



Queen City Career Prep High School

Parent - Student Handbook 2020-2021

Queen City Career Prep High School
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Cincinnati OH 45206
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<https://www.careerprepschool.org/queencity/>

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).

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*** NOTICE ***

Queen 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 of the Ohio Department of Education.

Introduction

Queen City Career Prep High School (“Queen City” or “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 Queen City Career Prep 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 Queen City Career Prep 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. All of the information, policies and procedures contained herein are subject to change at the discretion of the Board of Directors. The term “parent” when used herein means an official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent, or court-appointed guardian. If you have any questions about this Handbook, please contact the School’s Administrator. The School Administrator is also referred to as the School Leader and has similar authority and responsibilities as the superintendent of schools for a local district.

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, religion, creed, national origin, marital or parental status, sexual orientation, color, disability, 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, to children of full-time staff member, and to siblings of students who attended the School during the previous year.

B. Applications

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

C. Lottery

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

D. Student Records

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

E. At-Risk Definitions (If Applicable)

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

F. Tuition

The School does not charge tuition.

G. Student Immunizations

All new students are required to submit a copy of their Immunization Records within the first fourteen (14) days that they are enrolled. No student shall be permitted to remain in school for more than fourteen (14) days if the student has not met the minimum immunization requirements established by the Ohio Department of Health which can be accessed at the following website: <https://www.odh.ohio.gov>.

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.

H. Re-Enrollment

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

I. Annually Required Documents

At the beginning of each school year, 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 (it is the parent’s responsibility to update this information)
- 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- must be completed and signed by parent or student (if over 18), and collected.

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

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

K. Non-Sectarian School

The School is a public, non-sectarian School.

II. Student Responsibilities

A. Code of Conduct

The School recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. The Code of Conduct is intended to standardize procedures to protect 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 action or 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 if it affects the learning environment.

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, foster parent 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 official, employee, volunteer or person charged with carrying out the work of the School.

The following behaviors are considered OFFENSES at the School and will result in corrective action, potentially including a suspension, expulsion, or withdrawal, in accordance with law and at the discretion of the Administrator.

1. Persistent Tardiness or Truancy – absent without permission from the School
2. Dress Code Violation – not dressed according to the Queen City Career Prep dress code
3. Disruption – interfering with school policies or classroom routine
4. Cheating – copying someone else's work or in any way trying to take credit for work not done by the student himself/herself
5. Profane Language – use of profane or unacceptable language
6. Sexual Misconduct – including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, etc. The prominent display of "hickeys" or passion marks is prohibited.

7. Tobacco – possessing and/or using tobacco of any kind, as well as using vaporizers and e-cigarettes, in the school building and on school grounds is strictly prohibited
8. Sleeping – activity which results in student non-performance
9. Disobedience to the lawful instructions of a teacher – disobeying the lawful instructions of an Administrator, teacher, or other staff member of the School.
10. Out-of-Bounds – being in any part of the building or grounds including bathrooms, parking lot, classrooms, or offices unless specifically scheduled to be there or unless he/she has received permission from appropriate authority. If a student is in an area of the building without permission, other than classroom, it is grounds for removal from the School.
11. Non-completion of assigned activities – failure to finish academic work
12. Failure to provide name or identification to School personnel – refusal to provide LSC personnel with his/her name identification, or other necessary information including, but not limited to: current phone number, address, etc.
13. Theft – taking the property of another without right or permission
14. Fighting or violence – participating in physical contact and/or verbal abuse with one or more students or personnel
15. Vandalism – purposeful destruction of school or student property
16. Gang Activities – participating in gang activities
17. 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., including counterfeit or look-alike substances
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 or sexting
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 Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy.
26. Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined herein and in the School’s “Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy” (**Appendix 1**).
27. Actions that in the sole discretion of the Administrator endanger the health and/or safety of fellow students, staff or guests of the School.
28. Any other behaviors or actions that the Administrator deems, in his or her sole discretion, impede, obstruct, interfere or violate the mission or

philosophy of the School or cause a disruption to the educational environment or as an offense which may result in corrective action.

B. Dress Code

General Guidelines:

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

C. Attendance Policy

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

A student is deemed to be in attendance during a school day if he or she participates in the learning opportunities, scheduled for the student on that school day. Unless excused, a student will be withdrawn from the School if he or she fails to participate in 72 consecutive hours of the learning opportunities offered to the student as determined by the School, Sponsor, and/or their respective designees. Students withdrawn in this manner may be permitted to re-enroll in the School after attending a scheduled meeting with the School Administrator.

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

2. Absences/Tardies. If the student will be absent from or tardy to a day's learning opportunity, the student or, if the student is under 18, the parent/guardian must call the School on the day of the absence or tardy. A written excuse must be provided to the School within a reasonable time

of the student's return. Unexcused absences and tardies will reduce the student's overall average attendance percentage. Excused absences and tardies will also reduce the student's overall average attendance percentage.

Excused absences and tardies require written documentation such as a doctor's note, verification from the court or employer, or any other documentation as stated below. All students must provide the School with written documentation regarding excused absences or tardies within a reasonable time of the student's return to a learning opportunity. An excused absence or tardy will be granted if the student is not in school for the following reasons:

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

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

Unexcused absences include the following:

- a. Any absence where a student fails to provide appropriate written documentation of the absence (Students should provide written documentation within a reasonable time of returning to a learning opportunity.)
- b. Leaving a learning opportunity early without proper authorization

D. Truancy Policy

Compulsory school attendance. Under Ohio law, a child must attend school between the ages of 6 and 18 years old. Unless a student under the age of 18 has a legitimate excuse for missing school, he or she must attend school.

Queen City Career Prep High School develops an individualized learning plan ("ILP") for each student which sets forth the number of hours of onsite and offsite learning

opportunities that each student must participate in each week. The School considers a student absent if the student fails to participate in the learning opportunities set forth in his/her ILP. Absences without a legitimate reason can result in consequences for the parent or guardian as well as for the student.

The rule. A student will be considered a “habitual truant” if he or she is absent without a legitimate reason for:

- 30 or more consecutive hours;
- 42 or more hours in one school month; or
- 72 or more hours in a school year.

In determining whether a student is habitually truant, the School will consider both on-site and off-site participation in learning opportunities. Queen City Career Prep High School will notify the student (if 18 or older) and parent or guardian when the student is absent without a legitimate reason.

What happens if a student is habitually truant.

As required by law, within ten (10) days of the school’s determination that a student is a habitual truant, the school shall assign the student to an absence intervention team which shall develop a plan aimed at reducing or eliminating further absences. The student’s continued absence and/or failure to participate and make satisfactory progress in accordance with the plan may require the School to file a complaint in juvenile court, naming both the student and the student’s parent, guardian, or other person having care of the student and alleging that the student is an “unruly child” based on habitual truancy.

If a student is a truant and the parent, guardian, or other person having care of the student has failed to cause the student’s attendance, the School may require the parent, guardian or other person having care of the student to attend an educational program for the purpose of encouraging parental involvement in compelling the attendance of the child at school.

E. Progressive Discipline Policy

Queen City Career Prep follows a **progressive discipline policy**.

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. All due process procedures required by federal and state law will be followed.

Through progressive discipline, Queen City Career Prep 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.

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 may include, for example, an assignment, a detention, a suspension or an expulsion.

F. Suspension & Expulsion Procedures

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

Suspension.

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

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

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

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

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

principal within five (5) school days of the written notice of suspension. The principal shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

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

Expulsion.

Except as specifically provided for by statute, the Administrator may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the school are not permitted to participate in extracurricular activities or be on any school property. Expulsions may extend into the following school year.

Only the Administrator may expel a student. No student shall be expelled unless prior to the expulsion, the principal does both of the following:

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

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

1. The reasons for the expulsion;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;

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

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

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

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

Weapons Expulsion.

A student must be expelled for one year for:

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

A student may be expelled for one year for:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the School or on School Property.
- Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other school program or

activity which firearm was initially brought onto the property by another person.

- Bringing a knife capable of causing serious bodily injury to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or which the school is a participant.
- Possession of a knife capable of causing serious bodily injury at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the school is a participant which knife capable of causing serious bodily injury was initially brought onto the property by another person.
- Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
- Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

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

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

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

Permanent Exclusion.

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

- (1) A violation of section 2923.122 of the Revised Code;
- (2) A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district;
- (3) A violation of section 2925.11 of the Revised Code, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the board of education of a city, local, exempted village, or joint vocational school district;
- (4) A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of that board of education;
- (5) Complicity in any violation described in (1), (2), (3), or (4) above that was alleged to have been committed in the manner described in (1), (2), (3), or (4) above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

Disabilities Compliance

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

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from School without first satisfying the prior notice and hearing requirements set forth above. Written notice of the hearing and the reason for the removal shall be given to the student as soon as practicable prior to the hearing. The hearing shall be held on the next school day following the day of the student's initial removal. Students are to remain home during school hours and not attend/participate in School sponsored function(s) pending the hearing. Should an out-of-school suspension be warranted, days of removal may be applied to the days of out-of-school suspension.

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 10th grade: Students must have at least 6 credits.

Promotion to 11th grade: Students must have at least 12 credits

Promotion to 12th grade:

Students will be promoted to 12th grade when they complete one of the following:

- Earn all academic credits (English, math, science, and social studies) required by the state of Ohio
- Receive proficient equivalent scores on all state-required tests:
 1. Score of '3' in all seven (7) End of Course Assessments or
 2. Earn 12 point Industry Recognized Credential (IRC) and a 13 on the WorkKeys assessment
 3. Earn a College Readiness Score on ACT English 18 and Math 22
 4. Earn a diploma using the Option 1 or Option 2 for graduation cohort years 2018 and 2019

State law requires the School to prohibit the promotion of a student to the next grade level if the student has been truant for more than ten per cent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

F. Conferences/Open House

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

G. Transferring Credits

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

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

H. College Credit Plus and Advanced Standing Options

College Credit Plus and Advanced Standing are available for interested students. More information on these options can be obtained through your School Administrator. The School does not award high school credit for post-secondary courses any portion of which were taken during a period of expulsion imposed by the School.

I. Graduation Requirements

Graduation requirements vary depending on the year the student entered ninth grade for the first time and they are subject to additional legislative changes. For specific information related to graduation requirements students and parents should contact the School office. All students must complete the following prior to graduating:

- Fulfill the student’s Queen City Career Prep Learning Plan
- Complete an exit interview with School’s Graduation Committee
- Complete an employability skills course.

The Ohio Core graduation requirements will be followed for students who are first-time freshmen in the school year 2010-2011 or later.

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

J. Credit Flexibility Plan Option

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

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

Senate Bill 311 (the Ohio Core legislation) raised the graduation requirements for high school students, with the goal of increasing the number of students who are ready to meet the demands of

our global and technological age. Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. The plan is designed to customize learning around students' interests and needs.

Students may earn credits by:

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

The School will permit CFP in accordance with Ohio law, as amended. For information on how to initiate a Credit Flexibility Plan contact the School Administrator.

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. Tobacco and Eating

The law prohibits using tobacco as well as e-cigarettes or vaporizers in the building or on the grounds of the School. Food and beverages are generally not allowed in the classroom or the computer labs, except in authorized areas.

C. Parking

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

D. Transportation

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

E. Visitors

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

Parents, graduates and other visitors are always welcome with advanced notice and approval of the School office except in the case of an emergency. No children are permitted in the classroom at any time. If children would like to visit the School, an appointment for a tour must be scheduled with the main office. The School reserves the right to deny access to anyone, including parents, to the School facility and grounds at any time in the Administrator's sole discretion.

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

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

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

F. Emergency Phone Calls

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

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

G. School Closure Policy

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

H. Pesticide Notice

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 Office.

I. Cell Phones and Electronic Devices

Students are permitted to have cell phones with them during School hours subject to specific classroom rules. However, Students are prohibited from using cell phones or electronic devices in any negative, disruptive, or illegal manner.

Students who need to use cell phones during on-campus sessions should seek approval from a staff member before doing so.

Students violating this policy may be subject to disciplinary action.

J. Reasonable Suspicion Searches and Preventative Searches

Reasonable Suspicion Searches: The School may conduct a search of a student, student property (including but not limited to backpacks, purses and automobile vehicles), and unattended belongings in the event there is reasonable suspicion for the search. "Reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student/visitor:

- A. has violated or is violating a School rule or policy;
- B. has violated or is violating the law; or
- C. possesses an item or substance which presents an immediate danger of physical harm or illness to students, staff, School Attendees or School property.

Preventative Searches: A preventative search subjects students/visitors to scrutiny without suspicion that a particular student/visitor has violated a law or School rule. The primary purpose of preventative searches is to locate any firearm(s), weapon(s) and/or contraband in order to provide a safe school environment for School Attendees. Preventative searches will be conducted in the least intrusive manner possible so that individuals' rights are balanced with the requirements of this policy. Searches may be conducted using hand-held or walk-through metal detectors which may be utilized randomly or at designated locations at the School or at School activities or events. Random searches will use neutral and even-handed criteria for determining individuals subject to the search. In the event that a preventative search results in reasonable suspicion that the individual being searched is violating the law or School rules the search may be expanded or a more intrusive search may be warranted.

K. Volunteers

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

L. Video Surveillance

The School is authorized to utilize video surveillance/electronic monitoring systems on School property, and in School buildings and School buses. For more information contact the School administrator regarding the Video Surveillance and Electronic Monitoring Policy.

V. Safety

A. Fire Alarm

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

B. Reporting Injuries

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

C. Harassment, Intimidation, Bullying

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

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

D. Prohibited Gang Activity

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

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

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

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

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

E. Drug-Free School

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

F. Weapon-Free School

The School is a weapons-free School. No student, at any time, for any reason, will knowingly possess, handle, transmit, or use a weapon or any object, which can be reasonably considered a weapon, including “look alikes”, 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.

G. Lost and Found

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

H. Medication Administration

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

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms. In addition, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka Epi-Pen. Written approval must be obtained from the Student’s physician, and, if the Student is a minor, from the Student’s Parent.

The Physician’s written approval must include the following information:

- The name and address of the Student;
- The School in which the Student is enrolled;
- The name and dose of the medication contained in the inhaler or auto injector;
- The circumstances in which the auto injector should be used;

- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector;
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the Parent, Guardian or other person having care or charge of the Student can be reached in an emergency;
- Special instructions for administration of the drug by the Student;
- Written instructions outlining procedures school employees should follow in the event the Student is unable to administer the medication or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- And any other special instructions.

The School must have the above stated documentation provided by the physician and Parent or guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector. The parent, guardian or other person having care or charge of the student must submit a revised statement signed by the prescriber if any of the information originally provided to the school changes.

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

I. Food Allergy Action Plan

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

J. 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.

K. Student Directory Information

A Student's "Directory Information" may consist of the following as defined by State and Federal law:

- Name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Major field of study
- Grade level
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

The School has designated student names as directory information and may include such information in school publications, recognition lists, programs or student directories or give such information to third parties without parental consent or as otherwise required by law (such as military recruiters, etc.).

L. 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.

M. Release of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents/Guardians and Students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is

inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed, contracted, or volunteering at the School in an administrative, supervisory, academic or support staff position, including but not limited to, school employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the school law enforcement unit; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

Student Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records and it is the School's policy not to release student records without the consent of the parent or guardian or as otherwise required by law. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information. The School notifies parents and students which information it has designated as directory information annually through the parent/student handbook.

Access by Military Recruiters/Institutions of Higher Education

Two federal laws require the School to provide military recruiters, upon request, with student names, addresses and telephone listings, unless parents have advised the School that they do not want their student's information disclosed without their prior written consent. Similarly, state law requires the School to provide military recruiters, upon request, with the names and addresses of students in grades ten through twelve, unless parents have advised the School that they do not want such information disclosed.

N. 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.

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.

O. 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. For example, the names of the student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

Rights Afforded by the PPRA

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

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

- The right to receive notice and an opportunity to opt a student out of the following:
 1. any other Protected Information Survey, regardless of funding
 2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

- The right to inspect, upon request and before administration or use, of the following:
 1. Protected Information Surveys of students

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

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

Notification Procedures

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

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

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

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

Reporting a Violation

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

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

VI. Child Find

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

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

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

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

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

Positive Behavior and Interventions Support

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

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

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

Child Abuse and Neglect

Because of their sustained contact with school-age children, teachers and other employees are in a position to identify abused or neglected children.

Every School official, School employee, or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to suspect, that a student under eighteen years of age (or a mentally retarded, developmentally disabled, or physically impaired student under twenty-one (21) years of age) has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student, shall immediately report that knowledge or suspicion, by telephone or in person, to the public Children's Services Agency or local law enforcement agency. S/He shall also notify the School Administrator or his/her designee.

Crisis Management

A school wide Safety/Crisis Plan has been developed and provided to school personnel for assisting and responding to various crisis/emergency situations. In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the school may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to Parents will be through local television and radio stations. Once students are secure and safe, school personnel will contact parents with sign out procedures via automatic telephone and/or text messages.

VII. Parent's Right to Know Teacher Qualifications

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

VIII. Parent Involvement Policy

The School will provide opportunities for parents to formulate suggestions, interact and share experiences with other parents and participate appropriately in decision-making about the School's Title I plan and revisions in the parental involvement plan. In connection therewith, the School will hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education. The School has a Parent Involvement Policy in place, which shall be made available upon request to the School Administrator.

IX. 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.

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.

X. 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. For information about obtaining an Age and Schooling Certificate contact the School office.

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.

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.

XI. Internet Safety Policy

As more fully set forth in the School’s Internet Safety Policy attached as **Appendix 2** to this Handbook, the use of technology is a privilege and an important part of the School’s overall curriculum. The School will monitor the online activities of minor students and also, 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.

XII. 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.

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

Title IX

The School does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The School's Title IX Coordinator is:

Gamal Brown, Regional Director

(740) 971-8467

1462 Brittain Road, Akron, Ohio 44310

gamal.brown@careerprepschool.com

Any inquiries about the application of Title IX and its implementing regulations to the School may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

The School has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 239 Title IX Non-Discrimination Policy & Grievance Procedures, which is available on the school websites at <https://www.careerprepschool.org/>. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School will respond.

XIV. Homeless Policy

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

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

- A. transportation;

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

McKinney-Vento Homeless Children and Youth Program Overview

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

XV. 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 two hours of the beginning of the student's school day when the student is absent from school without legitimate excuse.

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.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Administrator or his/her designee, including information regarding the fingerprinting program. The Administrator or his/her designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

Education that fits your life
Queen City Career Prep
Parent/Student Handbook Contract
2020-2021

Student's Name:

Parent/Guardian's Name:

(If student is under 18 years of age)

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

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

Agreed by:

Student's Signature

Date

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

Date

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

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

Queen City Media Release STUDENT INFORMATION FORM

TO BE COMPLETED BY PARENT, GUARDIAN or ADULT STUDENT:

Please print clearly:

Name of Participating Student

Age

School

City/Town/Zip

Grade

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

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

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

Signature of Parent or Guardian

Date

- PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.

PLEASE RETURN THIS FORM TO THE SCHOOL.

Opt-Out of Ohio Core Waiver Form

By signing below, I acknowledge that my student will not have to meet the Ohio Core graduation requirements, but will have to meet the Queen City required credits to graduate and complete employability counseling. I further acknowledge that my student may not be accepted to a state 4-year college and may have to attend a community or junior college for at least one semester prior to attending a 4-year college.

Student name

Signature

Date

Parent name

Signature

Date