

Great Western Academy



Parent and Student Handbook 2026-2027

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Appendix 1 – Internet Safety Policy

Appendix 2 – Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy

Appendix 3 – Video Surveillance and Electronic Monitoring Policy

Welcome to Great Western Academy, an Imagine School!

School Hours: 8:00-2:30

Doors open at 7:45; Tardy Bell rings at 8:10

Vision: Great Western's vision is for every student to reach his or her full potential and discover the pathways for life-long success.

Mission: Great Western's mission is to partner with parents and guardians in the education of their children by providing a high-quality education that prepares students for lives of leadership, accomplishment, and exemplary character.

Great Western Academy is committed to the goals of developing positive character and providing opportunities to lead and serve by teaching, promoting and demonstrating the values of Self-Discipline, Respect, Trustworthiness, Perseverance, Caring, Responsibility and Citizenship, as well as our shared values of Justice, Integrity and Fun.

INTRODUCTION

Great Western Academy (the "School") developed this handbook (the "Handbook") to answer many of the commonly asked questions which may arise during the school year. The Handbook does not constitute a contract between the School and the student/parent, and the School, through its Board of Directors (the "Board"), reserves the right at its discretion to change or amend the Handbook at any time in the future. In the event that there is a conflict between any School policy and this Handbook, the Policy shall supersede and control. The term "parent" when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent, or court-appointed guardian.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at the School. The rules, policies and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the School, its faculty, employees, students or overall School community. The policies may also be revised or updated periodically, even during the school year.

The School provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred. If you have any questions about this Handbook, please contact the Principal. The Principal has similar authority and responsibilities as the superintendent of schools for a local district.

The School may offer translation services to assist parents, please contact the School's Principal for additional information. Upon request, the School will make all reasonable

efforts to provide this Handbook and parental notices and other communications in the parent's native language.

Statement Concerning State Testing and Compulsory Attendance Law

The School is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled in and attending the School are required to take proficiency tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education pursuant to section 3321.042 of the Revised Code shall no longer be excused for that purpose upon their enrollment in the School. For more information about this matter, please contact the School or the Ohio Department of Education and Workforce.

ADMISSION

The School will not charge tuition. The School will not discriminate in its student admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a person with a handicap or disability, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis.

Applications are accepted for student admission throughout the school year. State law requires that the School does not exceed the capacity restrictions set forth for its programs, classes, grade levels or facilities. Priority enrollment will first be given to returning students, siblings of returning students, students that reside in the district in which the School is located and children of full-time staff members of the School. Pursuant to the Board's Open Enrollment, Admissions and Residency Policy, the Principal shall determine whether an enrollment lottery is necessary and determine all procedures, including application deadlines, to be followed. Students inquiring about enrollment during the year will be enrolled if space permits, or added to a wait list (based on priority enrollment requirements, lottery selections if applicable, or first come first served). Please contact the Principal, or their designee, for more information regarding the application process.

Process and Criteria

The School admits children of any race, color, religion, or sex. Furthermore, there will be no discrimination in the admission of students to the School on the basis of race, religion, religious expression, color, national origin, sex, sexual orientation, gender identity or disability. All that will be required for a student to be admitted is submission of the following: completing and submitting the registration form and such other enrollment materials that the School deems necessary; and submitting copies of the child's birth certificate, current immunization record as mandated by law, and proof of residence. It is the responsibility of the parent to update the School anytime a change of address for the student occurs. Records will be requested from the appropriate school of last attendance.

All documents must be turned in and processed prior to your child being seated or assigned a homeroom.

Change of Address/Phone Number

It is the parent/student's responsibility to inform the School office of any change of address or phone number. Any other relevant information must also be updated with the School office. If you have a change of address, you are required to bring the corrected student information and proof of residency documentation to the School office. If there is a change of custody for the student, you are required to bring the corrected student information, including the current custody order, to the School office.

Kindergarten Admission

The School shall admit to kindergarten any student, whose fifth birthday falls on or before the School's first day of instruction. The School may also admit to kindergarten any student, whose fifth birthday falls between the School's first day of instruction and December 31st, in accordance with the School's Early Admission Policy. For more information about the requirements for early admission, contact the Principal.

DAILY PROCEDURES

Arrival

Students should arrive to school no earlier than 7:45 a.m. Students being dropped off in the morning during arrival must stay in their vehicles until the doors open at 7:45. Students may not be dropped off in the parking lot or foyer areas until the doors open as this is a safety concern. Students will be allowed into the building at 7:45 a.m. Upon arrival, students are to report to their homeroom classroom.

Tardy

Please do your best to have your student arrive on time. Students who arrive after 8:10 a.m. will be marked tardy. Tardy students must be signed in by the caregiver at the front desk upon arrival. If a student is going to be tardy and will need a school lunch, you must notify the office by 9:00 a.m. See Attendance Procedures of this Handbook for reasons a tardy/absence may be excused.

Breakfast

Breakfast will be served between 7:45 a.m. and 8:10 a.m. Only students who arrive by bus after 8:10 a.m. will be allowed to eat breakfast late.

Lunch

Students will have a 40-minute lunch and recess period. A nutritious lunch will be provided at School or students may bring a lunch from home. If you are providing your child with a fast-food lunch, please drop the lunch off at the front office. Please note, any lunch to be

delivered to the School by any third-party delivery service or app must be pre-approved by the Principal or their designee, or it will not be accommodated and the School will not provide a refund to the parent/student.

Early Dismissal

Students who leave School early, including any time during the last 30 minutes of the day are marked as “early dismissal.” **You must notify the office, in writing, by 1:00 p.m.** if your student will be leaving School early.

EARLY DISMISSALS DURING THE LAST 30 MINUTES OF THE DAY ARE DISRUPTIVE AND SHOULD BE AVOIDED!

If you must pick your child up early for an appointment, please pick them up before 1:30 p.m. If not, please refrain from picking them up until the 2:30 p.m. dismissal time.

Dismissal and Pick-Up Times

Staff will escort students to their appropriate destinations for dismissal by 2:30 p.m. Students must adhere to school-wide rules during dismissal time. If your child has not been picked up by 3:15 p.m., the School will attempt to contact the parent(s) and/or emergency contact and **holds the right to notify the Columbus Police Department and/or to transport your child to Franklin County Children Services.** Students must have a note if they will not be using the normal means of transportation. See Emergency Changes in Transportation, for more information.

If there is a change of transportation circumstance, you must notify the office in writing, except in the case of emergencies, or by phone by 1:00 p.m.

Emergency School Closing

In case of severe weather, the Principal will notify local TV and radio stations regarding the decision to close the School or delay its opening. Great Western Academy will be closed due to inclement weather whenever Columbus Public Schools and/or Southwestern City Schools are closed or as Great Western Academy deems necessary. Please make arrangements for your child if you are not home and school must be dismissed early due to an emergency.

The School may be required to make up days in which the School is forced to close due to weather or unforeseen circumstances. If additional days need to be made up, the School will contact parents with additional information indicating the date of make-up days. The days may be made up at the end of the year or on any day school is currently not in session (such as spring break).

There may also be circumstances where the School building is closed but students are required to participate in lessons via the School’s Online Day Plan. In such an event, the School will notify parents through an all-call system, the School’s website, or through email, text, or another electronic messaging system that the Online Day Plan is in effect.

Attendance Procedures

Achievement and attendance are highly related. Each student should attend School daily. Parents are encouraged to partner with the School to ensure attendance and timeliness, and to schedule doctor, dentist and other appointments for times other than school hours. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

1. Students are expected to be in School, on time, every school day. Occasionally, absence or tardiness cannot be avoided. Absences may be “excused” or “unexcused.” Excused absences may require verification, if any, in the manner and timeframe as deemed appropriate by the Principal, or their designee. Where appropriate, the School may require written documentation. Absences may be excused for the following reasons:
 - Personal Illness of the student
 - Illness in the family necessitating the presence of the student
 - Quarantine of the home (limited to the length of the quarantine as determined by proper health officials)
 - Medical, Behavioral, or Dental appointment
 - Death of a relative
 - Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
 - Observance of religious holiday consistent with the truly held religious beliefs of the student or their family
 - Absences due to military deployment activities of a parent
 - Absences due to a student being homeless
 - Emergency or other set of circumstances that, in the judgment of the Principal constitutes good and sufficient cause of absence from school.
2. Parents must notify the School by writing or via phone on the day a student is absent unless the Principal, or their designee, has been notified in advance of the absence.
3. If a student is dismissed early for a doctor's appointment, or for another valid reason, the student must bring a note signed by their parent. The parent must meet the child in the School office before the child will be excused.
4. All other absences are “unexcused” as determined by the Principal, or their designee, and include but are not limited to truancy, oversleeping, and personal appointments (hairstylist, etc.).

Religious Accommodation

Pursuant to the Board's Religious Accommodations Policy, students are permitted up to three Religious Expression Days each school year in order to take holidays for reasons of a faith, religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. In order for a student to receive an excused absence and alternative accommodations for examinations or other academic requirements missed due to a Religious Expression Day, the student or their parent must provide the Principal

with written notice of the specific dates of the Religious Expression Days the student intends to take. Such notice must be submitted no later than 14 days after the school year begins, or no later than 14 days after the student transfers into the School after the beginning of the school year.

Attendance Problem Procedures

Early dismissals during the last 30 minutes of the day are very disruptive and should be avoided.

Chronic tardiness will initially be dealt with by phone contact from the School. If this does not result in some degree of improvement, the School will mail a letter to the parent(s) stating the problem and reminding them of their legal responsibility concerning their child's attendance at School.

- Chronic tardiness means: Being late for School more than five times.

A student meets the definition of being "habitually truant" when they are absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

When a student meets any of these thresholds, the School will comply with state law and the Board's Attendance Policy regarding next steps, including filing a complaint in juvenile court if the student's attendance does not improve.

The School offers a continuum of supports and intervention strategies aimed to meet the diverse needs of students and address barriers that may affect attendance. The School will communicate with parents regarding attendance issues pursuant to the Attendance Policy, available on the School's website.

MANDATORY WITHDRAWAL

Ohio law requires the withdrawal of any student who, without legitimate excuse, fails to participate in seventy-two (72) consecutive hours of learning opportunities during any academic year.

MISSING CHILD POLICY

A student at the time of their initial entry to School shall present to the person in charge of admission, any records given to them by the school they most recently attended and a certification of birth or a comparable certificate or certification issued pursuant to Ohio law. Within 24 hours of a student's entry into the School, a School official shall request the student's official records from the school they most recently attended. The Principal shall notify the law enforcement agency having jurisdiction in the area where the student resides that the student may be a missing child if:

- The school the student claims to have most recently attended states that it has no records of the student's attendance;

- The records are not received within fourteen (14) days of the date of the request; or
- The student does not present a birth certificate or comparable certificate.

ACADEMICS AND THE GRADING SYSTEM

Curriculum

The School will ensure that all core content area curriculum, instructional and educational materials, and textbooks are aligned to Ohio's Learning Standards and update the curriculum alignment if ever revised by the Ohio Department of Education and Workforce. For additional information concerning the School's curriculum contact the Principal.

Progress Reports

Students' academic progress will be communicated to parents in the form of quarterly report cards. Please refer to the School Calendar for the exact dates that interim reports and report cards will be sent home.

Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

Promotion and Retention

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

In general, students who have mastered the curriculum areas will be promoted to the next grade level at the end of each school year. However, retention may occur after the Principal considers at least the following factors: appropriate input from the parent(s), the student's non-mastery of the curriculum, attendance record, level of social and emotional development of the student, and any other factors thought to be appropriate (such as student's behavior) by the Principal, teacher(s), and professional staff.

Except as may be required under the Third Grade Reading Guarantee, the School will not utilize a student's failure to obtain a specialized score on any statewide achievement test as a factor in a decision to deny a student's promotion to a higher grade level, except that the School may choose not to promote a student who does not take a required statewide achievement test or make-up test and who is not exempt from the requirement to take such test.

Ohio law prohibits the promotion of a student to the next grade level if the student has failed two or more of the required curriculum subject areas, unless the Principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

State law requires that each school district in Ohio assess reading skills for students in kindergarten, 1st, 2nd and 3rd grades by September 30th of each year to determine whether they are reading at grade level (“On-track”) or not reading at grade level (“Not on-track”). If a student is identified as being Not on-track the School will notify the parent and the School will provide intervention services to improve the student’s reading performance. In addition, the School and the parent or guardian will develop a Reading Improvement and Monitoring Plan. Unless a student is exempt from the requirements of the Third Grade Reading Guarantee, a student must be retained in 3rd grade if the student does not attain the State-designated level of reading competency on the State-mandated Grade 3 test.

For information concerning promotion or retention, or requirements of the Third Grade Reading Guarantee, contact the Principal.

Parental Notification Regarding Child Sexual Abuse and Sexual Violence Prevention Curriculum

The law requires the School to include in the curriculum for students in grades K-6 developmentally appropriate instruction in child sexual abuse prevention, including information on available counseling and resources for children who are sexually abused. A parent may request a student be excused from such instruction upon a written request submitted to the Principal or their designee.

Additionally, the law requires students receive developmentally appropriate instruction in sexual violence prevention education beginning in the 7th grade. A parent may request the opportunity to examine the materials used for such instruction by submitting a written request to the Principal or their designee. Additionally, a parent may request a student be excused from such instruction upon a written request submitted to the Principal or their designee.

Standardized Testing

Students attending Great Western Academy are assessed in the fall and spring of each school year by a nationally norm referenced test. Results of this test will measure the academic growth of each individual student and will be sent home in the beginning of the following school year. Provisions for the participation of students with a disability, as defined by the Individuals with Disabilities Education Act and Ohio law, in any testing session, shall be determined in accordance with the student’s IEP.

CREDIT FLEXIBILITY

The School may allow students enrolled in 7th and 8th grade to meet curriculum requirements based on demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.

Credit Flexibility is the customizing of educational delivery to the learning styles and interests of individual students. Students show what they know and move on to higher-order content they are ready to learn and have not yet mastered. They learn subject

matter and earn course credit in ways not limited solely to “seat time” or the walls of a school building. They customize aspects of their learning around their interests and needs, which might include flexible schedules and a choice of modalities (e.g., online learning, work-based learning and community-based projects).

Each student that intends to participate in the Credit Flexibility program must develop a Credit Flexibility Plan for approval by the Principal or their designee. For more information regarding Credit Flexibility please consult the Principal and the School’s Credit Flexibility Policy.

SCHOOL SUPPLIES

Teachers will be provided with school supplies to be shared by students. During the school year, parents may be asked to provide some items that will help with learning.

HOMEWORK PHILOSOPHY AND GUIDELINES

Homework will be assigned by teachers at their discretion. Homework will consist only of subject area material that students have mastered. In this way, students should be able to complete the homework assignment wholly independently.

In addition to homework assignments, research supports the importance of students in all grades reading or being read to for a minimum of 20 minutes per day. The School strongly supports such a home-reading program and can provide additional guidance, materials, or supports as appropriate. And asking the student questions from time to time about what they are reading boosts the effectiveness of a home reading program.

Reading 20 minutes a day compared to only 4 minutes makes a big difference. For example:

Student A reads 20 minutes five nights every week; Student B reading only 4 minutes a night . . . Or not at all!

Step 1: Multiply minutes a night X5 each week

Student A reads 20 minutes X5 times a week=100 minutes a week

Student B reading 4 minutes X5 times a week=20 minutes a week

Step 2: Multiply minutes a week X4 weeks each month

Student A reads 400 minutes a month

Student B reads 80 minutes a month

Step 3: Multiply minutes a month X9 months

Student A reads 3,600 minutes in a school year

Student B reads 720 minutes in a school year

Student A practices reading the equivalent of ten whole school days a year.

Student B practices reading the equivalent of only two whole school days a year.

By the end of the 6th grade, if Student A and Student B maintain these same reading habits, Student A will have read the equivalent of 60 whole school days, while Student B will have read the equivalent of only 12 school days. So, just 20 minutes a day of reading will help your student's school performance.

CODE OF CONDUCT

The Code of Conduct contains regulations governing the conduct of students. It has as its central purpose the prevention of actions interfering with the School program. Students, parents, and staff are expected to acquaint themselves with this Handbook and building procedures and the *Code of Conduct*. Every staff member of Great Western Academy is required to enforce this *Code of Conduct*.

The Rights and Responsibilities of Students and Parents

Students and parents have rights that the School must observe, but also understand that responsibilities accompany individual rights. The individual rights of students will be weighed against the safety and welfare of the majority of students in the School. Above all, the School will maintain discipline to support and enable the conduct of a quality educational program.

Student and Parent Rights

- **The Right to Due process of Law:** Before a student is suspended or expelled, students and parents have the right to be informed about alleged misbehavior and are provided with an opportunity to respond to such a charge. Removal, suspension, expulsion, and appeal procedures are posted at the School and are available to parents and students upon request. Additional information regarding these rights is available in the Out-of-School Suspension and Expulsion sections of this Handbook.
- **The Right to Privacy-Property of Students:** A student's right concerning searches of personal property will be balanced by the responsibility of the School to protect the safety and welfare of all students. School equipment including furniture, computers, and related accessories are the property of the School. All School property is on temporary loan to students and are subject to examination by School personnel at any time.

Parent Feedback on Experience

Complaints are best resolved at the lowest level most directly involved in the issue. In the event of a complaint, the written complaint should first be given to the staff person at the lowest level who is directly involved in the complaint (e.g., the classroom teacher). For complaints that remain unresolved, Parents are encouraged to provide feedback to the Principal in the event that any School policy or practice is not fulfilled or followed. Parents should submit a written statement of real or potential issues to the Principal. The Principal will make a good-faith effort to investigate the issue and communicate to the parent their findings. In the event that the Principal's finding does not resolve the parent's concerns,

the parent may submit their written statement to the Regional Director, the Board of Directors, or the Sponsor. A parent is welcome to attend Board of Directors meetings and communicate directly with the Board under its Public Participation Policy.

Parent Responsibilities

Parents have the responsibility to:

- Support School officials in their efforts to develop and maintain a well-disciplined School.
- Teach their child socially acceptable standards of behavior.
- Teach their child to have respect for law, authority, and the rights and property of others.
- Teach their child to be accountable for their own actions and help the child to grow and develop into a self-disciplined citizen.
- Share the responsibility for student conduct with the School.
- Maintain an active interest in the student's schoolwork and activities.
- Require prompt and regular attendance at School.
- Attend parent conferences.

Student Responsibilities

Students also have certain responsibilities, both as citizens and as members of the School community. These responsibilities must be met at all School functions whether the student is in the School building, traveling to or from School via transportation provided by the School, or whenever representing Great Western Academy.

- **Active Participation:** Students have the responsibility for actively engaging in the serious business of learning. For example, they will attend School regularly and be on time. They will remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and make every effort to achieve mastery of the lessons.
- **Obedience to Laws and Rules:** The laws of society and School rules have been created to guarantee each individual's rights and safety. Students will assume personal responsibility for obedience to these laws and rules.
- **Responsible Exercise of Free Speech and Expression:** Students will express opinions in a manner that is not offensive, illegal, obscene, or inconsistent with the educational goals of the School. The rights of others will be respected, and there can be no interference with the orderly educational process.
- **Avoidance of Illegal or Dangerous Items:** Students will not bring materials, substances or objects prohibited by law or School policy to School or School activities.

Expectations for Students

Students also have certain expectations. These expectations must be met at all School functions whether the student is in the School building, traveling to or from school via

transportation provided by the School, or whenever representing Great Western Academy.

- Students will follow all rules outlined in this Handbook.
- Students will cooperate with parents in their efforts to ensure regular daily attendance.
- Students will respect all that are involved in the educational process. This includes all staff, other students, and parents.
- Students will take grade cards, interim reports, notes, letters, and all other important information home to parents/guardians.
- Students will complete all academic assignments.
- Students will learn appropriate skills to deal with conflict situations in an effort to avoid disrespectful and harmful behaviors.
- Students will develop and maintain a positive attitude toward education. They are to demonstrate those strategies that will enable them to be successful, self-motivated students. These strategies include good study habits, appropriate communication tools, good citizenship qualities, and test-taking skills.

Expectations for Parents

- Parents will be responsible for knowing the expectations as outlined in the Handbook and will send students to School well-equipped, well-rested, in good health and with a positive attitude.
- Parents will ensure that students arrive at School on time every school day and inform School personnel when a student is absent.
- Parents will provide the School with updated information to enable School staff to communicate quickly and effectively in the event of an emergency. This information includes the names, addresses and telephone numbers of those individuals who should be contacted in case of any emergency.
- Parents will make a special effort to communicate with teachers at least once each grading period in order to monitor student progress on a regular basis.
- Parents will provide a designated study time and place for students to complete academic assignments in the home.
- Parents will attend scheduled parent-teacher conferences and support other school-related activities.
- Parents will meet their child's teacher(s) at the beginning of each year.

Expectations for Staff

- Staff will be responsible for the distribution, explanation and enforcement of the rules and regulations as outlined in the Handbook.
- Staff will be responsible for the frequent monitoring of student progress, attendance and behavior through a variety of ways.
- Staff will model acceptable behavior that exemplifies the high expectations held for students and parents.

- Staff will be responsible for keeping lines of communication open between the home and School, which includes meeting with parents.
- Staff will provide leadership embodying the principles of conflict resolution in the building and in class.
- Staff will provide a healthful environment conducive to learning and focus on academic achievement.
- Staff will use a positive reinforcement behavior management system.

Philosophy of Student Conduct and Discipline

Developing a student's self-discipline is a legitimate and constructive goal of education. Parents, communities, and the schools play key roles in shaping student conduct and ensuring good discipline. An essential element of effective discipline is regular parent communication with the School.

The School must be a place where effective learning can occur. The School must maintain standards of conduct and discipline because students and School personnel have a right to a safe and orderly learning environment. Therefore, students are prohibited from engaging in behaviors endangering the safety of others or interfering with the School program. Prompt and effective disciplinary actions will be taken to address these behaviors.

Positive Behavior Interventions and Supports

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

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

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

RULES OF CONDUCT

The following is a list of some of the activities prohibited by the School. These activities are prohibited on School grounds, on transportation to or from School, at any School

activities, events, or functions, and activities occurring off of School grounds which, in the sole discretion of the Principal, may affect the learning environment. The following are also prohibited, regardless of where the conduct occurs, if directed at a School official or employee, or the property of such School official or employee. The list is not all-inclusive.

1. Use of Drugs. The School and its surrounding area are a "Drug Free" zone that extends to any School activity and School transportation. This means that any activity, sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited.

2. Use of Tobacco. Smoking and other tobacco use are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use or possession of any form of tobacco during school time including vapes, E-cigarettes and look-alike substances, on School property or at any School activity. The prohibition also applies when going to and from School and at school bus stops.

3. Student Disorder/Demonstration. Students will not be denied their rights to freedom of expression. However, the disruption of any School activity will not be allowed and the expression may not infringe on the rights of others.

4. Possession of a Weapon or a Look-alike Weapon. A weapon includes conventional objects like guns, pellet guns, knives, or club type instruments. It may also include any toy or other look-alike weapon that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another.

5. Use of an Object as a Weapon. Any object that is used to threaten or harm another may be considered a weapon.

6. Purposely Setting a Fire. Anything, such as fire, that endangers School property and its occupants will not be tolerated.

7. Physically Assaulting a Staff Member, Student or Person Associated With the School. A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees or guests who are visiting the School or attending any School-sponsored and supervised activity. This includes, but is not limited to, assault, fighting and other inappropriate contact.

8. Verbally Threatening a Staff Member, Student or Person Associated with the School. Any statement or non-contact action that a staff member, student, or other person associated with the School feels to be a threat or profanity directed toward a staff member in a threatening tone can be considered a verbal assault.

9. Extortion. Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else.

10. Gambling. Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students betting on activities in which they are involved may also be banned from that activity.

11. Falsification of School Work, Identification, Forgery. Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.

12. False Alarms and False Reports. A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building.

13. Explosives. Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

14. Trespassing. Visitors are required to sign in and receive permission to be in the building. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on School property without authorization of the Principal.

15. Theft. Students are not encouraged to bring anything of value that is not needed for learning to School without prior authorization from the Principal. The School is not responsible for personal property. When a student is caught stealing School or someone's property, they will be disciplined and may be reported to law enforcement officials.

16. Disobedience. If given a reasonable direction by a staff member, the student is expected to comply.

17. Damaging property. Vandalism and disregard for School property will not be tolerated.

18. Unauthorized use of School or Private Property. Students are expected to obtain permission to use any School property or any private property located on School premises. Any unauthorized use shall be subject to disciplinary action.

19. Refusing to Accept Discipline. The School may use informal discipline to prevent the student from being removed from School. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

20. Aiding or Abetting Violation of School Rules. If a student assists another student in violating any School rule, they will be disciplined.

21. Displays of Affection. Students demonstrating affection between each other is personal and not meant for public display. This includes, but is not limited to, contact that may be considered sexual in nature.

22. Disruption of the Education Process. Any actions or manner of dress that interfere with School activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

23. Misconduct Outside of School Hours. A student shall not engage in any misconduct off School property or outside of school hours which affects the operations of the School or clearly endangers the safety and welfare of students or employees.

24. Bus misconduct. A student shall not engage in any misconduct which endangers the safe operation of the bus or the safety and well-being of the driver and passengers of the bus. The student conduct code applies on the bus just as it does in school. (See bus rules for more details.)

25. Student Misuse of Technology/Violation of Electronic Communication device rules. Students shall be permitted to possess and use electronic communication devices that are deemed not to be distractive, provided they observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, or educational mission including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off during the School day. They may be stored in the Student's backpack during the School day but may only be turned on and operated before and after the regular school day.
- When Students violate this prohibition, they shall be subject to disciplinary action, including but not limited to losing the privilege of bringing the device onto School property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent.
- Students are responsible for devices they bring to School. The School shall not be responsible for loss, theft, or destruction of devices brought onto School property.
- Students shall comply with any additional rules developed by the School concerning appropriate use of electronic communication devices.
- Students shall not utilize an electronic communication device in a manner that would violate the School's Technology and Internet Safety Policy or its Student Code of Conduct.
- Examples of types of prohibited behavior involving electronic communication devices include, but are not limited to:
 - Text messaging on or off School property during School hours to or from a student on School property
 - Sexting, which is the act of sending sexually explicit messages or photographs, primarily between mobile phones or other electronic communication devices
 - Using digital cameras or camera phones to invade the privacy of others by transmitting unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web
 - Using digital cameras, camera phones, or any other device to cheat on examination
 - Playing digital games
 - Using digital cameras, camera phones, or any other device to harass or bully another
 - Reposting (forwarding) personal communications without the author's prior consent

- Copying commercial software in violation of copyright law
- Using the network for financial gain, for commercial activity or for any illegal activity

26. Gang Activity. A gang is defined as an identifiable group or club who display or communicate membership in that group whose purposes include the commission of illegal acts or the violation of the rules of the Great Western Academy. No student on School property, to or from School, or at any School activity shall:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with any gang.
- Engage in any act that furthers the interest of any gang or gang activity, including but not limited to:
 - Soliciting membership in, or affiliation with any gang
 - Soliciting any person to pay for “protection” or threatening any person, explicitly or implicitly, with any other illegal or prohibited act
 - Painting, writing, tattooing, or otherwise inscribing gang related graffiti, messages, symbols or signs on one’s self, School property, or personal property
 - Using hand gestures for gang “signing”
 - Engaging in violence, extortion, or any other illegal act or other violation of school property
 - Soliciting any person to engage in physical violence against any other person

27. Health and Safety Violations: Actions that in the sole discretion of the Principal endanger the health and/or safety of students, staff or guests of the School.

28. Inappropriate use of School email address: Students using School equipment or online services for illegal, inappropriate, or obscene purposes.

29. Harassment, Intimidation or Bullying behavior: (including by an electronic act) as defined in the School’s Anti-harassment, Anti-intimidation and Anti-bullying Policy.

30. Violation of the School’s Artificial Intelligence Policy.

31. Other: Any other behaviors or actions that the Principal deems, in their sole discretion, may or does impede, obstruct, interfere with, or violate the mission, philosophy and School regulations.

Disciplinary Options

Disciplinary alternatives, not limited to those listed below, may be used by School leader(s) and staff. The options are not listed to indicate any progression order that is to be followed. Infractions will be viewed on a case-by-case basis according to their flagrancy and each offense or series of offenses will be evaluated based on the particular circumstances of the offense(s).

Lunch Detention

A lunch detention is administered by the teacher or Principal during the student's recess and/or lunch.

Restitution

Parents of students responsible for defacing or damaging School property could be required to pay the cost of restoring or repairing the property.

Suspension, Expulsion, Removal and Exclusion

The following suspension, expulsion, removal and exclusion options are available to the School. More information related to suspension and expulsion, including information about required notices, appeal rights, and disabilities compliance, can be found in the School's Suspension and Expulsion Policies which are available at the School office or upon request. Additionally, the Policies are posted on the School website. The School will comply with all state and federal laws pertaining to the discipline of students with disabilities.

- **In-School Suspension:** Student attends School and serves the suspension in a supervised learning environment where the student shall be permitted to complete classroom assignments for at least partial credit as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Out-of-School Suspension:** Removal of a student from School for up to ten (10) school days. The student will have the opportunity to complete any classroom assignments missed due to the suspension and shall receive at least partial credit for such completed and returned assignments, as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Expulsion:** Removal of a student for a period not to exceed the greater of eighty (80) school days or the number of days remaining in the semester or term. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year, the expulsion may extend into the following school year.
- **Weapons' Expulsion:** Mandatory one (1) year expulsion for bringing a firearm on school property. Removal of a student for up to one (1) year for certain offenses involving firearms, knives capable of causing serious bodily injury, violent acts that are criminal offenses, and bomb threats.
- **Imminent & Severe Endangerment Expulsion:** Removal of a student for up to one hundred and eighty (180) school days for actions that pose imminent and severe endangerment to the health and safety of other students or School employees. Students must meet conditions developed by the School prior to being reinstated.
- **Emergency Removal:** Immediate removal of a student due to their presence posing a continuing danger to persons or property or an ongoing threat of

disrupting the academic process. The student will be returned to curricular and/extracurricular activities the next school day unless out-of-school suspension or expulsion processes are initiated.

- **Permanent Exclusion:** Permanent exclusion of a student, sixteen (16) years old or older, from any public school in the state based on the student committing certain criminal offenses.

In addition, the School reserves the right to enact alternative disciplinary actions, as determined on a case-by-case basis by the Principal or their designee, including but not limited to: detention, restitution, parent conferences, assigned seating, revocation of privileges, and implementing behavior plans or contracts.

Students that are subject to an active out-of-school suspension, expulsion, or removal, and those students who have been permanently excluded from school, are not permitted to attend classes, participate in extracurricular activities, or be on any School property. This prohibition is only excused upon the prior written permission of the Principal for purposes which the Principal, or their designee, determine the student must be able to be on School property.

Individuals With Disabilities Education Improvement Act of 2004

The Code of Conduct applies to all students enrolled in the School; however, students with disabilities will be treated in accordance with the provisions of the Individuals with Disabilities Education Improvement Act of 2004 and any subsequent regulations affecting the provisions. This does not necessarily preclude exclusion from School or School bus/vehicles as a result of a crisis or any emergency or as provided by law.

SEARCHES

Principals and their designees are permitted to search School property (including but not limited to School storage places such as desks and lockers) at any time. Personal property (purse, backpack, gym bag, etc.) of a student, or the student themselves, may be searched if there is reasonable suspicion that conducting such a search would lead to the discovery of evidence indicating the student violated or is violating the law or School rules. The person conducting the search should conduct the search in the presence of another staff member. However, no strip searches may be conducted by School personnel.

School lockers, desks, computers, and other items provided to the student by the School are on loan to the students and remain the property of the School. They may be inspected and reclaimed at any time. Students must open their lockers at the request of School officials. Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks. The Principal, or their designee, is authorized to use handheld metal detectors to aid in a reasonable suspicion search of a student or their personal property. These handheld metal detectors are only to be used if there is reasonable suspicion that the

student, on their body or within their personal property, has any dangerous instrument or item that may affect the overall safety or security of the School.

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

VIDEO SURVEILLANCE

The School uses a closed-circuit television ("CCTV") system to enhance the security of its students, faculty, visitors, and property. Cameras for the CCTV system are posted throughout the building in common area locations, such as but not limited to, building entry points, hallways, classrooms, and other areas of the School where a student or visitor does not have an expectation of privacy. Notice is posted at the entrances of the School regarding the use of such system, and the School's Video Surveillance and Electronic Monitoring Policy is attached to this Handbook as Appendix 3.

SCHOOL BUS SAFETY

School bus drivers carry a heavy burden of responsibility for the lives of their passengers. They 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:

- Railroad Crossings. Students should not talk when the bus is approaching a railroad crossing or highway intersection.
- Seats. Drivers may assign seats and have a seating chart with them. Students must remain in their assigned seats.
- 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.
- Eating. Students may not eat on the bus. Exceptions may be made only with approval of the driver.
- Conversation. Students may talk quietly. No yelling is permitted inside the bus or out windows.
- Bus stops. Students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.
- Crossing. Students should cross only in front of the bus, and about ten feet in front of the bus.
- Time. Students should be on time at designated pickups mornings and when school is dismissed.
- Littering. Littering is not permitted on or from the bus.
- Unauthorized Passengers. Non-school children and/or adults not approved by the Principal shall not be transported on a school bus.

- Unauthorized Entering or Leaving. Students may not enter or leave a bus other than at their regular stop unless written permission is given by parents and approved by the Principal. Students must remain on the bus from the time of boarding until arriving at the approved place of departure.
- Animals. Animals are not permitted on the school bus unless approved in order to comply with a student's medical needs.

Major Breaches of School Bus Discipline

The following actions are a list of some of the actions not permitted on the school bus:

- Fighting
- Throwing objects inside the bus or out the bus windows
- Using profanity or smoking/vaping on the bus
- Carrying firearms on a school bus
- Tampering with the emergency door

School authorities 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 actions. These rules are considered absolutely vital to the safe operation of the school bus. Violation of these rules will ordinarily result in denial of the transportation privilege and suspension or expulsion from school.

School Bus Discipline Policy

It is our policy that in the event a student fails to follow bus rules, depending on the severity of the misconduct, in addition to the disciplinary options listed above, the following consequences apply:

- First and second incident report - warning notices
- Third incident report - bus riding privileges suspended for three (3) days
- Fourth incident report - bus riding privileges suspended for five (5) days
- Fifth incident report - bus riding privileges suspended for ten (10) days
- Sixth incident report - bus riding privileges suspended for twenty (20) days
- Seventh incident report - removed from the bus for the remainder of the school year

During a bus suspension, a child is suspended from the bus only, not school. It is the parents' responsibility to transport the child to and from school.

School Bus Regulation

State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school buses. Should there be a situation or problem relating to the school bus, the parents must contact the Principal to resolve the concern.

INTERNET SAFETY POLICY

Student Use/Misuse of Technology

Technology can greatly enhance the instructional program. Computers and use of the network or on-line services support learning and enhance instruction. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. As more fully set forth in the School's Internet Safety Policy (attached to this Handbook as Appendix 1), the use of technology is a privilege. The School does not warrant that technology resources will meet any specific requirements or that it will be error-free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor usage, and to restrict access, as may be deemed necessary, for maintenance, safety, or security of the School's technology, including but not limited to, its equipment and networks.

School Issued Student Email Accounts

If the School issues student email accounts, students are required to utilize it for all School-related electronic communications, including those to teachers and other staff members and any outside organization for School related assignments or projects. In addition, as instructed by teachers, students shall use their School-assigned email accounts to sign up or register for various educational sites, services, applications and services that may be used by the teacher.

Students are not permitted to use the computer network, computers, or student assigned email addresses, to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The School reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. The School's failure to enforce this policy in any instance or at any time shall not result in a waiver of its rights.

NONDISCRIMINATION POLICY

Great Western Academy will not tolerate harassment against any staff member or student on the basis of sex, race, color, national origin, religion, religious expression, age, disability, gender identity, or sexual orientation. Any parent or student may file a complaint with the Principal or contact Imagine Headquarters.

ANTI-BULLYING, ANTI-INTIMIDATION OR ANTI-HARASSMENT POLICY

As more fully set forth in the School's Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy, (attached to the Handbook as Appendix 2) behavior meeting the definition of Harassment, Intimidation, or Bullying is strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action. The School's commitment to address such behavior involves a multi-faceted approach which includes the promotion of a School atmosphere in which these prohibited acts will not be tolerated by students, staff or the School community.

It is imperative that Harassing, Intimidating, or Bullying behavior(s) are identified only when the specific elements of the definitions are met because the designation of such conduct carries with it special statutory obligations. However, any misconduct, whether meeting the required definitions or not, will be reviewed and the perpetrator will be subjected to appropriate disciplinary consequences.

TRANSPORTATION

Student Transportation and Pick Up Authorization Forms

To help ensure the safety and protection of your child, the School requires written authorization for any adult other than the child's parent to pick up the student. You will find this form at the School's front office.

Emergency Changes In Transportation

If your child must change their regular mode of transportation, you are required to send a written notice to your child's teacher. We are no longer able to take alternate transportation requests over the phone. Should there be an emergency that affects the regularly scheduled means of transportation; Great Western Academy will accommodate requests on a case-by-case basis. **Alternative transportation requests must be received by 1:00 p.m. on the day of change.**

DRESSING FOR SCHOOL

Great Western Academy enforces a student dress code. A Great Western Academy student should be wearing:

- White, navy, light blue or yellow solid colored collared shirt including Imagine attire. Shirts may be long or short sleeve and are to be worn buttoned at all times.
- Long sleeve shirts worn under shirts must also follow the color expectations of white, yellow or navy/light blue.
- Khaki (tan) or navy-blue dress pants are to be worn firmly at the waist by a belt with no undergarments showing. No sweatpants or colored jeans will be permitted.

- Navy blue, white, and gray leggings are permitted to be worn under shorts or skirts. No black or patterned leggings. Students may not wear only leggings. No jeggings are permitted.
- Shorts, skirts and jumpers should not allow undergarments to be visible at any time. They also need to be at an appropriate length. As a standard, an appropriate length will be “fingertip in length” when the student’s arms are extended straight down the side of their body.
- Solid blue, grey, or white sweaters may be worn in the building. Solid color navy blue, grey, or white fleeces are permitted. Except for Imagine attire, no hoodies or jackets are permitted to be worn in the building.
- Shoes should allow your child to run and play safely during recess and physical education class (black or white tennis shoes only, please). No athletic slides, slippers (regardless of open toe) or open toed shoes are permitted.
- While students may be permitted to wear headbands in School, no hats, caps, bandanas or any full-head coverings are permitted without prior approval of the Principal or their designee.
- Jewelry and other accessories should not distract from the educational activities and setting.

All dress code violations and exceptions are determined in the discretion of the Principal or their designee. The Principal, or their designee, may make exceptions to the dress code based on individual circumstances, however, such exceptions will be applied in a non-discriminatory manner.

Be sure to check the weather, if possible, before sending your child to School. If it is wet outside, send your child with an umbrella or raincoat. If it is cold or snowy, your child should wear a jacket, hat, gloves, and boots (optional.) Remember, recess is outdoors if it is dry and the temperature is not below 20 degrees including the wind chill.

Dress Code Violation

After the first violation, students will call home for a change of clothing. The parent will be required to bring appropriate clothing to School to allow the student to comply with the dress code. The student will remain in in-school suspension unless and until appropriate clothing is provided. When available, the School may permit the student to temporarily borrow clothing from the School which complies with the dress code.

Personal Items

The School will not accept responsibility for lost, stolen or damaged personal items of students. Students are not encouraged to bring belongings to School, such as basketballs and/or footballs, which are not necessary for education. More specifically, electronic games (including tablets, or other forms of technology), toys, CD players, recorders, pagers, and/or boom boxes are not permitted unless permission has been granted by the teacher. However, the items should be brought to the School under the understanding that the School is not responsible for any lost, stolen or damaged personal items. If any

items deemed inappropriate are brought to School they will be confiscated and held in the main office until it is properly retrieved by the parent.

Additionally, all backpacks, purses, handbags, and similar items are to be put into the student's assigned locker or hung from the student's assigned classroom-hook at the beginning of the day. Should a student need to retrieve an item from their locker or classroom-hook, they must first seek permission from their classroom teacher.

CELL PHONES

Except as permitted by state law, students are prohibited from using their cell phones during the instructional day. Please see the Principal, or their designee, for questions about permitted uses. Students are required to follow any and all cell phone and electronic communication device rules, regulations and procedures that may be established by the Principal, or their designee.

Students in violation of such rules, regulations and procedures will be subject to disciplinary action, up to and including suspension or expulsion, and may have the device confiscated by the School. If the School confiscates a cellular telephone or other electronic communications device, the telephone or device will be released/returned to the student at the end of the day. Repeated violations may result in the parent being required to attend a conference with the Superintendent, or their designee, prior to the telephone or device being released/returned. Students assume all risk related to bringing a telephone or other electronic device onto School property and the School assumes no responsibility for the damage, theft, or loss, of any such device or the data contained therein.

REPORTING INJURIES

If a student is injured at the School, they must immediately report the injury to School personnel. The main office will complete an injury report. Parents will be notified of the injury through the sending home of the injury report and other means when necessary.

HEALTH REQUIREMENTS, SERVICES, AND MEDICATION

The School recognizes its responsibilities to help protect the health of students. Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept in the front office and used in emergencies.

The School shall have on file for each student an Emergency Medical Authorization Form providing information from the parent(s) on how they wish the School to proceed in event of a health emergency involving the student and authorization for the School in case emergency action must be taken. Parents are responsible for updating the information on Emergency Medical Authorization Forms as necessary.

Immunizations

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

Your child must meet county and state health regulations for entrance to school. The School checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs. Students may be excluded from School if the immunization schedule is not completed within a reasonable period time after notification. Written statements of objection to immunizations due to parents or guardian's religious reason are filed in the student's health folders. A student may also be exempt if they present a physician's statement that immunization is medically contraindicated.

Student Illness

When a student becomes ill at School, the parent will be notified to take the child home. Any student suspected of having a communicable disease will be referred to a physician for examination and recommendation for exclusion from School. Readmission will be allowed by a physician's statement when required.

A child who is ill will not perform well at School and may be exposing the other students in the classroom. Please keep your child home if any of these symptoms are present:

- A fever of 100 degrees or greater
- An undiagnosed rash
- An earache or draining ear
- Diarrhea or vomiting
- Severe sore throat
- Persistent or severe cough
- Persistent or severe headache
- A known communicable disease

If your child is sent home with a fever of 100 degrees or greater, they must be fever-free without medication for 24 hours before returning to School.

Please call by 9:00 a.m. on days your child is ill. You may call before the office opens and leave a message. When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza (fever, upper respiratory infection, headache, and body aches), measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. This information is helpful in the control of illness among students.

Lice Policy

From time-to-time students get head lice. Lice are highly contagious. If your child is found to have lice, you are required to pick them up immediately. The student must be treated and report to the School office before they are allowed back in the classroom. The student will need to be cleared of all lice and nits by a School official before returning to class. Treatment advice is available through the School office or your doctor. Most children can be treated and return to school within 24 hours.

Health Screenings

All kindergarten, 1st, 3rd, 5th and 7th graders, or such grades as may be required by the Ohio Department of Health, will be offered vision and hearing screenings.

All students enrolling for the first time in either kindergarten or 1st grade must be screened for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders prior to November 1st.

In addition, Ohio law requires certain students to be screened for indicators of dyslexia.

Food Allergy Action Plan

If a student has or develops a serious food allergy, the student and/or parent must complete a Food Allergy Action Plan, available in the School office. A parent is responsible for updating this Food Allergy Action Plan upon any changes or updates to the student's food allergy.

Seizure Action Plan

The Board has adopted a Seizure Action Plan Policy to help support students who have an active seizure disorder. If the student has, or develops, an active seizure disorder, parents are required to notify the Principal so that the School and parent can create an individualized Seizure Action Plan.

Administering Medication

It is the student's responsibility to come to the office to receive medication. New authorization forms must be submitted at the beginning of each school year.

1. Students needing medication will be encouraged to receive the medication at home, if possible. If necessary for any prescription medication to be administered at School, the student's parent must present a statement signed by both the parent and physician which includes all of the following information:
 - Name and address of the student
 - Student's teacher
 - The name and dose of the medication to be administered
 - Times or intervals at which each dosage of the drug is to be administered
 - Date on which the drug administered begins

- Date on which administration of the drug ends
 - Written instructions that outline procedures School personnel should follow in the event that the medication does not produce the expected relief
 - Any severe adverse reactions that should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in emergencies
 - Any severe adverse reactions that may occur to another child, for whom the medicine is not prescribed, should such a child receive a dose of the medication
 - Special instructions for administering the drug, including sterile conditions and storage
2. Any medication which may be legally sold without a prescription and administered without the instruction of a prescriber (an “over-the-counter drug”) may be administered to students upon a written request by the parent. The request must be signed by the parent and must also include the name of the student, the name of the medication, the dose (which is not to exceed the recommended amount), and the reasons such medication is to be administered. Over-the-counter medication must be delivered to the School by the parent in its sealed, original container. Students are prohibited from having over the counter medications on their person, in their personal bag, their locker, or their desk.
 3. The School has adopted separate policies regarding the use of Asthma Inhalers, Epinephrine Auto-injectors and Diabetic Students. For more information on these policies, contact the Principal.
 - Students who self-administer (carry on their person) asthma inhalers or epinephrine must have the medication authorization form completed by physician and parent indicating that the prescriber has determined that the student is capable of possessing and using the injector or inhaler appropriately and the student has been provided training in the proper use of the injector or inhaler.
 4. The parent agrees to submit a revised statement signed by the parent and physician if any of the information originally provided to the School changes.
 5. Prescription medication will be received at School in the container in which prescribing physician or other licensed professional dispensed it. Medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping a record of the amount of medication at school and for sending more when needed.
 6. A person designated by the School will establish a location in the School to store medication to be administered. All such medication shall be stored in that location in a locked storage place and those that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
 7. No person who has been authorized by the School to administer any medication and has a copy of the most recent statement which was given prior to administering the medication will be liable for administering or failing to administer the

medication, unless such person acts in a manner constituting gross negligence or reckless misconduct.

8. All medication remaining in the building after the last day of school will be discarded.

GENERAL INFORMATION

Reporting Child Abuse and Neglect

Teachers, administrators and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect.

Such reports will be made immediately to the County Children Services Board or a municipal or county peace officer in the county in which the suspected abuse or neglect is occurring or has occurred. The Principal shall be made aware of suspected abuse or neglect.

Field Trips

When students are traveling away from School, they are subject to the same rules and regulations outlined in the Code of Conduct. Teacher discretion is paramount in deciding student eligibility to participate in field trips based on classroom behavior.

Signed permission slips must be on file with the teacher for each student for each field trip. All students MUST ride on the bus with their teacher to and from the destination. Parents who volunteer must complete the necessary volunteer forms and/or be approved by the School to ensure student supervision and safety. Parents must provide their own transportation to and from destinations. Parents may also be subject to the School's background check requirements prior to participating in any field trip, please contact the Principal for more information.

Holiday and Birthday Parties

Holiday and birthday parties are held at each individual teacher's discretion. Parties are held at the close of the school day for no more than 15 minutes. Parents may drop off party items at the front office.

Notification of Pesticide Application

Parents/guardians may request prior notifications of the applications of pesticides which are scheduled for a time when School is in session. To request such advance notification, contact the Principal or School office.

Parent/Teacher Conferences

Parent/Teacher conferences are held throughout the year. During these established times, parents are encouraged to schedule a conference. Informal conferences, which must be scheduled by the teacher, can be held before or after school or during the

teacher's classroom special period. Please call or write your child's teacher to schedule an appointment.

Parents may request a conference with a teacher at any time, however, the availability to meet with said teacher will be based on class schedules and availability.

Re-Enrollment

In order to confirm placement and maintain priority enrollment status in a proceeding year, parents must state their intention to have their child/student be re-enrolled each school year and complete any documentation that may be required by the School. It is the responsibility of the parent to inform the School of any changes to their residency or contact information.

School Telephones

School telephones are for staff use only. Students will only be allowed to use the phone during emergency situations.

Visitor's Policy

To ensure that no unauthorized persons enter the building, all visitors to the School must report to the School office. There you will be asked to sign in and receive a visitors' badge to be worn at all times before visiting elsewhere in the building.

Parents that contribute to the disruption of the educational environment or present a risk to the safety or well-being of the School's students and/or staff may be excluded from the School facility at the discretion of the Principal or his/her designee. For the School's complete Visitor Policy, please see the Office staff.

The School reserves the right to deny access to anyone, including parents, to the School facility and grounds at any time in the Principal's sole discretion.

Emergency Response/Crisis Management Plan

Great Western Academy strives to provide a safe and secure environment for students and to protect your child should a crisis/emergency occur.

A School wide *Safety/Crisis Plan* has been developed and provided to School personnel for assisting and responding to various crisis/emergency situations.

Your cooperation is also needed should a crisis arise. For more information concerning a School crisis, please refer to local radio or television stations for updates. **PLEASE DO NOT CALL THE SCHOOL DIRECTLY.** Calling the School may limit the availability of telephone lines needed to access emergency rescue services.

Anonymous Reporting

In order to provide parents, students or members of the public a means to anonymously report instances that might alter the overall safety of the School, the School has partnered

with SaferOH. This tip line is available 24-hours a day, and anyone who has reason to believe that the safety of the School is compromised in any way may anonymously call or text to report any pertinent information to 844-SaferOH (844-723-3764).

Things to report to the tip line include (but are not limited to):

- Bullying incidents
- Withdrawn student behaviors
- Verbal or written threats observed toward students, faculty or schools
- Weapon/suspicious devices on or near school grounds
- Gang related activities
- Unusual/suspicious behavior of students or staff
- Self-harm or suicidal sentiments
- Any other school safety related concerns

Volunteers

For those interested in volunteering with the School, please contact the Principal, or their designee, for more information about volunteer opportunities and/or requirements related to volunteering. The protection and well-being of students enrolled in Great Western Academy is paramount. To that end a background check will be required for volunteers who have unsupervised access or contact with students. Volunteers who have no disqualifying events will then be added to our list of volunteers. For more information, please call the School office.

Parent Advisory Council

The Parent Advisory Council (PAC) is a School organization comprised of parents, teacher, administrators and volunteers whose objective is to provide support to the scholastic and extracurricular programs of our school through fund raising and volunteer assistance. It is a mechanism by which parents can become involved and contribute to the continuing excellence of the School as well as voice their suggestions and concerns.

What are the goals and objectives of the Parent Advisory Council?

Providing a better education for our children requires a close working relationship among parents, administrators, teachers, students, and the community. Our goals and objectives include, but are not limited to:

- Expand parental and teacher involvement.
- Build greater parental trust and support for the school personnel.
- Communicate effectively with parents, administrators, teachers, students, and the community members.
- Ensure high academic standards amongst all students.
- Raise money for school improvements, special purchase items, classroom supplies and student events.
- Work with the parent committee task force.

TITLE I PARENT INVOLVEMENT POLICY

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

PARENT MEETINGS

Parents are encouraged to schedule a meeting with School officials to discuss issues, formulate suggestions, or share experiences. Parents may request the assistance of a translator in advance. Reasonable efforts will be made to accommodate requests.

CHILD FIND POLICY

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. If you have or know of a child who may have a disability, contact the School for more information and help.

Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability.

What will happen when you contact your local school?

The School will ask for information about the child, asking such questions as: What is the problem? What has already been done about the problem? What background information is available? This information may be collected in several ways including interviews, observation, screening, and testing. This information may be obtained from parents and the student, or from other agencies that have information about the student. This information will be used to decide whether the child has a disability and needs special services.

All information collected will be held in strict confidence and released to others only with parent permission or as allowed by law.

For more information on the rights of students with disabilities, please contact the Department of Education and Workforce, or refer to the publication, *A Guide to Parent Rights in Special Education*. Available at www.education.ohio.gov.

ESSA NOTIFICATION

As a parent of Great Western Academy, you have the right to know the professional qualifications of the classroom teacher(s) who instruct your child. Specifically, you have the right to know the following information and can request it by contacting the School:

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

AUDIO-VISUAL INFORMATION

The School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our School-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. The "Media Release" at the end of this Handbook allows the School to share certain images and information. However, individual student records (academic, behavioral) will not be disclosed. Communications may include School newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications.

However, we will respect the students' parents' wish for privacy in this area. Please call the School should you have any questions or concerns.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) RIGHT TO INSPECT AND AMEND EDUCATIONAL RECORDS

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

1. The right to inspect and review the student's educational records within forty-five (45) days after the School receives a request for access. Parents or eligible students should submit a written request to the Principal, or appropriate school official, that identifies the records they wish to inspect. The Principal, or appropriate school official, will make arrangements for access and notify the Parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs.
2. The right to request the amendment of the student's education records that the Parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the Principal, or appropriate school official, clearly

identifying the part of the education record they want changed and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the Parent or eligible student, the School will notify the Parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Parents or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to a School Official with a legitimate educational interest in the education record. A "School Official" is a person employed, contracted, or volunteering at the School in an administrative, supervisory, academic, or support staff position (whether paid or unpaid); including, but not limited to, management company/operator employees, a member of the School's Threat Assessment Team, transportation providers and/or driver; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant), and a person serving on the Board. A School Official has a "legitimate educational interest" in an educational record if the School Official needs to review an education record in order to fulfill his or her professional responsibility on behalf of the School, such as when the School Official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; and any other purpose that the Board deems necessary as related to a student's education.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

5. The School intends to forward any and all education records to another school which has requested such records for the purpose of the student's potential enrollment at that school. The student's parents, or eligible student, upon request, may receive copies of the records disclosed or have the opportunity to request a hearing to challenge the content of the record. The School has the discretion of which education records to disclose to the potential new school and FERPA does not provide parents, or an eligible student, the right to prevent such disclosure or prevent the School from communicating general information about the student to the school in which the student seeks to or intends to enroll.

The School has designated a student's name and grade level as directory information and may include such information in School publications, recognition lists, programs, or

student directories, or give such information to third parties, without parental consent or as otherwise required or authorized by law.

NON-CUSTODIAL PARENT RECORD REQUEST

The School will only give access to or release student records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody of the student, those court documents must be on file with the School. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title I file, and Graduation file)
- Health records
- Psychological records
- Parent conferences and lab observations

EDUCATION OF HOMELESS CHILDREN AND YOUTH

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the School. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School’s Open Enrollment, Admissions, and Residency Policy, no homeless student will be denied enrollment based on a lack of proof of residency.

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

- Transportation
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education
- Programs for gifted and talented students
- School nutrition programs

McKinney-Vento Homeless Children and Youth Program Overview

The Principal shall serve as the School’s local liaison for homeless children and youth. To the extent that the School receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION

Description of Intent

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as amended. For example, the names of the student, parent, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

Rights Afforded by the PPRA

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

- The right to provide consent before students is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
 - Political affiliations or beliefs of the student or student's parent
 - Mental or psychological problems of the student or student's family
 - Sex behavior or attitudes
 - Illegal, antisocial, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors, or clergy
 - Religious practices, affiliations, or beliefs of the student or parent
 - Income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
 - Any other Protected Information Survey, regardless of funding
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

- The right to inspect, upon request and before administration or use, of the following:
 - Protected Information Surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - Instructional material used as part of the educational curriculum

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

Notification Procedures

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

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

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

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

Reporting a Violation

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

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

**NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES INCLUDING
TITLE II, TITLE VI, TITLE IX, SECTION 504 AND ADA**

The School does not discriminate on the basis of sex, race, color, national origin, gender identity, sexual orientation, religion, disability, genetic information or any other unlawful basis in its programs, activities, or employment. The Board of Directors will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, gender identity, sexual orientation, religion, disability, genetic information or any other unlawful basis.

Further, it is the policy of the School to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence, or social or economic background, to learn through the curriculum offered in the School.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies of the School or to address any complaint of discrimination:

Anne D'Apolito, Counselor
anne.dapolito@imggwa.com

Marisol Herbst, Counselor
marisol.herbst@imggwa.com

Faith Sutton, Counselor
faith.sutton@imggwa.com

Title IX Coordinator
Sylvia Goodrich
(614) 574-4100 (ext. 418)
sylvia.goodrich@imggwa.com

***PARENT AND STUDENT SHOULD KEEP THIS HANDBOOK AFTER SIGNING AND
RETURNING THE NEXT PAGE FOR PLACEMENT IN THE STUDENT'S FILE.***

SIGNATURE PAGE

**Great Western Academy
Parent and Student Handbook
2026-2027**

Student's Name: _____ Grade: _____
PRINT

Parent's/Guardian's Name: _____
PRINT

We have received a copy of the Great Western Academy Parent-Student Handbook for 2026-2027. We have read and understood the Handbook and consent, support, and agree to follow the policies, procedures, and Code of Conduct as outlined in the Handbook. We recognize that although this Parent/Student Handbook reflects the current policies of the School, it may be necessary to make changes from time to time to best serve the needs of the School and its students. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis.

Agreed to by:

Student's Signature Date

Parent's Signature Date

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

MEDIA RELEASE

Please print clearly:

Name of Participating Student _____ Age _____

School _____

City/Town/Zip _____ Grade _____

TO BE COMPLETED BY PARENT or GUARDIAN:

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

Signature of Parent or Guardian	Date
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PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.

PLEASE RETURN THIS FORM TO THE OFFICE.

GREAT WESTERN ACADEMY

INTERNET SAFETY POLICY

The Board of Directors has adopted the following policy with respect to Internet safety. The School shall employ technology protection measures that: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including but not limited to “hacking”, and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information regarding minors; and (d) comply with the Children’s Internet Protection Act. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user’s access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of the state or federal laws dealing with students’ and employees’ rights to privacy;
2. Using obscene, profane, lewd, rude, inflammatory, threatening, derogatory, or other language that may be offensive to another user;
3. Reposting (forwarding) personal communication without the author’s prior consent;
4. Copying commercial software in violation of copyright law;
5. Harassing another person;
6. Posting false or defamatory information;
7. Plagiarizing information found on the Internet;
8. Using the network for financial gain, for commercial activity or for any illegal activity;
9. Accessing, viewing, and/or transmitting inappropriate material;
10. Damaging technology devices or systems;
11. Using technology to disrupt the educational process, or in violation of this policy;
12. Unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
13. “Hacking” or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access.

To the extent practicable, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may only be disabled by an authorized person and only for bona fide research or other lawful purposes.

Additionally, it shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act. To the extent feasible, the School shall take steps to promote the safety and security of users of the School's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

The School will provide age-appropriate training for students who use the School's Internet facilities. The training provided will be designed to promote the School's commitment to:

- a. The standards and acceptable use of Internet services as set forth herein;
- b. Student safety with regard to:
 - i. Safety on the Internet;
 - ii. Appropriate behavior while online, on social networking Websites, and in chat rooms; and
 - iii. Cyberbullying awareness and response
- c. Compliance with the Children's Internet Protection Act

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through School's network will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The School is not responsible for the accuracy or quality of the information obtained through the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the School harmless from any losses sustained as the result of misuse of the system by user.

The use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources, or the safety of the user.

A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School may refuse to reinstate. Violation of this Policy may include the user permitting another to use his or her account or password to access the computer network or Internet, including any user whose access has been denied or terminated.

DEFINITIONS

For purposes of this Policy:

A “minor” is anyone under the age of 18.

“Harmful to minors” means any picture, image, graphic image file or other visual depiction that: (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex; (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

“Technology Protection Measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in Section 1460 of Title 18 of the United States Code;
2. Child Pornography, as that term is defined in Section 1226 of Title 18 of the United States Code; or
3. “Harmful to minors.”

“Sexual act” and “sexual contact” have the meanings given such terms in Section 2246 of Title 18 of the United States Code.

**GREAT WESTERN ACADEMY
ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY**

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GREAT WESTERN ACADEMY
ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

I. Introduction

It is the policy of the Board of Directors that any form of Harassment, Intimidation, or Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored events, or online via the Web, is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

- A. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.
- B. It is imperative that Harassment, Intimidation, or Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

II. Definition of Terms

- A. "Harassment, Intimidation or Bullying" means either of the following:
 - 1. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student; and
 - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
 - 2. Violence within a dating relationship.
- B. "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.

GREAT WESTERN ACADEMY
ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

- C. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.
- D. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or organized by the School or on behalf of the School.

III. Types of Conduct

- A. Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
 - 1. Physical violence and/or attacks;
 - 2. Threats, taunts and intimidation through words and/or gestures;
 - 3. Extortion, damage or stealing of money and/or possessions;
 - 4. Exclusion from the peer group or spreading rumors; and
 - 5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
 - (a) Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - (b) Sending abusive or threatening instant messages or email;
 - (c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,
 - (d) Using Web sites to circulate gossip and rumors to other students; and
 - (e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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IV. Publication of Policy

A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.

1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.

V. Complaints

A. Written Complaints

1. Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

B. Verbal Complaints

1. Students, parents or guardians and school personnel may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

C. Protection of Person Filing Complaint

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1. Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying. The School will follow appropriate intervention strategies for protecting a victim or other person from additional harassment, intimidation or bullying, and from retaliation following a report, including anonymous reporting.

D. False Complaint

1. It is a violation of this policy and procedure to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

VI. School Personnel Responsibilities

A. Teachers and Other School Staff

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.
2. In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of

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ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation or Bullying.”

B. Administrator Responsibilities

1. Investigation

- (a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
- (b) Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial Actions

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- (b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or

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Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

VII. Reporting Obligations

- A. The parent or guardian of any student involved in a prohibited incident will be notified in writing and, to the extent permitted by state and federal laws governing student privacy, will have access to any written reports pertaining to the prohibited incident.
- B. Report to the Parent or Guardian of the Perpetrator
 - 1. If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.
- C. Reports to the victim and his/her parent or guardian
 - 1. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.
- D. List of verified acts of Harassment, Intimidation or Bullying
 - 1. A requirement that the School administrator semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.
 - 2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law. The disciplinary action for any student guilty of harassment, intimidation,

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or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States.

VIII. Police and Child Protective Services

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The School must also investigate for the purpose of determining whether there has been a violation of the School Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.

IX. Training

The School agrees to provide appropriate staff and volunteer training in the implementation of the above policy and prevention of harassment, intimidation and bullying in the School.

X. Publication of the Prohibition Against Harassment, Intimidation and Bullying

At least once each year, a written statement in substantially the form attached hereto as Exhibit A, describing the policy and the consequences for violations of the policy must be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

In addition, the policy shall appear in the student handbook and in any publication that sets forth the comprehensive rules, procedures, and standards of conduct of the School.

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Exhibit A

**ANNUAL NOTICE
OF
ANTI-BULLYING, ANTI-INTIMIDATION AND ANTI-HARASSMENT POLICY**

It is the policy of the School that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via Electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.

Harassment, Intimidation or Bullying means either any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once which causes mental or physical harm to the other student and creates an intimidating, threatening or abusive educational environment for the other student. Harassment, Intimidation or Bullying is also defined to include violence within a dating relationship.

Students who believe they have been harassed or bullied by fellow students or School employees are encouraged to promptly report such incidents to a school staff member or administrator.

Complaints will be documented and investigated in accordance with the School's policy.

Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, shall promptly notify the building principal and/or his/her designee and shall promptly file a written, incident report concerning the events witnessed.

Additional provisions of the policy may be found in the Parent/Student handbook or obtained from the School office at any time.

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VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

In order to protect School property, promote security and protect the health, welfare and safety of students, staff and visitors, the School authorizes the use of video surveillance and electronic monitoring equipment on School property, and in School buildings and School buses, in accordance with this policy and any related guidelines.

Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, School policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and court proceedings). The requirements of this policy do not address or cover instances where the School records a specific event (i.e. a play, musical performance, athletic contest, graduation, or Board meeting) solely for prosperity purposes or to share with the overall School community.

The monitoring of actions and behavior of individuals who come onto School property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and School and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the School to promote and foster a safe and secure teaching and learning environment for students and staff. The use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the School staff assigned by the Operator or School administrator to monitor and supervise the School building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The School administrator is responsible for verifying that due diligence is observed in maintaining general School security.

The School administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the School. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in the School building (e.g., hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, and classrooms), the School parking lots and other outside areas, and in School buses. Security staff and administrators are authorized to carry and use portable video cameras, including a cellular telephone.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to the School to notify people that their actions/behavior are being monitored/recorded. Additionally, the School administrator is directed to annually notify parents and students via School newsletters and/or the Student Handbook, and staff via the Staff Handbook and/or other communications, of the use of video surveillance/electronic monitoring systems in the School.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence for any official School purpose, including, but not limited to, disciplinary proceedings, administrative proceeding or criminal proceeding, subject to State and Federal laws. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Recordings of students will be treated as confidential. Consequently, because the School is bound by State and Federal laws regarding student privacy, copies of video recordings containing personal identifiable information about students shall not be released except to School officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the School administrator, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, School personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the School administrator, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The School shall maintain video surveillance/electronic monitoring recordings for a limited period, consistent with the School's Record Retention Policy.

Activities which are required to be confidential, pursuant to State or Federal law, shall not be recorded (including video and/or audio). Such instances include, but are not limited to, mental health sessions, one-on-one counseling of a student, and similarly protected interactions. Additionally, the School administrator is responsible for ensuring that any audio recording has the prior written consent of at least one party to the recording and that a process is in place to ensure that should such consent be withdrawn or removed, for any reason (including if the consenting individual temporarily leaves the immediate area of recording), such audio recording is to be immediately paused or stopped unless and until such consent is resumed. In order to comply with this consent requirement, the School has determined that audio recording may only be conducted by following the procedures set forth above and that the School will not otherwise permit any audio recordings.

The Operator shall determine the appropriate individuals to be granted administrative access to audio and video recording systems and the recordings generated thereby, and shall ensure that each such individual is trained on this policy, the guidelines/procedures, and applicable law related to the use of video surveillance and electronic monitoring systems.