



Toledo School for the Arts  
2017-2018 Student Parent Handbook  
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### **TSA Mission Statement**

Toledo School for the Arts fulfills every student's intellectual, ethical, social, emotional and physical potential by integrating an unsurpassed arts curriculum with superior college preparatory academic programs to prepare life-long learners with a passion for the arts, respect for others, and an active commitment to diversity and the community."

### **Purpose of the Student Parent Handbook**

This handbook is designed to familiarize students and parents or guardians with the major policies and practices in place at Toledo School for the Arts. While every effort has been made to make this handbook as complete and encompassing as possible, it cannot address all situations but does provide general guidance in many areas. Further elaborations on TSA policies are found in the Office of the Human Resources and Diversity Coordinator.

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**To All TSA Students, Families and Guardians:**

On behalf of the Faculty and Staff, I would like to welcome you to another exciting, fun, and educational school year at Toledo School for the Arts. I am honored to serve as the new Principal of TSA! I look forward to meeting each of you and your families as we work together to support you in your future dreams and endeavors. We have assembled an amazing Faculty and Staff who are ready and eager to guide you in your artistic and educational journey this school year. Take advantage of the opportunities and challenges that our school community offers, and make this year at TSA your best yet.

This handbook is designed to share with student and parents or guardians, the information outlining both opportunities available to students and responsibilities to which students must adhere in order to have a successful school experience. This handbook will explain the resources available to you and acquaint you with the different daily procedures that help our school operate smoothly. You will learn the rules and regulations, which will encourage you to model the good behavior, expected by your parents, your community and our staff, and you will gain information which will allow you to become a part of the total school program.

Toledo School for the Arts has a growing tradition of student and staff accomplishments. We challenge you to pursue opportunities that will expand your knowledge and skills. The TSA Faculty and Staff are here to make your years in school as successful and as educationally challenging as possible. Our mission is to support you in your TSA experience to prepare you for your future.

May this year be one of the most rewarding in your school experience. The Faculty, Staff, and I look forward to working with you and your families throughout the school year. Have a great year!

Sincerely,

Ms. Hiser  
TSA Principal

## 2017-2018 Academic Calendar

### First Quarter (August 16 – October 13)

Wednesday	Aug	9	Schedule Pick-Up – 12 PM to 6 PM
Thursday	Aug	10	Schedule Pick-Up – 9 AM to 3 PM
Friday	Aug	11	New Teacher Orientation
Monday	Aug	14	Full Staff Orientation
Tuesday	Aug	15	Teacher Work Day – 12 PM to 8:30 PM
Tuesday	Aug	15	Meet the Teacher Night – 6:00 PM
Wednesday	Aug	16	First Day of School – 6th grade/all NEW incoming students 8:05 AM to 12 PM ç please note early dismissal
Thursday	Aug	17	First Day of School for all returning students (8:05 AM to 3 PM)
Friday	Sept	1	First Friday – Regular 3 PM Dismissal Time
Monday	Sept	4	Labor Day – No School
Wednesday	Sept	20	2 Hour Delay – 10:05 AM Start Time
Thursday	Oct	5	Grandparents Day (6th Grade only)
Friday	Oct	6	First Friday – Regular 3 PM Dismissal Time
Thursday	Oct	12	Picture re-take day
Thursday	Oct	12	End of First Quarter
Friday	Oct	13	Teacher Work Day - No School

### Second Quarter (October 14 – December 22)

Thursday	Oct	26	Parent/ Teacher Conferences - No School
Friday	Oct	27	No School
Friday	Nov	3	First Friday – Regular 3 PM Dismissal Time
Saturday	Nov	4	Open House for Prospective Students
Wednesday	Nov	15	2 Hour Delay –10:05 AM Start Time
Monday	Nov	20	Thanksgiving Break Begins – No School
Mon. & Tues.	Nov	20-21	Teacher Professional Development Days
Monday	Nov	27	School Resumes
Friday	Dec	1	First Friday – Regular 3 PM Dismissal Time
Tuesday	Dec	19	Semester Exams – 1st /2nd period – 11:10 AM Release
Wednesday	Dec	20	Semester Exams– 3rd /4th period – 11:10 AM Release
Thursday	Dec	21	Semester Exams – 5th /6th period – 11:10 AM Release
Friday	Dec	22	Semester Exams – 7th period – 9:35 AM Release/Winter Break Begins

### Third Quarter (January 9 – March 16)

Monday	Jan	8	No School – Teacher Work Day
Tuesday	Jan	9	School Resumes
Monday	Jan	15	Martin Luther King Day – No School
Wednesday	Jan	17	2 Hour Delay –10:05 AM Start Time
Friday	Feb	2	First Friday – Regular 3 PM Dismissal Time
Monday	Feb	19	Presidents' Day – No School
Friday	Mar	2	First Friday – Regular 3 PM Dismissal Time
Thursday	Mar	15	End of 3rd Quarter
Friday	Mar	16	Teacher PD/Work day – No School

#### Fourth Quarter (March 17 – May 24)

Thursday	Mar	29	O-Rama Day
Friday	Mar	30	Spring Break Begins
Monday	Apr	9	School Resumes
Friday	May	4	First Friday – Regular 3 PM Dismissal Time
Friday	May	11	Kaleidoscope; Early Release – 1:00 PM
Monday	May	21	Exams – 1st /2nd period – 11:10 AM Release
Tuesday	May	22	Exams – 3rd /4th period – 11:10 AM Release
Wednesdays	May	23	Exams – 5th /6th period – 11:10 AM Release
Thursday	May	24	Exams – 7th period – 9:35 AM Release / Last day of school
Friday	May	25	Teacher Check out
Saturday	May	26	Graduation

#### **Parent and Foster Caregiver Involvement**

For purposes of TSA policies the term “Parent” includes guardians, foster parents, court-appointed custodians or official grandparent caretakers. The School recognizes that having Parents and foster caregivers of Students actively involved in Students’ education promotes Student success in educational efforts. The involvement of Parents and foster caregivers is likely to bring about overall improvements in academic achievement and encourage positive Student behavior. In order for our faculty and staff to effectively educate our Students, we welcome our Parents and foster caregivers as partners. Parents and foster caregivers are strongly encouraged to participate in a variety of activities and forums that will support our Students academically and add to the vitality of our school.

Parents and foster caregivers will be expected to participate in regularly scheduled status reviews and to sign an agreement with the School confirming their commitment to the educational success of their child. A status review is a formally scheduled conversation between Faculty and Parents/foster caregivers in order to discuss their Student’s development and progress. Parents and foster caregivers will be required to confer with faculty about their child’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 review written report cards. The School also encourages Parents to initiate conferences about their questions and concerns with the Principal or his/her designee and/or faculty members.

The School further encourages Parents and foster caregivers to do the following:

1. Engage in consistent and meaningful communication with the School, including active participation in any parent-teacher conferences/ status reviews;
2. Prioritize Student learning in both the School setting as well as at home;
3. Be aware of School policies, procedures and curriculum and contribute in order to promote the improvement of the School;
4. Participate in School activities where appropriate, including through efforts as a volunteer; and
5. Support and reinforce Student learning at home.

The School will make available information regarding the School’s policies, procedures, programs, and curriculum in both in a format and language that is understandable to Parents and foster caregivers.

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with Parents and family members (family) of

the students being served. Please see all of our Title I Involvement Policies in the School Human Resource and Diversity Coordinator's Office.

### **Parent/School/Student Compact**

Every year TSA collaboratively sets out a School/Family Compact. Below is the 2016-17 Compact.

The School and all Parents and family members (Family) of students, including the Family of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act ("ESEA"), agree that this compact outlines how the Family, the entire School staff, and the students will share the responsibility for improved student academic achievement and the means by which the School and Family will build and develop a partnership that will help students achieve both TSA's and the State of Ohio's high standards.

#### School Responsibilities

The School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating student to meet both TSA's and the State of Ohio's high academic standards.
2. Hold parent-teacher conferences annually, during which this compact will be discussed as it relates to the individual student's achievement. Conferences will be held at the conclusion of the 1<sup>st</sup> quarter of each school year.
3. Provide family access to reports on their student's progress; specifically, the school will provide access as follows: *all grades, comments, and academic progress are made available to parents via PowerSchool and Schoology.*
4. Provide family reasonable access to staff. Specifically, Staff will be available for consultation by way of phone, email or meetings. Staff email addresses are provided on the website and on PowerSchool. Teachers at TSA have been asked to reply, under normal circumstances, within 48 business hours to parents who contact them.
5. Provide family opportunities to volunteer and participate in their student's class.
6. Treat all members of the School Family with respect and dignity.
7. Know the curriculum and state standards.
8. Establish clear rules for acceptable behavior, class participation, grades, and assignments.
9. Discipline students in a fair and consistent manner as outlined in the Student Code of Conduct.
10. Provide filtering and monitoring of Internet usage in accordance with The Children's Internet Protection Act; provide digital message filtering, monitoring, and blacklisting with automatic forwarding of keywords to administrative staff for further review.

#### Family Responsibilities

We, as family, will support our student's learning in the following ways:

1. We will treat all members of the School Family with respect and dignity.
2. We will support the teachers and staff of the School by reading and requiring compliance with all rules and regulations as described in the Student Handbook.
3. We will communicate our comments, questions, and concerns regarding our student's health, attendance, or other educational matters to the appropriate personnel, and we will provide truthful and accurate information to faculty and staff.
4. We will send our student to School in accordance with the School dress code.

5. We will attend any meeting concerning the welfare and well being of our student, including report card conferences, IEP meetings, and any other intervention meetings, and we will initiate requests for teacher conferences regarding academic concerns, if any.
6. We will attend shows and performances specific to our student's class obligations demonstrating interest and support of our student's progress.
7. We will send our student to School on time and on a regular basis as required by the law, and we will follow attendance procedures and provide proper documentation for excused absences in a timely manner.
8. We will inform the School of changes to phone numbers and addresses.
9. We will provide adequate and appropriate study space at home, support the completion of all homework, and encourage thirty minutes of daily reading.
10. We will provide oversight and ensure that our student's use of the School iPad is appropriate according to the Technology and Internet Acceptable Use Policy, school rules, and teacher/administrator directives.
11. We will participate, as appropriate, in decisions relating to our student's education.
12. We will stay informed about our student's education, activities, and progress; this includes communicating with the School by promptly reading and responding to all notices from the School and accessing Schoology for assignments and PowerSchool for grades.
13. We will serve; to the extent possible, on policy advisory groups, other school advisory groups, or policy groups. We will be willing to volunteer assistance when called upon by the School.
14. We will be sure that our student attends all Extended Day Educational Services, such as tutoring sessions before or after school or during weekends. We recognize that those supplemental activities are a required part of the student's educational program and curriculum; failure to assure a student's attendance at such sessions could result in retention or discipline under school policy.

### Student Responsibilities

I, as a student, will strive to achieve my absolute academic and artistic best. I understand that this compact is a promise between TSA and myself and that I am expected, to the best of my ability, to live up to the terms of this agreement. Specifically, I will:

1. Read and adhere to the TSA Code of Conduct and Dress Code, and accept any consequences for my actions.
2. Strive to contribute in class, complete my assignments in a timely manner, and assist my peers in any way possible without sharing my work directly. I will refer to Schoology and PowerSchool frequently. I understand that academic achievement comes from hard work.
3. Do my homework every day and ask for help when I need it. I will adhere to my teachers' homework policies as outlined in their syllabus.
4. Read at least thirty minutes every day outside of school time.
5. Fully participate in every class. I understand that all TSA students take courses in music, dance, theatre, and visual arts, regardless of the ability level.
6. Appreciate the quality of the facility at TSA and work to keep it free from careless damage. I will report any malicious actions by my classmates to a teacher or staff member immediately.
7. Respect all students, teachers, and my environment. I will treat them in the same manner that I wish to be treated.
8. Be respectful and listen when others are speaking. I will watch my words to make sure they are not unkind or offensive to others; this includes striving to refrain from the use of profanity or other insensitive language.
9. Work to earn the opportunity to join my classmates in travel and special events, and I understand that these events are earned privileges.
10. Report to School and to each class on time.



11. Keep my voice at a moderate and respectful level while changing classes. I will move between classes appropriately while keeping my hands to myself. I will not be a disruption in the hallways.
12. Use the iPad appropriately according to the Technology and Internet Acceptable Use Policy, school rules, and teacher/administrator directives.
13. Give my Family or the adult who is responsible for my welfare all notices and information received by me from my School every day.

### **Notice of Non-Discrimination**

The School does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, or age in its admissions, employment, programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Diversity Coordinator  
333 14th Street  
Toledo, OH 43604  
419-246-8732 ext. 228

The designated individual will serve as the requisite coordinator for each of the following School Policies found in her/his office: Policy 221 (Access to Equal Educational Opportunity), Policy 222 (Title IX Coordinator), Policy 228 (Section 504), Policy 264 (Sexual and Other Forms of Harassment), and Policy 305 (Nondiscrimination).

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, gender identity, ancestry, national origin, social or economic background, or other legally protected category.

The Board appoints the Principal or his/her designee (the Diversity Coordinator) to be the Compliance Officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination rights under applicable laws is provided to students, their parents, staff members, and the general public.

Any complaints shall be addressed in accordance with the provisions, respectively, of the following TSA policies found in the Diversity Coordinator's Office:

Section 222.1 - Title IX Grievance Procedure and/or

Section 223.1 - Title I Complaint Procedure and/or

Section 228- Section 504 of the Rehabilitation Act of 1973, Grievance Procedure.

### **Sexual and Other Forms of Harassment**

Students have the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering the with the learning atmosphere or creating an intimidating, hostile, discriminatory, or offensive learning environment, or which disrupts the educational process or impedes the legitimate pedagogical concerns of the School, is strictly prohibited.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, disability, and/or other legally protected category.

The harassment by a student of a staff member or fellow student is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline.

The harassment of a student or a staff member should be reported immediately by the student or staff member to any teacher or to the Principal or his/her designee. Any person who receives such a report shall immediately advise the Principal or his/her designee or a Board member, who will investigate and take appropriate action in accordance with Board directives.

## **NOTICE TO PARENTS AND STUDENTS**

### **Anti-Harassment, Intimidation and Bullying Policy**

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, electronic, 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, sometimes called "cyber bullying".

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 nexus 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 others; or (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 Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal 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), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. Semiannually, the Principal 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 Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures. However, Students who deliberately make false reports of harassment, intimidation, or bullying will be disciplined up to and including suspension or expulsion.

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 Principal. The following procedure sets forth possible interventions for the Principal 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.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually. 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.

### **Visitors, Volunteers and Guests**

The Governing Authority of TSA welcomes and encourages visits to School programs by parents, other adults, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons, it is necessary to invoke visitor controls. All visitors, including parents and volunteers, must report to the School office upon entering the School building and sign the guest register. This procedure has been adopted for the safety of our students and staff. Children from other schools may not visit during the school day. Exceptions may be made at the Principal or his/her designee's discretion for families who are considering enrollment.

The Principal or his/her designee has the authority to prohibit the entry of any person, including but not limited to parents, other adults and/ or educators, to a program of the School or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the program. If such an individual refuses to leave the School grounds or creates a disturbance, the Superintendent or Principal or his/her designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Principal or his/her designee may promulgate such administrative guidelines as are necessary for the protection of students and staff from disruption to the educational program or the efficient conduct of their assigned tasks.

All volunteers (both new and current) having unsupervised access to students on a regular basis are hereby notified that the School may at any time require a set of fingerprints for purposes of making a criminal records check.

Please see policies 427 Visitors Volunteers and Guests, 422 Public Conduct on School Property and 349 Threatening Behavior Toward Staff Members, found in the Diversity Coordinator's office.

### **Notice**

The Toledo School for the Arts 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.

### **Attendance/Tuancy/Withdrawal**

#### General Policy

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 Policy 252 whenever a student is absent.

Attendance shall be required of all students enrolled at the School 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:

1. Personal physical illness such as to prevent attendance at School.
2. Personal mental illness such that the student will not benefit from instruction.
3. Illness in the family if student is age fourteen or older.
4. Quarantine of the home.

5. Death in the family.
6. Observance of religious holidays.
7. Court subpoena.
8. Necessary work at home due to absence of parents/guardians.
9. Instruction at home from a person qualified to teach the branches of education in which instruction is required.
10. An emergency or set of circumstances, which in the judgment of the School constitutes a good and sufficient cause for absence.
11. If a student is absent from School for the sole purpose of traveling out of state to participate in a School-approved enrichment activity or extracurricular activity, the School shall count that absence as an excused absence, up to a maximum of twenty-four (24) hours per school year that the School is open for instruction. The student must complete any classroom assignments he/she misses due to the absence. If the student will be absent for twenty-four (24) or more consecutive hours that the School is open for instruction, a classroom teacher must accompany the student during the travel period to provide the student with instructional assistance in order to count the student as in attendance.

Upon return to School, the student must provide to the School a written statement from a parent of the cause for absence, or the absence will be considered unexcused. The Principal or his/her designee reserves the right to verify such statements and to investigate the cause of each individual absence.

#### Withdrawal

A student who fails to participate in one hundred five (105) consecutive hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the Principal or his/her designee.

Whenever a student withdraws from the School voluntarily, the Student's teacher shall attempt to ascertain the reason for withdrawal and shall immediately inform the Superintendent or his/her designee of the reason for the withdrawal. If the Student voluntarily withdrew from the School as a result of a change in residence, the Superintendent or his/her designee shall notify the superintendent of the district to which the Student has moved of all essential information regarding the Student, including the Student's new address.

If the Superintendent or his/her designee becomes aware that a Student who has withdrawn from the School for reasons other than a change of residence is not enrolled in another school, the Superintendent or his/her designee shall notify the registrar of motor vehicles and the juvenile judge of the county in which the School is located of the Student's likely violation of the State's compulsory education laws. Notice shall be given within two weeks and shall include the Student's name, address, date of birth, School, and the district where the Student resides. Any notice given in error shall be immediately rescinded by the Superintendent or his/her designee.

#### Disciplinary Action for Unexcused Tardiness or Absence

Repeated unexcused absences/tardiness shall be grounds for disciplinary action.

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 fifteen (15) minutes of a class, the student will be marked absent for the class, unless excused pursuant to this policy.

Any student who, due to a medically documented physical or mental impairment, is absent for an extended period 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 and Absence Intervention Strategies

The Principal 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.

A student is excessively absent from school if a student is absent from the School with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month or sixty-five (65) or more hours in one (1) school year. Within seven (7) days of a student becoming excessively absent from School, the attendance officer shall notify the student's parents of the student's absences in writing.

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student otherwise habitually 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 School will assign the student to an absence intervention team ("AIT") within ten (10) days. The Principal or designee selects the AIT members, who shall include a representative of the School who knows the child and the child's parent, guardian, custodian, guardian ad litem, or temporary custodian. Members may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

Within seven (7) days of the School's determination that the student is a habitual truant, the School will make at least three (3) reasonable, meaningful attempts to secure the child's parent, guardian, or custodian's (for the purposes of this policy, "parent") participation on the AIT. If the parent responds to attempts but is unable to attend, the School will notify the parent of the right to participate by designee. In the event the parent does not respond to the attempts at all, the School will investigate whether the failure to respond triggers child abuse and neglect reporting requirements and instruct the other members of the AIT to develop a plan for the child.

Within fourteen (14) days after its formation, the AIT will develop a written plan to reduce or eliminate Student's further absences. The AIT plan will state that a complaint will be filed in juvenile court

alleging that the child is an unruly child not later than sixty-one (61) days after implementation if the child refuses to participate in or fails to make satisfactory progress on the plan or other alternatives to adjudication. The School will make reasonable attempts to provide student's parent with written notice of the plan within seven (7) days of development.

If a student becomes habitually truant during the last twenty-two (22) school days of the year, the School may assign one official to work with the parent and develop an AIT plan in lieu of forming a full AIT.

AIT Exemption: The School shall be exempt from AIT procedural requirements if it has a chronic absenteeism rate of less than 5% of the student body per the last state report card.

Effective beginning with the 2017-2018 school year, the School shall employ absence intervention strategies for all students who are excessively absent from School. Such strategies shall include the following, if applicable:

1. Providing a truancy intervention plan for any student who is excessively absent from school;
2. Providing counseling for a habitual truant;
3. Requesting or requiring a parent to attend parental involvement programs;
4. Requesting or requiring a parent to attend truancy prevention mediation programs;
5. Notification of the registrar of motor vehicles of student's truancy status if the student misses sixty consecutive hours of instruction or ninety hours of instruction during the course of the school year; and
6. Taking legal action under R.C. 2919.222, 3321.20, and/or 3321.38.

On the 61st day after the implementation of an absence intervention plan or other intervention strategy, the attendance officer shall file a complaint with the juvenile court against a student, if all of the following apply:

1. the student is a habitual truant;
2. the School has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any other offered alternatives to adjudication; and
3. the student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternatives to adjudication.

If the 61st day falls during the summer months, at the School's discretion, the absence intervention team or attendance officer may extend the implementation of the plan and delay filing the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

If, however, at any time during the implementation phase of the absence intervention plan or other intervention strategy, the student is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint with the juvenile court against the student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

The Principal 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.

This Board consulted with the juvenile court of the counties in which the School is located, parents of students attending the School, and state and local agencies deemed appropriate by the Board prior to adopting this policy.

### **Inclement Weather/Snow Days**

If School is cancelled due to snow, ice, heat, cold, or other serious conditions every attempt will be made to notify local news media as soon as possible, as well as to post a notification on the TSA Schoology website. TSA makes every attempt to stay open and often holds school even when many local districts delay or cancel. If TSA does cancel or delay, the school will be listed on the local television station's tickers. If it is not, school will operate as usual. Please consult the television or Schoology rather than calling the school or the staff to find out if classes will be held on a given day.

### **Calamity Day Make-up**

Prior to August 1 of each school year, the Board may adopt a plan that requires students to access and complete classroom lessons posted on the School's website in order to make up hours in that School year on which it is necessary to close the School for any of the following reasons:

1. Disease epidemic;
2. Hazardous weather conditions;
3. Law enforcement emergencies;
4. Inoperability of school buses or other equipment necessary to the school's operation;
5. Damage to the school building; or
6. Other temporary circumstances due to utility failure rendering the school building unfit for school use.

A plan adopted by the Board shall provide for making up any number of hours, up to a maximum of the equivalent of three (3) school days. The plan must provide for the following:

1. Not later than November 1, each classroom teacher shall develop a sufficient number of lessons for each course taught by the teacher that school year to cover the number of make-up hours specified in the plan. The teacher shall designate the order in which the lessons are to be posted on the School's website in the event of a school closure.
2. To the extent possible and necessary, a classroom teacher shall update or replace, based on current instructional progress, one or more of the lesson plans before they are posted on the website.
3. As soon as possible after a school closure, a school employee responsible for website operations shall make the designated lessons available to students on the School's site. A lesson shall be posted for each course that was scheduled to meet during the hours of the closure.
4. Each student enrolled in a course for which a lesson is posted on the site shall be granted a two-week period from the date of posting to complete the lesson. The student's classroom teacher shall grade the lesson in the same manner as other lessons. The student may receive an incomplete or failing grade if the lesson is not completed on time.
5. If a student does not have access to a computer at the student's residence and the plan does not include "blizzard bags" (see below), the student shall be permitted to work on the posted lessons at the School after the School reopens. If the lessons were posted prior to the

reopening, the student shall be granted a two-week period from the date of the reopening, rather than from the date of posting as otherwise required. The School may provide the student access to a computer before, during, or after the regularly scheduled school day or may provide a substantially similar paper lesson in order to complete the lessons.

### Blizzard Bags

In addition to posting classroom lessons online, the School may include in the plan distribution of "blizzard bags," which are paper copies of the lessons posted online. If the School opts to use blizzard bags, teachers shall prepare paper copies in conjunction with the lessons to be posted online and update the paper copies whenever the teacher updates the online lesson plans. The plan must specify the method of distribution of blizzard bag lessons, which may include, but not be limited to, requiring distribution by a specific deadline or requiring distribution prior to anticipated school closure as directed by the Principal.

### **Student Council**

Student Council representatives must be elected by their classmates. School-wide elections are held at the end of April each year for the following year's Council. Students eligible to run for the following year can be in grades 6-11.

Requirements to become a student council member include: a) four teacher recommendations, two of which must be current academic teachers; b) personal application including short essay from applicant explaining reasons for applying and what they can bring to the organization; c) must be a student in good standing in grades 7-12 at TSA. Prospective candidates' application materials are reviewed by the advisers. The advisers review prospective candidates' application materials and accepted candidates will then be permitted to campaign for the election.

### **Fundraising Activities**

Any school organization wishing to conduct a money raising activity must fill out the fundraiser form and obtain prior permission of the Development Director or his designee. All monies collected and disbursed by any school club or organization must be handled by and accounted for by the school bookkeeper. Students may not sell any items for their own profit.

### **Parking Procedures for Student Drivers**

All students that drive to campus must register their vehicle, and obtain a parking sticker in the Front Office. The sticker is to be placed in the lower driver side corner of the windshield. Failure to register your car, or failure to park in an approved spot may result in temporary loss of driving privileges or the car being towed at the owner's expense.

Students are to drive slowly and safely around campus.

### **Lost & Found**

Misplaced items are kept in the Main Office on the first floor. Items can be retrieved before school, during lunch or after school. Students need to have a pass from their teacher to search the lost and found during class hours.

## Health Services

### Emergency Medical Authorization

A form has been prepared for parents and guardians in order to authorize emergency treatment for children who become ill or injured at School or a School-sponsored event.

For the well-being of TSA Students, the school must always be notified of changes regarding name, address, and telephone numbers of home, parent's or guardian's work and mobile numbers, medications and/or changes in medication and current emergency information..

First aid supplies are available in the School's health care professional's office.

Students showing signs of illness should be referred to a school health care professional.. Parents are contacted as soon as possible when a student visits the School nurse or if EMS is called for a serious illness or injury.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child. Before any medication or treatment may be administered to any student during school hours, the School shall require the written prescription from the child's physician with detailed instructions, written promises of the physician and the parent to forward any changes in the prescription or instructions to the school immediately upon change and to ensure delivery to the appropriate staff. This must be accompanied by the written authorization and waiver of the parent. This document shall be kept on file in the main office of the School with the secured medical files.

Only medication in its original prescription bottle labeled with the date of prescription, student's name, and exact dosage will be administered and only in the presence of another adult. Parents, or students authorized in writing by physician and parents, may administer medication or treatment but only in the presence of an adult staff member assigned for that purpose.

Only staff of TSA who are licensed health professionals or who have completed a Board-approved drug administration program conducted by a licensed health professional may administer to a student a drug prescribed for the student. See Policies 402, 403, 405 and 406 for related information.

### Immunizations

VACCINES	<i>FALL 2017 IMMUNIZATIONS FOR SCHOOL ATTENDANCE</i>
<b>DTaP/DT</b> <b>Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<p><b>K</b>                      Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4<sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4<sup>th</sup> birthday, a fifth (5) dose is not required. *</p> <p><b>1-12</b>                      Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><b>Grades 7-12</b>                      One (1) dose of Tdap vaccine must be administered prior to entry. **</p>

<b>POLIO</b>	<p><b><u>K-7</u></b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><b><u>Grades 8-12</u></b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<b>MMR</b> Measles, Mumps, Rubella	<p><b><u>K-12</u></b> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p>
<b>HEP B</b> Hepatitis B	<p><b><u>K-12</u></b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24</p>
<b>Varicella</b> (Chickenpox)	<p><b><u>K-7</u></b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p><b><u>Grades 8-11</u></b> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<b>MCV4</b> Meningococcal	<p><b><u>Grade 7-8</u></b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b><u>Grade 12</u></b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Childcare and School).
- These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

### **Fire, Tornado Safety and Lockdown Drills**

TSA conducts fire, safety and lockdown drills as required by law. Students are expected to cooperate and take all such drills very seriously.

### **Cell Phones**

During the school day, all electronic devices other than school-issued iPads should be not be visible or used in class without approval from the classroom teacher. Teachers reserve the right to disallow these devices in their classroom on an individual basis at any time and/or for any reason. Students may use electronic devices during lunch and/or in between classes; however, using such an electronic device in a manner in violation of any TSA policy or the Code of Conduct (for purposes of example only, intimidation, menacing, cyber bullying, or harassment) will result in disciplinary consequences.

### **Eighteen-Year-Old Students**

State law identifies 18 years of age as being of adult status in our society. State law also requires that all students (regardless of age) adhere to school rules and regulations. Consequently, an 18 year old (who is not legally emancipated or who lives with his/her Parent(s) or Guardian) will be required to have parental permission for all activities that would require parental permission of the non-18 year old student, and School notices will also be sent to the home address of the Student.

### **Student Identification Cards**

Identification card (ID) pictures are taken at the beginning of the school year. All students must carry ID cards as required identification when entering the school and at lunch. ID cards are also required for admittance to dance and school events and when picking up yearbooks. ID cards need to be carried at all times. Students may be asked by staff to present their ID cards. Failure to present ID cards upon request may result in disciplinary action. The replacement charge for a lost or misplaced ID is \$5.00.

### **Work Permit**

If a student is under 18 years of age and wishes to work a part-time or full-time regular job, they are required to have a work permit. The student must first have a job, since the employer fills out part of the form. The application for a permit, doctor's form, and employer's form are available in the Principal's office.

### **Graduation Requirements-TESTING**

All Junior grade level students are required to participate in either the ACT or the SAT test during the Junior year.

Testing dates occur at various times throughout the school year. With the exception of the ACT and SAT, all tests are offered at TSA. It is the student's responsibility to register for these tests. Students must register to take the ACT and/or SAT off-site by registering online at [www.act.org](http://www.act.org) or [www.collegeboard.com](http://www.collegeboard.com) respectively. It is recommended Juniors participate in the test during their second semester.

Test (or information made) available through or at TSA:

- \*+ ACT -- required for all Juniors
- \*+ SAT I & II (if the ACT is not taken, the SAT is required)
- +PSAT -- Pre-SAT
- EXPLORE -- Pre-ACT
- PLAN -- Pre-ACT
- OGT
- First Semester Exams
- Second Semester Exams
- AIR testing - Ohio's end of Course exams

\*Not offered at TSA, test sites available as listed in the online registration material

+ Fee waiver forms are available for students who qualify for free or reduced lunch when registering for these tests

### Ohio Graduation Test (OGT)

All students must pass the Ohio Graduation Test (OGT) administered initially during March of the Sophomore year, and twice each Junior and senior year if the students have not passed all five sections.

Students must pass all five sections with a minimum score of 400 in each section, as well as meeting TSA's graduation requirements, in order to receive a diploma from the State of Ohio.

### American Institutes for Research (AIR) Assessments and End of Course Exams (EOC)

All students in grades 6-12 will participate in the statewide assessments as defined by Ohio Department of Education (ODE): For each subject area, the state superintendent and chancellor shall select multiple assessments public schools may use as end-of-course examinations: Physical Science, Biology, Algebra I and II and Geometry, English Language Arts 1, 2 and 3, American History, and American Government.

## **Graduation Requirements-GRADING SCALES**

### TSA Regular Grade Scale

<b>Gr</b>	<b>%</b>	<b>Pts</b>	<b>Gr</b>	<b>%</b>	<b>Pts</b>	<b>Gr</b>	<b>%</b>	<b>Pts</b>	<b>Gr</b>	<b>%</b>	<b>Pt</b>
A+	98-100	4.3	B	86-88	3	C-	74-76	1.7	F	0-64	0
A	95-97	4	B-	83-85	2.7	D+	71-73	1.3			
A-	92-94	3.7	C+	80-82	2.3	D	68-70	1			
B+	89-91	3.3	C	77-79	2	D-	65-67	0.7			

### TSA Honors Grade Scale\*

<b>Gr</b>	<b>%</b>	<b>Pts</b>	<b>Gr</b>	<b>%</b>	<b>Pts</b>	<b>Gr</b>	<b>%</b>	<b>Pts</b>	<b>Gr</b>	<b>%</b>	<b>Pts</b>
A+	98-100	5	B	86-88	3.7	C-	74-76	2.4	F	0-64	0
A	95-97	4.7	B-	83-85	3.4	D+	71-73	1.3			
A-	92-94	4.4	C+	80-82	3	D	68-70	1			
B+	89-91	4	C	77-79	2.7	D-	65-67	0.7			

### College Credit Plus Grade Scale

<u>Gr</u>	<u>Pts</u>	<u>Gr</u>	<u>Pts</u>	<u>Gr</u>	<u>Pts</u>
A	5	B-	3.7	D+	1.3
A-	4.7	C+	3.3	D	1
B+	4.3	C	3	D-	0.7
B	4	C-	2.7	F	0

\*Honors grade scale is used for all honors level classes. Students must be signed into honors classes by the teacher of the content area. For more information about honors level classes please contact the guidance office.

### **Challenging a Grade**

Any student and/or parent/guardian wishing to challenge a grade received is required to address the Principal, in writing, within three (3) weeks of the end of the most recent grade period in which the grade was earned. The Principal's decision shall be final.

### **Procedure to Notify Parent/Guardian or Custodian of Ohio Core Curriculum Requirements**

The School hereby notifies the Parent, Guardian or Custodian of each Student enrolled at TSA of the Ohio graduation requirements and that one consequence of not completing that curriculum is ineligibility to enroll in most state universities in Ohio without further coursework

### **Graduation Credit Requirements**

To satisfy the graduation requirements of TSA, students must pass all five sections of the Ohio Graduation Tests by Spring of their senior year and meet the following criteria:

- 4 credits in English
- 4 credits in Math, sequentially including Algebra I, Geometry, Algebra II, and one additional credit of higher level math, i.e. College Algebra, Pre-Calculus, or Trigonometry/ Statistics
- 4 credits in Social Studies, including World Studies, American History, Government, Senior Humanities
- 3 credits in Science, including Physical Science, Biology, and one of the following: Anatomy (necessary for Dance, Theatre, or Visual Arts Majors), Chemistry, Earth & Environmental Science, or Physics
- 2 Credits in the same Foreign Language (Spanish offered at TSA, other languages may be taken off campus)
- ½ credit in Health
- ½ credit in Business/ Financial Literacy
- 1 credit in Physical Education
- 5 units in a Major Arts Area
- 1 unit of Non-Major Art Elective

In order for a TSA student to be enrolled, they must participate as a full-time student taking seven (7) classes each year.

## Toledo School for the Arts Prerequisite Requirements

Classes at TSA must be completed in a sequential order. See below for the order of courses per subject.

English

Math

Science	Social Studies	Foreign Language		
English 9	Algebra 1	Physical		
Science	World Studies	Spanish 1		
English 10	Geometry	Biology	American History	Spanish 2
English 11	Algebra 2 ***	Government	Spanish 3	
English 12	Senior level Math*	Humanities	Spanish 4	

\*Senior level math= College Algebra, Trigonometry/Statistics, or Precalculus

\*\* The only prerequisites in science are physical science and biology. The courses taken after biology can be taken in any order. If a student wants to take Physics in 12 th grade, he/she must take Chemistry in 11 th grade.

### Graduating in 2018 and beyond

Ohio's graduation requirements for the classes of 2018 and beyond offer several ways to earn a high school diploma in Ohio. The class of 2018 are those students who entered ninth grade in the 2014-2015 school year.

There are two components of graduation requirements: credits and assessments.

The credit component requires all students to successfully complete a minimum of 20 high school credits. TSA requires 5 additional credits (see requirements above). Additionally, your student must receive instruction in two areas – fine arts and economics and financial literacy. These credit requirements have not changed from the class of 2014.

The assessment component provides your son or daughter three ways to be eligible for a high school diploma. He or she must minimally meet one of the three options to earn an Ohio diploma.

- Earn a cumulative score of 18 points, using seven end-of-course state tests over four years of high school, or
- Earn 12 points by attaining an industry recognized credential or group of credentials in a single career field and a workforce readiness score on WorkKeys, a nationally recognized job skills assessment, or
- Earn scores in English language arts and mathematics on a national college admissions test or tests that indicate the student can do college level work without needing to take remedial classes.

The assessment component provides more flexibility than in previous years to reach graduation. Your family can find more information about graduation requirements by meeting with our school counselor/s and at [education.ohio.gov](http://education.ohio.gov); enter Graduation Requirements in the search box.



## **Honors and Awards Criteria:**

Senior Honor Award is bestowed upon twelfth grade students who have earned a cumulative grade point average of 3.5 or higher through the fall semester of the current year.

Honor Roll Award acknowledges sixth through eleventh grade students that have earned all H's, A's, and B's for the first semester and the third quarter of the current year.

President's Award for Educational Excellence recognizes eighth and twelfth grade students who exemplify outstanding academic success in the classroom. To be eligible for this award, students must meet the following criteria:

- Earn a minimum cumulative grade point average of 3.5 on a 4.0 scale through the fall semester of the current year and
- Have an attendance rate of 95% or above through the fall semester of the current year, and
- Have earned an accelerated and/or advanced score in the Reading and/or Math sections of the seventh grade Ohio Achievement Assessment for the eighth grade students and the Ohio Graduation Test for the twelfth grade students.

President's Award for Educational Achievement recognizes eighth and twelfth grade students who exemplify outstanding educational growth, improvement, commitment to, or intellectual development in their academic subjects. To be eligible for this award, students must:

- Earn a minimum cumulative grade point average of 3.0 on a 4.0 scale through the fall semester of the current year and
- Have an attendance rate of 93% or above through the fall semester of the current year and
- Have earned an accelerated and/or advanced score in the Reading and/or Math sections of the seventh grade Ohio Achievement Assessment for the eighth grade students and the Ohio Graduation Test for the twelfth grade students.

Diploma with Honors is awarded to students who meet the State of Ohio's Diploma with Honors criteria. For more information go to <http://education.ohio.gov>

Perfect Attendance Award is available to students in all grade levels. To be eligible students must have NO tardies or absences of any kind, regardless of the circumstances.

Outstanding TSA Citizen Award is bestowed upon one student at the junior division and one student at the senior division levels who exemplify characteristics of outstanding citizens, which include honesty, integrity, respect, leadership, and a strong work ethic. Faculty and staff are invited to nominate a student who they feel exemplify these qualities. All nominees are acknowledged and the Outstanding TSA Citizen Award is granted to the student with the most TSA administrative, faculty, and staff votes.

Valedictorian/Salutatorian is recognition determined by the cumulative grade point average earned from a student's freshman year through the first semester of the senior year. A student will not be eligible for the acknowledgement as valedictorian or salutatorian unless he/she has been enrolled for three (3) consecutive years at TSA, which must consist of sophomore through senior years.

## College Credit Plus

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college ready students.

Prior to participating in the Program, a Student shall be provided with specific information and counseling designed to make the Student aware of the possible risks and benefits of the Program. **There are many legal requirements and deadlines for College Credit Plus. Please contact the high school guidance counselor for information. Please also see Policy No. 204.13, which your high school counselor can provide to you.**

## Off-Site Coursework

Approved coursework taken away from TSA (other than College Credit Plus) must be approved by March 31st of the current year for the following year to be completed within the same academic school year it has begun and concluded by May 1st of the same school year (and no later than May 1st of the Junior year, if it is a required course for graduation). Failure to do so may result in lost credit or jeopardizing graduation requirements. Off-site Coursework will have verification and documentation requirements that will have to be adhered to diligently.

## Arts Major Certificate Requirements

### All Majors (2018 Graduation Class)

Humanities (1 History Credit)  
Completion of Senior Internship  
Must maintain an annual average grade of B- or higher in Majors-area classes  
Non-Major arts elective (1 credit) except Music Theatre

### All Majors Certificate Requirements (2019 Graduation Class)

Humanities (1 History Credit)  
Completion of Senior Internship  
Must maintain an annual average grade of B- or higher in Majors-area classes  
Business of Arts and Communication (Graduation Requirement)  
Visual Design or Performing Arts Primer (semester credit) (elective- not required)

### Dance Certificate Requirements (2018 Graduation Class)

Dance Courses (5 credits)- must include a minimum of one credit at Advanced Level  
Anatomy and Physiology\*

### Dance Certificate Requirements (2019 Graduation Class)

Required Dance Courses: Jr Year- Intermediate or Advanced dance course (1-2 credits); Sr Year- Advanced dance course (1-2 credits)

### Anatomy and Physiology\*

Required Non-Major (one of the following): Production Technology, Costume Technology, Video Production, Musical Theatre, Intermediate Acting

### Music Certificate Requirements (2018 Graduation Class)

Music Courses (5 credits)- must include a minimum of one credit at Advanced Level  
Music Seminar or approved alternative (1 credit)

### Music Certificate Requirements (2019 Graduation Class)

Required Courses: Jr Year- Music Ensemble (1 credit); Sr Year- Music Ensemble (1 credit)  
Music Seminar or approved alternative (1 credit)

Required Non-Major (one of the following): Music Technology, Video Production, Photography I,  
Musical Theatre, Production Technology, Costume Technology

### Theatre Certificate Requirements (2018 Graduation Class)

Theatre Courses (5 Credits)- Must include a minimum of one credit at Advanced level.  
Anatomy and Physiology\*  
Successful participation in at least one TSA theatrical production  
Completion of Senior Project, approved by Theatre Department Staff

### Theatre Certificate Requirements (2019 Graduation Class)

Acting Track- Required Courses: Theatre Arts II, Intermediate Acting; Advanced Acting  
Additional Acting Track required course (one of the following): Production Technology, Costume Technology, Theatrical Design, Costume Design, Video Production, Musical Theatre  
Technical Track- Required Courses: Theatre Arts I or 2; Production or Costume Technology;  
Theatrical or Costume Design

### Additional Technical Track courses (two of the following):

Production Technology, Costume Technology, Theatrical Design, Costume Design, Video Production, Musical Theatre, Intermediate Acting, Advanced Acting, Photography 1, Graphic Design 1, Music Technology  
Anatomy and Physiology\*  
Successful participation in at least one TSA theatrical production  
Completion of Senior Project, approved by Theatre Department Staff

### Visual Arts Certificate Requirements (2018 Graduation Class)

Visual Art Courses (5 credits)- must include completion of Studio 2 or 3 and 4, Graphic Design 3, or Photography 3  
Anatomy and Physiology  
Volunteer requirement of 30 hours (over 4 years) for TSA art activities or other approved Artnet organization  
Completion of Senior Portfolio or Exhibition, approved by Visual Arts Department Staff

### Visual Arts Certificate Requirements (2019 Graduation Class)

Studio Track- Required courses: Studio Art 1, Studio Art 2D or 3D, Studio Art 4Portfolio Development; or Photography 1-3, Photography 4 or Studio Art 4Portfolio Development  
Graphic Design Track- Required courses: Graphic Design 1-3; and one of the following: Photography 1, Costume Technology, Production Technology, Music Technology, Video Production  
Anatomy and Physiology\*  
Completion of Senior Portfolio or Exhibition, approved by Visual Arts Department Staff

### Creative Writing Certificate Requirements (2018 Graduation Class)

Creative Writing Courses (5 credits), including Creative Writing Workshop, Yearbook and Newswriting  
Completion of Senior Project, approved by Language Arts Department Staff  
Publication in TSA or other verified publication

### Creative Writing Certificate Requirements (2019 Graduation Class)

Required Creative Writing Courses (5 credits required): Creative Writing 1-2, Creative Writing Workshop, Yearbook, Newswriting  
Completion of Senior Project, approved by Language Arts Department Staff  
Publication in TSA or other verified publication

### Music Theater Certificate Requirements (2018 Graduation Class)

Intermediate Acting (2 credits)  
Senior Chorus (1 credit)  
Intermediate Stage Dance (1 credit)  
Additional Music, Theatre, or Dance Electives (2 credits)

### Anatomy and Physiology\*

Successful participation in at least two musical theatre productions, at least one of which must be a TSA production.  
Private vocal lessons and/or dance studio classes, minimum 6 months  
Completion of Senior Project, approved by Dance/Music/Theatre Staff

### Music Theater Certificate Requirements (2019 Graduation Class)

Musical Theater (1 credit)  
Intermediate Acting (12 credits)  
Senior Chorus (1 credit)  
Intermediate Stage Dance (1 credit)

### Anatomy and Physiology\*

Successful participation in at least two musical theatre productions, at least one of which must be a TSA production.  
Private vocal lessons and/or dance studio classes, minimum 6 months  
Completion of Senior Project, approved by Dance/Music/Theatre Staff

- \* Anatomy and Physiology may be replaced with Chemistry, Physics, or higher-level science courses with Guidance approval

### **Procedure to Notify Parent/Guardian or Custodian of Ohio Core Curriculum Requirements**

The School hereby notifies the Parent, Guardian or Custodian of each Student enrolled at TSA of the Ohio graduation requirements and that one consequence of not completing that curriculum is ineligibility to enroll in most state universities in Ohio without further coursework.

### **Student Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions: buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following School guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent, or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting School or a School event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **Student Bill of Rights/Responsibilities**

The Board recognizes that students possess not only the right to an education but the rights of citizenship as well.

In granting students the education to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted School authority, and compliance with the rules and regulations of the School.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

A student who has reached the age of majority possesses the full rights of an adult and may authorize those School matters previously handled by his/her parents. Each student who has

reached the age of majority shall assume the full responsibility for his/her performance in School, attendance and compliance with School rules and regulations.

As members of the School community, students have both rights and responsibilities described in part below.

1. All individuals are deserving of respect and acceptance. Both adults and youth at the School will exhibit respectful behavior in their speech and actions. All individuals are expected to set positive examples.
2. Students have a right to a learning environment free from physical and verbal threats and harassment. Individuals must not threaten or harass others. Neither must they cause or encourage threatening or harassment of others.
3. Students have a right to learn free from excessive distractions. Individuals must maintain behavior, including dress, vocalization, and other actions, which allows others to learn.
4. Students have a right to the ownership, possession, and respect of their property. Individuals must obtain permission before taking and/or utilizing the property of others. For exceptions, see Policy 268 Search and Seizure. Property must be treated with care and respect.
5. Students have a right and are encouraged to ask questions when they do not understand, as long as the questions are presented respectfully and are appropriate for the setting. At times, questions may need to be deferred.
6. 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. Disagreement does not mean that statements and policies affecting students will be changed.
7. Students have a right to obtain an explanation of rules and expected behaviors before they are accused of breaking the rules.

### **Dress Code**

Personal appearance shall not detract from the educational process or potentially implicate a health or safety issue. Appropriateness and tastefulness are the criteria of proper dress for both males and females at both middle school and high school and at School-sponsored activities, such as dances or performances. The following establishes the minimum acceptable standards for student dress: Extremes in dress and personal appearance which tend to cause distraction to the educational process, pose health problems, or call undue attention to the wearer will not be allowed at School. The following regulations set limits on what is not permissible:

- Transparent, excessively tight or see-through tops, bare midriffs, strapless tops, and outfits that provide minimum coverage or show cleavage, halters, backless dresses or tops, tube tops, muscle shirts, or any clothing exposing undergarments or excessive skin which may be distracting.
- Clothing, jewelry, or body markings with sexual, vulgar, offensive, violent or illegal insinuations or messages.
- Undergarments worn as outer garments.
- Items displaying or endorsing drugs, alcohol, or tobacco products.
- Apparel designated to indicate gang membership including clothing, durags, bandanas, shoes/shoelaces, jewelry, or any other paraphernalia.
- Blankets are not considered an article of clothing and should be kept at home.
- Headscarves may be worn as long as they do not cover the face (with religious exception) and/or hang below the shirt collar (safety precaution).

- Hats and caps may be worn as long as they do not cover the face. Teachers reserve the right to ask a student to remove a hat/cap if it violates the regulations set forth above, is a safety risk, and/or impedes participation in an educational activity. Failure to comply with a teacher request will result in disciplinary consequences.
- Sleeping bonnets, shower caps, hoodies, durags, helmets, bandanas, or veils may not be worn in the building at any time.
- Footwear must be worn at all times.
- All clothing should be clean.

### **Non-Student Guests at Dances**

Permission slips for dances: TSA students wishing to invite outside (non-TSA) students to a school dance must go through the following process: a) obtain an "Outside Guest Dance Permission Slip"; b) the permission slip must be signed and sealed by the Principal of the guest's home school, the guest's parents, and the TSA student's parents;. c) permission slip must be turned in by the advertised deadline before the dance. This deadline is usually 3-4 school days before the dance to allow time for checking and approval. All guest permission slips are requests and can be denied at the School's discretion. It is a privilege to invite a guest, not a right. If guests are approved, they must present a photo ID at the dance to be admitted.

### **Disorder and Demonstration**

The School recognizes the right of each Student to attend School for the purpose of receiving an education. The disruption of the educational program of the School by disorder or any other purposeful activity will not be countenanced.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which interferes with the normal operation of the School. The School, having the responsibility for providing an educational program for the students of the School, shall have the authority to preserve order for the proper functioning of that program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation or programming of the School.

### **Lockers**

A locker and combination are assigned to each student. Lockers should be shut and locked at all times when not in use. TSA is not responsible for stolen items. However, if articles are stolen from lockers, a report should be made to the Dean of Students. Locker problems should be reported immediately to the attendance office.

Students are not to give their combination out or share a locker with other students. If a student is found to be in possession of inappropriate material/ items in their locker, they will be held responsible for those items. A Student who has forgotten a locker combination should report to the attendance office with their student ID card.

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.

### **Use of Tobacco on School Premises**

The use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the School.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco, as well as electronic, “vapor,” or other substitute forms of cigarettes.

The School cannot, even by indirection, condone the use of tobacco, and the School has an interest in protecting non-smokers from the harmful second-hand impact of tobacco use. As such, the School prohibits the use of tobacco on School Property.

### **Enrollees Suspended or Expelled Elsewhere**

The school has the authority to recognize and honor the disciplinary suspensions and expulsions imposed by other public schools. A student who has been suspended or expelled from another school district in Ohio may be denied admittance at the School for a period equal to the period of the original suspension or expulsion. The student will be provided an opportunity for a hearing before admittance is denied.

If the student has been expelled or otherwise removed for disciplinary purposes from a public school in another state, the School may deny admittance for the shorter of (1) the period of such expulsion or removal or (2) the period of expulsion or removal, which would have been applied, had the student committed the same offense in Ohio. Prior to denial of admission, the student will be given an opportunity for a hearing.

### **Student Code of Conduct**

All students are expected to conform to the Student Code of Conduct at School, on the School premises, at School activities or functions whether on or off the School premises and on transportation to and from School, if paid for or provided by the School and are subject to the School’s disciplinary process when they fail to do so. Students may also be subject to the School’s disciplinary process for a violation of the Student Code of Conduct, regardless where it occurs, if the misconduct is directed at School Staff or their property.

#### Progressive Discipline

##### First Level Offense

1. Teacher explains or reviews class and School rules and warns the student of possible consequences.
2. Teacher applies appropriate in school consequences.

##### Second Level Offense



1. Teacher applies appropriate consequences, including longer time-outs, or alternate areas for reflection, loss of privileges, detention, etc.
2. Teacher personally communicates the problem(s) with the student's parent(s).
3. 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 Principal 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 highest level administrator of the School likened to a Superintendent may expel the student from School, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded under Policy 273.

Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the Principal and/or the highest-level administrator of the School likened to a Superintendent.

	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet materials, 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 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 3-4 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 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
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 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
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 or Staff, and running and/or making excessive noise in the building.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2- 4 disciplinary action.
Dress Code Violations	See Dress Code	Change into school provided uniform for the day and return it at the end of the school day. Excessive dress code violations may result in additional consequences (Levels 2-3)		
Electronic and Other Communication Devices	During the entire school day, electronic devices other than school-issued iPads should not be visible or used in class without approval from the classroom teacher; this includes <i>cell phones, iPod/MP3 players, gaming devices, etc.</i> Teachers <b>reserve the right</b> to disallow these devices in their classroom on an <b>individual basis at any time and/or for any reason</b> . Students may use electronic devices during lunch and/or in between classes; however, using such an electronic device in a manner that harms another student ( <i>see Intimidation/Menacing/Bullying/Cyber-Bullying</i> ) and/or violates the TSA Code of Conduct in any other way will result in disciplinary consequences.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.
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	Level 4 disciplinary action and 1 year	Level 4 disciplinary action and 1 year	Level 4 disciplinary action and 1 year

	brought onto School Property by another person.	discretionary expulsion.	discretionary expulsion.	discretionary expulsion.
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 Gang Policy.	Levels 1-3	Level 2-4	Level 3-4
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 1-2	Level 2 -3
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community. See also Dignity Policy.	Level 1-2 disciplinary action.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.
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 text messages, blogs, Facebook, Instagram, Twitter, Snapchat, Wikipedia, Bebo, the Internet Xanga, Piczo, instant messaging, defamatory person 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 Anti-Bullying.	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.	Level 3-4 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.
Lying	Intentionally giving untrue communication.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.

Obscenities/ Verbal Abuse/ Vulgarity	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 1-2 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students. See also Fighting Policy.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
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.
Minor Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a minor safety risk include, but are not limited to: <ul style="list-style-type: none"> <li>• Talking during safety drills</li> <li>• Running, pushing, yelling, or other inappropriate behaviors</li> <li>• Any inappropriate playground behaviors</li> <li>• Minor insubordination to adults</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.
Major Safety	Behavior that creates a more severe possibility of harm to oneself or others, including but not limited to <ul style="list-style-type: none"> <li>• Leaving the school building or grounds without permission</li> <li>• Other acts which could harm the student or others</li> </ul>	Level 2-4	Level 2-4	Level 2-4
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 Drugs and Alcohol.	Level 3-4 disciplinary action.	Level 3-4 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 (including e-cigarettes, vapor-based nicotine, and lighters). See also Use of Tobacco on School Premises.	Level 1-2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 2- 4 disciplinary action.
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"> <li>• Defacing textbooks, library books, and other school materials</li> <li>• Destruction or improper use of school computers, printers, or other technology</li> <li>• Defacing/destruction of school property including desks, walls, lockers, etc.</li> <li>• Failure to respect the property of other students, teachers, school personnel, etc.</li> <li>• Gum chewing on school property</li> <li>• Improper use of restrooms and/or supplies</li> <li>• Stealing</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.

Sexual or Other Harassment	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 Harassment Policies.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
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.	Level 1 disciplinary action.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.
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"> <li>• Bringing toys or distracting objects to school</li> <li>• Creating toys or distracting objects at school</li> </ul>	Level 1 disciplinary action.	Level 1-2 disciplinary action.	Level 1-2 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 Truancy Section	Level 1 disciplinary action; possible referral to the Juvenile Court system	Level 2 disciplinary action; possible referral to the Juvenile Court system	Level 2-4 disciplinary action; possible referral to the Juvenile Court system.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action	Level 2-3 disciplinary action	Level 2-4 disciplinary action

### **Discipline of Disabled or Special Needs Students**

Students with an Individualized Education Plan or a Section 504 Plan are disciplined in accordance with the laws governing those areas. Those laws are supplemental to, and sometimes supersede the above suspension and expulsion processes. Please see the Principal or Special Education Staff for further information.

### **School-Sponsored Publications**

The School may sponsor student publications as a means for students to learn, under adult direction, the rights and responsibilities of the public expression in a free society.

Such publications also play a vital role in the School's program by:

1. presenting students and the School to the community;
2. serving as a public relations media;
3. developing skills in communicating via the mass media; and
4. developing acceptable methods for preserving the constitutional provision of free speech.

In sponsoring a student publication, the School is mindful of the fact that it could be available to any student attending the School, and must, therefore, generally be suitable for all students.

Issues on which opposing points of view have been promulgated by responsible opinion may be introduced in a School sponsored publication provided equal opportunity is given to present each view and provided further that the material generally is acceptable to this community.

Advertising may be permitted in School newspapers, yearbooks, programs, etc. which are published by student organizations. Permission must be given by the Principal or his/her designee.

The School reserves the right to designate and prohibit the publications or productions, which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

1. are grossly prejudicial to an ethnic, religious, racial, or other delineated group;
2. libel any specific person or persons;
3. seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect or point of view; and
4. advocate the use or advertise the availability of any substance or material, which may reasonably be believed to:
  - a. constitute a direct and substantial danger to the health of students;
  - b. contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them; and
  - c. incite violence, advocate the use of force or urge the violation of law or school regulations.

The School also prohibits publications and productions which:

1. fail to identify the student or organization responsible for distribution; and
2. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

The decision as whether or not something is published or produced shall be made by the advisor with appeal to the Principal or his/her designee.

### **School-Sponsored Trips**

Students may be charged fees for School-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all School-sponsored trips remain under the supervision of the School and are subject to the School's administrative guidelines and policies.

The Principal has discretion in determining whether students will be allowed to participate in a non-curricular School-sponsored trip. When a student has been a disciplinary problem and it is reasonably determined that the student would embarrass the School with disrespect or inappropriate behavior, the Student may be denied participation in the trip.

### **Student Employment**

The Board believes that attendance at School should occupy a student's full attention and should take precedence over non-school-related employment.

If a student must work while attending School, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with School studies and activities. The Principal or his/her designee should monitor any non-school related employment in order to determine the effects on School performance.

The Principal or his/her designee shall prepare guidelines which will ensure that all students employed in out-of-school jobs are monitored by staff regarding School attendance and achievement in order to determine the effects on School performance of the student assuming out-of-school work commitments.

### **Military Recruitment and Student Privacy**

The School will provide military recruiters with the same access to its secondary school students that the School provides to post-secondary educational institutions and employers. Upon the request of a military recruiter or institution of higher education, the School will provide access to the names, addresses, and telephone listings of its secondary school students.

The School will give notice to the parents of each of its secondary school students, or eligible students who are 18 years or older, that the eligible student or his/her parent may request in writing that the School not release the student's name, address, and telephone listing to any military recruiter or institution of higher education without the prior written consent of a parent, and the School shall comply with any such request.

### **National Honor Society Eligibility and Selection Process**

In order to be eligible for induction into the TSA chapter of NHS a student must be a current TSA sophomore or junior with a cumulative high school GPA. of 3.750 or higher and have been enrolled at TSA for a minimum of one semester. Eligible Students will receive a communication inviting them to apply for membership. The application must be turned in by the deadline in order to be considered for membership. High School academic teachers will be given the chance to view applications and evaluate potential candidates. The NHS faculty council, a group of 5 academic teachers appointed by the School Principal (NHS is a subsidiary of the NASSP or National Association of Secondary School Principals), will discuss the evaluations of the applicants and determine whether or not a student is inducted into NHS. The faculty evaluations are confidential and are not shared with students or parents. As outlined in Article IX, Section 5 of the Official NHS Constitution the decision of the faculty council regarding selection of individual members to local chapters shall not be reviewed by NASSP.

### **Guidance and Counseling Services**

High School CEEB Code: 365043 (Federal School Code)

Guidance and Counseling services are an integral part of student life at TSA. Students are assigned to a counselor based on their status as a Junior Division (grades 6-8) or Senior Division (grades 9-12) student. The school counselors provide academic, personal, social, and post-secondary planning services, which include career and college advising. Additionally, they assist students in developing a sense of awareness and self-worth, in the attainment of personal exploration and growth, decision-making, and goal setting and skills needed to facilitate their educational development. Periodic contact is initiated by the counselor with each student assuring individual contact; however, students are also encouraged to request an appointment with the counselor.

Appointment request cards are available through the Guidance Office or by emailing the counselor with a request. Individual counseling appointments can be made at the request of the student, parent/ guardian, teacher, administrator, and/or counselor.

The Guidance Department Consists of:

Carlyn Campbell-Johannes -- Guidance Counselor - High School  
ccampbell-johannes@ts4arts.org  
419-246-8732 ext. 322

Chloe Fairchild -- Guidance Counselor - Middle School  
cfairchild@ts4arts.org  
419-246-8732 ext. 319

Janel Hough -- Administrative Assistant, Guidance Office  
jhough@ts4arts.org  
419-246-8732 ext. 308

Beth Perry -- Guidance Secretary  
BPerry@ts4arts.org  
419-246-8732 ext. 300

Additional services include, but are not limited to:

- Informational sessions for students and parents
- Classroom guidance curriculum presentations
- Grade level meetings
- Career interest tools and computer searches pertaining to career
- College and Scholarship opportunities
- Practice ACT tests and post secondary advising for Freshmen and Sophomores ●  
College prep curriculum presentations for Juniors and Seniors

Grade Level Presentations:

(Specific to Grade Level Issues)

- Freshmen: Adjusting successfully to High School life, academically and socially, ACT Aspire
- Sophomores: Preliminary career/ college planning
- Juniors: Career/ College exploring and planning year, College Guide and Workbook, Mandated participation in ACT and/or SAT tests
- Seniors: Career/ College Action and Application Year

Students and Parent(s)/Guardian(s) Informational Sessions

- 8th Grade Level: Meeting to address registration process for high school and recommended Plan of Study (mid year)
- 9th Grade Level: Meeting to address high school issues, registration info, four-year plan, and results of the ACT Aspire test (mid year)
- 10th Grade Level: Meeting to address high school issues, registration info, and four-year plan
- 11th Grade Level: Meeting to address registration, four-year plan, career/ college search and discovery process, ACT/SAT information (mid year)



- 12th Grade Level: Meeting designed for senior parents regarding the college application process one hour prior to the Teacher Meet & Greet Night (mid year); Meeting to address college financial aid and completing the FAFSA form (mid year)

### Registration and Scheduling Process:

Presentations by the counselor are made to each specific grade level in order to address the registration and scheduling process, as well as individual student and counselor registration sessions coupled with the four-year planning process.

### **Electronic Communication 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, iPods, 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.

### **School-owned iPads**

School-owned iPads play a large role at TSA and have thus have some separate rules.

Technology's role at TSA is to aid us in the education of the TSA community, and we must view technological devices as tools to achieve this goal. At the same time, technology can threaten our community values. With the iPad, TSA students must consider the effects of their actions on others who share TSA's community. Respect and community engagement are the greatest values that can be lost with the use of iPads, and as a community, we have a responsibility to maintain a high level of community engagement, respect, consideration, trust, and excellence in student-teacher and student-student relationships.

Productive and responsible uses of iPads include, in order of importance:

1. in-class work, such as teacher directed use, taking notes or recording classes;
2. school work;
3. use for research, school projects, or organizational uses such as notes, reminders, to-do lists, or use of the planner;
4. school sponsored clubs and organizational affiliations;
5. educational games & listening to music with headphones only when allowed; and
6. other uses that promote the values and mission of the school

Any activity related to your iPad that do not respect our TSA community and its values or TSA property are not tolerated. Such actions may include:

- Any use that violates TSA's policies on academic honesty
- Being disruptive and/or distracting (e.g. using iPads without headphones)
- Playing games without teacher request or permission
- Persistent use of iPads to avoid community engagement
- Leaving the iPad unattended

iPads must remain in the school issued case for the insurance to be valid. If the iPad is removed from the case then the student and Parent(s) assume responsibility to pay for all repairs or replacement fees.

If the iPad is stolen due to leaving the iPad unattended (i.e.: in a car or at a restaurant or on the dock) then the student and Parent(s) are responsible for the full replacement cost including but not limited to the case, apps, and the device itself. **MAKE SURE THE IPAD ISN'T LEFT UNATTENDED OR REMOVED FROM THE CASE.**

### **Technology and Internet Acceptable Use**

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

All users are expected to use 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 the Student Code of Conduct.

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

1. 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.
2. 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.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. Do not 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.
4. 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.
5. 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.
6. 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.).
7. 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:
  - a. any activity that requires an exchange of money and/or credit card numbers;
  - b. any activity that requires entry into an area of service for which the School will be charged a fee;
  - c. any purchase or sale of any kind; and
  - d. any use for product advertisement or political lobbying.
8. 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. The School monitors the online activities of students. 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.

The School will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The School will also educate students on cyber bullying awareness and response.

### **Complaint Procedure**

This procedure is to be used only when no other complaint, reporting or appeal procedure is specified in the School Policies. Complainants must follow the order stated below.

1. A written complaint is first given to the staff person at the lowest level most directly involved in the complaint. As an alternative, a complainant may come in to the office and have an administrator write down the complaint for them, in the complainant's own words. At this first level, a complaint would be made to the student's teacher for a parent, or, the teacher's/next highest supervisor, or, for staff, that staff person's supervisor. A complaint of harassment may skip a level if the level skipped is the level of the alleged harasser.
2. If the person complaining (complainant) is unsatisfied with the response or the complaint is unresolved after the response, the written complaint should be given to the staff person's supervisor. The supervisor will consider all of the facts and circumstances and call or write to the complainant with his/her decision or comments.
3. If the person complaining is still unsatisfied and the complaint remains unresolved, the written complaint should be addressed to the Principal. If the complainant is unsatisfied after the investigation and an opinion or resolution offered by the Principal, then the complainant may proceed to step 4.
4. The written complaint will be tendered to the Superintendent by the person complaining.

5. The Superintendent verifies that the complainant has followed the complaint procedures listed above. If steps 1-4 above have not been followed, the Superintendent directs the complaint back to the proper lower level.
6. If the step 1-4 procedures have been properly followed, the Superintendent speaks directly with the complainant, any staff involved, the Principal, and supervisor, and modifies, overturns or upholds the prior determinations.
7. If the complainant is still not satisfied, the complainant may request reconsideration within 10 days of receipt of the resolution or a plan of action by tendering the complaint to the Board of Directors, c/o the President.
8. An investigator may be assigned, and the Board President provides appropriate information to the investigator. An investigator may be a third party, or an attorney who represents the Board, or a management company (if any), or a committee of the Board.
9. The investigator reviews all information and develops a plan of action, proposed resolution or findings.
10. The plan of action is implemented and the findings are reduced to writing.
11. The complainant is kept informed.
12. The investigator or the Board President contacts the complainant to inform them of the resolution, findings, and/or a plan of action, if any.

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