate on the basis of sex, race, color, national origin, disability or age in its programs and activities and will provide equal access to all individuals. Pursuant to Title IX of the Education Amendment Acts of 1972, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program, activity, or employment on the basis of sex.

Complaints of sexual harassment will be addressed in compliance with Title IX of the Education Amendments of 1972 and the U.S. Department of Education's regulations related thereto. Sexual harassment is 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)
2. Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity.

3. Sexual assault as defined in the Clery Act 20 U.S.C. 1092(f)(6)(A)(v), dating violence 34 U.S.C. 12291 (a)(10), domestic violence 34 U.S.C. 12291(a)(8), or stalking as defined in the Violence Against Women Act 34 U.S.C. 12291(a)(30).

#### **Title IX Coordinator**

The School's Title IX Coordinator shall coordinate the School's efforts to comply with Title IX responsibilities. For any reports or inquiries regarding Title IX concerns, contact the designated Title IX Coordinator as follows:

Name/title Regional Director  
Mailing address 1462 Brittain Road, Akron, Ohio 44310  
Phone number 330-510-1649  
Email [denise.otteni-jones@careerprepschool.com](mailto:denise.otteni-jones@careerprepschool.com)

#### **Section 504 Notice**

Section 504 of the Rehabilitation Act of 1973 ("Section 504") prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Americans with Disabilities Act ("ADA") prohibits discrimination on the basis of disability in public accommodations and employment. Additional information can be found in the Board Policy Manual Section 504 ADA policy or by contacting the Section 504 Coordinator.

#### **Section 504 Coordinator**

*Denise Otteni-Jones  
1462 Brittain Rd  
Akron, OH 44310  
330.510.1649*

### **XVI. Homeless Student Policy**

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

The School shall designate a staff member to be the school liaison for homeless students ("School Liaison"). The School shall display the contact information for the School Liaison in the building. Awareness training shall be provided to all staff members. All questions and concerns of the staff members should be referred to the School Liaison.

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

- With other persons due to loss of housing, economic hardship, or a similar reason
- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due

- to lack of alternatives
- At a bus station, park, car, or abandoned building
- In a temporary or transitional foster care placement

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

**Immediate Enrollment:** Proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment to the school.

**School Selection:** The eligible student has the right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which he/she currently resides (School of Residency)

**Participation in Programs:** Students have a right to access all of the school's programs and services on the same basis as all other students, including special education, school breakfast and lunch, and any extra-curricular activities.

**Transportation:** Any eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

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

- The School Liaison shall provide the parent or guardian with a written explanation of the School's decision regarding school selection or enrollment.
- The School Liaison shall inform the parent or guardian in writing of their right to appeal the decision.
- 
- Should the dispute continue the School Liaison shall assist the parties involved in presenting the situation to the Ohio Department of Education homeless education coordinator. The state homeless education coordinator shall recommend a decision for distribution to the parent and School Liaison.
- Should the dispute continue the final appeal is made to the state superintendent of public instruction for review and disposition

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

- Assisted in accessing transportation to the selected school;
- Provided assistance in exercising the right to attend the school of his/her choice
- Serviced without being labeled as homeless by school personnel
- Provided the above information in a manner and form understandable

to the parent or guardian, and if necessary, in the native language of the parent or guardian.

**XVII. Missing Child Policy**

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

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

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

If the student does not present copies of his/her previous school records within 24 hours of entry to the School, the Administrator or his/her designee shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days of the date of request the Administrator shall notify the police department having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

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

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

**COVID 19**

All families are required to follow current CDC protocols and school guidelines regarding COVID 19.



*Education that fits your life*  
**CAPITAL CITY CAREER PREP HIGH SCHOOL**  
Parent/Student Handbook Contract 2023-  
2024

Student's Name:

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Parent/Guardian's Name:

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(If student is under 18 years of age)

I/We have read and understood all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support the School's rules and regulations, **INCLUDING THE CODE OF CONDUCT, TECHNOLOGY AND INTERNET SAFETY POLICY, HEALTH GUIDELINES FOR SCHOOL ATTENDANCE, AND ALL OTHER POLICIES**, as outlined in the Parent/Student Handbook.

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

Agreed by:

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Student's Signature

Date

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

Date

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

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

\*\*\*

**Capital City Career Prep High School Media Release**  
**STUDENT INFORMATION FORM**

TO BE COMPLETED BY PARENT, GUARDIAN or ADULT STUDENT:

Please print clearly:

---

Name of Participating Student

---

Age

---

School

---

City, State, Zip

---

Grade

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

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

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

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Signature of Parent or Guardian