

**Elevated Excellence Academy**

**STUDENT**



***ELEVATED***  
***EXCELLENCE***  
**ACADEMY**

**2020-2021**

## **Elevated Excellence Academy**

2015 West Northbend Road

Cincinnati, Ohio 45224

Phone: 513-421-7519

### **Administrative & Office Personnel**

Nina Waller, Receptionist

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

## **Introduction**

We welcome you to Elevated Excellence Academy. We are pleased that you have made the choice to send your child to Elevated Excellence Academy. Elevated Excellence Academy will work to ensure that our students are prepared to be successful in life after graduation and beyond. In the pursuit to prepare our students for life after graduation we must create a productive learning environment with high expectations. All children need to feel safe and secure in an environment that is caring, nurturing and stimulating that develops the whole child emotionally, intellectually, physically, and socially. Teachers will work to build a positive relationship with all students in order to gain trust and respect, ultimately to enhance student learning. Teaching provides an opportunity to get all students actively engaged, participating, and contributing to their own educational process. Teachers will guide students into solving problems as they grow, discover, and experience the world around them. Cooperation, respect for others, and structure are essential to learning. For this reason, the following regulations and guidelines have been set forth in this manual to assist in maintaining a positive learning Academy.

## **Mission Statement**

Elevated Excellence Academy is a supportive community that encourages our scholars to meet academic challenges of success.

## **Vision**

Through teaching and learning, all scholars will achieve success.

## **Non-Discrimination**

The Elevated Excellence Academy does not discriminate on the basis of race, color, religion, national origin, gender, disability, sexual orientation, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its educational programs

and activities, including employment opportunities as required by Title IX of the Education Amendments of 1972 and 504 Rehabilitation Act of 1973. It is the policy of the school to provide an equal education opportunity to all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed disability, religion, ancestry, national origin, place of residence, social or economic background, has the right to file a complaint. A formal complaint can be made in writing to Elevated Excellence Academy's Principal. The complaint will be investigated and a response, in writing, will be given to the concerned person.

## **Registration, Enrollment and Lottery**

The school will provide learning opportunities to a minimum of twenty-five students for a minimum of 920 hours per school year.

Admission to the School is open to any student grades K through 8 who reside in any district in the State of Ohio and who is entitled to attend school per ORC Section 3313.64 or 3313.65. The School will follow the Ohio Department of Education's Model Student Acceleration Policy for Advanced Learners.

## **Enrollment**

To enroll, parents/guardians must submit the following to Elevated Excellence Academy:

- Completed registration form
- Student's birth certificate
- Photo identification of parent/guardian enrolling the student
- Student's current immunization record
- Proof of Residency - one of the following in the parent/guardian name, showing a street address:
  - \* mortgage statement
  - \* lease agreement
  - \* utility bill
  - \* bank statement
  - \* voter registration card
  - \* notarized statement of residency
- Custody paperwork, if applicable

## **Health Certification and Immunization Requirements**

The Ohio Department of Education has revised school immunization requirements. Effective with the 2012-2013 school year and progressively thereafter, students must have the following immunizations completed before starting school in August. These immunizations are required under Ohio Law Sections 3313.671 and 3701.13 of the Ohio Revised Code. (Exceptions are provided for under the law. This can be discussed with the school's nurse or health aide.)

<b>Vaccines</b>	<b>Immunization Requirements for School</b>
<p><b>DTaP/DTP/DT/Td</b> Diphtheria, Tetanus, Pertussis</p>	<p><b>Kindergarten</b> 5 doses of DTaP, DTP or DT, or any combination, if the 4th dose was administered prior to the 4th birthday,</p> <p><b>Grades 1-12*</b> 3-4 doses of DTaP, DTP, DT or Td, or any combination.</p> <p><b>Grade 7</b> 1 dose of TdaP or Td vaccine must be administered prior to entry</p>
<p><b>Polio</b></p> <p><b>MMR</b> Measles, Mumps, Rubella</p>	<p><b>Kindergarten</b> 4 doses of any combination of OPV or IPV, the final dose must be administered on or after the 4th birthday regardless of the number of previous doses.</p> <p><b>Grades 1-12**</b> 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the 3rd dose of either vaccine was administered prior to the 4th birthday.</p> <p><b>K-12</b> 2 doses of MMR. Dose 1 must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose 1.</p>
<p><b>Hib</b> Hemophilus Influenzae Type B</p>	<p><b>None</b></p>

A tuberculin skin test to determine if your child has been exposed to tuberculosis is highly recommended but not required.

<p><b>HEPB</b></p> <p>Hepatitis B</p>	<p><b>K-11</b></p> <p>3 doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks</p>
<p><b>Varicella</b></p> <p>(Chickenpox)</p>	<p><b>Kindergarten</b></p> <p>2 doses of varicella vaccine must be administered prior to entry.</p> <p><b>Grades 1-4</b></p> <p>1 dose of varicella vaccine must be administered on or after the 1st birthday</p>

According to Section 3313.671, on the 15th day after school entrance it will be necessary to exclude all students from school who do not meet the above requirements.

Medical authorities and school educators urge that every child have a complete medical examination before entering school in order that defects, if present, may be corrected and the child be physically ready to accept all the advantages which education has to offer.

\*A student who is age 7 or older, and who received Td or Tdap vaccine as the third part of the immunization series, shall not be required to receive further doses of diphtheria, tetanus, or pertussis vaccine.

\*\*Students enrolled in school on or after the 1999-2000 school year should have received a total of four doses of polio vaccine. Students enrolled prior to the 1999- 2000 year are required to have a minimum of 3 doses.

## **Kindergarten Entrance and Screening**

Children entering the Kindergarten Program must be five years of age on or before September 30th. At the beginning of the school year, all kindergarten children will be academically and developmentally screened. Parents/Guardians will be notified as to the dates and times of the screenings.

## **School Records**

Confidential student records contain educational information that has restricted access due to the Family Education Rights and Privacy Act (FERPA). Elevated Excellence Academy takes student records and their confidentiality very seriously. Elevated Excellence Academy will not disclose student records to anyone outside of the school, except in cases that we must comply with State and Federal laws that authorize the release of such information without consent. The only people that will have access to student records are our Academy, management and sponsor's personnel.

It is the policy of the school not to release any Student Directory Information or any personal information such as names of student's parents or other family members; personal identifiers, such as social security numbers or student identification numbers; a list of personal characteristics or other information which would make the student's identity traceable to outside agencies or requesting parties without the direct written consent of the parent or guardian or as otherwise required by law.

## **Transfer of Records**

Student Records are only released to another school upon receiving a signed and dated release of records from that school, from a signed release by the parent/ guardian or as otherwise required by law.

## **Current Information**

When changes in address, telephone, and/or legal custody occur during the school year, parents must notify Elevated Excellence Academy office to ensure student records are up-to- date.

### **Request for Records**

Administration will request student records from the student's previous school upon completion of enrollment. Ohio mandates that the requested records must be received within fourteen (14) days.

### **Non-Custodial Parent Record Request**

Access to records will be in accordance with the Family Educational Rights and Privacy Act of 1974, as pertaining to release of records. Upon request, non-custodial parents shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order. A "non-custodial parent" refers to the parent who does not have custody of the child, but does have the right to information about the child's education.

If there is a court order concerning legal custody of a child, an Information Regarding Legal Custody Form must be completed and on file in the child's cumulative record. This form is part of the Enrollment Packet or it can be obtained through Elevated Excellence Academy office.

### **Emergency Medical Authorizations**

Each parent is asked to complete and return to Elevated Excellence Academy an Emergency Medical Authorization Form which will be included in the student's cumulative record folder. This authorization will include the necessary information the school must have should an emergency arise. It is extremely important that this authorization be fully completed and updated.

## **Withdrawal**

Parents/Guardians withdrawing students from Elevated Excellence Academy for any reason should notify the school office and complete a withdrawal form so all records can be put in order for proper transfer. The signed withdrawal form gives official notice of the student's withdrawal. A signed and dated records release must be sent to the school from the receiving school before any records can be sent. Records will be transferred to the new district within 14 days of receipt of the signed authorization. All outstanding fees, academic records or obligations must be met including return of Academy property.

## **Attendance**

Parents are asked to partner with Elevated Excellence Academy by making sure that students are in attendance at School as much as possible. Southwest Educational Development Laboratory states, "When schools, families, and community groups work together to support learning, children tend to do better in school, stay in school longer, and like school more."

Elevated Excellence Academy understands that parental involvement makes an enormous impact on student achievement, student's attitudes toward school, and their daily attendance. We realize that the School's strength lies in the hands of its families and the extent to which they become involved in the daily activities of students. There is a very clear and direct correlation between student achievement and student attendance. Regular attendance and punctuality are essential for success in school and necessary for success later in life. Each student at Elevated Excellence Academy has the responsibility to attend all classes regularly and to be on time.

The required attendance of children shall conform to the minimum standards prescribed by State law. Therefore, absences from school should be only for illness or an emergency. In case of absence from school:

- The parent/guardian must notify the school prior to the beginning of the school day from which his/her child will be absent. Calls are to be made to Elevated Excellence Academy office. Parents who do not call the school will be called at home or work to verify the absence;
- Any student who needs early dismissal must bring a note signed by the parent/guardian. The note must indicate who would pick up the child. Parents or a designated adult will be required to sign the child out in the office when they leave and then sign in if they return for the remainder of the school day;
- All students reporting to school after the school day begins will be considered tardy. Parents or a designated adult will be required to sign the child in when they arrive at school;
- While permission will be given for a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if at all possible. Every tardy or absence slows the progress of a child's development;
- Both "excused" and "unexcused" absences are counted toward the maximum allowable absences. The distinction is made between "excused" and "unexcused" absences for the purpose of determining whether or not a student may have the opportunity to make-up class work and whether or not disciplinary action is in order; and
- 
- The State of Ohio sets 1/10 of the school year as the allowable absences before a student may be retained in his/her present grade level for absenteeism; thus, translating to about seventeen (17) days of absences.

- As per State Law, a student failing to participate in 105 consecutive hours of learning opportunities without a legitimate excuse must be automatically withdrawn from school.

The term "unexcused" will refer to any absence not in the categories of excused absences.

The term "excused" will refer to any absence from a class based on the following:

- Personal illness;
- Doctor/Dental appointment;
- Death of a relative;
- Family emergency;
- Observance of a religious holiday; and/or
- Other emergencies or circumstances deemed by the building Principal.

## **Truancy**

Ohio School law defines truancy as an absence from school without permission and applies to student between ages six (6) and eighteen (18). When the student has accumulated five (5) days of unexcused absences, the school will send a warning letter, in accordance with Ohio Revised Code 3321.19, to the parent/guardian. If subsequent unexcused absences occur, Elevated Excellence Academy may, and in some circumstances is required to, send documentation to the appropriate reporting agency.

## **Illness**

Children should not attend school if they have a fever, rash, flu, lice or have vomited during the night, to help decrease the spread of illness to others. If your child is ill, please keep him/her at home. Students should not return to school until a 24-hour period has elapsed with a normal temperature. Your cooperation in the communicable disease program will be greatly appreciated. In the event your child becomes ill at school, every attempt will be made to contact persons named on the Emergency Contact form.

## **Health Clinic**

When available, the school nurse or health aide handles all first aid through the Health Clinic, otherwise First Aid issues will be handled by other school personnel. All students are required to have an Emergency Authorization Form on file at Elevated Excellence Academy. These forms will be used in case there is a medical emergency or an illness.

## **Vision, Hearing, and Scoliosis Screening**

Screening for the students will be conducted in accordance with state guidelines. The school nurse will notify the parent/guardian of the results. Any conditions discovered that may impede the student's health or Academy progress will be brought to the parent's/guardian's attention by the school nurse.

## **Dispensing Medication**

For those who have a physical condition which requires medication, the following applies:

- A medication Authorization Form must be completed and signed by both the parent/guardian and the student's physician.
- The medication must be brought to Elevated Excellence Academy by a parent/guardian. Students are not permitted to transport medication on the bus or bring to Elevated Excellence Academy on their own.

- For over-the-counter medication, the parent/guardian and physician must sign the permission form;
- The school does not provide any type of medication.
- All medication must be brought to the school in the original container with the pharmacy label on it which includes the child's name, physician's name, current date, pharmacy name and phone number, name of medication, prescribed dosage, special handling and storage.
- All medication is kept in a locked cabinet in the health clinic.

### **Asthma Inhalers and Other Prescription Medication**

Parents of students with allergies are required to notify the School in writing of any known allergies at the beginning of each school year or upon learning of such allergy if the school year has already begun.

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)(II) (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 medications other than asthma inhalers and epinephrine auto-injectors, 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, but not limited to the following information:

1. The name and address of the Student;
2. The name of the School;
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 inhaler or 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 medication does not provide adequate relief;
10. A list of adverse reactions that may occur to an individual for whom the medication was not intended uses the medication;
11. And any other special instructions.

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 administers it to the student.

## **Homework**

Please refer to your child's teacher(s) for their specific homework policy

## **Absences/Homework**

When an excused absence occurs, students are responsible for making up the assignments that are missed. The teacher will assign make-up work and set the date for completion, which shall be the same number of days as the corresponding absence. In the event of a planned excused absence, the school must be provided advanced notice in order for teachers to provide class assignments. Students must return completed assignments upon returning to school.

It is strongly suggested that absences not occur during the State Assessment week(s). Please refer to the school calendar for testing dates.

## **Progress Reports**

Communication between the school and parents establishes an environment of learning beyond the school walls. To keep parents/guardians informed on an on-going basis, the teacher will send home Progress Reports. Parents should anticipate receiving this communication. Please note, the teacher may indicate a desire to have the parent sign and return this form.

## **Report Cards**

Report Cards will be distributed on a quarterly basis. Please refer to the school calendar which outlines the end of each grading period. Report cards will be distributed to parents/guardians at the end of each grading period through the Parent Portal of Progress-Book.

## **Parent-Teacher Conferences**

We welcome the opportunity to meet and speak with parents/guardians regarding their students' academic progress. Parent-teacher conferences will be conducted at least once a year. Consult the school year calendar for these dates. Once a date and time has been arranged, please contact your child's teacher if a change is necessary. Upon request, a conference can be held outside the school scheduled conferences at any given time.

## **Early School Dismissal**

Occasionally, weather conditions or other building emergencies may arise that necessitate sending students home earlier than the regular dismissal time. The school will make every effort to contact the parents under these conditions.

## **Cars/Parking/Buses**

At the beginning of the school year the school personnel will provide arrival and dismissal procedures, proper traffic flow, parking, and busing information.

## **Behavior Guidelines**

Student behavior and discipline has been identified as a problem that must be addressed across the country within schools. Student behavior and discipline within a school can add to a poor culture/environment ultimately leading to poor student academic achievement.

## **Code of Conduct**

The school seeks to maintain a positive learning environment where students can flourish and excel. Therefore, when inappropriate student behavior disrupts our Elevated Excellence Academy students may be denied participation in the educational environment for a period of time. Our expectations will be communicated so students know what is expected at all times.

**Corporal punishment is not permitted.** No employee shall threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student.

The rules of the Student Code of Conduct apply to any conduct:

- On school grounds during the school day or immediately before or after school hours;
- On school grounds at any other time when the school is being used by a school group;
- On or off school grounds at any school activity, function, or event; and
- Traveling to and from school, including actions on any school bus, van, or public conveyance.

If a Violation of the Code of Conduct occurs, students may be suspended from Elevated Excellence Academy for offenses that include but are not limited to the following:

1. Fighting Violence
2. Use, Possession, Sale or Distribution of Tobacco Products
3. Use, Possession, Sale or Distribution of Alcoholic Beverages or Intoxicants
4. Use, Possession, Sale or Distribution of a Firearm
5. Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol
6. False Alarms/Bomb Threat
7. Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas
8. Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas
9. \ Disobedient/Disruptive Behavior
- 10.) Vandalism/Damage to School or Personal Property
11. Truancy, Tardiness or Class Cutting/Trespassing at another building
12. Theft/Stealing Personal or School Property
13. Harassment/Bullying/Intimidation
14. Firearm Look-a-Likes
15. Unwelcome Sexual Conduct
16. Serious Bodily Injury
17. Actions deemed to be unsafe or containing the potential to disrupt the educational setting

### **Emergency Removal, Permanent Removal, Due Process**

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.

### **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 apply any remaining part or all of the period of the suspension to the following school 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. The principal shall give the student written notice of the intention to suspend the student and the reasons for the intended suspension and notice of the student's right to appear at an informal hearing before the principal to challenge the reason for the intended suspension or otherwise to explain the student's actions.
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.

### **Expulsion**

The principal or designee 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.

### **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 principal may remove a student from curricular activities or from the School premises without the notice and hearing requirements of this policy. If a student is removed under this division 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 student as soon as practicable prior to the hearing, which shall be held within three school days from the time the initial removal is ordered.

The hearing shall be held in accordance with the suspension provision herein unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with expulsion provision herein shall be held, except that the hearing shall be held within three school days 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 reasons for the expulsion or suspension, notification of 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 Elevated Excellence Academy or to its designee, to be represented in all appeal proceedings, 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, and 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 act 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 or 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 Elevated Excellence Academy 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.

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

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

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, and, because of 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.

A manifestation determination will be made any time disciplinary procedures result in a change of placement for a student with a disability. A manifestation determination will examine the relationship between the student's disability and the specific behavior that resulted in disciplinary action.

The IEP team and other qualified personnel will consider all relevant evaluation and diagnostic information including information supplied by the parents of the student, observations of the student, the student's current IEP and placement, and any other relevant information. The team will then determine that, in relationship to the behavior subject to disciplinary action:

1. The student's IEP and placement were appropriate and whether the special education services, supplementary aids and services, accommodations and modifications, and positive behavior intervention strategies were provided consistent with the student's IEP and placement;
2. The student's disability impaired the ability of the student to understand the impact and consequences of the behavior subject to disciplinary action; and
3. The student's disability impaired the student's ability to control the behavior subject to disciplinary action.

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 student's placement cannot be changed by school personnel as a disciplinary intervention. Immediate steps will be taken to remedy any deficiencies in the student's IEP or placement, or in their implementation that were identified during the manifestation determination.

If a parent disagrees with the manifestation determination decision made by the IEP team, the parent may request an expedited due process hearing.

For long-term removals of a student with a disability:

1. The School will notify the parent of the removal decision and provide the parent with a copy of the notice of procedural safeguards on the same day as the date of the removal decision.
2. An IEP meeting will be held immediately if possible but in no case later than ten (10) school days after the removal decision to conduct a manifestation determination.
3. Services will be provided.
4. IEP team will meet to develop a functional behavioral assessment (FBA) and implement a positive behavior intervention plan (PBIP).
5. Beginning on the eleventh cumulative school day of removal in a school year, a free appropriate public education (FAPE) will be provided to a student with a disability.

Services to such a student will be provided to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the student's IEP.

## **Dress Code**

Our students must be prepared to enter a competitive society therefore; Student dress code is an important part of the school program and philosophy. Students are to wear purple, or black shirts (one of which should have the school logo) and khaki, blue, or black pants/skirt/shorts. In making the choice to attend Elevated Excellence Academy, the student (with parent support) agrees to follow all dress code requirements. The dress code is not an option for the student.

The student dress code is as follows:

- Shorts or skirts that are knee-length
- Belts - if pants, shorts, or skirts were designed for belts, then belts should be worn
- Dress shoe - No platform shoes, sandals, or open-toed shoes. Students should bring tennis shoes for physical education.

## **Bullying & Aggressive Behaviors**

Elevated Excellence Academy is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board of Directors and Elevated Excellence Academy encourage the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board of Directors and Elevated Excellence Academy will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the school, including activities on school property and those occurring off school property if the student or employee is at any school- sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the Principal or Board of Director's official. Complaints against the Principal should be filed with the Board of Director's President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board of Directors members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and will be dealt with appropriately. Suspected retaliation should be reported in the same manner as aggressive behavior as outlined above.

This guideline includes all incidences of bullying, whether physical, verbal or psychological. Additionally, any form of harassment or bullying includes the use of information and communication technologies such as email, cell phone, pagers, text or instant messaging, or defamatory web sites, also known as "Cyberbullying" falls under the auspices of this guideline.

### **Weapons**

Elevated Excellence Academy prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon. This policy applies to all activities in the school, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

A weapon is defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" which is intended to be used, or is represented, as capable of inflicting serious bodily harm or property damage as well as endangering the health and safety of others. Weapons include and are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), pellet guns, bb guns, inoperable replica firearms, and other "look alike" weapons, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

No student or person working or volunteering at Elevated Excellence Academy at any time, for any reason shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon or considered a "look alike" weapon in or on property of the school, school bus, or any school-sponsored activity held away from the School property, except an authorized school security officer.

The Principal will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion

### **Drug-Free**

In accordance with federal law, the school prohibits the use, possession, concealment, or distribution of drugs by students on the School grounds, in the school building, on school buses, or at any School related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state or federal statute, or any substance that could be considered a "look alike" controlled substance. Compliance with this Academy policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the Student Code of Conduct, up to and including expulsion from Elevated Excellence Academy. When required by state law, Elevated Excellence Academy will also notify law enforcement officials.

### **Reporting Child Abuse/Neglect**

The school will follow Ohio Revised Code 2151.421 and 3319.073 in reporting child abuse and neglect.

## **Wellness Program**

Healthy eating patterns are essential for students to achieve their full academic potential, build physical and mental growth and lifelong health and well-being.

With the passing of the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004 by Congress, Elevated Excellence Academy recognizes the role it can play in building nutrition knowledge and skills in children to promote healthy eating and physical activity choices. Elevated Excellence Academy's objectives are to improve the school nutrition environment, promote student health, and reduce childhood obesity.

## **Breakfast/Lunch**

Breakfast and lunch is provided to all Elevated Excellence Academy students this school year.

## **Money**

All money turned into the school should be in an envelope marked with the student's name, grade, amount, and purpose. Students are not to bring unnecessary money to school.

## **Child Find**

The School is participating in an effort to assist the State of Ohio in identifying, locating, and evaluating all children from birth through 21 years of age who may have disabilities. If you have or know of a child who may have a disability, contact Elevated Excellence Academy for more information and help. The school will ask for information about the nature of the child's disability, specific steps taken to address the disability, and what background or testing information is available regarding the child's disability. If you or someone you know has a child who needs assistance specifically related to a disability, you may contact the school Principal.

## **Telephones**

Parents are requested not to call the school for the delivery of messages to children, except in cases of emergency.

## **Cell Phones**

It is understood that some parents choose to send students to school with a cell phone for security reasons. Students are NOT permitted to possess cell phones during instructional hours. If a student is found with a cell phone during the school day, it will be taken and returned only to the parent if deemed prudent to do so by the building administrator. If the administrator sees an issue, the office will collect the phones and lock them up until the end of the day.

Please Note: The school is not responsible for the cost or replacement of lost, damaged or stolen cell phones that are brought to the school.

## **Personal Items Brought to School**

Students are not allowed to bring personal items to school to avoid disruption of the educational process. Such articles will be taken and returned only to the parent/guardian. Except for approved fundraisers, students are not permitted to sell or trade anything among themselves at school, on the school grounds or on the bus. Please Note: The school is not responsible for replacement of lost, damaged or stolen items brought to school.

## **Stolen Items**

The school will attempt to retrieve stolen items for students and be prudent in helping to prevent theft among the students. The school is not responsible for stolen personal items, including cell phones.

## **Textbooks**

Students are expected to take care of and are responsible for the textbooks assigned during the school year. A replacement fee will be charged for lost or damaged books. The student's academic records will not be released until payment of the replacement fee is settled.

## **Recess**

When scheduled, students are expected to participate in outdoor recess activities during the school day - weather permitting. Generally, if a student is too sick to go outside for recess, the student should not be in school.

Typically, all students will remain inside if the temperature is 35 degrees or less (actual or wind chill).

## **Curriculum**

The knowledge and skills defined in the Common Core Standards are within reach of all of our students. The Elevated Excellence Academy educational program and curriculum will directly correlate with Ohio's New Learning Standards. The standards, benchmarks, and learning level indicators will reflect what students know and are able to demonstrate as a result of the school academic program. Students, however, develop at different rates. All students learn and experience success given time, a nurturing environment, and high expectations, but the degree to which the standards are met and the time it takes to reach the standards will vary from student to student. School will use Ohio's New Learning Standards as a rubric for daily instruction. Learning Standards will provide the base of a student-centered curriculum that is designed to meet the needs of each student every day. The student's academic and social skills development will be facilitated through a variety of programs.

## **Assessment**

Student assessment and data-driven decision making are core values of school. Assessment is the avenue by which staff can identify, measure, and ensure students are mastering the Standards and making academic progress. At the beginning of the school year and throughout, a battery of assessment instruments will be administered to students.

## **Intervention**

Intervention is supplemental instruction based on student needs, designed to provide remediation, reinforcement, enrichment, or support for pupil learning relative to specified pupil performance objectives.

## **Technology and Internet Safety Policy**

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

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

- To abide by all School policies relating to the use of technology;
- To release all School employees from any and all claims of any nature arising from the use or inability to use the technology;

- That the use of technology is a privilege; and
- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

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

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

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

The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the 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 in other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

### **Definitions**

Children's Internet Protection Act (CIPA) defines the above referenced terms as follows: A minor is anyone under the age of 17.

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

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 1226 of title 18, United States Code; or

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

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

### **Emergency School Closings**

Should it be necessary to close the Elevated Excellence Academy for weather or other emergency situations, information will be communicated over radio and television stations. Typically, if the city school district is closed in which the school is located (Cincinnati Public Schools), the school will also close, however, this is not always the case. Consequently, parents are asked to monitor their television or radio to be certain.

### **Safety**

The school will conduct safety, severe weather and evacuation drills that comply with all Federal, State and Local laws, statutes and ordinances concerning safety. Each student is responsible for conducting himself/herself with safety in mind whether it is within the school building, on the playground, and/or on a school bus. Discussion of safety standards will be reviewed within each classroom throughout the year.

## **Gangs**

Students are prohibited from engaging in gang activities while at School, on School property, or at a School related function or sponsored event. 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 engage in or 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 perpetuate the existence of any gang; 3. to affect the common purpose and design of any gang; or to represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function. These activities include: recruiting students for membership in any gang and threatening or intimidating other Students or Staff against his/her/their will to promote the common purpose and design of any gang. Any violation of this policy is grounds for either suspension or expulsion from School.

## **Security**

Elevated Excellence Academy will have and do provide a safe and clean environment. However, due to increasing violence throughout the nation, the Elevated Excellence Academy is taking precautions to protect students, teachers, and staff. The building doors are locked during the school day. Entrance to the building is by office permission only. Closed circuit cameras cover all entrances and are placed at strategic locations throughout the building. A police/security guard may also enhance Academy security.

## **Visitors**

Visitors are required to report to the Elevated Excellence Academy office prior to their visit to a classroom or to other parts of the building. All visitors must sign in upon arrival, sign out before leaving the building, and wear a visitor's identification badge while in the building. Visitors are not to approach students and should be escorted by a staff member at all times while in the building. Visitors are asked not to attempt a parent-teacher conference while students are in the classroom.

## **Parental Concerns**

Parents/Guardians who wish to express concerns should contact the Principal. Classroom issues should be initially addressed with the classroom teacher through a scheduled appointment. If a meeting is scheduled to discuss the concern, persons in attendance must conduct themselves civilly. It is expected that concerns will be expressed in a professional manner. Disruptive or threatening behavior may result in an action to protect school personnel, such as reporting the incident to the police and/or prohibiting the parent or guardian from entering school property at any time.

## **Parent Involvement and Volunteer Program**

We involve parents/guardians and families in their children's education. Research indicates that parent involvement makes an impact on students' attitudes, attendance, and academic achievement. Parents/guardians and members of the community are encouraged to volunteer within the Elevated Excellence Academy. Parent involvement and involved families are essential to a child's success. Please note: To be considered as a volunteer, you must pass a BCI/FBI check and TB test prior to working with students or attending field trips.

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

1. Information - Parents are informed about school activities and events through interim progress reports, report cards, notes sent home, parent newsletters, parent/teacher conferences and informal personal and telephone conferences.
2. Annual Title I Meeting - Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at the school during flexible dates and times. Additionally, parents' rights and Title I requirements will be discussed.

3. Open Door Policy - Parents are invited to come to the school to observe the education of their children on any day.
4. Volunteer Program - All parents are invited to volunteer in the school on any given day of the week.
5. Curriculum - We provide a high-quality curriculum to enable our students to meet high standards, and prepare for the state graduation exam. We share these results with parents and provide an explanation of the results with parents during the course of the school year.

### **Student Photographs - Picture Day**

School pictures will be taken in the fall of each school year. Parents/Guardians will be offered a package of individual and class photographs through the photography company. All students will be photographed whether or not a package is purchased. Information will be sent home prior to the actual picture day.

### **Yearbooks**

Yearbooks are offered through the school on a yearly basis. The school will attempt to keep the cost at a minimum. Advance payment is required. These will be available for distribution near the end of the school year.

### **Lost and Found**

In line with teaching students responsibility, articles brought to school by the students are the student's responsibility. Many items of clothing find their way into the lost and found containers. If your child is missing any article of clothing, have your child check the lost and found area. At the end of the school year all unclaimed articles will be taken to a local charitable organization.

## **Field Trips**

Students will actively explore real world problems and challenges through Project Based Learning. Elevated Excellence Academy believes that by entrenching instruction into real world, project-based experiences, students will be able to learn more efficiently than with a typical instructional approach which divides students' days by core content. Field trips may be conducted throughout the school year and correlated with their project-based learning. Parental permission slips are required for a student to participate. Without a signed and dated permission slip, the student will not be able to participate in the field trip. Also, an Emergency Medical Authorization Form must be on file at the school before a student may participate. Teachers may request parents/guardians to assist in organizing and chaperoning field trips.

Please note: To be considered as a chaperone, it is required that you pass a BCI/FBI check prior to participating in any school activity.

## **Classroom Parties**

Parties may be scheduled for special holidays and/or special occasions. The classroom teacher will coordinate and communicate dates, times and procedures for such events. Each classroom teacher will establish a party policy for their individual classroom. Parental request for parties will be approved or denied by the classroom teacher. Any request for a child not to participate in any/all such parties or activities should be in writing and forwarded to the teacher ahead of time. All such requests will be honored.

## **Supplies**

A tentative list of needed supplies is available at the time of registration or at the beginning of the school year. An updated list for each grade will be sent or given to the parent/guardian at the parent orientation meeting prior to the opening of the school.

## **Desks, Lockers, and Other Personal Storage Areas**

All lockers, desks, and other storage areas provided to the student for use remain the property of Elevated Excellence Academy. Students should not expect privacy regarding any items on Elevated Excellence Academy property. Periodic general inspections of Academy property may be conducted by School authorities for any reason at any time without notice, without student consent and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever an Elevated Excellence Academy official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or contraband material, such findings may be turned over to proper legal authorities for ultimate disposition.

### **Parents' Right to Know Teacher Qualifications**

Parents may request the following regarding their child's teacher(s):

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

## ELEVATED EXCELLENCE ACADEMY 2020-2021

9/8/2020-First Day for Students

10/23/2020-End of First Quarter

11/11/2020-Veterans' Day Observed-School Closed

11/25/2020-Parent Teacher Conferences-No Students

11/26/2020-11/27/2020-Thanksgiving Holiday-School  
Closed

12/18/2020-End of Second Quarter

12/21/2020-1/1/2021-Winter Break-No Students

1/4/2021-School Reopens

1/18/2021-Martin Luther King Jr. Day-School Closed

2/15/2021-Presidents' Day-School Closed

3/12/2021-End of Third Quarter

3/22/2021-3/26/2021-Spring Break-School Closed

3/29/2021-School Reopens

5/28/2021-End of Forth Quarter

This page intentionally left blank

**ELEVATED EXCELLENCE ACADEMY**  
**Parent-Student Manual Agreement**  
**2020-2021**

Your signature in the appropriate space below will indicate your commitment to helping fulfill the school primary mission - rigorous academic learning.

As the parent/guardian of \_\_\_\_\_  
pledge:

- To maintain high expectation for my child and the school
- To demonstrate consistent interest in my child's progress
- To support my child's best efforts
- To model the expectations described in the Code of Conduct To support and with school staff to promote learning
- To support the anti-bully policy

I have read/listened to the Code of Conduct and support the rules and expectations outlined herein.

Parent's/Guardian's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As a student at Elevated Excellence Academy, I pledge:

- To come to school prepared to learn, and be on time every day
- To be attentive and engaged in Elevated Excellence Academy's learning environment
- To work hard and give my best in all classes
- To be respectful towards everyone in my Academy

Student's Signature: \_\_\_\_\_

Please return signed form to school Office.  
This agreement will be placed into the student's file.

