



Parent/Student Handbook

2019-2020 School Year

436 Struthers-Coitsville Road

Lowellville, OH 44436

Phone (330) 799-8239

Fax (330) 799-

Dear Parents/Guardians:

Welcome to Northeast Ohio IMPACT Academy! The need for Northeast Ohio IMPACT Academy as an educational option is a direct response to the realization that Ohio's future will be built on its capacity for innovation, invention and creative problem solving.

The Northeast Ohio IMPACT Academy (NEOIA) is the center of creativity and innovation by providing challenging, student-centered, inquiry-based educational experiences that are cross-disciplinary in nature and relevant to the real world. Unlike traditional school experiences where different subject areas are treated as separate silos, Northeast Ohio IMPACT Academy emphasizes the technological design process and integrates subjects in order to make connections across the disciplines. In a NEOIA classroom, students develop analytical and creative skills through investigation and problem solving. Northeast Ohio IMPACT Academy moves beyond an emphasis on simple test performance and focuses instead on developing higher-level thinking skills.

Our goal at Northeast Ohio Impact Academy is to focus on meeting the needs of the whole child by challenging each student to discover, learn, and pursue a rewarding career. Through authentic, transdisciplinary learning opportunities and early college experiences, students will be empowered to become lifelong learners who contribute to our global society. We look forward to discussing this exciting opportunity. Please do not hesitate in contacting me if you have any questions.

Sincerely,

Kent Polen

Chief Administrative Officer

K.Polen@NEOImpactAcademy.org

(330) 799-8239



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About Us

The Northeast Ohio IMPACT Academy (NEOIA) is a STEM school created in partnership with Stark State College, Eastern Gateway Community College, Southwoods Surgical Hospital, The Public Library of Youngstown and Mahoning County, The United Way of Youngstown and the Mahoning Valley, Mahoning County Mental Health and Recovery Board, Guarantee Clean Energy, the Youngstown-Warren Regional Chamber of Commerce, and many others. In partnership, the Northeast Ohio IMPACT Academy is a regional solution to addressing urgent gaps in skilled and qualified workforce and postsecondary students in the region. The school will have three (3) tracks/pathways initially: Energy, Health, and Digital, which will prepare students through transdisciplinary problem-based learning (TPBL), to pursue academic and/or career paths in these areas or any STEM-related field.

At the NEOIA we will be considered the cornerstone of the larger Community Literacy, Workforce and Cultural Center (CLWCC) project, which is a regional workforce and education solution. John Dewey said, “If we teach today’s students as we taught yesterday’s, we rob them of tomorrow”; at NEOIA we will not teach students the same as their parents and grandparents. Rather, we will focus on teaching students to exhibit the school’s habits of mind fashion as part of the school’s name “IMPACT”: Innovator, Motivator, Persevering, Adaptable, Critical Thinker, and a Team Player.

I= Innovator *We create solutions*
M=Motivator *We believe in each other*
P= Persevering *We never give up*
A= Adaptable *We are open minded*
C= Critical Thinker *We find solutions*
T= Team Player *We work together*

At the Northeast Ohio IMPACT Academy (NEOIA) we will emphasize the role of STEM in promoting innovation and economic progress, everyday and with every student, with a strong focus on infusing STEM throughout the curriculum. In that, the planning group, including school leaders, teachers and partners, have and will continue to work diligently to integrate STEM into the daily activities and coursework for students, while creating excitement about STEM academic and career paths through interdisciplinary hands-on and authentic learning experiences.

Initial recruit and service will be provided to students in grades 7 and 8 for the 2019-2020 school year. We will then add grades with additional cohorts until we reach full capacity of students in grades 7-12.

GENERAL INFORMATION

Enrollment Procedure

NEO IMPACT Academy is open to students from any district in Ohio and Pennsylvania. There is no restriction on the county or district of residence as long as students can physically attend classes at NEOIA.

NEO IMPACT Academy does not discriminate on the basis of race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its educational programs, activities, and employment policies. All district policies, programs, practices, procedures, and decisions shall be reviewed to assure the rights of all students and employees to equal educational and employment opportunities as guaranteed by the Constitution of the United States and by law.

To be considered for admission, students must complete the online application by the deadline set by the administration. All completed applications received by the deadline will be included in a lottery for available seats.

Withdrawal/Transfer From Withdrawal/Transfer From NEO Impact Academy

Students and parents need to use a great amount of consideration prior to making the decision to withdrawal from NEO Impact Academy. Due to the limited seats available for prospective students, any student who withdrawals from NEO Impact Academy may not be permitted to re-enroll at a later date. All students and parents who are making the decision to withdrawal are to first meet with the school counselor and/or administration to fully understand the impact of their decision, and so that NEO Impact Academy administration can conduct a brief exit interview to fully understand the reason(s) for the decision. A return to the district of residence after the school year has begun is a difficult process that could negatively affect a student's placement and desired course request at their district of residence.

Students who withdraw are required to complete a withdrawal form that will include information about where they will be enrolling. All fee balances and school-issued technology/equipment and textbooks must be returned prior to student records being released. Fee refunds will be based on a per diem rate based on the amount of days left in the school year at the time of withdrawal.

Attendance

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Communication With The District Of Residence

It is important that our students and parents be kept informed about activities at their district or residence. We make every effort to communicate with those districts and keep the students up-to-date. It is ultimately up to students and parents to seek out information and updates in regards to extracurricular activities within those districts. Students and parents need to communicate any unique or special circumstances to NEO Impact Academy administration.

Transportation

Campbell Residents: Campbell City Schools will transport students according to board policy

Non-Campbell Residents: Check with your local district about transporting students pursuant to ORC 3327.01

Students will be transported by Campbell City School buses for field trips unless otherwise noted.

Emergency Closings and Notifications

When NEO Impact Academy is closed due to weather conditions or other calamities, no student is required to report to school. When such a decision is made, the media and TV newsrooms are immediately notified. Listen to the radio or TV for announcements. NEO Impact Academy also uses a “Robo-Call” system, which notifies families via phone call. School closing information will also be posted on NEO Impact Academy’s website and social media outlets. When NEO Impact Academy is closed, students should check for virtual assignments to complete before returning to school, if applicable.

When a student’s district of residence is closed due to weather conditions or other calamities but NEO Impact Academy is in session, students from the closed district are not required to report to NEO Impact Academy for class. If the district of residence is operating on a delayed schedule, students are required to report at the appropriate time as adjusted by the district of residence delay. If the student reports to NEO Impact Academy at the regular time (and discovers that their district of residence is on a delay), they are to follow the NEO Impact Academy schedule.

College courses taught at NEO Impact Academy follow the schedule at NEO Impact Academy. Students taking college courses on those college campuses (not at NEOIA) will need to check with those institutions to see if they’re in session or not. Students are expected to attend college classes whenever they are in session.

Parking

For safety reasons, there will **only** be a curbside drop off and pick-up in front of the school during the designated drop off times. No students will be allowed in the building until 7:35 AM. Staff members are not available or assigned to supervise students prior to these times. When doors are opened for bus riders to enter, the doors will be open for car riders.

There will be **NO PARKING** in the **FIRE LANES** and **NO DOUBLE PARKING** to let your children off. The lane will be one way only with the outside lane blocked off to traffic.

Student Well-being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack and accident procedures. **If a student is aware or believes there may be any dangerous situation or incident, he/she must notify a staff person immediately.**

Fire Drills – Tornado Drills & Lockdown Drills

Fire drills and tornado drills are held periodically, as prescribed by law. One lockdown drill will be completed by December 1st each academic year. Be sure you know the proper exits in case of a fire drill. Detailed procedures for fire and tornado drills are posted in each classroom. Move quietly, quickly, and orderly; failure to do so could result in injury to self or others.

Any student deliberately setting off a false fire or tornado alarm, will be automatically suspended from school, and reported to the State Fire Marshall for prosecution. Any student or students deliberately making false bomb threats will be forwarded to police authorities for prosecution.

School Visitation

All visitors must stop at the school office before visiting the building. **Visitors must bring their state issued identification card or driver's license when visiting the school.** All visitors must be registered with *Raptor*, our computer tracking system. Parents are welcome to come to school for a conference with the teacher(s) and/or principal(s), however, parents should contact the school to make an appointment.

Uninvited visitation by guests to a student is strongly discouraged. Such visitation can interfere and distract from the regular academic progress of a school day. Prior approval must be obtained from the principal before such a visit can occur.

Parent-Teacher Conferences

Parent-Teacher Conferences have been set for October 10, 2019, and February 13, 2020, from 4-9 PM. These conferences, in conjunction with progress reports and report cards, assist both the parent and the teacher in helping your child have a successful academic year. Every effort should be made to attend these important meetings with your child's teacher(s).

School Functions

Only students of NEO Impact Academy may attend social functions sponsored by the school. School functions are an extension of the school day and any infraction or misbehavior will result in disciplinary school action. Students must be in attendance during the school day to attend an after school event. Moreover, students should be accompanied by an adult at these events.

Lockers

Each student will be assigned an individual locker. The lockers are the property of the school and may be checked/searched at any time. The school does not assume responsibility for articles lost or stolen from lockers. Students should keep their lockers clean and not deface the locker in any manner. Students are the only one assigned the locker combination.

Lost And Found

There are articles lost each year that are never claimed or found by the owner. Everything that can be marked (lunch boxes, bags of lunch, articles of clothing, etc.) should have the child's full name on it to simplify the return to the owner should it become lost. After repeated notice has been given, unclaimed items may be discarded or given away.

Books, Technology And Other Property Of NEOIA

NEO Impact Academy Board requires any book, technology equipment, or material furnished to students for their temporary use be given good care and returned to the Academy once the item is no longer needed. If the item is abused beyond normal wear or lost/not returned, a fine or replacement cost will be assessed against the student and his or her family.

Student ID's

Student ID's must be visible always. The ID will be used to go between buildings, for lunch, and for general identification. The school will issue one ID to each student. Replacement costs will be assessed to the student if the ID is lost, damaged or otherwise unusable. Students that do not wear their ID will be subjected to disciplinary action per the Code of Conduct.

Field Trips

Field trips to enrich the education of the pupils will be planned by our teachers. Since the written consent of the parent is necessary before a student is permitted to participate, the parent must sign a consent form and have the student return it to the school. **Emergency Medical Forms must accompany any field trip.** Students who earn either ISS or OSS may be ineligible for a field trip and any money paid in advance will be forfeited.

ACADEMICS

Advisory

Each student will be assigned to an advisory at the beginning of the school year. Advisories are small groups of students, each with one assigned advisor. The purpose of advisory is to foster and reinforce school culture, to oversee and support the creation of student portfolios and to provide academic assistance.

Graduation Requirements

Students are required to earn 23 credits to graduate from the NEO Impact Academy, including credits in the following areas:

Subject	Number of Credits
English	4
Mathematics	4
Science	3
Social Studies	3
Health	1/2
Physical Education	1/2
Electives	7

STEM Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through a STEM Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.



Students must meet *all but one* of the following criteria. Students must meet general graduation requirements to qualify for honors diplomas. For additional information on the STEM Honors Diploma please click [here](#).

Subject	Number of Credits
English	4
Mathematics	5
Science	5
Social Studies	3
World Language	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1
Electives	2 with a focus on STEM
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive of work based on the student's field experience or a topic based on the student's area of focus

Student Portfolios

All students in grades 7-12 are required to create a portfolio of their work throughout the school year. Digital portfolios at NEO Impact Academy are used to assess students' performance not only in academic subjects in which they are earning credit, but also on the qualities valued at the school: **Innovator, Motivator, Persevering, Adaptable, Critical Thinker, Team Player.**

All portfolios will result in a grade on the student's report card. High school students will earn ½ credit for their completed portfolio if they earn a passing grade. This grade will appear on their transcript.

Grades

Northeast Ohio Impact Academy incorporates a Mastery-Based Learning system. Mastery learning is a method of instruction that focuses on providing the right conditions and support by refocusing classroom instruction, assessments, and grading to specific learning targets. These targets will help the students develop a growth mindset and take charge of their own learning/education.



Middle school course not for high school credit will utilize the mastery system throughout the school year. At the conclusion of the school year traditional grades will be assigned based on the assessment of the entirety of student work for that course.

For those in courses where high school credit is being awarded, students need to obtain the level of mastery in all assignments categorized as “Mastery” in order for students to progress in the next course in the sequence. Students who achieve the level of high mastery in a course will be awarded an “A” on their transcript for that course. Those whom achieve the level of mastery in a course will be awarded a “B” .

Teacher feedback is communicated via the following mastery rubric:

Grade Level Standards	Scoring Guide	Percent Based	Letter Grade	Description of Achievement Level on the Applicable Standards
High Mastery	4	89.5-100	A	The student demonstrates mastery at or above the 90% level on the appropriate state standards. The student understands the content/skill and can explain them in detail.
Mastery	3	79.5-89.4	B	The student demonstrates mastery at or above the 80% level on the appropriate state standards. The student understands the content/skill and can explain them in detail but have made minor error(s).
Developing Mastery	2	69.5-79.4	C	The student demonstrates mastery at or above the 70% level on the appropriate state standards. The student shows a developing understanding of the concept/skill but misses part of the conceptual understanding and/or made an error in reasoning or in the process and/or have missing/incomplete work
Beginning Mastery	1	Below 69.4	F	The grade of F indicates that the student did not demonstrate achievement at or above the 70% level on the appropriate state standards. Student has a beginning but very incomplete understanding of the content/skills. He/She is missing a major part of the conceptual understanding and/or made a major error in reasoning and/or incomplete or no work to show.

College courses are not graded on a mastery scale. Student assessment for those courses will align with the institution of higher education in which those students are enrolled. This is also the case for college courses offered on the NEO Impact Academy by NEO Impact Academy instructors, who act as adjuncts for those institutions.



Honor Roll

Students will be recognized for NEO Impact Academy Honor Roll at the end of each quarter and for the school year. Students who earn a 4.0 will earn “High Mastery Honor Roll”; students with a 3.0 or above will earn the “Mastery Honor Roll” distinction.

College Credit Plus

The Northeast Ohio Impact Academy participates in the College Credit Plus (CC+) program. Each year, prior to March 1, NEO Impact Academy will provide information regarding the CC+ program to eligible students, and their parents. When possible, college level courses will be offered at NEO Impact Academy to junior and senior students based on student interest and availability. Contact the school office for more information on college credit options.

Field Trips

including overnight trips, are academic activities that are held off school grounds, and are integrated with the academic content that students are learning at NEO Impact Academy. No minor student may participate in any school-sponsored trip without written parental consent and an Emergency Medical Authorization Form on file at NEO Impact Academy. Medications normally administered at school will be administered on field trips. This Handbook and Student Code of Conduct applies on all field trips and out of school activities. Students may be removed from field trips if academics, attendance, behavior, or health issues are an issue during the current school year. NEO Impact Academy will not be responsible for any financial losses if a trip is cancelled or a student is removed from the trip. Guidelines for possible removal: Below a 2.5 GPA More than 5 unexcused absences Student receives an out of school suspension or chronic discipline issues Overall safety and well being of all students considered Any unpaid school fees will disqualify a student from participation in overnight field trips

Virtual Day

Virtual days are on the calendar to provide students with the opportunity to work from home while the staff meets for professional development. The expectations of virtual days are for students to utilize time for remediation/revision and/or regular academic work while maintaining access to their instructors. Attendance will be taken based on completion of the assignments.

DRESS CODE

All clothing items must be solid colored. (no stripes, patterns, or logos)

Northeast Ohio IMPACT Academy is acceptable attire anyday.

Guidelines For Men:

Shirts

Collared shirts, such as polo/golf style, oxford style, or dress shirts that are long or short sleeve. All must be tucked in.

Sweaters

Pullover sweaters. Turtleneck sweaters must be tucked in unless they are a ribbed pullover sweater style.



Pants

Tailored dress slacks or business casual (Dockers® style) pants in a fabric other than denim. A belt must be worn with pants that have belt loops. Professional wear does not include sweatpants, wind pants, warm-ups, or cargo-style pants. Underwear may not be exposed. Jeans are only acceptable on days designated by the principal. Jeans may not have patterns, tears, or patches. Low-rise jeans that prevent modesty are not acceptable.

Footwear

Appropriate shoes include men's dress shoes; leather-like, suede or loafer-style shoes; and boots, tennis/athletic shoes.

Sandals, crocs, Slides, flip-flops or shoes with a toe strap (designed to go between the toes) are not acceptable.

Guidelines For Women:**Shirts**

Collared shirts and tops may be pullover or button style. Shirts and tops must be tucked in, unless the shirt was made to be worn out (untucked). Sleeves may be long or short; sleeveless shirts must be three inches wide at the shoulder. Underwear and midriff may not be exposed.

Sweaters

Pullover sweaters. Turtleneck sweaters must be tucked in unless they are a ribbed pullover sweater style.

Pants

Tailored or business casual pants. A belt must be worn with pants that have belt loops. Leggings are considered tights, not pants. Jeans are only acceptable on days designated by the principal. Jeans may not have patterns, tears, or patches. Low-rise jeans that prevent modesty are not acceptable.

Tunics, Skirts and Dresses

Hems may be no more than three inches above the knee.

Socks

Hose, leggings, or tights with dresses/skirts/tunics that are at or above the knee. Hose, leggings, or tights are not required for skirts whose length extends below the knee.

Footwear

Appropriate shoes include women's dress shoes or pumps; leather-like, suede or loafer-style shoes; and boots, tennis/athletic shoes. Closed-toed mule or closed-toed slide styles are also acceptable. Casual sandals are not appropriate, but an open-toed shoe with a dress appearance and a dress heel is acceptable. Sandals, flip-flops, slides, crocs, or shoes with a toe strap (designed to go between the toes) are not acceptable.



ATTENDANCE

The Ohio law requires school attendance for all persons between the ages of six and eighteen. Excused absences are defined as: illness with medical verification; death in the family; court appearances; and with pre-approval of the building administrator for extenuating circumstances. In compliance with the **MISSING CHILD ACT**, to ensure student safety, **it is mandatory that a parent/guardian call 330-799-8239 to report a student absence by 10:00 AM on all days a student is absent.**

Poor attendance has been identified as one of the major predictors and symptoms of school failure and juvenile delinquency! The new law grants the courts exclusive jurisdiction over criminal cases in which an adult is charged with **“PARENT EDUCATION NEGLECT”**. Under the provisions of S.B. 181, failure by a parent/guardian to make certain his/her truant child is attending school can result in court charges. **Failure to comply with attendance procedures may result in referral to the Mahoning County Juvenile Court, and/or Campbell Police citation.**

Juvenile Court Intervention

Northeast Ohio Impact Academy will be working cooperatively with the Mahoning County Juvenile Court System to implement an Early Warning System (EWS) to provide interventions and supports for our students and families experiencing difficulties with, but not limited to, attendance, grades and behaviors.

Parents of a truant student may also be assigned to the Parent Project in Mahoning County for a period of ten weeks for failing to comply with the compulsory Ohio attendance laws. The Parent Project is a parental education program administered by the Mahoning County Juvenile Court which seeks to enlighten parents of their responsibility in the education process. If a principal determines that all other measures have been exhausted in addressing a student attendance issue, he/she may mandate parent participation in the Mahoning County Parent Project. Failure of the parent to attend and complete this program may result in a complaint of Parental Education Neglect being filed in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined in the Mahoning County Juvenile Court. A parent found guilty of this charge may be fined up to \$250.00 and may be incarcerated up to 30 days in the Mahoning County Jail.

Reporting off of School

If your child is going to be absent from school due to an illness, please contact the school at 330-799-8239 to report your child off. Upon returning to school, present a written excuse, dated and signed by a parent or guardian, stating the reason for being absent.

For a student to be considered present, they must be in attendance from the start of the day until 11:15 AM. Students who are checked-out before these times will be considered half-day absent for that day. Students will be considered a half-day absent if they miss more than two hour



instructional time. Any student wishing to attend or participate in school functions; must be in attendance for at least half of a day on the day of the school function.

House Bill 410

H.B. 410 changes the truancy definition to be based on instructional hours, rather than days of instruction. Under the new definitions, the designation of “chronic truancy” has been eliminated, and the designation of “habitual truant” is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- ✓ 30 or more consecutive hours
- ✓ 42 or more hours in a school month, or
- ✓ 72 or more hours in a year

Northeast Ohio Impact Academy will provide written notice to parents with seven days of a child’s excused absence of 38 or more hours in a month or 65 or more hours in a school year.

NEOIA ABSENCE INTERVENTION PROCEDURES:

- **Absence intervention team:**
Once a student has been designated a “habitual truant,” the school shall assign the student to an absence intervention team. Within seven school days of this designation, the superintendent, principal or chief administrator shall select the members of the team, which shall include a representative of the child’s school, another representative from the school who knows the child, and the child’s parent, custodian, guardian ad litem or temporary custodian. The team may also include a school psychologist, counselor, social worker or representatives of local public agencies designed to assist students and their families in reducing absences.
- **Parent participation:**
Within seven school days of the student’s designation as a “habitual truant,” the superintendent, principal or chief administrator shall make at least three meaningful, good faith attempts to secure the participation of the student’s parent, custodian, guardian ad litem or temporary custodian in an absence intervention team meeting. If seven school days elapse and the parent/custodian/guardian fail to respond to the attempts to secure parental participation in the team meeting, the school shall investigate whether the failure to respond triggers mandatory reporting to the public children services agency and shall instruct the absence intervention team to proceed with developing a plan for the child.
- **Absence intervention plan:**
Within 14 school days after the student’s assignment, the team shall develop an intervention plan for that student to reduce or eliminate further absence. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than 61 days after the date the plan was implemented if the child has refused to participate or failed to make progress on the intervention plan.
- **Parent notice:**
Within seven days after the development of the plan, the school must make a reasonable effort to provide the student’s parent, guardian, custodian, guardian ad litem or temporary custodian with written notice of the plan.



- ***End of the year absences:***
If a student becomes habitually truant within the 21 school days prior to the end of the school year, the district *may*, in its discretion, assign a school official to work with the student's parent and develop an absence intervention plan during the summer. This plan shall be implemented not later than seven days prior to the first day of instruction in the next school year. Alternatively, the school may toll the time period over the summer months and reconvene the absence intervention process upon the first day of instruction the following school year.
- ***Juvenile court referral:***
The attendance officer shall file a complaint in the juvenile court on the 61st day after implementation of the absence intervention plan or other intervention strategies if all of the following apply:
 - The student was absent without legitimate excuse from the public school for 30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year
 - The school has made meaningful attempts to re-engage the student through the absence intervention plan or other intervention strategies and any offered alternatives to adjudication
 - The student has refused to participate in or failed to make satisfactory progress on the plan

Excused Absences

These can be "medical" or " non-medical". In this case the attendance secretary was notified the day of the absence and the student brought in a signed, dated note from a physician; a document indicating a court appearance; or an approved vacation form. ***These notes and forms must be turned in to the attendance office within 48 hours of the student's return to school.*** The only other way that an absence may be verified is if the emergency or other circumstances are deemed by the administration to be of sufficient cause for absence from school. All "excused absences" **will not** count toward the "Excessive Absence Policy".

Medical excuses may be verified to confirm the validity of the medical excuse.

Unexcused Absences

These are defined as a student not being reported off and all attempts to contact a parent/guardian were unsuccessful. These students are considered truant. These days will also count toward the "Excessive Absence Policy".

Truancy

Truancy is defined as being absent from school or any portion of the school day without **BOTH** school authority and parental consent. Students will receive a grade of zero ("0") for any work missed due to truancy and are subject to additional disciplinary action, including suspension.

Any student wishing to attend or participate in school functions; must be in attendance for AT LEAST HALF OF A DAY on the day of the school function.

The principal or assistant principal may excuse students from attendance with proper documentation regarding illness, funerals, and other emergency situations. **Once the nine week grading marks and attendance are posted, no absenteeism excuses will be accepted for that period.**



Arrival/Dismissal Procedures

1. Any student arriving to school after homeroom begins is tardy and must receive a tardy pass to go to their class. Students are considered tardy if they arrive after 7:40 AM. Students in grades Moreover, time accumulated from tardies will count toward truancy according to House Bill 410
2. Any student arriving to school after it begins must report to the attendance office to sign in and receive a pass to class. Not signing in with the office can result in the recording of an unexcused absence.
3. To leave school early, a student must have a note from home, signed by a parent or guardian that contains student's name, date and time of dismissal, and reasons for leaving. This note should be given to the student's homeroom teacher or brought to the attendance office before homeroom. Students will be called to the office upon the parent or designated adult's arrival to sign them out. All designated adults must be listed on the student's EMA.

Student Vacations

The Northeast Ohio Impact Academy plans its school calendar a year in advance. The school calendar outlines the days that school is in session and also the vacation recesses throughout the year. **IT IS STRONGLY RECOMMENDED, FOR EDUCATIONAL INSTRUCTION, THAT FAMILIES PLAN THEIR VACATIONS DURING THE TIME SCHOOL IS NOT IN SESSION.** Only under extenuating circumstances will permission be granted for vacations that occur during the school year. In these instances, two weeks prior approval must be obtained from the building principal or the superintendent of schools.

If permission is granted, it then becomes the responsibility of the parent and student to insure that all homework assigned to the student while he/she is on vacation is completed and turned in to the teacher immediately upon returning to school. All absences due to vacations other than those approved by the principal and superintendent will be considered unexcused absences and treated accordingly.

MEDICAL

Emergency Medical Forms

Emergency Medical Forms and information must be updated and turned in annually as required by Ohio Revised Code Section 3313.712. Emergency Medical Authorization Forms are to be returned to the school office no later than **Friday, September 13, 2019**. Please keep student's EMA up-to-date throughout the school year.

Administration of Medication

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program. (Board Policy 5330)

If it is necessary for school personnel to dispense medication the following procedure will apply:



- a. Written permission for dispensing prescription drugs must be obtained from the student's parents and from his/her physician. (Forms are available in the administrative office).
- b. The statement should include the student's name, name of medication, dosage, time it should be given, possible side effects (if any) and the length of time the student will be taking the medication. This information is needed for each medication or dosage change(s). No prescribed medication will be given unless this information and permission is provided.
- c. When the medication has been discontinued any remaining medication must be picked up by the parent within seven (7) days or it will be disposed of by the school nurse.
- d. Students are responsible to report to the nurse at the appropriate time to receive medication.
- e. Medications cannot be transported on the school bus. Students may not carry or administer their own medication.
- f. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.
- g. Asthmatic students may carry their inhalers to self-administer with the written approval of the parent and physician. (O.R.C. 3313.716)
- h. Non-prescription medication may be administered with written and/or verbal parental permission according to school board policy.

Accidents

Minor injuries resulting from an accident will be treated by the school nurse or other school personnel.

If the accident is deemed of serious nature, the school nurse will be consulted and she will administer first aid. Serious accidents are reported immediately to the parent or family physician or emergency hospital. Accidents are the financial responsibility of the parents. Written reports of school accidents are filed in the office.

Unauthorized Use of Medication

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office for possible disciplinary actions and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Medical Marijuana

Medical marijuana will not be prescribed, but rather recommended by registered physicians. Whether the use of this drug is for medical reasons or recreational use, the use of this drug is strictly prohibited on school grounds. Students may not report to school or school sponsored events under the influence of marijuana. If a student is permitted BY A PHYSICIAN to use marijuana, he or she is not permitted on school property while using the drug and/or under the influence from the drug.

Immunizations

The State of Ohio (O.R.C. 3313.67, 3313.671) and the Campbell Board of Education (Policy 5320) require students to maintain appropriate immunizations to be eligible to attend school. Any student previously admitted under auspices of "in the process of being immunized" who has not complied with the prescribed immunization intervals shall be excluded from school on the fifteenth (15th) school day of the following school year. The 15th day of this academic year is **Friday, September 13, 2019**. The excluded student shall be readmitted upon showing evidence to the principal or superintendent of progress on the prescribed immunization interval schedule.



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, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.

For more information please contact the Mahoning County Board of Health at (330) 270-2855 or the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643.

CODE OF CONDUCT

Northeast Ohio Impact Academy uses Positive Behavior Interventions and Support (PBIS) programs to reinforce appropriate behaviors for students. The PBIS program is a proactive approach to school-wide discipline by creating a positive school culture with high expectations for behavior. Consequences will still occur for negative behavior; however, positive behavior will be rewarded. NEO Impact Academy students are expected to display the IMPACT Habits in all situations.

It is essential that students understand these school expectations concerning citizenship as well as recognize that each individual is accountable for his or her own actions. The school believes that good citizenship parallels solid academic achievement, and that students must be responsible for themselves.

Students' responsibilities include regular school attendance, conscientious efforts in daily classroom work, involvement in extracurricular activities, and compliance with the school's rules and regulations. Most of all the students share with the faculty and administration the responsibility for developing a positive climate within the school that promotes maximum learning.

The following code of conduct is the mainframe by which the school carries on its day-to-day operations. The code of conduct reflects academic standards and the right to receive education in a non threatening environment. The code also reflects the school's desire to protect individual's rights and to deal with violations through consequences.

Therefore, by providing well-established guidelines for student conduct is the responsibility of the staff and school administrators. In addition, since it is the code of conduct by which students continuously practice the IMPACT Habits the regulations that are developed are in the best interest of EVERY student. Whatever discipline is imposed should help the student learn from his/her mistakes in a positive way.

The type of discipline and length of discipline will be at the discretion of the principal or assistant principal, and may differ from the nature of the offense or situation. Any student who has been suspended from school on three separate occasions during one school year will be subject to possible expulsion from school.

- Actions that hinder the daily educational process.
- Referrals are made to administration after attempted staff redirection or administration intervention required.

- Administration has the discretion to work within the designated corrective measures.
- Students who earn either ISS or OSS may be ineligible for a field trip and that money paid in advance may be forfeited.

ACADEMIC INTEGRITY

Cheating, plagiarism	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, and/or student completes assignment at a reduced grade ● 2nd Offense: Detention or ISS ● 3rd Offense: See repeat of Low Level Violations
Forging Documents	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations
General Disruption In cases where disruption occurs in lunch, cafeteria supervisory staff may assign the student a seat for a day or permanently with the Principal’s consent. The Principal may also request a parent to come and have lunch with their child when deemed necessary. *The classroom teacher is expected to handle the usual problems of maintaining classroom discipline.	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations
Internet/Computer Violations	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS (along with loss of computer/internet privileges for assigned length of time) ● 2nd Offense: Detention, ISS or OSS (along with loss of computer/internet privileges for the remainder of the year. ● 3rd Offense: See repeat of Low Level Violations

AGGRESSIVE BEHAVIOR:

Assault upon a student	<ul style="list-style-type: none"> ● 1st Offense: 3 – 5 Days ISS or OSS ● 2nd Offense: 5 – 10 Days ISS or OSS ● 3rd Offense: See Repeat of Low Level Violation
Bullying: Anyone who violates the health and general welfare of a student in person or via social media (cyber bullying), including him/herself, or anyone who brings any undue attention to him/herself, in the judgment of the administrator, disrupts the educational process.	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations



Fighting	<ul style="list-style-type: none"> ● 1st Offense: 1 – 3 days ISS or OSS ● 2nd Offense: 3 – 5 days OSS ● 3rd Offense: 5 – 10 days OSS ● 4th Offense: Expulsion
Horseplay, name calling, playfully hitting another student	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations
Stealing, taking someone else’s property, strong arming (extortion), taking money, and threatening another student for money.	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, DRC, or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations
Taunting or agitating to incite panic, fight, and/or riot. This includes spreading rumors to aid or abet a fight/harassment.	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, DRC, or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations
<p><u>SEXUAL HARASSMENT</u></p> <p>A. Verbal – The making of written or oral sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.</p> <p>B. Nonverbal/Gestures – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District/outside the District.</p> <p>C. Physical Contact – Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.</p>	<p>Principal’s discretion with regard to the severity of each case:</p> <ul style="list-style-type: none"> ● 1st Offense: 1 – 3 Days ISS or OSS ● 2nd Offense: 3 – 5 Days ISS or OSS ● 3rd Offense: 5 – 10 Days ISS or OSS ● 4th Offense: See Repeat of Minor Violations
Taunting, agitating or interference of bystanders while a teacher or administrator is disciplining others.	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, DRC, or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations

INSUBORDINATION/DISRESPECT:

Destruction of Property	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations <p>All corrective measures include the cost of replacement of damaged material.</p>
Insubordination, disrespect, and defiance of school officials, teachers, and employees.	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations
Profanity/Verbal Abuse: Profanity or obscene language, written or verbal, directed toward students, school personnel, or any member of the community. This shall include the use of obscene gestures and signs.	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations
Unauthorized publication and/or distribution of materials.	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations

VIOLATION OF BOARD AND LOCAL POLICY:

Possession of Contraband (Policy #5511) Items considered to be contraband include, but are not limited to, the following: Radios, Sound Production Devices, I Pods, MP3Players, Other Electronic Devices, DVD Players, and/or Cell Phones	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations <p>*** Items will be confiscated by the office and returned only to parents after a conference is held. These items are to be kept in student lockers in grades 5-7 and book bags in grades K-4 during the school day.</p>
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<p>STUDENT DRESS CODE/SCHOOL UNIFORM Refusal to conform to school uniform policy. For a complete list of student dress code, please see the Dress Code section on page 17.</p>	<p>1st Offense: A. Students are given an opportunity to change with warning - document in student file B. Noncompliance will result in detention.</p> <p>2nd Offense: A. Sent to office to change/Detention B. Parent must come in or call to speak to administrator</p> <p>Subsequent Offenses: A. Sent home for rest of day: 3 Detentions issued B. Parent must come in to speak with administrator</p>
<p>Possession of matches, fireworks, bullets, explosives, lighter, or flammables (against City Ordinance)</p>	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations

OUT OF BOUNDS:

<p>Being in a non-designated area/Out of assigned area</p>	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations
<p>Failure to Attend Class: (CUTTING ENTIRE CLASS PERIOD)</p>	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations
<p>Leaving School without permission</p>	<ul style="list-style-type: none"> ● 1st Offense: 1 – 3 Days ISS ● 2nd Offense: 3 – 5 Days ISS ● 3rd Offense: 5 – 10 Days ISS or OSS ● 4th Offense: See Repeat of Low Level Violation
<p>Tardy to Class (more than 5 minutes late will count as cutting class)</p>	<ul style="list-style-type: none"> ● 1st Offense: Administrative Conference, Detention, ISS or OSS ● 2nd Offense: Detention , ISS or OSS ● 3rd Offense: See repeat of Low Level Violations

BUS MISCONDUCT:



INFRACTION	CORRECTIVE MEASURES
Bus Misconduct	<ul style="list-style-type: none"> ● 1st Offense: Call Parent and Seat Reassignment ● 2nd Offense: One (1) Day Bus Suspension ● 3rd Offense: Three (3) Days Bus Suspension ● 4th Offense: Five (5) Days Bus Suspension ● 5th Offense: Bus Expulsion <p>If the disruptive behavior affects the health or safety of the students, driver, teacher or chaperone, the student can be suspended from school.</p>

Repeat of Low Level Violations:
 A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, and principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Any number of violations (offenses) in one or multiple categories will result in magnification of previous corrective or out-of-school suspension (OSS) with a recommendation for expulsion.

Failure to Serve or Comply with Detention or ISS:

Students who do not comply with assigned consequences (reporting and/or behavior) will receive more severe consequences than previously assigned.

High Level Violations:

Actions that require immediate attention from administrative staff and involve notification of law enforcement.

INFRACTION	CORRECTIVE MEASURES
Assault upon an employee or volunteer	Charges filed with the Campbell Police Department <ul style="list-style-type: none"> ● 1st Offense: 10 Day OSS with a recommendation for Expulsion ● 2nd Offense: Expulsion
Threatening a Teacher	<ul style="list-style-type: none"> ● 1st Offense: 10 Days OSS with Recommendation for Expulsion. ● 2nd Offense: Expulsion
Bringing guns, knives, drugs or weapons to school to include counterfeit and look a likes.	<ul style="list-style-type: none"> ● 1st Offense: 10 Days OSS with a recommendation for Expulsion. ● 2nd Offense: Expulsion <p>(Items will be confiscated and not returned)</p>
Indecent liberties with another student (Male or Female)	<ul style="list-style-type: none"> ● 1st Offense: 10 Days OSS with a recommendation for Expulsion. ● 2nd Offense: Expulsion
False alarms and false reports (Contact local Authorities) Any student conspiring to cause harm or panic.	<ul style="list-style-type: none"> ● 1st Offense: 10 Days OSS with a recommendation for Expulsion. ● 2nd Offense: Expulsion



Trespassing, unauthorized entry	<ul style="list-style-type: none"> ● 1st Offense: 1-3 Days OSS ● 2nd Offense: 3-5 Days OSS ● 3rd Offense: 10 Days OSS with a recommendation for Expulsion
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DRUG POLICY

Drug Prevention

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean:

1. All dangerous controlled substances as so designated and prohibited by Ohio statute.
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. Anabolic steroids;
6. Any substance that is a “look-alike” to any of the above;
7. Any substance, when misused, will provide euphoria or a mind altering experience, electronic equipment (beepers, receivers, pagers, etc.)
 - i. The board prohibits the use, possession, concealment, or distribution of any drug on school grounds, on school vehicles, and at any school – sponsored event.
 - ii. It further establishes a drug – free zone within 1000 feet of any facility used by the District for educational purposes.
 - iii. Board of Education
 - iv. Campbell City School District Policy

DRUG ABUSE CORRECTIVE MEASURES

Possession or use of drugs	<ul style="list-style-type: none"> ● 1st Offense: (10) 10-Day Suspension: Can be reduced to (5) five if student and parent agree to an assessment from a Board approved agency. Recommendation of the assessment must be followed. Proof of the assessment must be on file in the office. ● 2nd Offense: Expulsion: May be reduced to (10) ten- day suspension upon recommendation of agency. The student must enroll in a drug program. ● 3rd Offense: Expulsion
Selling of drugs	<ol style="list-style-type: none"> a. Notification of policy b. Suspended until court appearance c. Expulsion upon conviction

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7 – 12.

R. C. 2925.37, 3313.60 (E), 3313.752, 3313.95, 3319.012

Public Law 101 – (Drug – Free Schools and Communities Act as amended in 1989)

Revised 10/90

Revised 6/16/92

Use Of Tobacco

The Board of Education recognizes that use of tobacco presents a health hazard, which can have serious consequences both for the user and the non-user and is, therefore, of concern to the Board.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette and pipe; snuff or any other matter or substances that contain tobacco and the school day shall be the time between the first arrival of students before classes and the last departure of students after classes. It also includes all school – related activities.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco by students, the Board prohibits the use of tobacco by students in school buildings.

The Superintendent shall develop procedures to implement this policy: R. C. 3313.751

Use of Tobacco	<ul style="list-style-type: none"> ● 1st Offense: 1 – 3 Days OSS ● 2nd Offense: 3 – 5 Days OSS ● 3rd Offense: 5 – 10 Days OSS ● 4th Offense: Recommendation for Expulsion
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Youth Gangs

5840 A – UNAUTHORIZED YOUTH ORGANIZATIONS (YOUTH GANGS)

Board of Education policy prohibits all student organizations other than those approved by the Board under Policy 2430. In order to recognize the characteristics of any type of unauthorized youth organization, the following administrative guidelines are to be followed.

Definition:

A youth gang is defined as any non-school sponsored group of students with secrete and/or exclusive membership, whose purpose or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others. Staff members should be alert to the following indicators of youth gang activity:

- a. Surreptitious recruitment and/or initiation rites
- b. Grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attribute denotes membership in a group.
- c. Gang tattoos and/or displaying gang markings or slogans, or use of hand signals on school or personal property or clothing.
- d. Possessing literature that indicates gang membership.
- e. Fighting, assault, hazing, extortion, establishing turf, etc.

- f. Gang vocabulary and nicknames.
- g. Possession of beepers or cellular phones.
- h. Possession of weapons or explosive materials.
- i. Possession of alcohol, drugs, drug paraphernalia.
- j. Attendance at functions sponsored by a gang or known members
- k. Exhibiting behavior fitting police profiles of gang-related drug dealing
- l. Being arrested or stopped by police with a known gang member
- m. Selling or distributing drugs for a known gang member
- n. Aiding or abetting a known gang member, commit a crime, or any other action directly resulting from membership or interest in a gang.

Intervention Procedures And Enforcement

(Refer to the Student Discipline Code in the Parent/Student Handbook to determine if procedures and penalties have been described for the activities indicated above. If not, the following may be useful.)

Any or all of the following steps may be taken if a student in any school activity is suspected of or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment.

- a. Parents/Guardians will be contacted immediately and appropriate intervention initiated.
- b. The student may be referred to counseling (personal and/or family); the Department of Human Services or other welfare or child care agencies of the respective county; and/or outside agencies or programs for treatment, if use of drugs and/or alcohol is involved.
- c. Police, Juvenile Court, and other appropriate authorities will be notified in case of violence and/or illegal activities.
- d. The student may be suspended from school or from a school-sponsored activity
- e. Parents and the student will be held liable and financially responsible for any and all forms of vandalism.

In order to prevent the onset of gang-related activity:

- a. Adherence to the Dress Code, as defined in the Parent/Student Handbook, will be required at all school activities.
- b. Conduct for all District-sponsored activities on and off school property will be in accord with the Code of Conduct.
- c. If there is reasonable suspicion of gang involvement, such as possession of weapons or drugs, search and seizure guidelines (AG 5771) will be followed.
- d. Parents are to be encouraged to prohibit their children from hosting or attending unsupervised parties or activities.
- e. Any form of graffiti on District property will be removed immediately.

Community Cooperation

Since gang activity is a community concern, communication is to be maintained with the police department as well as private and community agencies on all matters related to gang activity within the schools and in the community.

The extent of involvement by school personnel in gang-related incidents not under the jurisdiction of the Board will be determined by the building principal, in cooperation with



legal counsel and the police, and will take into consideration the nature of the incident, the safety of those involved, the effect of the incident on other students, and the good order and functioning of the District.

Response To Gang-related Incidents And/Or Suspicion Of Gang Involvement

1) Types of Incidents

- (1) Incidents of Violent Crime (Examples: Assault, fighting, or imminent danger.)
- (2) Incidents of Other Illegal Activity (Examples: Intimidation, extortion, possession of beepers, cellular phones, or weapons; arrest or detainment by police in company of known gang member.
- (3) Suspicion of Gang Involvement and/or Activity (Examples: Any manner of grooming, hair style, clothing, jewelry, or other accessories that may indicate membership; use of gang slogans, hand signals, nicknames, etc. indicating affiliation or association; graffiti on school or personal property; reasonable suspicion of the above.)

2) Initial Actions

- (1) Immediately contact the principal/school resource officer if the incident is violent or illegal.
- (2) Summon involved student(s) to the principal's office.
- (3) Begin documenting the incident in a personal, private file. Be sure to include all available information.
 - (a) Student(s) are to remain isolated from the student body until further direction from the principal to prevent escalation
 - (b) Notify parents and the Superintendent of allegations.

3) Follow-Up

- (1) If the incident is determined to be gang-related, immediately exercise right to search individual(s) locker and/or desk and/or personal effects for evidence of gang involvement.
- (2) Copies or photographs should be made of any evidence of gang membership or involvement, e.g. symbols, graffiti, etc. Additionally, any suspicious contraband is to be confiscated immediately.
- (3) Implement appropriate disciplinary procedures and/or make contact with one (1) or more of the following:
 - (a) Youth gang agencies.
 - (b) Department of Human Services.
 - (c) Other appropriate personal and/or family counseling services. This referral may be predicated on parent/guardian(s)' agreement to a Behavior Contract (see Form 5840B F1) which will specifically outline the conditions for the student's continued attendance at school.

Gang Related Activity (Graffiti, signs, colors...)	First Offense: 3 days ISS or OSS Second Offense: 5 days OSS Third Offense: 10 Days OSS with a recommendation for Expulsion.
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Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedure.

To better ensure appropriate due-process is provided a student, the Board established the following guidelines:

1. There is no appeal for students assigned to the ISS.
2. Student subject to suspension: A student must be given both written notice of his/her suspension and the reason therefore, the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision may be appealed to the Superintendent and the Board.
3. Student subject to expulsion: A student and his/her parent(s) or guardian(s) must be given written notice of the intention to expel and the reason therefore, and an opportunity to appear with a representative before the board to answer the charge. The hearing may be private, but the Board must act publicly.

The Superintendent shall ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of Due Process Rights is placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

