

STUDENT HANDBOOK

2014-2015



**Cleveland Arts and Social Sciences Academy
10701 Shaker Boulevard
Cleveland, Ohio 44104**

Dear Students,

Welcome to the 2014-2015 school year at Cleveland Arts and Social Sciences Academy! We are excited that you are a part of the CASSA family. The CASSA Teaching Team along with the Administration is looking forward to a positive and productive academic school year. The staff at CASSA is a dedicated, caring and competent group of individuals that are willing to provide you with the academic support that is needed to prepare you for success.

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

We ask that you share this information with your parents as it will also be discussed in your individual classes. It is important that you review and refer back to this information as often as needed because you will use this information throughout the year.

Wishing you a great school year,

The CASSA Staff

MISSION STATEMENT

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

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

Student Responsibilities

- respect for the rights of others
- obedience to properly constituted School authority
- compliance with the rules and regulations of the School
- respectful behavior in their speech and actions
- Individuals must not threaten or harass others
- Not to cause or encourage threatening or harassment of others
- Individuals must maintain behavior, including dress, vocalization, and other actions, which allows others to learn
- Individuals must obtain permission before taking and/or utilizing the property of others

Student Rights

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

UNIFORM AND DRESS CODE POLICY

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

The staff and administration insist that students wear their uniforms properly. **This includes tucking shirts in. Parents and students are equally responsible for the appearance of the student.**

School uniforms are to be worn daily except on picture days (when indicated) or other special event days. Uniform specifics are described on the following pages. Extreme variance in student attire will not be allowed. This includes tying shirts, sagging pants, shirt tails un-tucked, shirts of another color under the uniform shirt and any other variances the administration deems inappropriate. **In addition, jackets, hoodies and pullovers are not permitted to be worn at any time.**

GENERAL GUIDELINES

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

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

Clothing or appearance that is NOT acceptable includes the following:

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

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

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

Notices of this policy are posted in each school building and are in the student handbooks. Students who do not comply with this dress code will be subject to discipline as outlined above.

CASSA DRESS CODE

2014-2015

- COLORS:** Tops: White, Navy Blue and Light Blue.
- Slacks: Navy Blue ONLY
- Sweaters: Same as school colors above **(No Hoodies, No Jackets)**

STYLES:

LADIES:

Ladies may wear skirts (knee length), slacks (with belts), blouses (with a collar and buttons down the front), and polo shirts. Navy or white tights are permitted under appropriate length skirts.

GENTLEMEN:

Gentlemen may wear slacks - with a belt (no sagging), dress shirts and polo shirts.

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

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

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

SWEATERS: May be a cardigan. **NO HOODIES or Jackets (Navy blue, white, or black).**

SHOES: *Black or brown school shoes or athletic shoes **(no platform or slip-on shoes):**

JEWELRY Only one pair of earrings for ladies/gentlemen **(no larger than a dime)**

No nose, eye brow or lip jewelry is permitted.

Students that do not follow this policy may be written up for being out of dress code or the parents will be called to bring a change of clothes.

Administration has the final say in all dress code situations.

Please Note: Repeated dress coded violations will result in a detention and a note sent home. All dress code detentions will be served after school at the end of the month from 3:30-4:00. Parents/Guardians are responsible for transportation home. Detention notices will be sent in enough time for families to arrange transportation.

Three detentions will result in a one day suspension. Repeat violations will result in further disciplinary action.

GENERAL SCHOOL POLICY AND INFORMATION

GENERAL POLICY of PARENT INVOLVEMENT

The School expects parents of students to be actively involved in the student's education. In order for our faculty and staff to effectively educate our children, we welcome our parents as partners. Parents are strongly encouraged to

participate in a variety of activities and forums which will support our students academically and add to the vitality of our school. Parents will be expected to participate and sign an agreement with the school.

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

ARRIVAL AND DISMISSAL

School hours are:

- 7:20 am – Doors open to all students**
- 7:20 – 7:55 – Breakfast**
- 8:00 – School Day Begins**
- 3:30 – Dismissal**

MORNING ARRIVAL PROCEDURE

Upon entering the school all students are to go to the cafeteria and be seated according to grade level. If students are there for breakfast, students will be dismissed by grade level or table to be served. Students are not allowed to leave the cafeteria unless they have a pass from one of the morning monitors. Students are to remain in the cafeteria until the classroom teacher picks them up.

DISMISSAL

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

VISITATION TO SCHOOL

We welcome parents to CASSA. However, for the safety of all our children, all visitors must report directly to the office. Electronic locks have been installed at both entrances. All visitors must use the Shaker Boulevard entrance after 9:00 a.m. front doors. No parent or visitor is permitted to go directly to any classroom. **No exceptions**. Violators of this policy are subject to prosecution under the Safe School Ordinance. Teachers are instructed not to talk with any visitor to the classroom who has not first obtained a visitors pass from the office. After the first two days of class we require that all of our students walk to their classroom on their own. We have staff in the hallways to assist any student that needs extra help after the first few times.

ATTENDANCE

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of

instruction and classroom participation. A parent must contact the School in accordance with the procedure set forth in Attendance is required of all students enrolled at the CASSA during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance if present at any place where School is in session by authority of the Board.

Excused Absences

Absences due to the following will be excused:

- Personal physical illness such as to prevent attendance at School.
- Personal mental illness such that the student will not benefit from instruction.
- Illness in the family if student is age fourteen or older.
- Quarantine of the home.
- Death in the family.
- Observance of religious holidays.
- Court subpoena.
- Necessary work at home due to absence of parents/guardians.
- Instruction at home from a person qualified to teach the branches of education in which instruction is required.
- An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.

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

REPORTING AN ABSENCE

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

When a student has reached **5 days** of absence, a letter will be sent to the home. At **10 days**, a notice of "intent to pursue" an attendance hearing will be sent. At **15 days** a hearing will be scheduled with the Head of School. If the attendance does not improve, the matter will be forwarded to a hearing in **juvenile court**. The charge brought forth against the parent is contributing to the delinquency of a minor.

It is very important that children arrive on time for school. Children who arrive late cause a disruption to the class in progress and are themselves at an educational disadvantage. In addition, **those who frequently arrive late, give the impression that the business of education is not a top priority**. It is vital that parents model the importance of arriving on time for school.

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

STUDENTS EARLY RELEASE

When parents wish to have their child/children released from school before dismissal, the parent must come to the office to sign the child out from class. We require the adult to show a photo I.D. to the office staff at the time of pick-up. This is for the safety and security of our students. We will then call the child/children to the office to meet the

parent/adult. We cannot release any child to an adult who is not the custodial parent or who is not listed on the student enrollment form in the office. Teachers are instructed to never release a child directly from the classroom. At no time will we allow any student to walk home unattended during the school day. Late arrival and early release will be counted toward student attendance.

Disciplinary Action for Unexcused Tardiness or Absence

Repeated unexcused absences/tardiness shall be grounds for disciplinary action in accordance with Policy No. 271 Student Code of Conduct.

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

Any student who is absent for an extended period, as a result of a medically-documented physical or mental impairment will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

Truancy

A student is habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive School days, for seven (7) or more School days in one (1) month, or twelve (12) or more School days in one (1) School year.

A student is chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive School days, for ten (10) or more School days in one (1) month, or fifteen (15) or more School days in one (1) year.

Legitimate excuses for the absence of a student otherwise habitually or chronically truant include but are not limited to:

1. the student was enrolled in another school;
2. the student's absence was excused in accordance with applicable law or policy; or,
3. the student has received an age and schooling certificate.

If the student is habitually truant and the student's parents have failed to cause the student's attendance, the Board authorizes the Head of School or his/her designee to inform the student and his/her parents of the truancy record and the Board's intent to notify the Judge of the Juvenile Court of the student's excessive truancy.

The Head of School or his/her designee may act as the School's attendance officer or delegate that duty as permitted by law. The School's attendance officer shall investigate possible School attendance violations, and is authorized under Ohio law, to serve warrants, to enter places where children of compulsory School age are employed, and to take such other actions as may be necessary to enforce the compulsory education laws.

The Head of School or his/her designee is also authorized to establish a parent education program for parents of students who are habitually truant. Any parent assigned to the program who does not complete the program is to be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

R.C. §3321.01; §3314.03(A)(6); §3321.13-.191. See also Policy No. 271 Student Code of Conduct.

MAKE UP WORK

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

PUBLIC AREAS: CAFETERIA, HALLWAYS, STAIRWELLS AND BATHROOMS

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

LUNCHROOM

CASSA operates a closed campus and all children Grade K – 8 eat lunch at school. Students may either purchase lunch at school or bring their own. We ask that candy, pop/carbonated beverages, and glass containers not be sent for lunch. Many students qualify for free and reduced lunches due to family income and family size. Information on prices, free and reduced, lunch eligibility and applications are sent home at the beginning of the school year and are available in the office at any time during the year if the family status changes. The Federal Government determines an eligibility criterion and failure to provide income verification (if requested) may result in termination of benefits. Lunch rules are basic.

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

HALLWAY PROCEDURES

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

CLASS CHANGE PROCEDURES

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

RESTROOM PROCEDURES

- Be Quick
- Be Clean
- Be Quiet

LEAVING CLASS DURING CLASS TIME PROCEDURES

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

ASSEMBLY PROCEDURES

- Enter Area Quietly
- Sit in assigned grade area
- Act appropriately and be respectful
- Use active listening
- Exit quietly when instructed

FIRE DRILLS, WEATHER RELATED DRILLS/WARNINGS AND HEALTH AND SAFETY EMERGENCY EXPECTATIONS

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

SCHOOL DELAY AND CLOSING

In the event of inclement weather, school delays and closings will be reported to all local television stations and will appear as Cleveland Arts & Social Sciences Academy. In the event of a two hour delay, breakfast will not be served.

PROMOTION AND RETENTION POLICY

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

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

Promotion of a student from one grade to the next shall be based solely on that individual student's having met applicable promotion criteria. The decision to promote a student shall rest solely with the Regional Vice President, with appropriate input from the student's teacher(s), the professional staff, and parent(s).

CASSA uses a 10 point grading system:

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

Retention

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

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

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

Factors

- Teachers and the Regional Vice President will consider at least the following factors in arriving at decisions on promotion or retention. Factors are applicable in all grade levels.
- The student's level of academic aptitude and achievement;
- The student's level of social and emotional development and the student's ability to effectively interact with other students in his/her current grade level;
- The student's attendance patterns (absences, tardies, early checkout, excused, or unexcused) and its effect on the student's progress;
- Any other factors thought to be appropriate by the Regional Vice President, teacher(s), and professional staff.
- The School will not utilize a Student's failure to attain a specified score on any statewide achievement tests as a factor in any decision to deny a Student's promotion to a higher grade level, except that the School may use a Student's failure to attain a score in at least the basic range as a factor in deciding to deny a Student's promotion to the next level on the following tests:
 - 3rd grade math and reading achievement tests;
 - 4th grade reading, writing and math achievement tests;
 - 5th grade reading, math, science and social studies achievement tests;
 - 6th grade reading and math achievement tests;
 - 7th grade reading, writing and math achievement tests; or
 - 8th grade reading, math, science and social studies achievement tests.

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

Children with Special Needs:

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

R.C. 3313.609; 20 USC 1400 et seq.; 3301.0711.

HOMEWORK POLICY

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

Reasons for homework:

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

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

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

RECORDS UPON ENROLLMENT

Newly enrolled student records:

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

Requests for student records:

Upon receipt of a request for student records, the School will comply within 2 business days.

Copies of the student's records will be made and kept on file.
R.C. 3313.672

ADMINISTERING MEDICINE TO STUDENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health and welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done at school providing the school receives and retains a statement, which complies with O.R.C. 3313.713 and is signed by the doctor who prescribes the drug. School personnel will then supervise and secure the proper storage and dispensation of medication. The drug **MUST** be received in the container in which it was dispensed by the doctor or licensed pharmacist. This includes all medication including aspirin, Tylenol, cough syrup, etc. Forms to be signed by the doctor are available in the school office. It would be wise to secure the form *before* going to the doctor. **No student will be given medication or will use self-administered medication without a doctor's form previously signed and kept on file in the office.**

EMERGENCY MEDICAL FORMS

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

HEAD LICE/BED BUGS

If your child/children are found to have head lice in their hair or bed bugs, they must be excluded from school until treatment is followed. This involves treating the hair or skin, other infected family members and the home (furniture, carpeting, bedding, stuffed toys, etc.). We have very limited nursing services and your cooperation in treating this condition is greatly appreciated. Treating head lice takes a maximum of two days. A longer absence than 2 days for this reason is considered excessive.

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

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. The School requires that every elementary, middle and high school teacher, counselor, psychiatrist, nurse or administrator complete at least four hours of in-service training in child abuse prevention, school safety, violence prevention, substance abuse and the promotion of positive youth development within two years of commencing employment in the School, and every five years thereafter. The School may develop its own curriculum or adopt the curriculum developed by the Ohio Department of Education for the in-service training. The School shall maintain records of staff participation in in-service child abuse detection.

The School shall provide training and dating violence prevention for all employees who work in middle or a high school as a teacher, administrator, counselor, nurse, or school psychologist.

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 Head of School or his/her designee.

All suspected cases are to be reported even if documentation is not available. The law provides protection for the reporting person who acts in good faith.

If the agency or officer receiving the report requests a written report, the Head of School or his/her designee shall provide a written report containing the following information:

- The names and addresses of the student and the student's parents or the person or persons having custody of the student, if known;
 - The student's age and current condition;
 - The nature and extent of the student's known or suspected injuries, abuse or neglect, or of the known or suspected threat of injury, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect; and any other information that might be helpful in establishing the cause of the known or suspected injury, abuse, or neglect, or of the suspected threat of injury, abuse, or neglect.
 - In addition, the Head of School or his/her designee may take color photographs of areas of trauma visible on the student and include them with the written report.
 - "Sexting" is a term applied to creating, receiving, exchanging, sending or possessing a photograph or other material showing a minor in a state of nudity, and sexting is prohibited, regardless of whether any child pornography laws are violated. Students, parents and/or the police may be contacted and sexting may be reported as suspected child abuse or neglect.
 - The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.
 - The Head of School or his/her designee should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be reported to the Head of School or his/her designee who will investigate and take appropriate action in accordance with Board directives.
 - A report made under this policy is confidential under Ohio law. No person may disclose the contents of any report made under this policy except as provided above.
 - *Failure to make a report required by this section, or unauthorized disclosure of the contents of a report made under this section, may result in disciplinary action against the employee.*
- R.C. 2151.421; R.C. 3319.073; OAC 3301-57-01.

FIELD TRIPS

Classes take field trips from time to time during the school year. Field trips are approved on the basis of educational purpose and objectives. Parents are always informed of the details of the trips and parent permission slips go home to be signed. The teacher will take a copy of the blue emergency medical form with them on every field trip. If the permission slip is signed, but we do not have an emergency medical form on file for the child, the child will not be permitted to go on the trip. Parents/guardians please make sure that we have an up-to-date emergency form on file for each of your children at CASSA. Teachers, in advance of the field trip, may set up specific requirements (incentives) for

the student to participate. Please be aware, that attending field trips outside of the classroom is a privilege not a right. **All permissions MUST be in writing. NO Verbal permission will be accepted.**

TELEPHONE USE

No student will be permitted to use the telephone unless it is an emergency. Forgetting homework or needed supplies is not considered an emergency. Please help your child be adequately prepared for school in the morning and talk over any needed messages or instructions for the day at this time. **Messages called in for students will be given at the last hour of the day. If it is an emergency the parent will be required to state the emergency situation.** Taking care of arrangements before your child comes to school will help eliminate the urgency of last minute messages called into the office. If a parent needs to make pick-up changes, please be sure to call the school office no later than 3:15 pm so we can get the message to the student before they leave the classroom for the day. Please aide us in this effort, as a large student population does not allow us to interrupt classes and give students personal messages.

SEARCH AND SEIZURE

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

The School acknowledges the need for in-School storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a School official. The Board may require the Chief Administrative Officer or his/her designee to conduct a regular search at least annually of all such storage places.

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

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of School rules. Specifically:

Search and Seizure of Property:

School lockers, desks, and property are on loan to the students and remain the property of the School. They may be inspected and reclaimed at any time.

Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks.

Students must open their lockers at the request of School officials.

When on School grounds, students and their personal property may be searched if a school official has grounds to believe the search may turn up evidence that the student has violated or is violating the law or School rules.

A student shall have the opportunity to be present during the search of his or her locker, desk, or other property unless the student is absent from School or the safety or welfare of the School or an individual necessitates a search during the student's absence.

The search of a student's person or intimate personal belongings shall be conducted by the Head of School or his/her designee. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the School. Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School has established a zero tolerance for alcohol use.

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

The Head of School or his/her designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Head of School or his/her designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

U.S. Const. Amend. IV, XIV; Oh. Const. Art. 1 §14.

N O T I C E

Pursuant to the Ohio Revised code Section §3314.041, the governing authority of each community school and any operator of such school shall distribute to parents of students of the school upon their enrollment in the school the following statement in writing:

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

Compliance with State Academic Standards

The School will make every reasonable effort to ensure that it uses high quality academic assessments, accountability systems and teacher preparation and training, and ensure that the foregoing and the school's curriculum and instructional materials are aligned with the state's academic standards. The School will enable all interested parties, including students, parents, teachers and administrators, to measure this school's progress in meeting state and federal goals for student academic achievement.

The School will make every reasonable effort to use the state's assessment system to improve and strengthen accountability, teaching and learning to ensure that its students are meeting the state's academic standards.

20 U.S.C. §6301(1) and (6); NCLB §1001(1) and (6).

Access to Equal Educational Opportunity

It is the policy of the School to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or other legally protected category.

ELECTRONIC DEVICES

While on School property, in a School vehicle, or while attending School-sponsored or School-related activities, whether on or off School property, Students shall be permitted to possess and use electronic communication devices, including, but not limited to, cellular phones, beepers, I-Pods, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices or other devices deemed to be distractive, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, or educational mission including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off during the School day. They may be stored in the Student's backpack during the School day, but may only be turned on and operated before and after the regular school day.
2. When Students violate this prohibition, they shall be subject to disciplinary action, including but not limited to losing the privilege of bringing the device onto School property. In addition, an administrator may confiscate the device, which shall only be returned to the Student's Parent. All requests to confiscate these items must be complied with in a spirit of cooperation. If, upon confiscation, the School becomes aware of other misuse of the device, or, has a reasonable suspicion of other violations of School policy, the Student may be disciplined for additional violations of this or other School policies. In other words, a Student loses his/her privacy rights in the device and information contained in the device, once a School policy is violated and the device confiscated so long as the School has a reasonable suspicion of misuse.
3. Students are responsible for devices they bring to School. The School shall not be responsible for loss, theft, or destruction of devices brought onto School property.
4. Students shall comply with any additional rules developed by the School concerning appropriate use of electronic communication devices.

5. Students shall not utilize an electronic communication device in a manner that would violate the School's Technology and Internet Acceptable Use Policy or its Student Code of Conduct.
6. Examples of types of prohibited behavior involving electronic communication devices include, but are not limited to:
 - a. text messaging on or off School Property during School hours to or from a student on School Property;
 - b. sexting, which is the act of sending sexually explicit messages or photographs, primarily between mobile phones or other electronic communication devices;
 - c. using digital cameras or camera phones to invade the privacy of others by transmitting unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web;
 - d. using digital cameras, camera phones, or any other device to cheat on examination;
 - e. playing digital games;
 - f. using digital cameras, camera phones, or any other device to harass or bully another.

Technology and Internet Acceptable Use 2014-2015

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

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in policy no. 271 Student Code of Conduct.

Unacceptable uses of Technology/Internet include but are not limited to:

- Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
- Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
- Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.

- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
- Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
- Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
- Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - any activity that requires an exchange of money and/or credit card numbers;
 - any activity that requires entry into an area of service for which the School will be charged a fee;
 - any purchase or sale of any kind; and
 - any use for product advertisement or political lobbying

Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School’s policies or contrary to the School’s mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students and Staff have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind; either express or implied that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children’s Internet Protection Act (“CIPA”), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

My signature attests that I have read the above Internet Acceptable Use Policy and I agree to abide by it.

Signature of Parent/Guardian

Date

Signature of Student

Date

Signature of Staff Member

Date

ANTI-HARASSMENT, INTIMIDATION AND BULLYING POLICY

The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures and standards for the School and students. Information regarding this policy must be incorporated into employee training materials.

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

“Harassment, intimidation, or bullying” means either of the following: 1) any intentional, written, verbal, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of “harassment, intimidation or bullying” also includes the above described acts which are electronically generated, stored or transmitted.

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member.

Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following:

- (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences;
- (2) Whether a connection to on-campus activities exists.
- (3) Whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education;
- (4) Whether the behavior invades the privacy of other
- (5) Whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of **harassment, intimidation, bullying and cyber-bullying** may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and code of conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Head of School or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Head of School or his/her designee is then responsible for determining whether an alleged

incident constitutes a violation of this policy. In so doing, the Head of School or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See attached Form for Reporting Incidents of Harassment Intimidation and Bullying at Appendix 264.1-A).

Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. To the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g). Semiannually, the Head of School will provide the Board President with a written summary of all reported incidents. All School personnel, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

The School prohibits reprisal or retaliation against any victim or person who reports an act of **harassment, intimidation or bullying**. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Head of School or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures. The School shall implement the following strategy for protecting victims: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to insure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of **harassment, intimidation and bullying**. While conduct that rises to the level of “**harassment, intimidation or bullying**” will warrant disciplinary action whether and to what extent to impose disciplinary action (*i.e.*, detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Head of School. The following procedure sets forth possible interventions for the Head of School to enforce the prohibition against harassment, intimidation or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. **Non-disciplinary Interventions**

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

2. **Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct. The School may also provide training, workshops, or courses on this policy to Staff and volunteers who have direct contact with students.

R.C. §§ 3313.666, 3313.667

ANTI-HARASSMENT, INTIMIDATION AND BULLYING POLICY (CONT.)

All CASSA students have the right to feel physically and emotionally safe. Any gesture or physical activity of any type that is intended to harm another student or the student's reputation will not be tolerated. Teasing, taunting, gossip, verbal, physical or sexual harassment, intimidation, cyber bullying and ostracizing are examples of bullying behaviors.

If you feel that you are being bullied/harassed or are concerned for the safety of another student, you should immediately speak to an administrator about the problem. All reporting will be kept confidential.

ANTI-HAZING POLICY

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

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

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

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

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

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

R.C. 2307.44, 2903.31; 3313.661

264.3 Gang Activity Policy

The Board believes gangs or gang activity create an atmosphere that seriously disrupts the educational process. Students are prohibited from engaging in gang activities while at School, on School property, or at School-sponsored events.

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

The term “gang activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

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

BUILDING RULES

It is generally recognized that in order for each child to receive the maximum educational benefit, proper order and discipline must exist. A referral form is used when a student is sent to the office. A copy of the form is retained by the Head of School, one copy is placed in the student’s personal file and the other copy is sent home either with the student or through the mail. Often times a phone call to the parent will also be placed in order that all parties are informed.

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

RULES

- 1) Report directly to the school cafeteria using the Rosehill Ave. entrance.
- 2) Breakfast is served from 7:20 – 7:55 am in the cafeteria
- 3) Walk quietly in the building.
- 4) Leave the building and grounds when you are dismissed.
- 5) Leave gum, candy, toys and objects that will interfere with learning at home.
- 6) Ignore others who are disruptive. (Keep your hands to yourself.)
- 7) Respect school and personal property.
- 8) Obey all staff members.

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

Student Code of Conduct

All students are expected to conform to the Student Code of Conduct and are subject to the School's disciplinary process when they fail to do so.

Progressive Discipline

First Level Offense

Teacher explains or reviews class and School rules and warns the child of possible consequences.

Teacher applies appropriate consequences, including time-outs not to exceed child's age.

Second Level Offense

Teacher applies appropriate consequences, including longer time-outs or time-out in an alternate area.

Teacher personally communicates the problem(s) with the child's parent(s).

Teacher sends a written report home and a copy to the office.

Third Level Offense

If actions taken at Levels 1 – 2 have not corrected the inappropriate behavior or if the student engaged in serious act(s) of misconduct, the Head of School may suspend the student from School, not to exceed ten School days.

Fourth Level Offense

If actions taken at Levels 1 -3 have not corrected the inappropriate behavior or if the student engaged in serious act(s) of misconduct, the Head of School may expel the student from School, not to exceed 80 days, unless one year is specifically authorized.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet publishing, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Assault	Unlawfully causing any physical injury.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Bomb Threat	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.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Damage/Destruction of Property	Causing, attempting to cause, or threatening to cause damage to School or private property (including graffiti).	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Display of Affection	Any physical display of affection between students is prohibited.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other students, and running and/or making excessive noise in the building.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Dress Code Violations	[Insert School's Dress Code] See also Policy No. 263 Dress and Grooming.	Level 1 or 2 Parent may have to bring uniform	Level 1 or 2 Parent may have to bring uniform	Level 3 or 4
Electronic Access	The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Electronic and Other Communication Devices	No Student shall display or possess any electronic devices (cellular telephones, PDA's, CD players, I-Pods, gaming devices, etc.) without approval on School property between the hours of 8:00 a.m. to the conclusion of School. See also Policy No. 232 Technology and Internet Acceptable Use.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Extortion/Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Firearm	Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	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 School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Gambling	Illegal participation in, or the organization of, games of chance for money and/or other items of value.	Level 1 or 2 disciplinary action.	Level 2 or 3 disciplinary action.	Level 4 disciplinary action.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student. See also Policy No. 264.3 Gang Activity Policy.	Levels 1 to 3	Level 3 or 4	Level 4
Hazing	Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	by an individual subject to hazing does not lessen the prohibition in this policy. See also Policy No. 264.2 Anti-Hazing Policy.			
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.	Level 1	Level 2	Level 2 or 3
Illegal or Dangerous Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; and/or paraphernalia.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Illegal Organization	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning. See also Policy No. 264.3 Gang Activity Policy.	Level 1 or 2 disciplinary action.	Level 2 or 3 disciplinary action.	Level 4 disciplinary action.
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	member of the School community.			
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.) See also Policy No. 264.1 Anti-Harassment, Intimidation, and Bullying Policy.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Knife	Bringing a knife to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Littering	Throwing paper, trash, or other materials on the floor, inside the School building, or on School grounds.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Loitering	Presence of an individual in or about a School under one or more of the following circumstances: <ul style="list-style-type: none"> • After a reasonable request to leave. • Does not have a legitimate reason for presence. • Does not have written permission from proper authority for presence. • Refusal to identify self. 	Level 3 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Lunch and Lunch Time Behaviors	When Parents provide a Student's lunch, they are expected to provide a healthy meal. Carbonated beverages, such as soda (pop) are prohibited. Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent table manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but are not limited to: <ul style="list-style-type: none"> • Eating food outside the designated area or room • Leaving without permission • Littering • Discourtesy (toward volunteers, other students or staff) • Failure to remain seated and to clean up your space • Talking too loud and/or inappropriately 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Lying	Intentionally giving untrue communication.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Misuse of Electronic Online Hardware or Software	Students using School online services for illegal, inappropriate, or obscene purposed. See also Policy No. 232 Technology and Internet Acceptable Use	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.

INFRACTION	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Obscenities/ Verbal Abuse/ Vulgarities	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Offensive Material	The production, possession, and/or distribution of materials that offend common decency or morals.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Other Overt Disruptive Behavior	Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of individual or the School.	Level 2 disciplinary action.	Level 3 disciplinary action.	Level 4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Playground Behavior	The playground is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions may include, but are not limited to: <ul style="list-style-type: none"> • Any use of physical force or violence • Throwing objects of any kind, including snow, and/or ice • Taking property of others (hats, gloves, etc.) • Not being in the supervised area • Improper use of playground equipment • Using unapproved playground equipment 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Reckless Endangerment	Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to: <ul style="list-style-type: none"> • Talking during safety drills • Running, pushing, yelling, or other inappropriate behaviors • Possession of or use of tobacco, alcohol, or drugs • Leaving the school building or grounds without permission • Any of the inappropriate playground behaviors listed above 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event. See also Policy No. 266 Drug Prevention	Level 3 disciplinary action.	Level 4 disciplinary action.	Level 4 disciplinary action.
Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia. See also Policy 269 Use of Tobacco on School Premises	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
School Hall and Restrooms	Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to: <ul style="list-style-type: none"> • Cheating, stealing, lying, coarse language, etc. • Lack of courtesy and respect 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	(name-calling, talking back) <ul style="list-style-type: none"> • Any use of physical force or violence at any time anywhere on school property • Harassment of other students, teachers, volunteers, etc. • Disrespect toward staff members, substitutes, volunteers, and/or visitors 			
School Property	Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to: <ul style="list-style-type: none"> • Defacing textbooks, library books, and other school materials • Destruction or improper use of school computers, printers, or other technology • Defacing/destruction of school property including desks, walls, lockers, etc. • Failure to respect the property of other students, teachers, school personnel, etc. • Gum chewing on school property • Improper use of restrooms and/or supplies • Stealing 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
School Telephone	Use of the telephone by students is strongly discouraged. To help students develop responsibility, phone calls home require the written consent of the student's teacher. Violations include but are not limited to: calls not approved by the teacher/Chief Administrative Officer.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
School-Wide Discipline and Classroom Policies	The School has in place a school-wide behavior management and discipline plan designed to provide consistent expectations throughout the School. In addition, each classroom has its	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<p>own characteristics and expectations, and teachers may establish certain classroom rules to assist them in providing a pleasant atmosphere and good educational environment. These school-wide and classroom rules are in addition to those listed in this Code of Conduct, and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action.</p>			
Sexual or Other Harassment	<p>Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment. See also Policy No. 264 Sexual and Other Forms of Harassment</p>	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.	Level 4 disciplinary action.
Social Behavior	<p>Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to:</p> <ul style="list-style-type: none"> • Cheating, stealing, lying, coarse language, etc. • Lack of courtesy and respect (name-calling, talking back) • Any use of physical force or violence at any time anywhere on school property • Harassment of other students, teachers, volunteers, etc. • Disrespect toward staff members, substitutes, volunteers, and/or visitors 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Tardiness	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule. See also Policy 251 Attendance/Truancy/Withdrawal	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Technology Misuse	See Policy No. 232 Technology and Internet Acceptable Use for unacceptable uses of technology/Internet.	Levels 1 through 3	Level 3 or 4	Level 4
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Toys or Play Objects	School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to: <ul style="list-style-type: none"> • Bringing toys or distracting objects to school • Creating toys or distracting objects at school 	Level 1 disciplinary action.	Level 1 disciplinary action.	Level 1 disciplinary action.
Transportation	Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will be supported by the School and the management company. Violations include but are not limited to: <ul style="list-style-type: none"> • Disrespectful behavior towards the driver or another student • Physical violence and/or abusive language (swearing) • Eating on the bus 	Level 1 disciplinary action.	Level 1 or 2 disciplinary action.	Level 3 or 4 disciplinary action.

INFRACTION	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	<ul style="list-style-type: none"> • Constant yelling or screaming (which could endanger the lives of others) • Failure to remain seated • Threatening behavior • Possession of drugs, glass, weapons, animals, or stolen merchandise. • Any other violation of school policy. See below, Transportation Discipline.			
Trespassing	Being in a School building or on School grounds without permission or authorization, or refusing to comply with a request to leave School premises.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures. See also Policy No. 251 Attendance/Truancy/Withdrawal	Level 2 disciplinary action; possible referral to the Juvenile Court system.	Level 3 disciplinary action; possible referral to the Juvenile Court system.	Level 4 disciplinary action; possible referral to the Juvenile Court system.
Verbal altercation	Engaging in minor verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.

Cleveland Arts and Social Sciences Academy 2014-2015

STUDENT/ PARENT HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received and read the Student/Parent handbook completely.

Parents must inform Cleveland Arts and Social Sciences Academy of changes to residence, custody and home, work and emergency telephone numbers in writing.

Student's Name (print) _____

Student's Signature	Grade	Date
---------------------	-------	------

Parent's Signature	Grade	Date
--------------------	-------	------

NOTICE OF POLICY CHANGES

From time to time, policies, rules and regulations may be changed. The Head of School or his/her designee or the Board will provide notification of changes and/or notice will be posted in the common area of the School's facilities. Any changes to this handbook will also be given to the students and parents in writing.