

# PARENT/STUDENT HANDBOOK



This handbook belongs to:

Name:

Address:

City/Town:

Phone:

Zip Code:

## **SCHOOL CONTACT INFORMATION**

### ***Administration***

Julieta R. Flowers, School Leader

Barbara Kosch, Asst. School Leader

Kristin Boss, Office Manager

### ***Building Addresses***

Discovery Academy  
Grades K – 6  
2740 W. Central Ave.  
Toledo, Ohio 43606  
419.214.3266

### ***E-mail***

E-mail addresses are formatted as follows for all Discovery Academy employees:  
firstname.lastname@leonagroupmw.com for all staff members.

### ***School Office Phone***

(419) 214-3266

### ***Web addresses:***

[www.DiscoveryToledo.com](http://www.DiscoveryToledo.com)

[www.Facebook.com/DiscoveryToledo](http://www.Facebook.com/DiscoveryToledo)

**This handbook is divided into six sections. Each section is arranged in alphabetical order by topic.**

## **HANDBOOK SECTIONS**

1. District Information and Policies
2. Student Code of Conduct and Discipline
3. Attendance
4. Academics
5. Rights and Responsibilities
6. Student Services

## SECTION 1 - DISTRICT INFORMATION & POLICIES

### ***Admissions***

Students transferring from another school will normally be placed in the grade level recommended by the previous school based on records received. For elementary and middle school students, a request will be made that official records are sent to us within fourteen days. Parents are asked to notify the school at the time of enrollment if their student has an IEP or 504 plan so that Discovery Academy can provide services and a smooth academic transition.

New entrants at all grade levels will be required to present, at the time of enrollment, an official birth certificate or other evidence of birth, proof of having received or being in the process of receiving required immunizations, proof of residency and custody information, if applicable.

Nothing in this policy is intended to supersede state law. In areas of conflict between this policy and state law, state law shall control all aspects.

The Academy works with the student, transition team, probation, family members, and other outside agencies as necessary to transition students back into the school from the juvenile justice center. Once the student has transitioned to school, The Academy continues working with the transition team to ensure the success of the student. The “You Got This” document provided by the U.S. Department of Education is used as a resource. The Academy accepts full and partial credit(s) for academic work and graduation requirements that a student may earn while in a juvenile justice center.

### ***Sponsor/Authorizer***

Ohio Department of Education  
25 South Front St.  
Columbus, Ohio 43215  
877.644.6338

contact.center@education.ohio.gov

### ***Board of Directors***

- Shawanna LaVoy, President
- Lisa Ann Burton, Board Member
- Arlene Sandiford, Board Member
- Carol Basinger, Secretary
- Alana Tobis, Vice President
- Deb Lager, Treasurer

### ***Compulsory School Age Kindergarten Admissions***

In accordance with the State Law and the school board policy of the same title, Discovery Academy requires a child to be 5 years old by September 30<sup>th</sup> of the year of admission to start kindergarten and 6 years old by September 30<sup>th</sup> to start 1<sup>st</sup> grade.

### ***Computer Usage Policy***

Discovery Academy will employ appropriate measures to restrict and monitor materials accessed by students. Discovery Academy will not be liable if a student overrides these protective measures or purposefully does not follow the direction given when using a school computer.

Students are encouraged to use the school’s computers/network and the Internet connection for teacher-assigned, educational work. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs, and any other piece of equipment or software which is part of the school's computer system. Students using the school's computers are expected to abide by the following rules:

Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.

Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.

Violations of the computer usage policy may include but are not limited to the following:

- Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
- Students may not download music, videos, or files not authorized by the teacher.
- Students may not use the Internet to engage in "hacking" or other unlawful activities.
- Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
- Students should only use computer programs approved by the classroom teacher.
- The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection, and/or any vulgar or obscene content.
- Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
- Students are not to send messages over the network nor participate in online "chat rooms." Students may not use any e-mail or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
- Students are not to enter the network's operating system.
- Students are not authorized to use school computers to copy programs or flash drives. A teacher may authorize the copying of student-created work to CDs or flash drives.
- Students may not eat or drink while using a computer.
- All copyright laws are to be enforced.
- Students are not to unplug or change any computer device or network connections.
- Students are not to change any display screen settings.
- Students are not to change any program's toolbars or settings.
- Students are not to add or delete any program icons on the desktop or Start Menu.
- Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
- Students are not to remove, modify, damage or destroy any computer or networking equipment.
- Students are not to modify or remove any identifying labels on computer equipment.
- Students are not to modify or remove any printer settings.
- Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.

Students are to advise their teacher when a computer malfunctions in any way.

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Damage to computers or technological may result in financial fees for which the parent is responsible.

**Communication Policy**

It is the goal of the staff at Discovery Academy to build strong relationships with the families of our students. These relationships facilitate an awareness of academic and personal circumstances that are unique to each student. Parents are encouraged to contact the school when any questions arise or changes occur that may affect a students’ academic experience.

Teachers can be reached in several ways. It is expected that all communication be respectful, constructive and relevant to the student. All teachers will have a ClassDojo account that is the easiest way to communicate with parents.

E-mail addresses are formatted as follows: firstname.lastname@leonagroup.com for all staff members. E-mail addresses of individual staff members will also be listed on the school’s website.

Telephone messages can be left in the office either with staff members or on the answering machine at any time. Messages will be returned in a timely manner.

Face-to-face conversations should only be held outside of class hours and never during dismissal. For the most effective communication, we strongly encourage parents to call and set up a time to speak to the staff. Teachers will not be available to take phone calls during teaching hours, however, if you stop in to speak to a staff member, please go to the office and the staff member will be located for you.

**Complaint Policy**

All parties who interact with the school have the right to file a complaint regarding a public education agency’s alleged violation of federal and state law. All complaints must be filed in writing and must be clearly marked as a complaint. Any complaint must be filed within 3 days of the alleged incident.

An internal review for all written complaints will be conducted within 7-10 days. Depending on the nature and severity of the complaint, an investigation may take up to 3 months to be resolved.

The following steps must be followed for all complaints:

Step 1: Classroom Teacher	Always start with the classroom teacher when there is a problem with your student’s education. Teachers are available before and after school and can be reached by calling the school office, or by e-mail.
Step 2: Office Manager	If you are not satisfied with the outcome from the classroom teacher you may submit your written complaint to the Office Manager. The Office Manager will follow up and respond to the complaint.
Step 3: Instructional Coach	If you are not satisfied with the outcome from the Office Manager you may submit your written complaint to the Instructional Coach. The Instructional Coach will follow up and respond to the complaint.
Step 4: School Leader	If you are not satisfied with the outcome from the Instructional Coach you may submit your written complaint to the School Leader. The School Leader will follow up and respond to the complaint.
Step 5:	If you are not satisfied with the outcome from the School Leader you may submit your written complaint to the Leona Group Regional Vice President.

Leona Group RVP	The RVP will follow up and respond to the complaint.
Step 6: Leona Group HQ	If you are not satisfied with the outcome from the RVP you may submit your written complaint to the Leona Group Ohio Headquarters Office.  The Leona Group Headquarters will follow up and respond to the complaint.
Step 7: ODE	If you are not satisfied with the outcome from the Leona Group Headquarters you may submit your written complaint to the Ohio Department of Education.

### ***Educational Service Provider***

The Leona Group, LLC  
2125 University Park Dr.  
Okemos, MI 48864  
517-333-9030

### ***Emergencies and Drills***

In the case of a student emergency, do not try to handle it alone. Secure the aid of a teacher right away and then report the emergency to the school office. The staff has been trained to deal with an emergency situation and can secure aid sooner if they are informed properly and promptly. In case of electrical outages, students will remain in the classroom until instructed otherwise by the School Leader.

Fire drills and tornado drills will be held periodically during the year. When these alarms are sounded, it is important for the students to cooperate and to react quietly and calmly to directions. The classroom teachers will provide procedures for these events during the first weeks of school and throughout the year as needed.

Building lock-down drills will also be held to practice the procedure. A building lock-down may be used in the case of a threat to the school or proposed threat. Students will be instructed on these procedures during the first weeks of school. During any drill or emergency situation, students who are away from their classroom (restroom, drinking fountain, hallway) should proceed to the nearest classroom.

Discovery Academy has developed an Emergency/Crisis Management Plan, which will be implemented in the event of a crisis. The Emergency/Crisis Team will be responsible for directing all activities during the emergency/crisis situation. Parents are encouraged to refrain from calling the school during an emergency and to listen to local media for updated reports. During weather related emergencies, parents are asked to refrain from picking up their students and are encouraged to allow the staff to follow the safety procedures that are in place to ensure the safety of your student.

### ***Emergency Information***

Each student is required to have on file, in the school office, the following accurate and current information, which may be accessed in case of emergency. It is the responsibility of the parent/guardian to provide this information to the school and to alert the school anytime there is a change to it:

- Parent or guardian names
- Complete and up-to-date addresses
- Current home phone, cell phone, and parent work phone numbers
- Emergency phone number of a friend or relative
- Physician's name and phone number
- Medical alert information
- Alternate/Emergency Dismissal Plans
- List of people authorized to pick-up student.

Updated phone numbers are crucial to the safety of your child. Please make sure the people we have been asked to contact in case of emergency are willing and able to accept responsibility for your child in case you cannot be reached. Identified persons should be able to be reached during the school day at the numbers you have provided. In the event DSCA is not able to contact you or any of your emergency contacts, the School Leader is authorized to proceed with any action deemed in the best interest of the child. This includes contacting the police and/or children services, if warranted.

### ***Federal/State/Local Compliance***

Discovery Academy complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

### ***Mission Statement***

The mission statement of Discovery Academy is to transform the learning process with technology-infused projects that benefit the community and promote collaboration, global awareness and high student achievement.

### ***Multi-Cultural Awareness***

Discovery Academy is committed to an increasing awareness of and sensitivity to cultural diversity in our school community.

### ***Notice to all Parents***

Discovery Academy is participating in an effort to identify, locate and educate all children who may have disabilities. For more information regarding assistance for students with disabilities or if you suspect a child may have a disability, please contact the School Leader.

### ***Parent/Student Rights Regarding Surveys (PPRA)***

Under the Protection of Pupil Rights Amendment (PPRA) and amendments to the Act under No Child Left Behind (NCLB), parents have the right to prohibit their child from participating in surveys. Rights afforded to parents include:

To inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;

To know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions outlined in PPRA and NCLB; and,

To receive reasonable notice at the beginning of each school year that their child may be involved in Board-approved third-party surveys.

The school, in advance of any survey being distributed to their student, will contact parents.

### ***Release of Student Photos/Media Interviews***

During the year, Discovery Academy will often have the opportunity to photograph and videotape students in a variety of school related activities. Student recognition programs, academic, and fine arts programs are a few examples of these activities.

As such, these personally identifiable photographs and/or videotape footage may be used in communication tools such as the Leona newsletter and calendar and in communicating with the media, such as allowing interviews or photographs with students. Discovery Academy reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our school is an integral part of reporting responsibly to our community and is a way of sharing in the success of our school and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the school office, within two weeks after the first day the student is enrolled in a school year, directing Discovery Academy not to release the information as listed above.

### ***Release of Student Records (FERPA)***

DSCA also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the School Leader.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's educational records; of which include:

- The right to inspect and review the student's educational records.
- The right to request the amendment of the student's educational records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- The right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA.
- The right to consent to the disclosure of personally identifiable information within the student's records, unless the law otherwise authorizes disclosure or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, date of birth, place of birth, dates of attendance, achievement awards or honors earned, photograph, parent names and previous school or school district.
- Parents have the right to submit a written request (to examine their children's official school records) to the school office, within two weeks after the first day the student is enrolled in a school year. Public schools are prohibited from releasing directory information to third parties who intend to use the information for profit making ventures.

### ***Safe Schools Helpline***

1-800-4-1-VOICE, extension 359 (1-800-418-6423)

Keep our school a safe place to learn.

### ***School Closings***

Discovery Academy is located in the Toledo Public School District, but the majority of our students come from, and are bussed from the Toledo Public school district. As a general rule of thumb, we will follow Toledo Public Schools for our weather-related closings and delays, meaning if Toledo Public is delayed or closed, we will be delayed or closed. However, there will be some cases in which Toledo Public will not be closed, and we may still choose to delay or close based on what we feel is best for our students. A member of the transportation company will contact the school leader by 5:00 AM if they feel the roads are not safe for buses. Based on that information, we will make the decision on what is best for Discovery Academy students in terms of whether we need to delay or close.



Please tune into WTOL 11, 13 ABC, NBC 24, or Fox News Toledo in the morning and look for Discovery Academy on the scrolling message at the bottom of the screen. We will also be using our auto-dialer system to make calls to all parents, notifying them of any delays or closings, so please make sure you have an updated number on file with the office. To update your number, please call the office at 419-214-3266.

### ***Wellness Policy***

Discovery Academy works toward helping our students, staff, and families become more aware of their healthy habits and healthy choices. A Wellness Committee is active and meets regularly to discuss our policies and ways to improve the awareness of healthy living in our school and community.

### ***Withdrawal from School***

In order to withdraw from Discovery Academy, a withdrawal form must be completed by a parent and returned to the school office. Failure to attend school without office notification for 65 consecutive days will trigger a review and possible notification of juvenile services. Any student missing 72 or more consecutive hours will be automatically withdrawn from school and reported to the child's district of residence.

## **SECTION 2 - STUDENT CODE OF CONDUCT AND DISCIPLINE**

(Information in this section are in order by severity, not in alphabetical order.)

### ***Student Code of Conduct***

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, parents, teachers, administrators, staff, and community members - show pride in our school and ourselves by doing our share to make our school a better place to learn and work.

The goal of the school staff is to develop self-discipline and positive self-esteem in all students.

All school rules apply while on school property, school buses, or at any school activity at or away from school. Students shall be given due process before any disciplinary action is taken.

All eligible students residing in Ohio have a **right** to participate in and have access to all educational resources necessary to receive an education. This includes curricular as well as extra-curricular activities.

In the process of pursuing their education, students have the **responsibility** not to interfere with the rights of others who are also pursuing the same educational opportunities. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

The student Code of Conduct is meant to outline the expectations for all DSCA students. Students should take pride in themselves and their conduct when in or out of school. Students must follow all building rules in addition to the Code of Conduct when at school or school related events. Failure to abide by the Code of Conduct will result in disciplinary action being taken.

All students at Discovery Academy will be held accountable for the following expectations:

- All DSCA students are SAFE:
  - Be aware of your surroundings and careful to prevent danger.
  - Be sure your actions will not cause harm to yourself or others.
- All DSCA students are RESPONSIBLE for their own behavior:
  - Attend school. Do everything possible to be sure that your attendance is regular.
  - Be on time for school and for classes.
  - Be prepared for class.
  - Participate in class.
- All DSCA students are RESPECTFUL of self and others.

- Treat others with respect and courtesy.
  - Respect others' belongings.
  - Do not take, use or damage others' things.
  - Respect yourself at all times.
  - Do not bring harm to yourself or others verbally, physically or mentally.
  - Use only appropriate language, actions and attire.
  - Be positive in your actions, words and behaviors.
  - Be sure to only involve yourself in activities that are respectful.
- All DSCA students are HONEST at all times.
    - Be honest with yourself at all times.
    - Answer truthfully at all times.

Minor infractions will be handled in the classroom following the classroom teacher's policy. Infractions that warrant an administrative decision will result in parent notification and may include a disciplinary action as defined below.

### ***Lunchtime Detention***

Occasionally, it becomes necessary to discipline a student for violating the established school rules or Code of Conduct during the lunch period. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students will report to the assigned room or table for the entire lunch period. Teachers will be expected to notify parents that the detention was served. Recess privileges may also be lost as part of this discipline. A student may be required to assist in sweeping the cafeteria as a natural consequence if their actions took place during the lunch period.

### ***In-School Suspension (ISS)***

The School Leader or designee may decide a student would benefit from ISS rather than Out of School Suspension (OSS). Students serving In-School Suspension will be permitted to make up and receive credit for assignments during the day of ISS. Parents will be notified of ISS and when it is to be served.

Guidelines for ISS will be issued and discussed upon assignment of ISS and may include special projects related to the infraction. Students are to bring schoolwork and complete assigned tasks.

Failure to comply and/or serve assigned ISS will result in further disciplinary action.

### ***Emergency Removal***

A student may be removed from the school setting without the formal suspension and expulsion procedures when it is determined that his/her presence poses continuing danger to persons or property or an ongoing threat of disrupting the academic process. Parents will be notified and further discipline may be assigned.

During a period of suspension, expulsion or removal, the student may not enter into any school building or be on the premises of a building owned by or being used by The Leona Group, nor may the student attend or participate in any school related activities.

### ***Out-Of-School Suspension (OSS)***

When the School Leader or designee determines that an OSS is warranted, the student will be notified of the infraction and provided with documentation indicating the parameters of the suspension. The O.R.C. provides that a

School Leader may suspend a child from school for not more than ten days. The student and parents will be notified of the intent to suspend in writing and will include the specific reason(s) for the action. A student will be given the opportunity to appear at an informal hearing to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. Suspension may be invoked immediately after the documentation of the intent to suspend is issued and the student has been given the opportunity to explain his/her actions. Within 24 hours after the time of suspension, a written notice will be provided to the student and the parent, which includes among other things, the reasons for such suspension, the right of the student or parent to appeal the action, and the right to be represented in the appeal by a representative of choice.

- Suspensions may cross semester lines and may be carried from one school year to the next.
- Students may not attend any school functions, home or away, while serving an OSS.
- Students are not permitted on school grounds while serving an OSS.
- Work that is missed during an OSS will be accepted at the teacher's discretion.

During a period of suspension, expulsion or removal, the student may not enter into any school building or be on the premises of a building owned by or being used by The Leona Group, nor may the student attend or participate in any school related activities.

### ***Court Referral***

Referral to the Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students may be referred and another notice if they are referred.

### ***Expulsion***

If all other attempts to modify student behavior are unsuccessful, or a failure to serve previously issued consequences, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. The Ohio Revised Code provides that a Superintendent or School Leader may expel a pupil from school for periods up to eighty (80) days, and that a student is subject to a one (1) year expulsion for bringing a gun or a dangerous weapon on school property. If a student is expelled, the length of the expulsion may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

For an Intent to Expel, a formal hearing is scheduled to be conducted not sooner than three days nor later than five school days from the date of the notice to expel. For a Removal with Intent to Expel, the formal hearing must be heard within 72 hours (3 school days) of the time of removal.

A student will be given a written notice of the intent to expel which includes the specific reason(s) for the action. Parents are advised of the intended action by telephone, when possible. A copy of the notice is mailed within 24 hours and advises the student and the parent of the parameters of the expulsion including:

- The time and place of the hearing
- The reason(s) for the intended expulsion
- The right of the student or the parent to challenge the reason(s) for the intended expulsion or explain the student's actions
- The right to be represented at the hearing by a representative of choice

During a period of suspension, expulsion, or removal the student may not enter into any school building or be on the premises of a building owned by or being used by The Leona Group, nor may the student attend or participate in any school related activities.

### ***Permanent Exclusion***

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school

in this state that is opened by a city, local, exempted village or joint vocational school district. The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated as a delinquent child for committing, when he/she was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult on property owned or controlled by a school board or at an activity held under the auspices of a school board:

- Illegal conveyance or possession of a deadly or dangerous weapon on school premises.
- Carrying a concealed weapon, a municipal ordinance substantially similar to that offense, or aggravated trafficking, trafficking in drugs or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
- Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration.
- Complicity in any violation described in paragraph 1, 2 or 3 above that was alleged to have been committed in the manner described in paragraph 1, 2 or 3 above, regardless of whether the act of complicity was committed on the property.

**Appeal Process**

Students are afforded the right to explain a situation that has possible disciplinary consequences and the opportunity to know what the consequences may be. Should you not agree with a disciplinary action, please start the appeal process where it originated (i.e., If a teacher assigns a detention you do not agree with, discuss it with the teacher. If the School Leader recommends expulsion, discuss it with the School Leader.) Further appeal information will be provided with any suspension or expulsion.

The following Behavior Plan is a list of hypothetical infractions and the possible consequences. This table is meant to serve as a guideline and is subject to the School Leader’s discretion.

<b>Discovery Academy Behavior Plan</b>			
<b>Level 1:</b>	<b>Level 2:</b>	<b>Level 3:</b>	<b>Level 4:</b>
Behaviors that impact only the individual student	Behaviors that interfere with the learning of others	Behaviors that affect an orderly environment	Harmful/Illegal Behaviors
<b>Student actions:</b>	<b>Student actions:</b>	<b>Student actions:</b>	<b>Student actions:</b>
<ul style="list-style-type: none"> <li>- Not prepared for class</li> <li>- No homework</li> <li>- Out of seat w/o permission</li> <li>- Breaking pencils intentionally</li> <li>- Not following directions</li> <li>- Playing in desk</li> <li>- Refusing to do assignments</li> <li>- Not in line</li> <li>- Sleeping</li> <li>- Not listening</li> <li>- Leaning back in chair</li> </ul>	<ul style="list-style-type: none"> <li>- Talking out</li> <li>- Visiting/talking</li> <li>- Inappropriate noises</li> <li>- Standing on furniture</li> <li>- Out of seat and interfering with others</li> <li>- Crawling on floor and interfering with others</li> <li>- Consistently not following directions, causing teacher to stop instruction</li> <li>- Banging/slamming things or making excessive noise</li> </ul>	<ul style="list-style-type: none"> <li>- Lying</li> <li>- Forgery or cheating</li> <li>- Tantrums</li> <li>- Leaving room w/o permission</li> <li>- Inappropriate hallway, restroom, or cafeteria behaviors</li> <li>- Profanity</li> <li>- Inappropriate hand gestures</li> <li>- Spitting on others</li> <li>- Bullying or teasing</li> <li>- Pushing</li> </ul>	<ul style="list-style-type: none"> <li>- Actions that can cause harm</li> <li>- Vandalizing school property</li> <li>- Stealing</li> <li>- Fighting</li> <li>- Drug or alcohol use</li> <li>- Smoking</li> <li>- Weapons</li> <li>- Punching/Hitting</li> <li>- Biting</li> <li>- Bullying</li> </ul>

*Discovery Academy Parent/Student Handbook*

<ul style="list-style-type: none"> <li>- Not sitting in SLANT</li> <li>- Not taking responsibility for own actions</li> </ul>	<ul style="list-style-type: none"> <li>- Touching other students</li> </ul>	<ul style="list-style-type: none"> <li>- Throwing things</li> <li>- Inappropriate language</li> <li>- Disrespect to adults or peers</li> <li>- Cell phone or unapproved device use during school day</li> </ul>	<ul style="list-style-type: none"> <li>- Throwing furniture or items that could cause serious harm</li> <li>- Threats to injure or harm others</li> <li>- Sexual harassment</li> <li>- Sexual behaviors</li> </ul>
<p><b>Teacher actions:</b></p> <ul style="list-style-type: none"> <li>- Addressing issue privately</li> <li>- Redirect to a positive behavior</li> <li>- Eye contact</li> <li>- Proximity</li> <li>- Increased supervision</li> <li>- Verbal warnings</li> <li>- Reinforcing of school rules/class expectations</li> <li>- Link rewards to appropriate behaviors</li> </ul>	<p><b>Teacher actions:</b></p> <p>All actions in previous level with the addition of:</p> <ul style="list-style-type: none"> <li>- Consultation with grade level teams/SPED team for behavior management ideas</li> <li>- Contact parents</li> <li>- Individual behavior chart</li> <li>- Seat change</li> <li>- Fidgets</li> </ul>	<p><b>Teacher actions:</b></p> <p>All actions in previous levels with the addition of:</p> <ul style="list-style-type: none"> <li>- Consultation with school administration/SPED supervisor</li> <li>- Refer parents to school councilor if needed</li> </ul>	<p><b>Teacher actions:</b></p> <ul style="list-style-type: none"> <li>- Gather information for detailed referral of situation or incident.</li> <li>- Contact parents</li> </ul> <p><b>Administration actions:</b></p> <ul style="list-style-type: none"> <li>- Consultation with school RVP</li> <li>- Set up meeting with parents</li> </ul>

## Discovery Academy Behavior Plan cont.

<b>Level 1:</b>	<b>Level 2:</b>	<b>Level 3:</b>	<b>Level 4:</b>
Behaviors that impact only the individual student	Behaviors that interfere with the learning of others	Behaviors that affect an orderly environment	Harmful/Illegal Behaviors
<p><b>Consequences may include:</b></p> <ul style="list-style-type: none"> <li>- Timeout in room</li> <li>- Parent contact</li> <li>- Lunch/recess detention</li> <li>- Loss of privileges</li> <li>- Moving seat</li> </ul> <p><b>*Students should not receive office referrals for Level 1 behaviors. Incident reports can be written for repeated</b></p>	<p><b>Consequences may include:</b></p> <ul style="list-style-type: none"> <li>- Timeout in room</li> <li>- Think sheet in buddy room</li> <li>- Parent contact</li> <li>- Lunch/recess detention</li> <li>- Loss of privileges</li> <li>- Individual behavior chart</li> <li>- Conference with parents</li> </ul> <p><b>*Students should only receive referrals at Level 2 AFTER at least three re-teaching opportunities have occurred</b></p>	<p><b>Consequences may include:</b></p> <ul style="list-style-type: none"> <li>- Timeout in room</li> <li>- Think sheet in buddy room</li> <li>- Parent contact</li> <li>- Lunch/recess detention</li> <li>- Loss of privileges</li> <li>- Individual behavior chart</li> <li>- Conference with parents</li> <li>- Office referral</li> <li>- Suspension (ISS or OSS)</li> </ul> <p><b>*Students will be referred to the office at the teacher's discretion depending on the severity and frequency of the infraction, but at least three re-teaching</b></p>	<p><b>Consequences may include:</b></p> <ul style="list-style-type: none"> <li>- Suspension (ISS or OSS)</li> <li>- Expulsion</li> </ul> <p><b>*These behaviors can constitute an immediate office referral depending on the severity of the infraction. Please note on the OR whether or not parents have</b></p>

<i>infractions after full behavior system has been used.</i>	<i>unsuccessfully and parent contact has been attempted.</i>	<i>opportunities and parent contact should first be attempted.</i>	<i>been contacted, or if the IST needs to initiate contact.</i>
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- All suspensions will be issued for the following school day(s) unless paperwork cannot be sent home on the day of the offense because it is too late in the day.
- After 10 office referrals or 3 suspensions, a parent conference will be required before the student may return to class.
- Violent actions that pose danger to other students or staff can result in immediate suspension or possible expulsion. It does not matter if these actions were intended to harm others or not.
- All decisions and consequences are made at the discretion of the school administration. No two situations are exactly the same, and thus no two situations will be handled exactly the same, but rather on a case-by-case basis, with the best outcome for all parties in mind. “Fair does not always mean equal”.

**Notice:** Video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive a discipline referral as a result of what is recorded, regardless of whether the incident was or was not witnessed by a staff member or volunteer.

1. **Disruption of School/Disorderly Conduct:** Students shall not, by the use of violence, force, coercion, threat, harassment, insubordination or any other means, cause disruption or obstruction to the normal operation of this school, including classroom instruction.
2. **Harassment/Bullying:** Students shall not harass other students, school employees, persons that are guests of the school, or persons conducting business for the school. This category applies to dating violence, remarks or actions of a race, color, creed or religious affiliation, ethnicity or national origin, disability, age, gender, sex or sexual orientation. Any student that purposefully and knowingly causes another student to feel afraid, intimidated, isolated, embarrassed or singled out will be charged with bullying. For Discovery Academy’s definition of bullying, please see section 5 of this handbook.
3. **Threats:** Students shall not, through verbal, written, technological or any other means make statements stating that physical or emotional harm may come to another person or to an institution. Bomb threats and other serious threats will result in expulsion from school.
4. **Fighting:** Students shall not physically fight with another person. At the discretion of the School Leader or designee, the police may be called in to manage students who physically fight on school grounds.
5. **Physical Assault/Harassment:** Students shall not knowingly or recklessly cause or attempt to cause physical harm to another person. Violation of this rule will result in mandatory suspension, and may result in a permanent expulsion. At the discretion of the School Leader or designee, the police may be called in to manage students who physically assault or harass another person on school grounds.
6. **Sexual Assault/Harassment:** A student shall not sexually assault another person. This may include any unwelcome sexual advances in oral, physical, spoken, symbolic, or written format. Violation of this rule will result in mandatory suspension and may result in a permanent expulsion. At the discretion of the School Leader or designee, the police may be called in to manage students who sexually assault or harass another person on school grounds.

7. **Use of Obscene Language/Materials:** Students shall not, verbally or by written word use obscene, vulgar, or profane language, make inappropriate gestures, or possess vulgar materials.
8. **Failure to Obey Instructions/Insubordination/Disrespect/False Information/False Identification:** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, School Leaders, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested. No student shall misrepresent his or her identification.
9. **Forgery:** Students shall not misrepresent a signature on any document.
10. **Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
11. **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss, sit on each other's laps, or demonstrate other similar acts of affection. Students shall maintain appropriate personal space. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
12. **Damage of Property/Vandalism:** Students shall not cause or attempt to cause damage of school property. Students shall not touch or handle another person's (including teacher's and staff) property without their permission. Students must pay for any damages they cause to school equipment, materials, or facilities and may be subject to additional disciplinary action. Serious vandalism will result in mandatory suspension. (Serious vandalism is considered vandalism which causes damage to property in the value of \$150 or more.) Students must pay for damages prior to returning to school.
13. **Theft/Robbery:** Students shall respect the personal ownership rights of others and not take what does not belong to them. The School Leader may exercise the prerogative of reporting thefts to local authorities.
14. **Breaking and Entering:** A student shall not forcibly enter the school building, the greenhouse, or any vehicle on school grounds.
15. **Trespassing/Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised. A student shall not enter the premises while under suspension, expulsion, or other removal situation.
16. **Narcotics, Alcoholic Beverages, and Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to, during, or after school or at school functions. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly.
17. **Tobacco:** Tobacco, in any form, shall not be carried or used by any student or adult on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators will refer violators of the tobacco policy to Juvenile Court.
18. **Hazing (Initiations):** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
19. **Explosives/False Fire Alarm/Bomb Threat:** A student shall not possess, handle, transmit, conceal, or use any fireworks, explosive device, or substance which can be used as an explosive. Violation of this rule will result in mandatory expulsion. A student shall not cause a false fire alarm to be sounded, nor shall a student falsely communicate or cause to be communicated that a bomb is located in the building or on the premises. A student shall not damage or otherwise tamper with a fire alarm system or equipment. Violation of this rule will result in mandatory expulsion.
20. **Arson:** A student shall not burn property nor cause property to be burned. Violation of this rule will result in mandatory expulsion.
21. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle, or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (O.R.C. 2923.122.)
22. **Attendance:** No student shall fail to comply with state attendance laws including, but not limited to "skipping", truancy or tardiness from a specific class or school. No student shall leave school property or an assigned

educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.

23. **Dress Code:** Refer to Dress Code Policy
24. **Computers:** Computers/technological devices are provided for student use for teacher-assigned work in courses or programs. (See Computer/Internet Usage Policy)
25. **Animal/Plant Harm or Mistreatment:** Any harm brought to animals or plants, on school grounds or in the field, through purposeful intent or through inappropriate behavior, will result in discipline being issued.
26. **Violation of Bus Rules:** Students must follow all bus rules as outlined. Failure to do so could result in disciplinary action or loss of bus privileges.
27. **General Misconduct:** Students shall refrain from throwing objects, being disruptive, abusive, or excessively noisy in their behavior. Students must respect the rights and feelings of others.
28. **Gross Misconduct:** Repeated violations of the Code of Conduct.



## SECTION 3 - ATTENDANCE

### *Attendance Policy*

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents/guardians are encouraged to partner with the School to ensure attendance and timeliness. Parents/guardians are required to notify the school of any absence prior to the start of the school day. Similarly, parents/guardians are required to notify the school in writing in advance of early pick-up. Parents/guardians are encouraged to make any doctor, dentist, etc. appointments for times other than school hours.

School is in session from 9:00 a.m. until 3:45 p.m.

Students are not permitted on campus before 8:15 a.m. or after 4:00 p.m. without permission from the School Leader or parental supervision. Students arriving prior to class start times are to wait in the cafeteria/designated area. Students will not be allowed in any other area of the building prior to their class start time. After the second week of school, parents are not allowed to walk students to class, but are able to eat breakfast with them in the cafeteria. We want our students to build self-reliance and allow the teachers time to prepare for their day. If a parent wants to set up a meeting with a teacher about a specific issue, they should contact them on Dojo, or set up a meeting with the front office.

The following policy is based on the Ohio Revised Code, chapter 3321 School Attendance.

If a student is absent from school, a parent or guardian must call the school office to notify the school of their child's absence by 10:00 a.m. Without this notification, Ohio law requires that the school contact parent(s) by phone or letter to inform them of the student's absence.

The following conditions may excuse a student from school attendance:

- Personal illness or injury - a doctor's medical verification note will be required to be given to the office.
- Family illness - an emergency situation requiring the student to be absent from school.
- Quarantine of the home by local health officials.
- Death in the immediate family, limited to three days, unless extenuating circumstances exist and are approved by the School Leader.
- Observance of a religious holiday consistent with student's established creed or belief.
- Medical, dental, or legal appointments that cannot be made during out-of-school hours will be excused for the duration of the appointment. For example, leaving the doctor's office at 10:00 a.m. will not excuse a student for the entire day.
- Other legitimate reasons that receive prior approval from the School Leader – these are generally college visits, job interviews, legal appointments or reasons of emergency.

Ohio law requires that students returning to school after **all absences** bring a written note from their parent or guardian stating:

- The dates of absences
- The reason for the absences
- The parent or guardian signature and phone number

**However, just because a parent note is written, does NOT mean the absence will automatically be excused.**

Parent or medical verification notes must be submitted to the school office the day the student returns to school. Absences documented with medical verification notes will be considered excused when provided the day the student returns to school. Attendance reports will be sent home every quarter. Failure to follow the attendance policy may result in the disciplinary actions included herein. It is the responsibility of the school to report all attendance concerns to the Juvenile Court. A court officer will then follow procedures to ensure the regular attendance of all students.

***In accordance with Ohio law, a student will be automatically withdrawn from the school if the student without legitimate excuse fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the student. The school will act in accordance with all applicable truancy laws, including but not limited to referring parents/guardians to Juvenile Court or other appropriate authorities for possible prosecution. Habitually truant is defined as being absent without legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) hours or more in one school month, or seventy-two hours (72) or more in a school year. No student shall be suspended or expelled based solely on the number of unexcused absences.***

***The school will provide a truancy intervention plan for all students who are absent without legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) hours or more in one school month, or seventy-two hours (72) or more in a school year. The student will be assigned to an intervention team within seven (7) days of exceeding these thresholds. Thereafter, the team will develop an intervention plan based on the student's individual needs within fourteen days of the student's assignment to the team. The team shall include a representative from the school who knows the student and the student's parent/guardian. The team may also include a school psychologist, counselor, or social worker. Within seven (7) days of exceeding the threshold hours mentioned above, the school will make at least three meaningful, good faith attempts to secure participation of the student's parent/guardian. If the parent/guardian fails to respond, the school will investigate whether the failure to respond triggers a mandatory reporting to the public children services agency for the county and instruct the absence intervention team to develop an intervention plan for the student notwithstanding the absence of the student's parent/guardian. The intervention plan shall state that the school shall file a complaint with the juvenile court not later than sixty-one days after the date the plan was implemented, if the student has refused to participate in the plan or has failed to make satisfactory progress. The school shall provide written notice of the plan to the student's parent/guardian within seven days of developing the plan. If the student is violating a court order regarding the student's adjudication as an unruly child for being habitually truant, the Board hereby authorizes the school's administrator or his/her designee to inform the student and parent/guardian of the violation and to notify the Juvenile Court.***

Classroom work missed during excused absences can be made up by asking the classroom teacher for the work. Students in grades 4-6 are responsible for requesting the missed assignments. Parents of students in grades K-3 are responsible for requesting the missed assignments. The acceptance of work missed during unexcused absences is at the discretion of the teacher. Students who are habitually absent will be at risk of being retained.

### ***Attendance to Participate in Extra-curricular Activities***

A student must be in attendance at school by 10:00 a.m. on the day of the event to participate in an extra-curricular activity that day or evening. Such events include athletic activities, school dances, field trips, etc. The 10:00 a.m. deadline will be extended to 12:00 p.m. for any delays in the school starting time due to weather or other circumstances. A student who leaves school early due to illness may not participate in any after school activities that day. If a student is absent from school all day, he/she may not attend any after school activities that day.

### ***Early Pick Up***

In order to minimize interruptions to the dismissal process, no student will be released 15 minutes prior to the end of the school day.

Arrangements should be made with the classroom teacher and the school office should be notified if an early pick up is going to be necessary. Picking up students prior to the end of the school day is disruptive to the class and limits your student's instructional time. When early pick up is necessary due to a family emergency or doctor appointments, missed work can be picked up the next day. Homework or missed work due to leaving school early without prior notice to the teacher is accepted only at the teacher's discretion.

Habitual early pick up will be treated as tardiness and will result in disciplinary action, parent meetings and if necessary, truancy action will be taken.

### ***Illness/Injury While at School***

If a student should become ill or is injured during school, he/she should notify their teacher or supervising adult. If the student becomes physically ill (vomit/diarrhea/fever) then they must be picked up and taken home. The school

must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving school, students and the individual picking them up, must sign out in the office. Students will not be released to anyone that is not listed on the emergency medical forms on file in the school office. A parent note must be presented upon return if the child is absent the following day.

Parents are required to report all communicable diseases to the office (i.e. pink eye, head lice, ringworm, flu, etc). If a child has a communicable disease or a fever they must be immediately picked up from school and be symptom free for 24 hours before returning. The school may require a note from a doctor releasing the student to attend school.

### ***Review Panel (Regarding Attendance)***

Parents or students may request in writing, within 5 days after the end of the grading period, that a review panel examine their case if there is a discrepancy in the attendance records or if extenuating circumstances resulted in attendance issues. If the review panel finds that extenuating circumstances caused the student excessive absences, then a determination will be made regarding make-up work or grading affected by the absences. A review panel will consist of a building administrator and four teachers chosen by the building administrator. This request must be submitted in writing to the School Leader.

### ***Tardiness***

Students should be at their desks and ready to learn at the scheduled start of class. When students arrive late they interrupt classes already in session and may have difficulty catching up with lessons already in progress. **It is the parents' responsibility** to have their child at school on time for those students not utilizing Discovery Academy school transportation. Tardiness as a result of Discovery Academy bus trouble or lateness will be excused for all applicable students. Excessive tardiness is damaging to the child's learning and will be reported to the Juvenile Division of the Lucas County Prosecutor's Office.

After the school day has begun, **students and parents must report to the office** immediately upon their arrival to obtain a Tardy Slip. Parents may not drop their child off at the door. An adult must escort students to the office.

Each student will be permitted **5 tardies per quarter without consequence**. On the 5<sup>th</sup> tardy parent notification will be made. On the 6<sup>th</sup> tardy possible consequences include, but are not limited to Saturday School.

Further tardies will result in continued disciplinary action and a parent meeting. Chronic tardies will be reported to the Truancy Officer and the Lucas County Prosecutor's office.

Three tardies is equivalent to one unexcused absence. Additional absences accrued due to tardies are counted toward the total absences for the school year.

### ***Unexcused Absences***

Unexcused absences include, but are not limited to oversleeping, car trouble, missed bus, babysitting, suspension from class or school, truancy, birthday/other celebrations, employment, shopping, vacation, train or road closure.

### ***Vacations***

Although the school does not encourage this, occasionally it may be necessary for students to accompany parents on vacation. In anticipation of an arranged absence, it is the responsibility of the student and/or parents to request course work from the teacher(s), at least a week prior to the event. The absence is considered an unexcused absence under state law. Students will be permitted to make-up missed work if the above requirements are met.

## SECTION 4 - ACADEMICS

### ***Academic Integrity***

All students at Discovery Academy shall maintain academic integrity. It is the responsibility of all students to do their own class work and homework to the best of their ability. Students are required to try all work given by instructors. Student's grades will reflect the completion of all work. Not doing assigned work is unacceptable. Learning is the primary purpose of school and doing the assigned work is the process for learning. Using others' work as one's own is prohibited. This includes all forms of copying and /or plagiarism. Parents must refrain from completing work for the student.

### ***Achievement Testing***

The Ohio Department of Education requires that all students in Grade 3 and above be given state achievement tests. Students in grade K – 2 are given screening tests that may lead to further diagnostic measures so teachers can plan the best academic interventions for each student's success.

### ***Cheating/Plagiarism Policy***

Plagiarism and/or cheating is defined as any act wherein a student seeks to receive any level of academic credit for work which is not the student's own, unless that work is properly attributed to the actual source.

Plagiarism/Cheating includes, but is not limited to:

- Submitting academic work that is copied whole or in part from another source without proper attribution
- Submitting academic work that includes major themes, ideas or quotations that are not the student's own without proper attribution.
- Seeking, taking, supplying or receiving copies or lists of questions or answers prior to the time of any exam or quiz.
- Sending or receiving questions or answers through the use of electronic devices during any exam or quiz.
- Copying from another student or source during any exam or quiz
- Copying homework or any other class assignment from another student except in the case of a group project assigned by the teacher.

Penalties that can be applied for violations of this policy are:

- Level One – The student will receive no credit for the work.
- Level Two – The student will receive a failing grade for the nine-week grading period.
- Level Three – The student will receive a failing grade for the semester.

The relative grade weight of the assignment, the number of past incidents, and the nature and extent of the violation will determine the level of penalty.

- Level One penalties apply to tests, quizzes, homework and other class assignments that carry similar grade weight.
- Level Two penalties apply to second offenses of Level One and to major term assessments such as research papers and lab projects.
- Level Three penalties apply to third offenses of Level One, second offenses of Level Two, and major semester assessments such as semester exams and certain research papers or projects. Level Three penalties will also apply to especially grievous violations that involve theft and /or distribution of secure material.

Teachers will apply the basic tenets of this policy to the nature of their course assignments and assessments. When at all possible, students should be notified of the penalties in the course syllabus.

**Grading Policy**

DSCA uses a Standards-Based Grading system. Standards-Based Grading is a system that evaluates student progress towards mastering grade level content and Ohio Learning Standards. The rubric below identifies each level of mastery on a scale 1 through 4. Under this system, students will only receive a “0” if they refused to do the work. Any attempt, even with minimal mastery, will result in at least a score of a “1”. For detailed information on this policy, please see the classroom teacher or the administrative staff.

**Standard:**

<b>4</b>	<p><b>Proficient</b></p> <p>I can show that I understand the work all the time. I demonstrate understanding of grade level standards consistently and independently.</p>
<b>3</b>	<p><b>Approaching Proficient</b></p> <p>I can show that I understand the work most of the time, but I still make some mistakes. I demonstrate understanding of grade level standards, but not consistently.</p>
<b>2</b>	<p><b>Beginning Progress</b></p> <p>I am beginning to understand the work, but I need help from my teacher. I demonstrate understanding of grade level standards, but need support from my teacher.</p>
<b>1</b>	<p><b>Of Concern</b></p> <p>I attempt the work, but do not understand it. I demonstrate minimal understanding of grade level standards even with support.</p>

**Homework Policy**

Recognizing that home study is an important part of each student’s educational program, teachers can and may assign work to be completed outside of class. Although only the individual student can determine the amount of time necessary to successfully complete assignments, each student must expect to spend some time in addition to scheduled class times to successfully complete homework. Some assignments, especially in more advanced classes, are long-range in nature and require home study over a period of time for adequate completion. Planned study eliminates the need to spend too much time completing assignments the day before they are due.

**Retention**

Students who struggle with mastery in multiple subject areas over the course of the year will have a Retention-Promotion Checklist completed by their classroom teacher(s) as well as the Response to Intervention Team. The team will use data from the classroom as well as assessments and attendance numbers to determine if the child will be “Retained”, “Promoted”, or “Placed” for the subsequent year. This policy is based on the O.R.C. 3313.609.

### ***Response to Intervention Team***

Concerns about academic performance or emotional, social or behavioral problems will be discussed by the Response to Intervention (RTI) team. The RTI team may include regular educators, parents, school administrators, a psychologist, special educator, speech/language therapist or other appropriate school personnel. Parents or school personnel may make referrals to the RTI team. All referrals for special education services must be made through the RTI process. The focus of the team is to assist students who are struggling in any area through a collaborative effort including parents and educators. This team is designed to welcome the involvement of parents and encourage the student through accommodations and supports in the classroom. In addition, any retention/promotion decisions will be made as a cooperative effort between the classroom teacher, instructional coach, school leader, and the RTI team.

### ***Test Security for Standardized Testing***

Each year, DSCA students are required to take a number of “standardized” tests. These include state achievement tests and “norm-referenced” tests. All practice tests are included in the security requirements. All of these tests are considered “secure.” The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the building administrator for disciplinary action.

### ***Textbooks***

Discovery Academy furnishes all necessary textbooks. For identification, each book will be labeled. Each student is responsible for all textbooks loaned to him or her, and is expected to return each book at the end of participation in the course. Students will be responsible to pay for any book that is lost, damaged, destroyed, stolen or mutilated. Report cards, records, or transcripts may be held until all textbooks, library books, or borrowed materials are turned in and/or fees paid. These books are to be taken off school premises only with the permission of the classroom teacher or School Leader.

### ***Consent to be Photographed/Video-Taped***

Children enrolled in Discovery Academy may be photographed for video-taped for a number of reasons including, but not limited to teacher evaluation, advertisement/promotional purposes, and communication with parents through the school’s official website or Facebook page. Teachers may also use photographs of students on their classroom websites or Facebook pages. Any outside organizations such as University of Toledo or Bowling Green State University will be required to send home separate permission slips to parents for any recording or photography purposes. If you do not wish for your child’s image to be used by the school for any reason, please submit a written request to the office and we will remove all photos and videos within 48 hours.

## SECTION 5 - RIGHTS AND RESPONSIBILITIES

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

The Discovery Academy staff and school board recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and staff for a safe and secure learning environment, Discovery Academy prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults, including teachers and parents, to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyber-bullying, through the use of internet, cell phone, computer, or wireless handheld device that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a student's imminent safety or over-all well-being may be at issue.

Discovery Academy believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members. We believe that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Bullying in all its forms is considered a very serious offense at Discovery Academy, and it will be at the discretion of the school leader to determine the appropriate consequences for each instance, as no two situations are alike. Possible consequences for each offense include:

- Participation in a guided reflection process to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Phone call home
- Referral to school leader
- In-school suspension
- Out-of-school suspension
- Expulsion or termination
- Legal action

### ***Alcohol, Tobacco, & Other Drug Use/Abuse Policy (ATOD)***

Discovery Academy acknowledges the fact that the use and abuse of alcohol and other mood-altering chemicals is wrong and harmful for any student. Use and abuse of mood-altering chemicals has become an insidious problem for

our country. Communities are becoming increasingly aware of its harmful effects and realize that experimentation can lead to a lifestyle that is out of control. Consequently, this disrupts the maturation process, alters physical and emotional well-being, and interferes with performance capabilities of the user.

DSCA believes that every child should have the opportunity to live, grow, and develop free of mood-altering chemicals. We believe that the most desirable goal for our students is to abstain from such use of chemicals.

A copy of the Student Handbook containing the Alcohol, Tobacco, and Other Drug Use/Abuse Policy (ATOD) will be given to each student. Compliance with the ATOD policy is mandatory.

Discovery Academy is smoke free and we expect that parents refrain from smoking while on school grounds, including the parking lot and while chaperoning field trips.

It is the primary objective of DSCA to ensure that the education of all students proceeds in an efficient, orderly, and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction.

Students of DSCA, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event, or at any time while on school premises.

### Definitions

“Possession” includes, without limitation: Holding in the student’s hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions or vehicles parked on school property or at school functions.

“Use of mood-altering chemical”: Is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.

“Tobacco”: Includes any product containing tobacco that is smoked, chewed, inhaled or placed against the gums.

“Mood-altering chemical”: Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc.), substances such as *White Out*, glue, toxic markers, and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student’s name and directions for proper use according to school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.

“Counterfeit” or look-alike drug is (O.R.C., Section 2925.01(P)) any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.

Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it.

Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical.

Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Jurisdiction - This policy extends to use of the above:

- i) On or in close proximity to any property owned, leased by or under the control of Discovery Academy including vehicles used for the transportation of students.



ii) During normal school hours, including recess, lunch and class changes, and Saturday school.

iii) At any school-sponsored or sanctioned activity or event away from or within the school district.

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following actions will be taken:

- The student and the School Leader will be informed of the alleged offense, the evidence to support the allegations, and the disciplinary action that may apply.
- If the student is in need of medical attention, the local emergency squad will be notified to give medical attention.
- The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

Searches are permitted if the school official has reason to believe that mood-altering or controlled substances, drug paraphernalia, instruments or any other contraband item are concealed in a school cubby/locker, on a student, in a purse, wallet, or book bag.

DSCA recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of this ATOD policy will be assisted by the cooperative effort of the family, the school officials, and the school board.

### ***Bathroom Accidents***

All students must be able to toilet themselves while at DSCA. If an accident occurs, the student will be required to cleanup/change himself or herself and/or a parent will be called to assist. DSCA staff is unable to provide personal sanitary assistance. Elementary students may be given donated clothing items and a pull-up type under garment to change into if no one can be reached to bring the student a change of clothes.

### ***Cafeteria Conduct***

The following guidelines must be followed in order to avoid disciplinary action. Violation of the cafeteria expectations may result in detention, loss of the privilege to mingle with classmates during lunch, or suspension.

- **Be Safe:**
  - Enter the cafeteria quietly and in a single file line.
  - No horseplay in the cafeteria. This includes “play-fighting”.
  - Do not throw anything.
- **Be Respectful:**
  - Use a conversational tone at all times.
  - Do not take another student's food.
  - Do not enter another student's space.
  - Ask permission to leave your seat or to leave the cafeteria.
- **Be Responsible:**
  - Be sure to bring your lunch items to the cafeteria.
  - Pick up all trash and leave the table and floor free from debris.
  - Listen and follow the directions of the cafeteria staff.
  - Pay for all food and eat it in the cafeteria.
- **Be Honest:**
  - Be honest with yourself and others at all times.
  - Answer truthfully at all times.

### ***Cell Phones/Electronic Equipment***

Cell phone usage is prohibited on school grounds except at the specific request and under direct supervision of a teaching staff member. Electronic games, iPods, MP3 players, cameras, etc. are not to be brought to school except with specific permission from the office staff and/or classroom teacher. Electronic equipment that is brought to school must be turned off and submitted to the office for safe keeping until the end of the day. These items will be confiscated if they are not turned in. If confiscated, a parent or guardian must pick the item up at the end of the day. Repeat violations of this policy will result in disciplinary action including, but not limited to, suspension.

### ***Conceal and Carry***

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON’S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDINANCE INTO A SCHOOL SAFETY ZONE. All school buildings, grounds, vehicles and areas immediately adjacent to such places are considered school safety zones. Students who violate this state law will be subject to expulsion in addition to criminal penalties.

### ***Computer/Internet Usage Policy***

Refer to Section 1- Computer/Internet Usage Policy

### ***Dismissal***

Student will not be dismissed to/with ANY adult other than the specified person(s) noted on the emergency contact form without parents’ written permission or a phone call noting the change. All phone calls noting dismissal changes should be made BEFORE 3:00 p.m. Students will not be released until all classes are ready and an administrator releases them. Please wait outside, as the teachers will release the students to you.

Students are not to remain at school after dismissal unless waiting on parent pick-up or pre-approved activity such as tutoring. Students staying at school after dismissal are to be out of hallways and classrooms and with their adult supervisor. Students are to remain in compliance with all school rules while waiting to be picked up. Students will

be instructed where to wait. Students may not be anywhere else in the building unless they are with a teacher or parent.

### ***Dress Code***

At Discovery Academy we are committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student but also of the general learning environment. Students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and the community.

#### **Student dress code guidelines are as follows:**

- Acceptable top attire includes any shirts that have Discovery Academy screened or embroidered. Students are also able to wear any Discovery Academy house shirts: Isibindi, Altruismo, Amistad or Revere.
  - All tops must have sleeves.
  - Tops may NOT have hoods of any kind.
  - The bottom of the shirt must be long enough to cover the top of the pants/shorts in both the front and back.
  
- Acceptable bottom attire includes dress pants, jeans, shorts, sweatpants and leggings.
  - Jean may be “distressed” but the only area where rips will be permitted will be in the knees. Rips in the thigh/waist area or anywhere on the back of the pants are NOT permitted.
  - All bottoms must fit appropriately around the waist. No undergarments can be showing.
  - The top of the pants/shorts must be covered by the bottom of the shirt in both the front and back.
  - Bottoms may not be see-through fabric. Again, no undergarments can be visible.
  - Bottoms may NOT have inappropriate text, slogans, images, or logos of any kind. This includes drug, alcohol, or tobacco references; profanity; and any content that is sexual in nature.
  
- Acceptable footwear includes tennis shoes/sneakers, dress shoes, boots (non-snow boots)
  - No flip flops, slides, or athletic sandals will be permitted.
  - Footwear may NOT have inappropriate text, slogans, images, or logos of any kind. This includes drug, alcohol, or tobacco references; profanity; and any content that is sexual in nature.

### ***Additional Dress Code Requirements***

All jewelry must be appropriate and must stay in the possession of the owner. The school will not be responsible for any lost or missing items. Facial piercing and visible tattoos (temporary or other) are not permitted at school. No facial piercings are acceptable at DSCA. Pierced ears are allowed so long as the jewelry is modest and not distracting. Hair dye is permitted so long as it does not prove to be a distraction to the education process.

**\*We recognize that no policy can account for every portion of a student’s attire, and the discretion of what is deemed inappropriate will always fall to the School Leader. If something not covered by the policy above is deemed inappropriate, we will notify the parents so that parents can plan accordingly.**

Following are the procedures for violations of the Dress Code:

- First Offense: Students will be issued a verbal warning and a parent will be notified.
- Second Offense: Parents will be required to bring a change of clothes. Students may also be required to change into generic donated items if available at that time. All inappropriate accessories will be removed and/or confiscated from the student.
- Third & Further Offenses: The student may be suspended from school.

### ***Medication***

DSCA wishes to cooperate fully with students, parents, and the medical profession to ensure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home. However, it is recognized that in certain circumstances it may be necessary to take medications during school hours. Guidelines have been established to maintain control of authorized prescription drugs within the schools and to ensure the health and welfare of the students. Over the counter medication may not be carried by students.

In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the School office and administered by school personnel. A Physician's Medication Procedure Request Form and Parent's Medication Procedure Request Form must be completed, including the parent signature on the reverse side, signed and on file in the school office before any prescription medication will be administered. This includes asthma inhalers and epinephrine injectors.

In rare instances, a student may be allowed to carry certain prescription medications (e.g. asthma inhalers/epinephrine injector). If the physician deems it medically necessary for the student to carry a medication with him or her, the physician will note this on the required form.

### ***Gum/Candy/Cough Drops/Drinks***

NO GUM is allowed. Students are not permitted to chew gum at school or on the school bus at any time. Candy will only be permitted in the cafeteria, or at appropriate times in the classroom as rewards. Cough drops will be considered medication and the proper procedures listed above must be followed.

### ***Parental Contact with Students (Non-Emergency)***

In an effort to minimize disruption of instruction time, all parent messages and/or drop-offs for students will be left in the school office. Please make every effort to minimize disruption to the school day. Students should not be directly contacted during the school day. The school office staff will deliver messages during transition times.

### ***School's Right to Search***

Desks, lockers, or storage places provided for student uses are, and remain at all times, property of Discovery Academy. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. When there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated, school administrators are authorized to conduct reasonable inspection of school property or of students and items brought on school grounds. DSCA reserves the right to search all areas, as necessary, for the maintenance of the educational process or to protect the health, safety and welfare of other students.

### ***Separated/Divorced Parent Involvement Policy***

DSCA recognizes that both parents of our students have a right to be informed of and involved in their child's educational process regardless of divorce or estrangement. The following guidelines will be followed in order to maintain positive relationships with all parties.

In the absence of a court order denying or limiting custody for either parent, DSCA will presume that the parents share joint custody of the student. The parent who enrolled the student will be presumed to be the custodial parent until a court document is provided to the school.

A court order (e.g., divorce decree, custody order or restraining order) denying visitation rights is the only condition under which a parent will be prevented from participating in his/her child's education. The custodial parent has the obligation to present a copy of the signed order to the office manager at the school. Additionally, the school may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school, or otherwise participating in school-sponsored activities or field trips, if he or she disrupts the educational process or his/her presence is detrimental to the morals, health, safety, academic learning, or discipline of the student(s).

School documentation including progress reports will be sent to the custodial parent with the expectation that he/she will share the documentation with the non-custodial parent. DSCA will send copies of the progress report to the non-custodial parent only if that parent submits a written request to do so.

Any request to review the student's records must comply with the Family Educational Rights and Privacy Act.

Parents are welcome, and encouraged, to participate in parent and teacher conferences and any other conference/meeting called by Discovery Academy regarding the student's education. The custodial parent is expected to share scheduling information with the non-custodial parent. The school will provide scheduling information to the non-custodial parent only if it receives a written request to do so.

If the parents are not successful in reaching an agreement regarding their student's educational program, the custodial parent's decision will be binding on both parents unless a court order requires otherwise.

In the absence of a court order, both parents have the right to attend school programs, volunteer in the child's classroom, or visit the child at the school. The parent's right is not negated solely by the fact that he/she is the non-custodial parent. Visitation will be limited only if DSCA has received a copy of a court order specifically restricting the parent's access to the child by denying the parent's visitation rights; or by requiring supervision of the parent's visitation with the child. The school does not have the responsibility to supervise visitation between a parent and his/her child and, thus, will not allow parent access in the school setting.

When visiting the school, all parents are required to comply with all of Discovery Academy's policies and not take any action that disrupts the educational process. If a parent wants to visit with his/her child privately, the administrator shall have the authority to grant or deny the request, and, if granted, to determine the place and time of such visit to ensure minimal disruption to the student's participation in class.

The student will only be released to the custodial parent or those listed on the emergency medical form as authorized to pick up the student. In the case that the custodial parent wants someone other than those listed on the emergency medical form to pick-up the student individual, he/she must inform the school in writing including what day/dates the person is authorized to pick up the student. The student(s) will not be released to the non-custodial parent without authorization from the custodial parent.

### ***Unauthorized use of the Building***

Students or parents are not permitted to use the school building when school is not in session unless they have obtained prior authorization and are supervised. Any person using the building without authorization and supervision will be referred to local police authorities and will be subject to school disciplinary action. The school is equipped with a security system/surveillance. Unauthorized use of the building will result in an alarm and electronic notification of the local law enforcement agency.

### ***Valuable Personal Property***

If students choose to bring valuable personal property into the school such as MP3 players, cell phones, jewelry, games, toys, electronic devices, etc., they will accept full responsibility for these items. The school will not accept responsibility for the loss of any personal property.

## SECTION 6 - STUDENT SERVICES

### ***Field Trip/Field Experiences***

Field trips are an important extension of our school curriculum. In order for students to participate in these activities they must display appropriate behavior and acceptable academic performance. Poor behavior and/or excessive tardiness/attendance may result in the loss of field trip privileges. Parental permission will be required for all field trips, and in some cases, parents will be required to assume some of the cost of these trips. Students who do not obtain parental consent or pay the required fees will not be able to participate in the field trip. Students will travel by school vehicle to and from events. Any other arrangements must be made in advance with the School Leader prior to the day of the trip.

Please note that field trips will be taken in all weather conditions and some will include outside activities. Be sure your student is dressed appropriately. In some cases, students will be permitted to dress down for field trips, however, that should not be assumed unless notification is sent home. Please note that DSCA will not apply/provide bug spray or sunscreen to any student. When necessary, please apply these items at home.

The School Leader reserves the right to deny participation if a student's behavior is not aligned with school policy.

### ***Fundraising Activities***

The only items that can be sold at school are those that are part of a school-sponsored fundraising activity and these items may only be sold before school starts in the morning, during lunch periods, and after the school day is over. Students may not bring candy or anything else to school to sell that is not part of a school-sponsored fundraising activity.

### ***Health Screenings***

In compliance with state laws, students will be screened for vision and hearing in specific grades dictated by the Department of Health. From time to time, students will be screened for other serious health concerns or a contagious condition. A permission slip will not be sent home for parent permission in advance of the screening. If a child is suspected of having a contagious condition (pink eye, ringworm, head lice, flu etc.) parents must pick up the child from school as soon as possible. A doctor's note may be required for re-admittance. If a doctor confirms a contagious condition, students must remain home/out of school, until they are free from symptoms for 24 hours and have a doctor's note.

### ***Lockers***

For old students (grades to be determined) some students will be assigned a locker for storage of books and belongings. Lockers are a permanent part of the building and may be periodically inspected for neatness, damage and when suspected, for the storage of contraband. There shall be no writing on lockers nor shall anything be attached to the lockers without permission.

School officials have the right and duty to inspect lockers under their control and may do so at any time to prevent the use of lockers in illicit ways or for illegal purposes. Lockers remain the property of the school and the school reserves the right to search as necessary for the maintenance of the educational process or to protect the health, safety and welfare of other students.

### ***Lost and Found***

Clothes, books, jewelry and other items turned in to the school office will be kept in a lost and found location. Students who have lost something should check with the school office staff. Items not claimed will be donated to a charitable organization at the conclusion of each quarter.

### ***Parent Involvement and Chaperone Expectations***

Parent volunteers are welcomed and encouraged at Discovery Academy. We believe a key component to building a trusting partnership between home and school, is to allow parents to take part in the day-to-day academics of the

school day. All parent volunteer opportunities will need to be approved by the main office prior to the designated day. While we will permit parents to volunteer in their own child's classroom in certain situations, we find it best to have parents become part of the educational experience classrooms separate from that of their children.

Parents involved in school activities and chaperones will be expected to be aware of and remain in compliance with the school rules and represent the school in a positive and professional manner. This includes the no smoking policy.

Chaperones are a vital part of the field experiences and are appreciated volunteers. All chaperones must be 18 years old or older, be able to ride the bus, participate in all activities and stay with and keep control of the groups assigned. No siblings or non-enrolled children are allowed, unless special permission has been obtained. Chaperone expectations are outlined in detail prior to each trip. The School Leader or his/her designee has the right to refuse chaperone participation.

### ***Volunteers***

Volunteers are a valued part of Discovery Academy. There are many ways to participate and get involved in the school family and academic life at DSCA. Please consider chaperoning on a field trip or checking in the office for volunteer opportunities. The office administrators facilitate the appropriate and effective use of volunteers. When volunteering, please check into the office to receive an identification pass and volunteer assignments. DSCA reserves the right to refuse or restrict volunteer activities. Parents bringing students in the morning should plan to exit the classroom by the start of class in order to encourage independent learning. If a parent wishes to remain in the building, they should check-in with the office staff in order to obtain a volunteer pass and assignment. During dismissal (3:30-3:45), parents are not permitted in the hallways. They are asked to wait in the lobby for students to be brought up to the gym for dismissal.

### ***PTO***

The Parent-Teacher Organization (PTO) will meet monthly. All parents are invited to attend and participate in the PTO. Meeting dates and times will be announced in a timely manner before each meeting to all parents. Check the office for meeting information. This is an important organization that helps DSCA to strengthen bonds and provide families with opportunities to be a part of their students' growth. The PTO provides funding for critical educational tools. Without parent support and participation, the PTO cannot be successful. Please consider being a part of this organization.

### ***Telephone Use***

Telephones in the school offices are not for use by students. Students will be called to the phone only in emergencies and only messages of an urgent nature will be delivered to students. Students who need to use the phone will do so with permission and in the school office. No student cell phones are permitted. Please see the heading Cell Phones for further information.

### ***Visitors***

By state law, all persons who are not regular members of the school personnel must report to the main office and state their reason for being on school grounds or in the building. All visitors must enter through the main entrance of the building and immediately check in with the office staff. The office will decide if the person can remain in the building and issue them an identification pass. This law is for the protection of students and staff and will be enforced. Side and back doors will be used for bus dismissal and emergency exits only, and will not be accessible as an entrance. While parents are welcome in the school at any time, they must check in at the office first. Parents are not permitted in the classrooms or hallways during the beginning of the day and dismissal, but they are welcome to sit in on the class during instructional time once it has been cleared with the classroom teachers.