

# Zenith Academy East

## Student Handbook

*Revised 5/12/15*

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Dear Parents,

We welcome you to ZENITH ACADEMY EAST (ZAE)! This handbook was created to help you understand the policies and procedures at our school. Please read it carefully and share it with your child, who is expected to follow the school rules and policies. If you have any questions, please talk with the school administrator.

We will provide your child with a quality education. We look forward to having you and your family as part of the ZAE family. We wish you a most successful school year.

Thank you,

The ZENITH ACADEMY EAST School Board

## 1. PHILOSOPHY

Zenith Academy East (ZAE) reaffirms the belief that teachers, and by extension the school, is a second home for the child's overall character and cognitive development. ZA is committed to removing barriers of access to equal education for parents by establishing a parent friendly environment and rigorous educational programs. ZAE educational programs are designed to address and meet the academic as well as the character development needs of a diverse group of students through a student-centered academic improvement and character educational plan.

The character education plan allows and encourages parents and community participation in the academic and character development of their children and integrated the school with the community. Universally accepted common values will be utilized and highlighted in the character development program to ensure program neutrality. Features such as small classes and after school programs geared towards academic excellence, and English language proficiency will be available to meet the needs of all students.

## MISSION

The mission at Zenith Academy East is to provide high quality education, global consciousness, and competency-based education programs from Kindergarten to 9<sup>th</sup> grades. In partnership with parents and the community, ZAE will graduate students who are successful life-long learners and responsible citizens of their school, community, neighborhoods, and beyond.

ZAE will meet the needs of the growing diverse population of central Ohio including the special student population group that is challenged by Limited English Proficiency (LEP) and comes with interrupted educational backgrounds.

## VISION

In addition to an emphasis on quality education, ZAE will serve to reinforce good character traits (universal values) and citizenship integrated throughout the curriculum. Students will be provided with real-life examples, which will serve to demonstrate that values are important everyday, in every circumstance, and play a role in every decision we make. The nurturing environment at ZAE, created by the small class size, personal attention by the teachers, and personalized instruction to meet the needs of each student, should result in academic success and increased self-esteem.

## EXPECTATIONS

Continuous Improvement  
Comparative Excellence  
Outstanding Reputation

## PARTNERS IN EDUCATION

Parents are strongly encouraged to be involved in the educational process of their children. At ZENITH ACADEMY EAST, we encourage frequent parent-teacher conferences to exchange information and to plan appropriate strategies for optimal education.

Parents of students at the ZENITH ACADEMY EAST shall receive annually, a copy of current policies, rules, regulations, and procedures commonly known as a student/parent handbook.

The student/parent handbook shall contain among other information, a list of those acts for which a student may be suspended, expelled, removed, or otherwise disciplined.

Copies of the policy pertaining to suspension and expulsion shall be available to all students upon request.

## EQUAL EDUCATION OPPORTUNITY

The School Board declares it to be the policy of the ZENITH ACADEMY EAST to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, or social or economic background, to learn through the curriculum offered by this school.

## 2. ACADEMIC STANDARDS

Students at ZAE will be expected to achieve academically to the best of their individual ability.

### Report Cards

Report cards will be sent home four times during the academic year. Grading is done according to grade level, quality of work, completion of assignments, and teacher judgment. Report cards should be submitted to the Assistant Administrator – Academic Affairs by the required deadline. The teacher is the final judge for all grades. The following marks will be given:

Kindergarten through 2<sup>nd</sup> grade:

- E - Exemplary
- S –Satisfactory
- I – Improving
- U –Unsatisfactory

3<sup>rd</sup> through 10<sup>th</sup> grade in core subjects:

- A - Excellent
- B - Very Good
- C - Average
- D - Low
- F - Failing

Parent-teacher conferences are scheduled twice each year to provide the staff with time to meet with parents.

Standardized testing is provided as another means of evaluating pupil progress in grades K - 8. Results of these tests are provided to the parent or guardian. You are encouraged to learn as much as possible about your child and his/her scholastic achievements.

### Interim Reports

Interim reports will be sent home every 4.5 weeks. These reports are created to help parents understand where their student stands at that time and what improvements need to be made before report cards are sent home.

### Homework

Daily homework assignments are an extension of, and reinforce class work, and may be assigned for Monday through Friday evenings. The amount of homework and the 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.

### Study Habits

What may be too much homework for one student may be very little for another. Intelligence is a factor, of course, but not as great a factor as the study habits practiced.

During conferences, many parents ask, "How can I help my child complete his homework?" or "Is it better for my child to work on his/her homework right after coming home from school or later in the evening?"

A logical reply would be "whichever time is better for your child." A definite time for study must be arranged and followed. A brief outline for study is as follows:

1. Arrange a schedule for your student - a certain time of day.
2. Arrange for a place for study. Keep the room at a comfortable temperature. Use significant lighting and keep supplies within reach.
3. Procedure for study: List subjects for which preparation must be made. Begin work on most difficult subjects first. Use study time even when no homework is assigned (read a favorite book, review, etc.).

### Student Records

Student records are confidential and are protected by the "privacy act." Only school staff and the child's natural parents or legal guardians have access to the records. Please notify the school office immediately upon a change of address, phone, custody, emergency phone number, etc. This can be very important in the case of an emergency, illness or other school matters. No student information shall be released to other parties unless approved by the natural parents or legal guardians.

### Promotion and Retention

Promotion from one grade to another normally occurs at the end of the school year. Normally, students are promoted to the next grade by completing grade level criteria established by the curriculum. At other times, however, some students are placed in the next grade or retained in their current grade. The following criteria will be used to determine a student's placement into the next grade or retention in the current grade:

#### Promotion

- The student's mastery of current grade level curriculum
- The student's attendance record (90% of enrolled days)
- The student's maturity level as demonstrated throughout the year

- Teacher and administrative team meeting regarding student

#### Retention

- Student's inability to master grade level criteria
- Poor attendance; absences equal to 20 days or more
- Immaturity
- Consensus of teacher and administration

### 3. SCHOOL ATTENDANCE POLICY

#### Purpose

School attendance is critical to successful school performance. The intent of the truancy policy is to ensure that students are in school and learning. Being present and on time is a life skill to be cultivated. Our long-term goal is to reduce the drop out rate.

#### Process

Zenith Academy East expectations of families regarding tardiness and truancy:

It is ZAE's and the parents' shared responsibility to be sure that every child is safe and accounted for on school days. If a child is going to be absent from school, it is essential that parents notify the school prior to 9:00 AM. The school will contact the parent/guardian at home or at work to verify the child's whereabouts if a student is absent.

The statutes governing school attendance are very specific and leave little option for school administration to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused. The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observation of religious holiday
6. Court orders

Any student absent for more than twenty (20) days in a year will find that attendance records become a significant factor in a promotion or retention decision at the close of the school year.

#### Tardiness

Tardiness is a disruption to the educational process. It sets a tone that devalues education. It disrupts the child's schedule for the school day.

Students are expected to arrive at school no later than 9:10 AM. Students arriving after 9:20 AM are considered late and will be marked tardy. A pattern of tardiness puts a

child at a disadvantage in school. Coming late, the child regularly misses the opportunity to be greeted by everyone, settle into the day, learn the schedule for the day, and generally get off to a positive start. We ask that parents work with the school to ensure that students arrive on time.

### Protocol Approach

This truancy protocol utilizes a team approach to explore with the student and family what obstacles are hindering school attendance. An individualized plan will be developed to increase school attendance. Follow-up steps will be set to assess if the plan is working for the student and the family. Records are kept in the school files of all contact related to this protocol made with the family of the student.

### Team Membership

The protocol initially relies on school staff to insure attendance. If needed at a later stage, staff from state and community agencies, as well as parent liaisons, will assist.

After three tardy days in a quarter:

- Parent Liason/Attendance Officer contacts family in person or by phone.
- A letter goes out to the family from the school.

After five tardy days in a quarter:

- A parent meeting is scheduled with the Parent Liason and teacher.
- A letter goes out to the family from the school.

After seven tardy days in a quarter:

- A parent meeting is scheduled with the Parent Liason, Principal, and teacher. At the meeting, a waiver will be signed by the family to allow discussion between the school and outside agencies if necessary.
- A letter goes out to the family from the school.

### Absences—Excused and Unexcused

After five consecutive absent days:

- A letter goes out to the family.

After seven consecutive absent days:

- A letter goes out to the family, including, if appropriate, a request for a doctor's note for any future absences.
- A parent meeting may be scheduled with school personnel. At the meeting, a waiver will be signed by the family to allow discussion between the school and outside agencies if necessary.

After ten consecutive absent days:

- A letter goes out to the family.
- A parent meeting is scheduled. If appropriate, school and outside agency representatives will attend. After fifteen consecutive absent days:
- A letter goes out to the family.
- A referral is made to Children Services.

### Early Dismissal

After arrival at school, a student will not be allowed to leave school without the written permission of the office staff. Parents who need to pick up their child before the regular dismissal time have been instructed to get an early release form from the school office. Teachers may not release students to anyone coming into the classroom without this form. This policy is made for the protection of the children.

### Vacation

Parents who wish to take their child out of school for an extended period of time (up to 10 days) must contact the school office prior to the vacation. They must at that time obtain written permission from the school administrator. In addition, parents must contact their child's teacher at least one week in advance to make the necessary arrangements for assignments to be completed. When given proper advanced notice, teachers are required to put together an educational program for the parent to implement during approved absences. Students may borrow the books necessary to complete any assignments. Any vacation time during the first two weeks of school will be considered unexcused absences.

### Emergency School Closing

If it becomes necessary to close the school due to unexpected emergencies or weather conditions, an announcement will be made over the following radio and television stations: Television – Channels 4, 6, 10, and 28. It will also be posted on the Zenith Academy East website. Zenith Academy East is closed when Columbus City Schools are closed due to weather.

There may be times when it is necessary because of some emergency TO DISMISS SCHOOL DURING THE DAY. It is impossible to call each parent when these situations occur. Parents are urged to make arrangements with a neighbor or friend so that the child will have a place to go if the parents are not home. It is also very important to communicate to your child what he/she should do if this situation occurs. The school will follow your "Emergency Release Plan". Refer to Channels 4, 6, 10, and 28 on the television or the website for information regarding emergency early dismissal.

### Student Attendance Policy

1. Students are expected to attend classes regularly and to be on time in order for them to receive the maximum benefits from the educational program, to develop habits of punctuality, self-discipline and responsibility, and to assist in minimizing disruptions to the educational environment. Students who have regular and responsible attendance are more likely to enjoy school to a greater degree and to benefit more fully from the educational program.
2. It shall be the responsibility of the students and their parents/guardians to cause student to attend school regularly and in accordance with this policy and with administrative rules and regulations.

3. Students who wish to enroll in Kindergarten must be complete their fifth birthday on or before September 30 during the fiscal year in which the admission is sought.
4. Attendance of all enrolled students is required for the entire time when schools are in session during the regular school year, which shall be at least 166 days each school year, provided that students may be excused from attendance pursuant to policies and rules of the board and administration.
5. Students may be excused from attendance for reasons of personal illness, death or illness in the student's family, medical or business appointments which cannot be scheduled outside of school hours, and for other reasons which can be justified from an educational standpoint and for which approval is given by the student's parents/guardians and by the administration. A written request must be submitted or a telephone call from the parent/guardian to verify parental consent to the absence.
6. Any absences from school or a class which are not approved by the parents/guardians and by the administration shall be treated as unexcused absences and the student shall be subject to discipline.
7. All work missed due to absences, excused or unexcused, shall be made up with credit. A reasonable date for make-up work will be determined by the teacher. If the work is not completed in a timely fashion, the student will receive a "0" for the work.
8. Students are expected to be in classes and activities on time.
9. Absences for more then 240 minutes (4 hours) will be counted as a full day of absence.
10. If a student arrives at school 90 minutes late or leaves school 90 minutes early, it will be considered one-half day absence.
11. All absences, including illness, truancy, vacation, family or personal business, or appointments to the doctor, will be counted in the tally.

#### 4. STUDENT CONDUCT

1. Students are not permitted to have food, gum, candy, electronics (including cell phones, video games, and music players), toys, or cards in school.
2. Students are expected to be on time to class. Tardiness will not be tolerated.

3. Students are expected to walk quietly in the hall. Screaming, yelling, or running in the halls will not be permitted.
4. Students are expected to follow the dress code everyday.

### Classroom Policies

Each classroom has its own characteristics and expectations. Teachers may establish certain classroom rules in order to provide for a pleasant atmosphere and good classroom management. These specific rules are in addition to those listed above, and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action determined by the teacher.

### Common School Areas

To maintain the building grounds, students will conduct themselves in a safe and quiet manner in the hallways, restrooms, and lunch room. The following will not be permitted:

- loitering
- running
- loud noises, including slamming doors
- leaving the classroom without permission
- graffiti (writing on school property)

### 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:

- defacing textbooks, library books, and other school materials
- destruction or improper use of school computers, printers, or other technology
- defacing desks, walls, lockers, etc.
- failure to respect the property of other students, teachers, school personnel, etc.
- destruction of school property
- gum chewing on school property
- improper use of restrooms and/or supplies

There will be a fine for any lost or damaged materials.

### Infractions that can result in Disciplinary Actions

The following types of severe infractions shall result in administrative disciplinary action:

1. The possession, use, arranging or attempting to purchase, offering to sell, or transmit; or being under the influence of any narcotic drug, hallucinogenic drug,

intoxicant of any kind, or “look alike” drug.

2. Theft or damage or destruction of personal or school property, or possession of stolen personal or school property.
3. An act of arson, initiating without cause a fire alarm, reporting of a fire, or report of an impending bomb or catastrophe.
4. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives.
5. Threaten act of physical violence with a dangerous weapon.
6. Gambling on school property.
7. Possession and/or transmission of pornographic materials.
8. Sexual harassment, assaults, acts, or gestures directed toward student or other individuals.
9. Disruption or interference with curricular or extracurricular activities.
10. Insubordination, including intentional interference with the teacher’s conduction of the class, failure to obey a reasonable request or failure to identify oneself to school personnel when requested.
11. Inciting to riot or to disrupt the operation of the school.
12. An act of threatened physical violence, including fighting, whereby the perpetrator causes, attempts to cause, or seriously threatens to cause physical harm to another while in the custody and control of the school or in the course of a school-related activity - NO TOLERANCE.
13. Use of profane, vulgar, or other improper language.
14. Violation of special rules of conduct for school buses.
15. Use of tobacco products on school grounds.

16. Establishment and conduct of clubs and organizations without official approval.
17. Stealing, and/or cheating on tests or other school assignments.
18. General misconduct and misbehavior, disrespect, and/or inappropriate social behavior.
19. Publication, display and/or distribution of unauthorized materials.
20. Fraud or forgery of school or parental documents.
21. Inappropriate or bizarre attire or violation of rules set forth in student handbooks.
22. Failure to accept discipline or punishment.
23. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the School Board.
24. Misuse of technology/computers.

Students committing any of the above severe infractions will have a parent conference with the principal to determine length of suspension or possible expulsion. Here is the following schedule that determines the length of each suspension term:

- 1<sup>st</sup> Suspension = 1 day
- 2<sup>nd</sup> Suspension = 2 days
- 3<sup>rd</sup> Suspension = 3 days
- 4<sup>th</sup> Suspension = Expulsion

Please take note of our “Three Strikes Out” policy. After a student’s third major offence, a conference between parent and school administration will be held to discuss the withdrawal or expulsion of the student.

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

In accordance with House Bill 276, The Jessica Logan Act, harassment, intimidation, or bullying of any sort on school property, on the school bus/ van, at the bus stop, at a school event, or through technological devices will not be tolerated. Harassment, intimidation, and bullying is considered, but not limited to, any intentional written, verbal, graphic, or physical act including electronically transmitted acts (i.e. internet, cell phone, Facebook, etc) either explicit or concealed, by a student or group of students toward other students or school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. In accordance with House Bill 276, students and/or their parents or guardians may file a formal, informal, or anonymous report with school administration for review and action. The reporting form can be found in the back of this student handbook.

## 5. DRESS CODE

The following uniform policy will be in effect for the entire school year.

### Boys:

White or blue collared shirt (tucked in AT ALL TIMES)

Navy, black or khaki pants with no designs or labels

Close-toed shoes

White, navy, or black sweaters or sweatshirts with no designs, hoods, or labels

### Girls:

White or blue collared shirt

Navy, black or khaki skirt or pants with no designs or labels

White, beige, black or blue Hijab/Scarf

Close-toed shoes

White, navy, or black sweaters or sweatshirts with no designs, hoods, or labels

### Students may not wear:

Hats

Sandals

Sweatpants

Hooded Sweatshirts

High-heeled shoes

T-shirts

Make-up

Jeans

Mohawks

Tattoos

Earrings (Boys)

Chains

Distracting Jewelry (bulky necklaces, multiple bracelets that make noise, etc.)

If students do not wear proper uniform to school, they will not be allowed to attend classes. Parents will be notified to either bring their child their uniform or take them home.

## 6. TRANSPORTATION

Riding the bus, or other transportation provided by the district, is a privilege. The same rules and regulations expected at ZAE are also expected on the vans and/or buses. Violations include but are not limited to:

- disrespectful behavior towards the driver or another student
- fighting or abusive language (swearing)
- eating/drinking on the bus
- constant yelling or screaming (which could endanger the lives of others)
- out of seat (standing or walking)

### Rules for School Bus Safety/Misconduct on School Buses

The driver of a school bus carries a heavy burden of responsibility for the lives of the boys and girls, his/her passengers. He/she must give full attention to driving while students are in transit. In order to do this, the following rules must be followed by the

students:

1. Railroad crossings - Students should not talk when the bus is approaching a railroad crossing or highway intersection. This also includes while the bus is crossing the railroad tracks.
2. Seats - Drivers will assign seats and have a seating chart with them. Students must remain in their assigned seat.
3. Windows - Students should keep head, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only with approval of the driver.
4. Eating - Students may not eat or drink on the bus.
5. Conversation - Students may talk quietly. No yelling is permitted inside the bus or out the windows. Also, music from radios, tape players, CD players, etc. are not allowed. If found, then they will be confiscated and held in administration.
6. Bus stops - Students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.
7. Crossing - Students should cross only in front of the bus, approximately ten feet in front of the bus.
8. Time - Students should be on time at designated pickups in the morning and when school is dismissed.
9. Carry-on items - Items generally too large to fit under a passenger seat will not be permitted on the bus if, in the judgment of the driver, such objects would interfere with the safe operation of the bus.
10. Littering will not be permitted on or from a school bus.
11. Unauthorized passengers shall not be transported on a school bus.
12. Animals are not permitted on the school bus.

Major breaches of school bus discipline - The Principal will consider violations of these rules to be major breaches of conduct, or student misconduct, which may result in denial of transportation privilege, or other disciplinary action. The following rules are considered absolutely vital to the safe operation of the school bus. Violation of these rules will result in denial of the transportation privilege and suspension or expulsion from school. The following actions are not permitted on the school bus:

1. Fighting.

2. Throwing objects inside the bus or out the bus windows.
3. Using profanity or smoking while on the bus.
4. Carrying weapons on a school bus.
5. Tampering with the emergency door.
6. Other misconduct and behavior as listed in this handbook.

Reporting of bus misconduct - Whole busloads of students will not be taken back to school because of misconduct by a limited number of passengers. However, the driver will report the misconduct to the Principal at the earliest opportunity. The school administration will then precede in accordance with the usual discipline procedures.

The bus driver shall report misconduct to the school administrator at the earliest opportunity. Depending on the severity of the offense, these guidelines will apply:

- 1<sup>st</sup> Referral: Verbal Warning and notification to parents
- 2<sup>nd</sup> Referral: One-day removal from transportation
- 3<sup>rd</sup> Referral: Three-day removal from transportation – parent consultation
- 4<sup>th</sup> Referral: Five-day removal from transportation
- 5<sup>th</sup> Referral: Ten-day removal from transportation - consultation with parents
- 6<sup>th</sup> Referral: Removal for remainder of the school year

Extreme offenses, even if just on second referral, may result in removal from transportation and/or suspension, or possible expulsion from school.

## 7. STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with the emergency disaster procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

### Dangerous Weapons and Instruments Policy

The School Board is committed to providing the students of the ZENITH ACADEMY EAST with an educational environment, which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel or projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device, which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property in a school vehicle, or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity, the School Administrator shall expel this student from the ZENITH ACADEMY EAST indefinitely.

The School Board may reduce the expulsion on a case-by-case basis. Matters, which might lead to a reduction of the expulsion period, include: the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle, or to any school sponsored activity, the School Administrator shall expel the student from school, subject to the save conditions stated above.

Students wishing to enroll in ZENITH ACADEMY EAST according to the admissions screening process but who have been suspended or expelled from another school for the reasons stated above will not be able to enroll into ZENITH ACADEMY EAST.

### Interrogations and Searches

#### Interrogation of Students by Law Enforcement Officers

Before any interrogation of a student on school grounds by a law enforcement officer takes place (except in suspected child abuse cases), a school administrator must notify the student's parents. Lacking consent from the parent and appropriate legal documentation, the law officer shall be advised to make arrangements directly with the student's parent to coordinate such questioning.

#### Search and Seizure

Search for dangerous or illegal items or evidence of a violation of the law school rules is a proper means of protecting the interests of students, parents, and employees of the ZENITH ACADEMY EAST. Administrators and teachers shall be authorized to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The measures adopted for the search will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and sex

of the student and the nature of the infraction.

### Corporal Punishment

ZENITH ACADEMY EAST employees or volunteers are not permitted to hit, kick, punch, push, pinch, physically punish any student under any circumstance, nor will any emotional or verbal abuse be tolerated.

### Discipline

The discipline procedures of the ZENITH ACADEMY EAST shall be based on the premise that every student attending school is able to understand the difference between right and wrong, that every student is aware that he/she is attending school primarily to learn and profit through the course of study, and that constituted authority and school regulations are necessary for the proper conduct of the school.

The School Board recognizes that it has a solemn obligation to protect the community property entrusted to its care and to protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so.

Any student who demonstrates that he/she is unable to understand the difference between right and wrong, or who has no apparent desire to profit from the course of instruction, or who has no regard for the rights of other students, or any combination of the above, is subject to severe disciplinary action including expulsion from school.

### Visitors

Visitors, particularly parents, are welcome at school. In order to properly monitor the safety of students and staff, each visitor must sign in and obtain a Visitor's Badge from the front desk. All parents and visitors are required to report directly to the Information Desk immediately upon arrival. Books, assignments, lunches, money, etc. should be left in the office where school personnel will deliver them to the students. **AT NO TIME DURING THE SCHOOL DAY SHOULD THESE ITEMS BE TAKEN DIRECTLY TO A CLASSROOM.**

If parents wish to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/staff or disruption of the learning process.

Parents picking up students during or after school shall remain in the front lobby until someone in the office escorts their student to them. Also, parents picking students up after school will remain in the front lobby area until their student has been released from the classroom.

Students may not bring visitors to school without first obtaining permission from the school administrator.

## Fire and Tornado - Emergency Procedures

ZENITH ACADEMY EAST complies with all fire safety laws and will conduct fire drills in accordance with State law. Fire and tornado drills are held at scheduled times throughout the school year. When drills are in session, remember the following basic rules:

1. Exit the building according to the drill instructions posted in all school areas.
2. Students are to be silent during the drill and walk to their designated inside or outside area.
3. Staff and students are to be at least sixty feet away from the building outside for the duration of a fire drill.

## Health Care

Accidents and Illness - if a child has an accident or becomes ill at school, the parents will be notified to come and get the child after school personnel have determined if it is serious enough to warrant a phone call. Students are not permitted to call home on their own to report illness. At the beginning of the year, parents are asked to complete an emergency card designating the person, doctor, or hospital to be contacted in case of emergency and parents cannot be reached.

Parents are responsible for informing the school of their child's specific health problems, especially allergies to bee stings. In case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication (EpiPen) and a doctor's statement about how the medication is to be administered.

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless such pupil presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health, pursuant to the powers granted by 3701.13 of the Ohio Revised Code or unless such pupil presents a written statement of his parents or guardian objecting to such immunization because of medical or religious grounds and substantiated by the physician, minister or practitioner of their faith. The following are required immunizations:

- Four (4) DPT (Diphtheria, Pertussis, Tetanus)
- Three (3) Polio
- Plus one MMR (Measles, Mumps, Rubella)

All doses must include the month and year received.

## Addendum

If parents don't want their students immunized because of religious beliefs, they need to

write a letter stating the reason the child is to be exempt from immunizations. In the event of an outbreak, any student classified as exempt shall be notified and excluded from school until the outbreak has been controlled.

### Regulation for Administration of Prescription Medications

1. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by the school administrator. The request must include instructions as to name of medication, dosage, time and duration of medication, and possible side effects.
2. Medication must be received in the original container in which it was dispensed by the doctor or pharmacist.
3. New request forms must be submitted each school year and as necessary for changes in medication order.
4. Whenever possible, the medication and the signed permission forms should be brought to the school by the parent/guardian.
5. Accurate records of the administration of medication will be kept on file for one year.
6. A student shall not carry his/her own medication, nor shall a student administer his/her own medication unless she/he does so under supervision by the school administrators. Medication must be stored by the school administrator in a locked area unless it requires refrigeration, in which case it may be kept in a refrigerator in a place not commonly used by students.
7. Medication permission may be faxed to the school.
8. Aspirin and its substitutes are considered medications and will not be given without completion of this entire form.
9. The School Board designates the following personnel to administer medication: school nurse, program assistants, school administrator (personnel required having up-to-date first aid training). Any of the foregoing personnel administering medication may do so only after reviewing the applicable request form, including physician's instructions.
10. If a teacher is taking his/her class on a field trip the teacher may dispense the prescription medication only if the form has been signed by a physician (white prescription form).
11. Notwithstanding the foregoing, a student may carry and administer his/her own medication via inhaler if a request for the student to do so per form REQUEST THAT STUDENT CARRY AND ADMINISTER OWN MEDICATION TO BE DELIVERED BY INHALER is completed by a physician and a parent/guardian in advance.

## Regulation for Use of Inhalers

1. The intent of this form is to provide a medical override in response to a LIFE THREATENING situation. Students who use their inhalers on a set schedule need to come to the school office where the inhaler will be stored. Only inhalers to be used “as needed” may be carried by a student, and then, only with this completed form on file in the school office.
2. Inhalers should be properly labeled with your student’s name and the name of the medication clearly visible.
3. If a rotohaler or spinhaler is used, the extra capsules of medication will be kept locked in the school office. One capsule of medication will be kept in the inhaler and replaced as needed.
4. Please be sure your student understands the danger of using his/her inhaler too frequently. Also, discuss with them how their inhaler will be stored or carried so it will not be lost or accessible to another student.
5. A new request form must be submitted each school year and as necessary for changes in medication order.
6. Medication forms may be picked up at the end of each school year so that your student may begin carrying his/her inhaler on the first day of the new school year (with properly completed medication form on file).

## School Begins at Home

We want every child to experience success at school, and you can help your child do so. Getting your child’s day off to a good start is one of the best things you can do for him/her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

1. Send your child to school on time, not late or too early.
2. Teach your child to respect and obey all school adults. All teachers and other adults have authority and are responsible for the safety of children and general building order.
3. Talk with your child about treating other children in the same manner as she/he wishes to be treated (avoid name calling, arguing, etc.)
4. Tell your child to go directly to and from the bus route using the same route/routine every day.

5. Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
6. Good nutrition maximizes your child's day at school. Please provide your child with a nourishing breakfast and lunch.
7. Discuss with your child all the information in this handbook so that she/he clearly understands what is expected from him/her at school.
8. Become actively involved in your school. You can do so by participating in the PTA, or by volunteering to assist with special school projects.
9. Above all else, tell your child when she/he is doing a good job in school - praise him/her for good efforts and good behavior at school. We will do the same at school.

This can be a successful learning experience for your child, but it will take a lot of hard work on his/her part as well as your cooperation as parents. It's worth everyone's best effort, and we guarantee to give each child our very best.

### Lunch

ZENITH ACADEMY EAST encourages students to form healthy eating habits as well as to make good food choices. ZAE has breakfast and lunch program sponsored by Ohio Department Education's Child Nutrition Services.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632- 9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

### Policy on Missing Children

#### Statement of Purpose

It is our intention to enlist the cooperation of parents and other adults to ensure that Zenith Academy East provides a safe and pleasant experience for all children attending the school. This policy is to be implemented when children are lost, stranded, or otherwise need assistance because they are alone.

#### Child Left Unattended During School Hours

If it is determined that a child is lost or left unattended, a staff member should try to

identify the problem.

1. Children left unattended are often frightened and crying. They should be reassured by the staff. A staff member should stay with the child until the regular teacher or teaching aid can attend to the child.
2. Under no circumstances will a staff member take the child out of the building.

#### Child Left Unattended at Closing

1. Check through the building and page the child's parent/caregiver. Repeat the page as needed.
2. If the parent/caregiver is not in the building, two staff members should stay with the child until someone can be located. Normal efforts to locate parents, relatives, neighbors/family friends, etc. should be made, using information from the child. The computer database, phone book, and city directory may be used if necessary.
3. If, after making an attempt, the parent or another responsible adult has not been located, call the police (911). Explain to the child that no one is in trouble but that we want to make sure the child gets home safely.
4. Under no circumstances will a staff member take the child out of the building.

#### Child Reported Lost or Missing

If a parent/caregiver reports a child missing, staff will follow this procedure:

1. Obtain name, age, and description of the child.
2. Page staff to request their assistance in locating the child, or page the child, depending on his/her age. Provide a name and/or description of the child.
3. Check all areas thoroughly, including the bathrooms, offices, and elevator.
4. Check outside the library.
5. Call the police (911) if the child is not located.
6. If the child is found and the staff was paged, make an announcement that the child has been found.

Timelines and actions may vary with the maturity of the child, the time of year, the weather, and staff availability. The goal is to be helpful and to keep Zenith Academy East a safe place.

#### Identifying Special Needs (Child Find Policy)

It is the policy of Zenith Academy East that all pupils with disabilities in need of special education and related services are identified, located, and evaluated. ZA ensures that:

1. Testing and evaluation materials and procedures will be selected and administered, accommodating racial and cultural differences.
2. Materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it clearly is not feasible to do so.
3. No single procedure shall be the sole criterion for determining an appropriate educational program for a child.

### Child Abuse Policy

It is the duty of all to recognize and report child abuse and neglect. Child abuse is damage to a child for which there is no "reasonable" explanation. Child abuse includes non-accidental physical injury, neglect, sexual molestation, and emotional abuse. The following guidelines have been adopted as the official policy.

#### Staff Recruitment, Training and Supervision

1. National Background Checks (NBCIs and FBI when applicable) on all prospective employees and program volunteers will be conducted, documented, and filed prior to employment.
2. All new employees and volunteers will be required to participate in an orientation program and provided with written materials explaining extension policies, procedures, and regulations on child abuse. They should be aware of legal requirements and, by their signature, acknowledge having received and read appropriate policies and procedures.
3. Employees and volunteers working directly with children will be provided training and information about identifying the signs of possible child abuse. Staff training will include approved procedures for responding to the suspicion of child abuse.
4. Administrative staff will make unannounced visits to each staff to assure that standards, policies, program quality, and performance are being maintained.

#### Staff Relationships with Children

1. Individuals, employees, and volunteers are encouraged to avoid, when possible, being alone with a single child to protect themselves.
2. Employees and volunteers will not, under any circumstances, discipline children by the use of physical punishment or by failing to provide the necessities of care such as food or shelter.
3. Employees and volunteers should be alert to the physical and emotional state of all children each day. Signs of injury or suspected child abuse should be

immediately reported to the Children Services of the ODJFS, County Department of Social Services, or to a law enforcement agency.

4. Employees and volunteers should be sensitive to the need for confidentiality in the handling of information concerning child abuse. Employees will discuss matters pertaining to abuse and suspected abuse only with the administrative staff.

#### Parent Concerns/Complaints

From time to time concerns regarding the school will arise. ZENITH ACADEMY EAST welcomes constructive criticism, believing it can improve the quality of program and in meeting individual student needs more effectively.

Persons with concerns are asked to try to resolve the matter as near the source as possible. When additional help is needed, following the usual channels of authority is appropriate within the school, first with the Teacher and then with the Principal.

Updated August 2013

## **Bullying, Harassment, and Intimidation Reporting**

**Bullying, Harassment, and Intimidation** means treating anyone badly over a period of time- enough to cause the person to feel bad or hurt mentally and/or physically and/or affect their school work. Bullying could be name calling, taunting, making threats, having hands or feet on someone, or spreading rumors.

Zenith Academy East is committed to providing a safe, positive, productive, and educational environment for all students. If you feel you are being bullied in any way, please complete the form below and submit it to a school administrator.

### **Bullying Report**

Your name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

### **Incident Report**

Who was involved? \_\_\_\_\_

Where and when did it happen? \_\_\_\_\_

Describe in detail what happened: \_\_\_\_\_

\_\_\_\_\_

Is this related to other events that have happened? \_\_\_\_\_ Explain.

\_\_\_\_\_

Recommendation for Solution (What would you like to see happen)? \_\_\_\_\_

\_\_\_\_\_

### **Confidentiality**

I understand that ZAE shall maintain the confidentiality of my name, the name of the person(s) accused of bullying, and the names of any witnesses involved to the extent possible consistent with district legal obligations.

### **No Retaliation**

I understand that filing a complaint of bullying is a protected activity. If I feel I have been retaliated against in any way for making this complaint, I understand that ZAE will investigate the retaliation and take disciplinary action as needed. I understand that I can be disciplined for making a false complaint.

***To the best of my knowledge, the information I have presented is accurate. I confirm that I have not intentionally made false accusations.***

Signature of Person Reporting: \_\_\_\_\_

Date \_\_\_\_\_

## Student Cell Phone Policy

*Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21<sup>st</sup> century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Zenith Academy.*

*The policy is:*

- Cell phones/electronic devices may only be used for educational purposes in the classroom setting if the classroom teacher has permitted. If a student wishes to use their device for non-educational purposes, they may do so before the morning bell rings, at lunch, and after school. Cell phones may not be used in the halls in between classes.
- Cell phones/electronic devices must be turned OFF before you enter any classroom, office, library, locker room, or lab. Students may power on their phones at the request of the classroom teacher.
- Once inside any of the aforementioned locations, students must store their cell phones/electronic device in a location that is not visible to the teacher or other students, even though they are OFF.
- If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on the school premises during class time, a staff member may confiscate the device.
- Refusal to surrender your phone when asked is considered defiance. Defiance may result in disciplinary consequences, including suspension. Parents will be contacted.

**First Offense** ~ the device will be held in the Administration office until Friday of the following week. Students may pick up their phone at the end of the stated period.

**Second Offense** ~ the device will remain in the main office until the end of the quarter. An Administrator will establish parent contact. Phone may only be picked up by a parent.

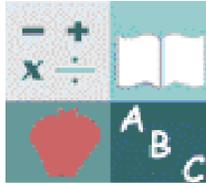
**Third Offense** ~ the device will remain in the main office until the end of school year. Phone may only be picked up by a parent.

The staff of Zenith Academy requests your FULL co-operation with our policy.

You can contact your child via their cell phone during lunch only. If you need to contact your student during any other time of the day, or in the event of an immediate emergency, please call the main school line at 614-888-9997.

### **STUDENT REFUSAL TO SURRENDER TELECOMMUNICATIONS DEVICE PROCEDURE:**

If the student refuses to surrender the device after parent intervention, he/she will be suspended from school (OSS) pending an expulsion hearing with the Principal. Recommendation for an expulsion hearing also carries loss of cell phone privileges for the year, and loss of the device for the remainder of the school year.



# Zenith Academy East

This acknowledgment must be signed by the Parent and Student, and then returned to the school.

I have received, read and agreed to the terms in the **Zenith Academy East** Student handbook. I agree to abide by the “Three Strikes Out” behavior policy.

Student Name: \_\_\_\_\_

Grade/Teacher: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
(Or parent if student is in Kindergarten or 1<sup>st</sup> Grade)

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