



**Dayton Leadership Academies**  
*Alliance Community Schools, Inc.*

**[www.daytonleadershipacademies.com](http://www.daytonleadershipacademies.com)**

***Dayton Liberty Campus***

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***Dayton View Campus***

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Dayton, Ohio 45402  
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**2012-2013**  
***Family Handbook***



## Welcome to Dayton Leadership Academies!

Dear DLA Families:

Thank you for entrusting your children to us. We promise to “make every minute count” throughout the 2012-2013 school year as we embark on our relentless pursuit of excellence for the academic achievement of all of our students.

We are excited to introduce a special feature to all DLA families in October. This year, our students will present their report card to their families at their quarterly conferences. Each student will have a *Customized Learning Plan* to share with you that focuses on their academic and behavioral goals for the school year.

Please see the school calendar on page 5 for conference dates being held in October, January, April and June. It is SO IMPORTANT FOR YOU TO ATTEND!

We are so glad you’ve chosen to be a part of Dayton Leadership Academies and look forward to a great school year!

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. Wallace', is positioned above the typed name.

Dr. Theodore J. Wallace  
Executive Director of Schools  
[Tj.wallace@daytonleadershipacademies.com](mailto:Tj.wallace@daytonleadershipacademies.com)

## ***Vision Statement***

Dayton Leadership Academies strives to attain excellence for each child by students, families, and teachers working hard together.

## ***Mission Statement***

Dayton Leadership Academies will challenge and nurture each child to perform at his or her highest ability in a school culture of pride and excellence.

## ***Pillars of Excellence***

The following pillars of excellence represent our commitment to the success of each child.

- ✂ *Hard Work Together* – We work hard together with cooperation and teamwork to support every child’s success.
- ✂ *High Expectations* – We model our best effort and set goals to achieve excellence.
- ✂ *Year Round Experience* – We reinforce learning year round through enrichment experiences and achievement programs for students and families.
- ✂ *Customized Student Learning Plans* – We take each child where they are with a plan to advance them toward their highest ability.

Through our relentless pursuit of excellence,  
our goal is to have both our schools rated  
***Excellent*** on the Ohio Local Report Card by 2017.



# Dayton Leadership Academies

## 2012-2013 Academic Calendar

7:35 am – 7:59 am Breakfast

Classes Begin: 8:00 am

Dismissal: 3:00 pm

### First Quarter

<i>Monday</i>	<i>July 30</i>	<i>Buildings Open for Set up</i>
<i>Thursday/Friday</i>	<i>August 9 and 10</i>	<i>Staff Training</i>
<i>Monday/Tuesday</i>	<i>August 13 and 14</i>	<i>Staff Training</i>
<b>Wednesday</b>	<b>August 15</b>	<b>First Day of School for ALL STUDENTS</b>
<b>Monday</b>	<b>September 3</b>	<b>Labor Day – Building Closed</b>
<b>Monday/Friday</b>	<b>October 1 thru 5</b>	<b>OAA: 3<sup>rd</sup> Grade Fall Reading</b>
<b>Thursday</b>	<b>October 18</b>	<b>End of First Grading Quarter</b>
<i>Friday</i>	<i>October 19</i>	<i>Staff PD – No School</i>
<i>Monday</i>	<i>October 22</i>	<i>Family Teacher Conferences – No School</i>

### Second Quarter

<b>Thursday/Friday</b>	<b>November 22-23</b>	<b>Thanksgiving Break – Building Closed</b>
<b>Monday</b>	<b>November 26</b>	<b>Staff and Students Return from Break</b>
<i>Friday</i>	<i>December 21</i>	<i>Staff PD – No School</i>
<b>Monday - Friday</b>	<b>December 24-January 4</b>	<b>Winter Break – Building Closed</b>
<b>Monday</b>	<b>January 7</b>	<b>Staff and Students Return from Break</b>
<b>Friday</b>	<b>January 11</b>	<b>End of Second Grading Quarter</b>

### Third Quarter

<i>Friday</i>	<i>January 18</i>	<i>Family Teacher Conferences – No School</i>
<b>Monday</b>	<b>January 21</b>	<b>Martin Luther King Holiday – Building Closed</b>
<i>Friday</i>	<i>February 15</i>	<i>Staff PD – No School</i>
<b>Monday</b>	<b>February 18</b>	<b>President’s Day – Building Closed</b>
<b>Friday</b>	<b>March 22</b>	<b>End of Third Grading Quarter</b>

### Fourth Quarter

<b>Monday - Friday</b>	<b>March 25 – March 29</b>	<b>Spring Break – No School</b>
<i>Monday</i>	<i>April 1</i>	<i>Students and Staff Return from Break</i>
<i>Friday</i>	<i>April 12</i>	<i>Family Teacher Conferences – No School</i>
<b>Tuesday/Thursday</b>	<b>April 23 – May 2</b>	<b>OAA: Spring Assessment Grades 3-8</b>
<b>Monday</b>	<b>May 27</b>	<b>Memorial Day – Building Closed</b>
<b>Wednesday</b>	<b>June 5</b>	<b>Last Day for Students</b>
<i>Thursday</i>	<i>June 6</i>	<i>Family Teacher Conferences – No School</i>
<i>Thursday</i>	<i>June 6</i>	<i>Last Day for Teachers (if no Calamity Days)</i>
<i>Thursday/Friday</i>	<i>June 6 - June 7</i>	<i>Possible Calamity Days**</i>

**Student Days: 184**

\*\* Calamity Days— If school is closed for any reason (poor weather conditions, transportation, building issues, or other occurrence) the State of Ohio MAY require that these days will be made up at the end of the school year.



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# We are the Eagles!

*We soar because...*

We are respectful

We are responsible

We are safe, and

We are positive leaders.

## ***Our Learning Environment***

Dayton Leadership Academies (DLA) are committed to creating and maintaining a positive safe learning environment that encourages cooperation, fosters creativity, and nurtures students in taking appropriate risks involved in learning. The learning environment is developed and adjusted over time to provide all students with access to a world-class education. Families and community members play an important role in supporting, encouraging and inspiring students.

Our school has three main guideline:

### **BE SAFE**

*Report to an adult any dangerous behaviors you see or suspect at school or at home.*

*Physical or verbal violence (fighting, rough housing) will not be tolerated.*

*Weapons (including look alike weapons), explosive devices, drugs, tobacco, alcohol, or other gang paraphernalia are forbidden at school.*

### **BE KIND**

*Encourage and help others.*

*Be honest in all you do and say.*

*Show respect for others and yourself.*

*Be polite.*

*Refrain from public displays of affection.*

*Follow all classroom and school rules.*

### **BE RESPONSIBLE**

*Be at school on time and prepared to learn.*

*Work hard in school and allow others to do the same.*

*Respect and care for the school, everything and everyone in it.*

*Do not bring food, soda, or candy to class unless previously authorized by the teacher.*

*Leave personal items at home so that they do not distract from the learning environment.*

*Understand and follow the Uniform Dress Code.*

*Follow the Student Code of Conduct and school policies.*

We encourage you to discuss these rules with your child and model their use at home.

Dayton Leadership Academies promote pride and excellence and implement school rules and classroom rules consistently throughout the buildings. We are responsible for maintaining a school environment that is safe, conducive to the learning process and free from unnecessary disruption so that our instructional program can be delivered to all students.

We emphasize positive behavior everyday by praising students, sending notes home, making positive phone calls to families, and rewarding students for each week they are well behaved.



## *Arrival Procedures*

**Breakfast begins at 7:30 a.m. and is available until 7:59 a.m.**

**The instructional day begins at 8:00 a.m. *Students arriving after 8:00 a.m. will be considered TARDY and will NOT be served breakfast.***

### **Bus Students**

Students will arrive at school between 7:25 and 7:50 a.m. Buses will drop off and pick up students at the front entry area. Students will not enter the building until 7:30 a.m.

### **Walkers**

Students should arrive at school between 7:30 and 7:50 a.m.

### **Dayton Liberty Campus Student Drop Off**

Parents should drop off students in the morning between 7:30 and 7:50 a.m. in the front parking lot.

### **Dayton View Campus Student Drop Off**

Parents should drop off students in the morning between 7:30 and 7:50 a.m. in the rear parking lot.

### **Breakfast**

We highly encourage students to eat breakfast with their classmates by reporting to the cafeteria between 7:30 and 7:50 a.m. After eating, students will quickly and quietly walk directly to their classes.

## *Dismissal Procedures*

**The school day ends at 3:00 p.m.**

### **Bus Students**

Students will begin loading buses at 2:50 pm. If a child normally rides the bus but will be picked up from school on a certain day, a note to the homeroom teacher or a phone call must be made to the Main Office before 1:30 pm. We will not take the child's word. Any calls made after 1:30 may not get to the teacher in adequate time to meet your request. Please communicate arrangements as early in the day as possible.

### **Walkers and Pick Up**

Dismissal for pick up students begins at 3:00 p.m. ***During dismissal, all non-bus students must be picked up in the back parking lot of the school.***

Students who are still at school at 3:15 will be taken to the Main Office. Parents who fail to pick up their child(ren) by 3:30 p.m., unless they are attending other activities, will be reported to the Dayton Police Department and/or Child Services.

**\* See the Early Dismissal Procedures if students must leave the building prior to 3:00 pm.**





## *Attendance and Arrival Times*

Dayton Leadership Academies' students are expected to be at school on time and ready to learn every day.

The instructional day begins promptly at 8:00 a.m. Any student arriving after 8:00 a.m. will be required to sign in at the office and get a pass to class. Students are tardy if they are not in the classroom at 8:00 a.m. Every instance of tardiness, other than lateness of a bus, requires a written excuse from the parent stating the reason. Parental assistance is necessary in making sure students arrive at school on time.

Late busses are not considered tardy. Students must obtain a late bus pass unless arriving during first period or a general announcement may be made to make all staff members aware of students arriving on a late bus.

***Three repeated unexcused late arrivals will result in one unexcused absence and a parent conference.***

### *Late Arrivals or Leaving During the School Day*

**EVERY MINUTE COUNTS!** To ensure that our students continue to receive an extraordinary education, it is important that students are on time and in class all day. Please make every effort to keep your child/children in school **all day, every school day** from 8:00 am through 3:00 pm.

Late arrivals and/or leaving early could count towards truancy if they are not for excused reasons per Ohio Law. Students absent from school more than three (3) hours will be counted as absent for the full day.

**We require parents/guardians to come into the building and sign their children out of school.** Students will be released from the classroom to meet the guardian at the Main Office. The Main Office will not take phone requests for the child to meet them outside or announce early dismissals over the intercom. *Signing students out does not assure that the absence will be excused.*

### *Truancy*

We want to help every DLA family avoid consequences that are spelled out in state law. Tardiness is counted towards truancy according to state law. Habitual truancy is defined as a school-age child who is absent from school without legitimate excuse for:

- Five (5) or more consecutive days
- Seven (7) or more days in a school month, or
- Twelve (12) or more days in a school year.

If a student is absent for 105 consecutive hours, the student will be withdrawn from DLA per Ohio Law. ***These students will be referred to Juvenile Court. Parents can be charged with neglect or contributing to delinquency with fines up to \$1,000 and jail time of up to 6 months.***



## *Excused Absence Procedures*

*All Absences require a note and phone call from the child's parent or guardian.*

If your child is ill and must miss a day of school, please call the office before 8:30 a.m. the morning of the absence. Due to State of Ohio regulations, each student who has missed school must have written documentation of why they were absent. **The day of his/her return, parents must submit a written note which the student will provide to their first period teacher.** Other excused absences require an obituary notice or religious observance verification. Please include the child's name and teacher's name when your child returns to school. We discourage taking students out of school for vacations or other non-medical appointments.

When the reason for absence is not communicated to the school, we do not know if a child is ill or truant. If we do not hear from the child's parent or guardian the morning of the absence, we will call the primary phone number on file in the main office.

If a student is absent for more than 3 consecutive days due to illness, a doctor's statement must be provided verifying that the child is released from medical care and is able to return to school and to excuse the absence. Students will have only 2 days after their absence to bring in a note, after that it is considered to be unexcused and consequences will occur.

If a student cannot participate in a class or activity because of health reasons a medical note is necessary.

### *Excused Absences*

The following are acceptable excuses for absence:

- Personal illness (doctor's slip is required as noted above)
- Medical or dental appointments (proof of the office visit is required upon return)
- Death in the family or funeral (maximum 3 days in state, 5 days out of state)
- Religious observances

### *Unexcused Absences*

Per Ohio Compulsory Education Law 322.19 children must attend school every day until they are 18 years old. State law requires the school to report cases of excessive absences and tardiness to Juvenile Court. An unexcused absence becomes truancy when a student does not have a legitimate reason for missing school. Examples of unexcused absences include:

- Missing the bus
- Sibling illness
- Student did not want to come to school
- Student overslept
- Parent/guardian overslept
- Non-medical appointments
- Missing documentation for an otherwise excused absence which is not on file



## *Missed Schoolwork Due to Absence*

Students are expected to make up missed work due to absences. It is the responsibility of the student to discuss assignments with the class instructor upon their return to class. The student will have the number of class days absent plus one to return missed assignments for full credit.

## *Visitors During the School Day*

ALL visitors (including parents/guardians/family members) must stop at the Main Office to obtain a visitor pass prior to going to classrooms. Please understand that our awareness of adults who are in the building is a primary factor in assuring your child's safety.

We welcome parents/guardians and community members to work with us as volunteers at our school. ALL volunteers must complete a volunteer information card and a "Statement of Confidentiality". For some positions, we reserve the right to request a background check. Volunteer orientations will be offered in a timely fashion.

## *Family Involvement*

Family involvement is crucial at the Dayton Leadership Academies. For students whose family is engaged in the Dayton Leadership Academies community, academic achievement and a positive school environment is greatly enhanced. Family involvement means the participation of parents/guardians in regular, two-way, and meaningful communication involving student academic learning and other school activities ensuring:

- ✦ That families play an integral role in assisting their child's learning;
- ✦ That families encourage, support and enforce the Student Code of Conduct and Uniform Codes while advocating 100% daily and on-time attendance;
- ✦ That parents/guardians are encouraged to be actively involved in their child's education at school; and
- ✦ That parents/guardians are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In carrying out Title I parental involvement requirements, Dayton Leadership Academies will provide full opportunities for the participation of all families including those with limited English proficiency, parents/guardians with disabilities, parents/guardians with migratory children, and homeless families. Information and school reports will be provided in an understandable and uniform format and upon request, created in alternate languages for families to understand. Family involvement programs, activities, and procedures will be planned and operated with meaningful consultation with parents/guardians and participating children.

Dayton Leadership Academies will build capacity for strong parental/guardian involvement through Customized Student Learning Plans, annual meetings, workshops, and/or written information on topics such as:

- State Academic Content and Achievement Standards
- Title I and other State and Federal Funding requirements
- Monitoring student progress and understanding test results
- How to work with educators
- Early childhood education and preschool programs



## *School to Home Communication*

Dayton Leadership Academies are committed to keep families informed about every aspect of school life. On a weekly basis for most grades, information will be sent home in Student Communication Folders. Families are asked to look through this information and respond promptly. One side of the folder will contain important information and student work that should stay at home. The other pocket is for papers that need to be returned to school. Look for these folders each week and return them the following day with any requested responses. We also produce a monthly newsletter with informational highlights. Please also check the school's website ([www.daytonleadershipacademies.com](http://www.daytonleadershipacademies.com)) whenever possible.

**It is important that the school have current address and phone numbers in order to maintain communication.** Contact information changes, including those for emergency contacts, should be given to the school office as promptly as possible. Staff will assure that this information is given to the appropriate classroom teachers.

### *Family and Civic Engagement Team/Family Ambassadors*

The Family and Civic Engagement Team is an important aspect of our school community. This group meets regularly to discuss issues and hear concerns and suggestions from DLA families. All parents and guardians are invited to participate. This team provides assistance as needed to support school-wide goals and directions, communicate the concerns and ideas of families, and provide leadership for the school community. Meeting dates are posted in the monthly newsletter to families.

Family Ambassadors are individuals who publically represent Dayton Leadership Academies for enrollment and recruitment and retention purposes and can speak on behalf of their positive personal experiences at the schools. They also serve as mentors for families enrolling in the Dayton Leadership Academies for the first time. Contact the Director of Family and Community Outreach for more details if you would like to participate.

### *Families' Right to Know*

Parents/guardians have the right to obtain information regarding the professional qualifications of student's classroom teachers including, at minimum, whether the teacher is licensed and certified for the grades and subjects assigned, if teacher is instructing with a waiver, and their educational background. Parents also have the right to know whether their child is provided services by a paraprofessional and, if so, their qualifications. This information can be requested through the Business Manager. The school will provide emergency or provisional status notifications to all families.

### *Notice to Families*

Dayton Leadership Academies is a community school established under Chapter 3314. of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school.



## ***Inclement Weather and Emergency Procedures***

Dayton Leadership Academies will follow Dayton Public Schools protocol in case of weather emergencies. If Dayton Schools are closed, the Dayton Leadership Academies will be closed. If Dayton Public Schools announces a late opening, the Dayton Leadership Academies will open late. If Dayton Public Schools announces an early closure, Dayton Leadership Academies will also close early. In the event of a weather emergency, before and/or after school programs will also be cancelled. Local television and radio will be notified of all emergency conditions.

Please keep in mind:

- ✂ If Dayton Public School Buses are running, your child will be transported accordingly.
- ✂ If students are typically picked up, they will remain at school until you or a designee arrives.
- ✂ Students will only be released to individuals identified on the School Authorized Pick-up Form.

The Dayton Leadership Academies may also close when Dayton Public Schools are not due to other conditions (i.e. electrical outages, plumbing, etc). Should an emergency or disaster arise in our area while school is in session, a detailed response plan is in place to effectively manage such situations. In these circumstances, please listen to local media announcements for instructions and do not telephone the school. Staff will call student emergency contacts as needed.

Students and staff are instructed in the procedures for severe weather and emergencies. Complete procedures are available from the school office. Your cooperation is necessary in any emergency. Please impress upon your children the importance of following directions given by school personnel and community authorities, especially in times of an emergency.

## ***Emergency Contacts***

When considering emergency contacts, please follow the following criteria when you authorize another person to pick up your child at school:

- ✂ He/she is 18 years of age or older;
- ✂ The student knows the individual;
- ✂ He/she is readily available and/or is usually home during the day;
- ✂ He/she is both aware and able to assume this responsibility
- ✂ He/she has a consistent working phone number.

***If contact information changes during the school year, please call or send a note to the school's main office. The staff will notify your student's classroom teacher.***

## ***Telephone Use By Students***

Students may use the school telephone in emergency cases only. It is the responsibility of the student to bring all necessary materials to school and to make arrangements for after-school activities in advance. This will alleviate students from calling parents.



## *Uniform and Dress Code Policies*

The students at Dayton Leadership Academies are required to be in uniform while attending school and at all school functions unless written notification is given by school officials. All students convey school pride and spirit in how they look.

- ✂ Students are encouraged to keep their uniforms neat and clean in appearance every day.
- ✂ Students must keep their hair combed and groomed (including afros, hair must be completely braided).

The following items are NOT permissible:

- ✂ Hair coloring/dye in several different bright “unnatural” colors.
- ✂ Belts that have a digital screen or large belt buckles.
- ✂ Mouth jewelry such as gold/platinum fronts, lip rings, tongue studs.
- ✂ Dangling necklaces or earrings, large bracelets, chains, or any item of jewelry that might become a safety hazard or distracting to others.
- ✂ Colored/logoed T-shirts or any item that might reflect gang related activities.
- ✂ Flip-flops, open toe shoes and shoes with wheels (“Heelys”).

Additionally,

- ✂ Male students are not allowed to wear earrings or studs.
- ✂ Shorts may only be worn between the start of school and September 15; and after May 15 through the end of the school year.

### **General Uniform Student Guidelines:**

**Solid White**, short or long-sleeved shirt/blouse with a collar and buttons. No logos or insignias.

- ✂ Shirts are to be tucked in throughout the school day.

**Undershirts and turtlenecks must be solid white.**

**Only a Solid Black or Navy Blue** sweater with no hood can be worn. No other pull over or jacket may be worn during the school day.

**Solid Black** belt *must* be worn with pants and/or shorts. No decorations or writings on the belt or buckle.

Junior Academy Students (6-8) **are required to wear black shoes and black ties.**

### **Kindergarten through Fifth Grade**

**Solid Navy Blue** jumper dress or skirt

(splits may be no higher than one inch above the bottom of the skirt).

**Solid Navy Blue** pants or shorts

(shorts must be knee length not to exceed one inch above or below the knee).

### **Sixth through Eighth Grade**

**Solid Black Tennis Shoes, Boots or Dress Shoes.**

**Solid White or Black** socks, leggings, knee socks or tights. No accents or designs are permitted.

**Solid Black** necktie or crisscross tie (must be traditionally tied and knotted).

**Knee length Khaki Tan** jumper or skirt

(splits may be no higher than one inch from the bottom of the skirt).

**Pants or Shorts Khaki Tan**

(must be knee length not to exceed one inch above or below the knee).

**Dark blue or black athletic shorts and a white or gray t-shirt** for physical education class.

*Teachers and administrators will enforce reasonable standards and reserve the right to ask students to remove distracting apparel, accessories, makeup and nail polish.*





# *Uniform and Dress Code Policies*

## Clarification

- ✂ Denim and sweats are not a part of the school uniform.
- ✂ All shirts/blouses must be tucked inside clothing.
- ✂ Skirts may not be rolled and must rest one inch above the knee or longer.
- ✂ Only loose fitting walking shorts may be worn (no boxers, athletic shorts, spandex).
- ✂ Pants should fit properly and rest at or above the waistline. **No sagging of pants will be tolerated.** Pants and shorts must be sized to fit the waist.
- ✂ Clothing must not be skintight.
- ✂ Sunglasses and hats may not be worn at any time in the school building.
- ✂ Only athletic shoes with non-marking soles are permitted during Physical Education and in the gymnasium.
- ✂ Students in grades 6-8 must leave all purses, book bags, and coats in the lockers during the day.
- ✂ Students in all grades must remove their coats, jackets, hats, etc. upon entering the classroom.
- ✂ Students must be completely dressed upon entering the school building and remain in full uniform at all times. Students not participating in sports activities must exit the building in full uniform (including dress shoes). Students are not permitted to change their clothes prior to exiting the building.
- ✂ If a child comes to school in an improper uniform he/she will be asked to call home and have a proper uniform brought to school.
- ✂ Students who are found in violation of the school uniform policy 3 or more times may be subject to disciplinary action and/or suspension.

## *Student Property*

Items of clothing such as jackets, backpacks, boots, hats, gloves, and sweaters should be labeled inside with the student's name to avoid loss and confusion. Abandoned articles are kept in the Lost & Found. Students are informed of these designated locations and they are posted on the Family Information Board near the front office. Students should not bring excess money, toys, or valuables to school. If money is required for field trips or fundraisers, students and parents will be notified. It is suggested that these funds be kept in a Ziploc bag or envelope so it does not get lost.

***The school will not assume responsibility for money, property or valuables either lost or taken.***

## *Field Trips*

Classroom teachers will plan occasional field trips for a specific educational purpose. In order to participate, students must have written parent/guardian permission. An emergency medical form must accompany the student and must be current. The teacher will also send home a notice and permission slip prior to the field trip to let parents know what is planned. If, for any reason, a parent does not wish his/her child to participate, arrangements can be made for the child to remain on the school grounds with another class. Sufficient adult supervision will always be present. Some field trips will need the parent/guardian to cover the costs. If you have any concerns please communicate them to the teacher. School uniforms will be worn on all field trips unless there is an exception made by the Principal.



# *Student Code of Conduct*

The Student Code of Conduct seeks to create a consistent set of expectations for student behavior at the Dayton Leadership Academies; outline the interventions and consequences for students who engage in inappropriate behavior; and reinforce positive behavior and provide students with opportunities to develop appropriate behavior skills.

The Student Code of Conduct is intended to address the entire spectrum of student misbehavior that may occur at school, on school property, and at school-sponsored functions. It also applies to actions of students during school hours, before and after school, on the bus, and while using any computer or technology device related to school activities. This guide outlines a range of appropriate responses for certain inappropriate behaviors. Poor academic achievement is not considered an act of misconduct. Therefore students will not be disciplined for poor academic progress or failure to complete assignments. The Student Code of Conduct applies to all students. However, discipline for students with disabilities will be administered in accordance with the procedures set forth by provided by Alliance Community Schools' guidance, the Individuals with Disabilities Education Improvement Act of 2004 and applicable Ohio laws.

Students who are suspended (in-school or out-of-school) or expelled from school may not participate in extracurricular activities or school-sponsored events during the period of the suspension or expulsion. However, students on suspension during the administration of state assessments shall be provided an opportunity to enter the school for the purpose of taking the test and may be allowed to participate in related test preparation activities upon the approval of the instructor. For violations that involve the improper use of computers or technology devices, the student may be subject to discipline pursuant to the Student Code of Conduct in addition to having privileges suspended.

A variety of interventions and consequences address student misconduct range from the least severe to expulsion. Before any intervention or consequence is issued, school officials shall consider all mitigating circumstances and shall ensure that the student receives due process. Mitigating circumstances include, but are not limited to, the following factors:

- ✂ The student's age, health, maturity, and academic placement;
- ✂ The student's prior conduct and behavior;
- ✂ The student's attitude;
- ✂ The level of parent/guardian cooperation and/or involvement;
- ✂ The student's willingness to make restitution; and
- ✂ The seriousness of the offense.

## *Rules, Procedures and Consequences*

Each House Team will develop its own set of rules which are based upon the rules set forth by the Dayton Leadership Academies. The classroom teacher will use a variety of methods and procedures which are effective with children to handle a majority of behavior infractions. When a student is having difficulty following any of the school rules, the classroom teacher will work with the student to help him or her comply with the rules. The Lead Teacher and/or administration may be approached for suggestions. The School Counselor and other Student Support Team members may also advise on the situation. If the situation is deemed serious enough, parents/guardians will be immediately contacted.

All incidents of inappropriate behavior will be documented on a Discipline Referral Form. By state





regulation this form will be kept on file by the homeroom teacher as well as by the administration. The tracking of behavior is important in the monitoring of a child due to the impact of behavior on academic performance.

Dayton Leadership Academies have a policy on the use of momentary physical interventions which might remove disruptive students from the classroom in order to maintain the safety of students and staff.

When this is necessary, options could include:

- ✂ Temporary placement in the Lead Teacher's classroom
- ✂ Temporary placement with another teacher, School Counselor, or Student Support Team Member
- ✂ Temporary placement with a member of the Administrative Team or the Office Manager.
- ✂ Out of School Suspension
- ✂ Emergency placement in an alternative school if the misconduct presents a serious and credible threat of harm to themselves of the Dayton Leadership Academies' community.

Policies on the use of Behavioral Interventions, Physical Restraints and Isolated Time-Outs are in place. These guidelines are available in the school's office.

## *Parent and Guardian Responsibilities*

Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and will not be disruptive to the school's education program. Parents/guardians shall provide the school with current information on how they will be contacted.

Cooperation between parents/guardians and the school is essential in assisting students to work to the best of their ability and achieve a good school experience. Parents/guardians have a responsibility to help maintain communication with the school by participating in school community activities such as Family and Civic Engagement meetings, attending scheduled individual conference and SLC appointments, and bringing matters of concern to the attention of the classroom teacher. Parents/guardians should report to school staff any information they have concerning illegal activities or any violation of school rules that threaten the health, safety or property of those that belong to the Dayton Leadership Academies' community.

## ***Level 1 – Inappropriate Behaviors***

These acts of misconduct include inappropriate behaviors in the classroom, on the school grounds, on the bus, and during school activities, such as the following:

- 1-1 Running, horseplay and/or making excessive noise
- 1-2 Leaving the classroom seat or bus seat without permission
- 1-3 Displaying any behavior that is disruptive to the group
- 1-4 Loitering
- 1-5 Failing to attend class, or arrive tardy to class, without a valid excuse
- 1-6 Persistent tardiness to school, class, or to the bus stop
- 1-7 Use of the school's network, computers, or technology for the purpose of accessing non-educational materials
- 1-8 Failure to do class assignments
- 1-9 Possession of portable electronic communication devices including cell phones and/or pagers, MP3 players, or interactive game device
- 1-10 Violating playground or lunchroom rules
- 1-11 Use of profanity, inappropriate language or suggestive actions
- 1-12 Violation of the uniform policy
- 1-13 Eating, drinking, or littering in non-designated areas, including the bus.
- 1-14 Riding skateboard, skates, or bikes on school property
- 1-15 Sharing Lockers

## ***Level 1 - Possible Interventions and Consequences***

*(Sanctions may be modified based on mitigating circumstances)*

- ✂ Teacher-Student Conference
- ✂ Removal of Pride Letters or SWIP penalty
- ✂ Documented phone call to parent with written correspondence sent home (Discipline Referral)
- ✂ Teacher-Student-Parent/Guardian Conference
- ✂ Student Behavior Contract
- ✂ Items will be confiscated and held by the School Administration.
- ✂ Teacher-Student-Resource Person-Administrator Conference
- ✂ Bus Suspension
- ✂ Confiscation of the skateboard, skates, or bike until after a parent can pick them up
- ✂ For misconduct on the bus, transportation suspension of 1 to 3 days
- ✂ Suspension of Dayton Leadership Academies' network privileges for improper use of the network for one to five days, in addition to any other disciplinary action listed
- ✂ Balance and restorative justice strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary.

***\* Repeated Level I infractions may increase to a Level II consequence***

## ***Level 2 – Inappropriate Behaviors***

Level two infractions are serious misconduct and/or disruptive behavior that will not be tolerated. It is mandatory that the parent/guardian be contacted regarding infractions at this level on a timely basis. This policy includes behavior in the classroom, on the school grounds, on the bus, and during school activities, such as the following:

- 2-1 Five documented discipline referrals or repeated level one infractions
- 2-2 Leaving the classroom or designated area without permission
- 2-3 Interfering with school authorities and programs
- 2-4 Misuse of the school's telephone or other school equipment  
(Example: Staff approval is required for telephone use)
- 2-5 Defying (disobeying) the authority of school or bus personnel
- 2-6 Use of the Dayton Leadership Academies network for the purposes of distribution or downloading non-educational material
- 2-7 Initiating or participating in any unacceptable minor physical actions/fighting
- 2-8 Leaving an assigned area to view a fight in process
- 2-9 Harassing or intimidating another student (bullying)
- 2-10 Operating any music or sound producing object
- 2-11 Failing to keep arms, legs, and head inside the bus and out of the bus aisle
- 2-12 Excessive mischief or violation of multiple rules

## ***Level 2 – Possible Interventions and Consequences***

*(Sanctions may be modified based on mitigating circumstances)*

- ✂ Consult with Lead Teacher/Administration
- ✂ Documented phone call to parent with written correspondence sent home (Discipline Referral)
- ✂ Student Behavior Contract
- ✂ Parent Shadow (parent will be required to attend class with the student)
- ✂ Emergency Removal from the school and/or bus
- ✂ Intent to suspend with mandatory parent/guardian conference - minimum 1 day school and 5 day bus suspension
- ✂ Items will be confiscated and held by the School Administration.
- ✂ Teacher-Student-Resource Support Person-Administrator Conference
- ✂ In-School or Out-of-School suspension of 1 to 5 days
- ✂ For misconduct on the bus, transportation suspension of 5 to 9 days
- ✂ Suspension of Dayton Leadership Academies' network privileges for improper use of the network for five to ten days, in addition to any other disciplinary action listed
- ✂ Repeated improper use of the Dayton Leadership Academies' network may result in suspension from DLA network privileges for up to one semester in addition to any disciplinary action listed
- ✂ Balance and restorative justice strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary.

***\* Repeated Level 2 infractions may increase to a Level 3 consequence***



## ***Level 3- Inappropriate Behaviors***

Level three infractions are more serious and are filtered through the Lead Teacher before being handled by the administration. At this level, the student's behavior was significantly dangerous or prior goals to alter prior behavior are not being achieved. This policy includes behavior in the classroom, on the school grounds, on the bus, and during school activities, such as the following:

- 3-1 Five or more documented discipline referrals
- 3-2 Leaving the school building without permission
- 3-3 Profane, obscene, indecent, and immoral or seriously offensive language or gestures, propositions, behavior, or harassment based on race, color, national origin, sex, gender, sexual orientation, age, race, religion, gender identity, gender expression or disability
- 3-4 Exhibiting, publishing, or using extreme profane, obscene, indecent, immoral, libelous, or offensive written materials, language, or gestures
- 3-5 Any act of physical or extreme aggression with the intent, or actual harm another - to include fighting
- 3-6 Willful destruction, including writing, on school or transportation property
- 3-7 Persisting in serious acts of disobedience or misconduct previously listed in this Code
- 3-8 Any behavior not otherwise previously listed, the commission of which is seriously disruptive to the educational process
- 3-9 Plagiarizing, cheating and/or copying the work of another student or source
- 3-10 Bullying behavior, assault, or threats to any individual
- 3-11 Use of the Dayton Leadership Academies' network or any information technology for any unauthorized purpose not previously listed
- 3-12 Throwing any object outside of physical education classes or organized instruction

## ***Level 3 – Possible Interventions and Consequences***

*(Sanctions may be modified based on mitigating circumstances)*

- ✂ Consult with Lead Teacher/Administration
- ✂ Documented phone call to parent with written correspondence sent home (discipline referral)
- ✂ Student Behavior Contract
- ✂ Emergency removal from the school for the remainder of the day
- ✂ Contacting the local authorities with possible charges to be filed
- ✂ Restitution and/or payment for damages
- ✂ Minimum 5 maximum 10 day school suspension
- ✂ For misconduct on the bus, a 10 day bus suspension
- ✂ Counseling (arranged for and provided by the parent/guardian)
- ✂ Items will be confiscated and held by the School Administration.
- ✂ Suspension of Dayton Leadership Academies' network privileges for improper use of the network for up to one semester, in addition to any other disciplinary action listed
- ✂ Teacher-Student-Resource Person-Administrator Conference
- ✂ Repeated improper use of the Dayton Leadership Academies' network may result in suspension from DLA network privileges for up to one year, in addition to any disciplinary action listed
- ✂ Balance and restorative justice strategies may be used where appropriate and approved by the school administration, provided that all participation is voluntary.

***\* Repeated Level 3 infractions may increase to a Level 4 consequence***



## ***Level 4 – Inappropriate Behaviors***

Level four infractions are most serious. At this level, the school has made every attempt to work with the student and their parent/guardian. Whether the behavior goals that were set have not worked or the severity of the action warrants this level of consequence. This policy includes behavior in the classroom, on the school grounds, on the bus, and during school activities, such as the following:

- 4-1 More than 1 Level 3 infraction
- 4-2 Use, possession or sale of a weapon, drugs, tobacco products, flammable or explosive devices
- 4-2 False activation of a fire alarm, tampering with safety equipment, or making bomb threats
- 4-3 Arson
- 4-4 Extortion
- 4-5 Vandalism or criminal damage to school or transportation property/equipment
- 4-6 Theft or possession of stolen property
- 4-7 Knowingly or intentionally using the Dayton Leadership Academies' network or Information Technology Devices to spread viruses
- 4-8 Aggravated physical or sexual assault to any individual
- 4-9 Operating a motor vehicle
- 4-10 Trespassing
- 4-11 Gang activity
- 4-12 Repeated suspensions

## ***Level 4 – Possible Interventions and Consequences***

*(Sanctions may be modified based on mitigating circumstances)*

For violations of Level 4 Inappropriate Behaviors, a student shall be suspended for five to ten days, and may be referred for expulsion and/or disciplinary reassignment. For offenses involving the improper use of the Dayton Leadership Academies' network or information technology devices, network privileges may be revoked for up to two years, in addition to other disciplinary actions available.

Many of the above behaviors require that the Dayton Police and/or Children Services are contacted. Any attempt at an illegal behavior is an illegal behavior itself and is included as punishable by this code.

## ***Zero Tolerance***

At Dayton Leadership Academies, we have a zero tolerance for:

- ✂* Willful physical injury to another (which includes fighting)
- ✂* Assaults on students or staff
- ✂* Possession of drugs, alcohol, matches, cigarettes, lighters, or other paraphernalia
- ✂* Possession of weapons or look alike weapons, including firearms and knives

***Consequences for these behaviors will involve suspension of the student and are possible grounds for expulsion.***



## *School Lockers*

Student school lockers and storage areas are the property of Dayton Leadership Academies and are assigned to Junior Academy students, and some 5th grade students, for their usage during the school year subject to the following conditions:

- ✎ Students cannot change to another locker without getting permission from the school.
- ✎ Dayton Leadership Academies encourage all students to place locks on their lockers to protect their personal property; however, the administration may remove these locks at any time if they deem it necessary for the safety and welfare of the student body.
- ✎ Locker doors should be closed when students are not at their lockers.
- ✎ Items left outside the locker will be picked up and secured in the school office.
- ✎ Students may not post anything outside their lockers without administrative permission.
- ✎ Decorations in lockers should be done in good taste and affixed with products that are easily removable.
- ✎ Students are responsible for their locker and could be fined for damage that is determined to be beyond normal wear and tear. This includes adhesive that is difficult to remove.
- ✎ The school administration has the right to search and/or inspect lockers and storage areas at any time, with or without reason or cause to do so, and with or without prior notification to the student.
- ✎ In performing any search/inspection of lockers and/or storage areas, school administrators may utilize police officers and devices or animals trained in locating particular items.
- ✎ Any illegal or prohibited items found in a locker or storage area will be confiscated and will result in appropriate discipline of the assigned student in accordance with applicable school policies.

## *Transportation*

Transportation is provided at no cost to all enrolled students at the Dayton Leadership Academies. Students are reminded that having the right to ride a school bus is a privilege that must be respected. Violation of safety rules can result in a student losing his/her bus privileges.

For those families living within the Dayton Public School District, transportation arrangements are initiated through DLA by contacting the Data Manager.

Questions regarding the status of bus pickups and arrivals should be addressed to the **Dayton Public Schools Transportation Office**. Their phone number is **937/542-4010**.

For those students riding **First Student Transportation**, questions regarding their routes should be placed to **937/279-0497**.

For families living in the Trotwood and Jefferson Township School Districts, please contact the school Main Office for guidance on how to register for transportation services.

Students are not allowed to take a bus not assigned to them, or go to an alternate address, without prior consent from the school and the transportation service. If the office has not received a note or a call from a parent letting us know that the student is NOT taking a bus on a given afternoon, the student will be required to take their assigned bus home. It is the parent/guardian's responsibility to notify the school office of any changes. We cannot act on the word of the student only.



## ***Bus and Transportation Service Rules***

Riding the bus is a **privilege, not a right**. Students must abide by the following rules and regulations at all times:

Dayton Leadership Academies Student Code of Conduct pertains to all student behavior while on the bus or at bus stops.

Students must arrive at the bus stop prior to its scheduled arrival.

A family member of Kindergarten students must be at the bus stop when students return.

Students must wait in a location clear of traffic and away from the bus stop.

Behavior at school bus stops must not threaten life, limb, or property of any individual.

Students must obey the driver promptly and respectfully.

Students must go directly to an available or assigned seat.

Students must refrain from eating and drinking on the bus (except as required for medical reason).

Students must remain seated, keeping aisles and exits clear.

Students must not put head or arms out of the bus windows.

Students must not use profane language.

Students must not have weapons, alcohol or drugs in their possession on the bus (except prescription medication which is properly labeled).

Students must not bring sharp or glass objects on the bus.

Students should operate music or use other sound producing objects.

Students must not throw or pass objects on or from the bus.

Students will not be permitted to ride another bus unless arrangements have been made in advance with the DPS Transportation Office, DLA Personnel, and the Parent.

Students must treat the bus, and all transportation equipment, with respect. Tampering with or damaging school bus property is a significant offense.

The bus driver is responsible for enforcing all safety rules. Students will be given a verbal warning on the first day of school, or the first day that the student rides the bus. Disorderly students will be reported to the school and parents will be contacted as necessary. Students must understand that any of the above behaviors distracts the driver from transporting students in a safe manner, endangers the public, and will result in bus suspension.

There are four types of infractions:

Level 1 — The student has an opportunity to think about their mistake, take responsibility for it, and make adjustments so it doesn't repeat which may include a suspension of up to 3 days.

Level 2 — Due to serious misconduct and/or disruptive behavior, the student will be suspended from bus transportation services for a minimum of 5 days.

Level 3 — The student's behavior was significantly dangerous, or three prior notices have not had an effect on their inappropriate behavior. A minimum bus suspension of 10 days will be enforced and a conference with the parent/guardian may be requested.

Level 4 — This is the most serious infraction. If the student's behavior has previously required 4 notices and/or the infraction was due to a complete disregard to the rules and endangers the public, the child will be suspended from the bus for the rest of the school year.

***Repeated inappropriate behavior will entail increased suspension time regardless of the level of infraction.***

Additional information on transportation policy and procedures are available in the school office. This information is also part of bus training students participate in each year.



## ***Free Breakfast and Lunch Programs***

Our school breakfast and lunch programs are available at NO CHARGE to all students every school day. Advance registration is not necessary. Meals served through the National School Lunch and Breakfast programs meet or exceed the USDA nutritional requirements. Menus are made available on a monthly basis. If students would like additional portions, these can be purchased for cash at the time of the sale or prepayments can be made at the school's main office. Students may not have extra portions if funds are not available. ***Please report all food allergy conditions, which must be verified with a physicians note) to the Health Clinic Coordinator***

The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity. Dayton Leadership Academies encourage the involvement of students, families, teachers, medical team, food service staff, and other interested persons in implementing, monitoring and reviewing school nutrition.

While students may bring their lunch and/or breakfast from home, families are HIGHLY discouraged from providing fast food, soda, and unhealthy snacks for their child.

## ***Cafeteria Procedures***

All students will be issued a student pin code to be used when they go through the food lines. Each student is expected to memorize this number and not share it with other children.

- ✂ All trash should be placed in the proper containers.
- ✂ Each student is responsible for the cleanliness of the space in which they are seated.
- ✂ Students should conduct themselves in a quiet manner.
- ✂ Food may ONLY be taken to the classroom if directed by a staff person.
- ✂ Students are expected to promptly follow directions given by supervising staff and cafeteria employees.
- ✂ Leaving the cafeteria during meal time for any reason must be approved by a staff member.

## ***Fresh Fruit and Vegetable Grant***

Dayton Leadership Academies have been awarded Fresh Fruit and Vegetable Grants. This program provides a small serving of a produce item in the afternoon to all children within the building. These fresh fruit and vegetables must be eaten in the classroom during the regular school day. Nutritional and educational information is available to classroom teachers as we emphasize and encouraging healthy snacking at home.

Please ask your student about their fresh fruit and vegetable experiences and consider purchasing their favorite items for your family to enjoy. Watch your Student Communication Folder or the DLA website for additional information and updates on this program.





## ***Food Allergy Protection***

Dayton Leadership Academies are committed to the safety and health of all students and employees. In accordance with this and pursuant to Ohio general law, the purpose of this policy is to 1) provide a safe and healthy learning environment, including to those with food allergies; 2) reduce the likelihood of severe or potentially life-threatening allergic reactions; 3) ensure a rapid and effective response in the case of an allergic reaction; 4) protect the rights of food allergic students to participate in all school activities.

Individual Health Care Plans (IHCP) and an Emergency Health Care Plan (EHCP) shall be developed for each student identified with any food allergy with potentially serious health consequences. The Health Clinic Coordinator will develop the IHCP and EHCP in collaboration with the student's professional health care provider, the parent/guardian, and the student (if appropriate). This shall be done within 7 days of admittance into the school or diagnosis. These plans will include preventative measures to help avoid accidental exposure to allergens and emergency measures. It may also include:

- ✂ Posting additional signs (e.g. in classroom entryways);
- ✂ Informing appropriate and relevant school employees, food service staff, transportation and activities staff
- ✂ Prohibiting the sale of particular food items in the school;
- ✂ Designating special tables in the cafeteria;
- ✂ Prohibiting particular food items from certain classrooms and/or the cafeteria;
- ✂ Completely prohibiting particular food items from the school or school grounds;
- ✂ Educating school personnel, students, and families about food allergies;
- ✂ Implementing particular protocols around cleaning surfaces touched by food products, washing of hands after eating, etc.

These measures shall be taken in accordance with the Dayton Leadership Academies' health and wellness policy and food safety policy. Plans shall also be developed for each staff member with a serious allergy. Confidentiality of students will be maintained to the extent appropriate and as requested by the family.

The Principal/school administrator in coordination with the Health Clinic Coordinator shall implement a protocol that is consistent with this policy and the IHCP and EHCPs when providing food during school and school-sponsored activities. These protocols will be reviewed and updated at least annually as well as after any serious allergic reaction has occurred. Signs shall be posted in a conspicuous place at every point of entry within the cafeteria advising when there are students with allergies to peanuts/tree-nuts. Designated staff will receive annual training on the signs and symptoms of anaphylactic shock, proper epinephrine auto-injector administration, adverse reactions, accessing emergency medical care, and preparation for movement and transport of the student. If trained school personnel are not available, any willing person may administer the epinephrine auto-injector. Individuals at risk for anaphylaxis shall be allowed to carry an epinephrine auto-injector with them at all times. If this is not appropriate, they can be kept in a conspicuous place where it is most likely to be used. Students may self administer if written in the IHCP with a physician's standing order.

## ***Immunizations***

Each student must have the immunizations required by law or have an authorized waiver. All immunizations must be on file within 15 days of the first day of school, or upon entry of school. Students who do not meet required immunization standards, or qualify for an exemption under State Law or Local Board of Education policy, will be excluded from school and all school activities until the required immunizations are obtained.



## Immunization Summary for Child Care, Head Start, Pre-School and School Attendance

VACCINES	<i>FALL 2012</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
<b>DTaP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<p><b><u>K</u></b> Four (4) or more of DTaP or DT, or any combination. If the fourth dose is properly spaced and administered after the 4th birthday, a 5<sup>th</sup> dose is not required.*</p> <p><b><u>1-12</u></b> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><b><u>Grades 7-9</u></b> One (1) dose of Tdap vaccine must be administered prior to entry.**</p>
<b>POLIO</b>	<p><b><u>K-2</u></b> Three (3) or more doses of IPV; the FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, 4 doses of either vaccine are required.***</p> <p><b><u>Grades 3-12</u></b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<b>MMR</b> Measles, Mumps, Rubella	<p><b><u>K-12</u></b> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p>
<b>HEP B</b> Hepatitis B	<p><b><u>K-12</u></b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<b>Varicella</b> (Chickenpox)	<p><b><u>K-2</u></b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose 1; however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p><b><u>Grade 3-6</u></b> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- \*Recommended DTaP or DT minimum intervals for Kindergarten students: four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid. Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- \*\*For 7<sup>th</sup>-9<sup>th</sup> grade: If one dose of Tdap was part of the initial series, another dose of Tdap will not be required. For students who entered 7<sup>th</sup> grade in 2010 or 2011, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of interval since the last tetanus- or diphtheria-toxoid containing vaccine.
- \*\*\*The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.
- For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for Child Care, Head Start, Pre-School and the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.



## *Medical and Health Related Services*

A full-time Licensed Nurse Practitioner, who works half days at both campuses, serves as our Health Care Clinic Coordinator to handle first aid for accidents, illnesses, and emergencies while also supporting the health and educational success of students. Individualized Health Plans for specific health concerns such as asthma, seizure, severe allergy reactions, and food allergies are also managed and implemented by the Health Clinic Coordinator.

It is preferred that medication be given at times OUTSIDE of school hours. Parents who would like their student to take over-the-counter medications at any time (to include Tylenol, cough syrups, etc) will require a note from a physician. Medicine must be in its original packaging and brought to school by an ADULT.

Any student who must take medication (prescription or over-the-counter) at school must have completed and on file in the Health Care Clinic Coordinator's Office a signed ***Request for the Administration of Medication at School Form*** prior to bringing the medication on campus. Dayton Leadership Academies' medication procedure and request for administration forms are available in the Health Care Clinic Coordinator's Office. Parent/guardian shall assume responsibility for informing the Health Care Clinic Coordinator of any change to the student's medication in writing.

Dispensing medication will be conducted by the Health Clinic Coordinator or designated school personnel if the following conditions are met:

- ✦ A written request is signed by the parent/guardian and presented to the Health Clinic Coordinator or School Office Manager.
- ✦ A statement by the prescribing physician must accompany the written request which includes 1) student's name and date of birth, name of the drug, times which it is to be administered, beginning and end date of the drug, adverse reactions that might be present, physician phone numbers for emergency reactions, instructions and storage of the medication.
- ✦ Parents/guardians can give their consent for disbursing acetaminophen (generic Tylenol), ibuprofen (generic Advil) or antacid if the Over-the-Counter Medications Form is completed. These are the only medications the school provides. Consent by phone is not accepted.

Students may not carry over-the-counter or prescription medication for self administration except a meter-dose inhaler, dry-powder inhaler, and/or Epi-pen. In these instances, an Individual Health Care Plan and Emergency Health Care Plan must be developed with the Health Care Clinic Coordinator.

Ohio State Law (ORC 3313.712) requires that a parent/guardian complete an Emergency Medical Authorization Form each year. The purpose of this form is to make it possible for the parent to authorize emergency treatment for a student who becomes ill or injured while in the school's care. If, in the opinion of the Health Care Clinic Coordinator or other school official, the accident or illness is serious, the Dayton Emergency Medical Team will be contacted. Every effort to reach a parent/guardian will be made; therefore, it is important that the form be kept up-to-date with the correct telephone number and address.

Parents are encouraged to see that their children have physical and dental examinations before entering school as preventative care. The Health Care Clinic Coordinator, Principal, or Special Education Coordinator may suggest that you take your child to a physician during the school year.

Dayton Leadership Academies may conduct general health assessments, body mass index, vision, hearing, general dental, and/or scoliosis exams during the year. If testing is out of normal limits, a physician referral will be mailed home. Parents must follow-up with a physician if a referral is made.



## *Sick Children Policy*

The below is a brief guideline of when children must remain home, or will be sent home, due to health related conditions:

- ✂ Fever 100 degrees or greater (without fever medication in them)
- ✂ Contagious illness such as strep throat, flu, chickenpox, staph infections, illness with fever causing chills, sweating and muscle aches
- ✂ Note: Students may return to school after at least 24 hours of being fever free (without medication use) or have been on an antibiotic for 24 hours
- ✂ Vomiting or diarrhea: students may return to school from 12-24 hours after the last episode
- ✂ Red or pink, itchy eyes with crusty and/or yellow drainage. May return to school when no drainage is present and/or antibiotics have been given for 24 hours (this may require a physician note).
- ✂ Any contagious viral or skin condition

The Health Care Clinic Coordinator, in her professional role, reserves the right to dismiss students who are determined to be contagious or are too ill to remain in school. This ensures the physical safety of all Dayton Leadership Academies' students and staff. Confidentiality is maintained at all times within the school. A family member must make arrangements to pick up a sick child within one hour of a call from the Health Care Clinic Coordinator or the Office Manager.

***Please call the Main Office before 8:30 am each day your child will be out of school due to illness. Students who have been absent 3 or more days will require a doctor's note to return to school and/or to allow them to resume normal activities.***

## *Grading System*

A grade is a mark given to the student that shows their academic performance in a particular subject. It is also a means of showing a pupil and their parent the teacher's estimate of work accomplished. Parents are encouraged to assist students with homework assignments and educational opportunities after school hours.

Teachers use the following grade weights for evaluating academic progress:

### **Kindergarten-5<sup>th</sup> Grade**

Homework	15%
Classwork	20%
Participation	20%
Quizzes	15%
Tests	30%

### **6<sup>th</sup> Grade - 8<sup>th</sup> Grade**

Homework	15%
Classwork	25%
Quizzes	25%
Tests	35%

The marking system used by teachers in Kindergarten through Grade 8 is as follows:

90%—100%	A	Exemplary
80% — 89%	B	Proficient
70% — 79%	C	Beginning
60% — 69%	D	Developing
Below 59%	F	

If there is a question regarding your child's grade, please contact the appropriate teacher.



## *Special Education Support*

Special Education is an integral part of our school. Teachers will develop differentiating instruction for all types of learners in partnership with the Special Education Support teachers.

Special Education support is conceived to address the unique needs of individual students. It is not restricted to students with disabilities. High achievers can also benefit from quality educational practices that focus on differentiation.

In Ohio, *Whose IDEA is This? A Parent's Guide to Individuals with Disabilities Education Improvement Act of 2004 (IDEA)* serves as the procedural safeguards notice. Dayton Leadership Academies will provide the parents/guardians of a child with a disability a copy of this guide at the time of referral or request for evaluation once a year, and at the request of a parent/guardian. Please contact the Director of Special Education or see our website if you are in need of a copy of the guide.

## *Special Education Policy Statement*

Dayton Leadership Academies ensures that free appropriate public education (FAPE) is made available to all children with disabilities between the ages of 3 and 21, inclusive, in accordance with IDEA and the Operating Standards.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- ✦ has a mental or physical impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeking, hearing, breathing, learning)
- ✦ has a record of such an impairment, - or -
- ✦ is regarded as having such impairment. [34 CFR 104.3(j)]

In order to fulfill obligations under Section 504, Dayton Leadership Academies is responsible for nondiscrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability shall knowingly be permitted in any of the programs and practices of the Dayton Leadership Academies.

Dayton Leadership Academies takes steps including the provision of supplementary aides and services determined appropriate and necessary by the child's IEP team, to provide academic, non-academic and extracurricular services and activities in the manner necessary to afford children with disabilities an equal opportunity for participation in those services and activities as provided to students without disabilities.

Parents/guardians may access the Dayton Leadership Academies' complete written policies and procedures from the Director of Special Education.



## *Retention Policy*

The Dayton Leadership Academies expects and has confidence that the professional staff will place students at the best level suited for them academically, socially and emotionally. Students normally will progress at the level commensurate with their achievement and/or social and emotional development. A “No Automatic Pass” policy went into effect during the 2008-2009 school year.

Students will be evaluated with the following criteria to be considered for retention in the current grade:

- Academic performance
- Student has an attendance rate of 92% or below
- Students in grades 3-8 who did not score proficient in reading or math on the Ohio Achievement Test
- Students who have at least 10 days of out-of-school suspension

**\* By Ohio State Law, 3rd Grade students who do not score proficient or better on the Ohio Achievement Reading Assessment will be required to participate in the DLA Summer Program.**

## *Extracurricular Activities*

Extracurricular activities are an important part of student development and experience. Activities are posted on bulletin boards and are included in classroom announcements. Frequently, notifications will be sent home and posted to the DLA website. A signed parent/guardian permission form, or athletic extracurricular agreement card, must be returned to your child’s teacher in order for the student to participate. Interscholastic athletes must have an updated medical and emergency form on file. Dayton Leadership Academies/Alliance Community Schools assumes no legal or financial responsibility in providing student accident insurance. Students shall have proof of medical insurance coverage before being permitted to participate in athletics/activities.

Some extracurricular events may include:

- |  |                                |
|--|--------------------------------|
| ✂ Sports: Basketball, Track, Volleyball,<br>Cheerleading, Club Soccer, Club Tennis | ✂ Environmental Programs       |
| ✂ Junior Honor Society   | ✂ Fine Arts Groups             |
| ✂ Student Council  | ✂ Boy and Girl Scouts          |
| ✂ YWCA Girl’s Inc  | ✂ Rites of Passage Program     |
| ✂ Career Club  | ✂ Student Newspaper            |
| ✂ Talent and Fashion Shows   | ✂ Book and Writing Clubs       |
|  | ✂ Community Service Activities |

Participation in extracurricular activities is a privilege and may be withheld from students for poor academic performance and/or frequent discipline referrals. Students under suspension who attend extracurricular events may be considered as trespassing. In order to be eligible for athletic programs, the student must be currently enrolled and maintain a minimum 2.0/C Grade Point Average and be required to meet the weekly eligibility standards. Grading period failures in any class render the student ineligible for the subsequent grading period.

Due to the rising costs of extracurricular and athletic programs, some will require a participation fee. Each sport is subject to an athletic fee. Students must pay the fee prior to the first activity or they will not be permitted to continue. Please see the Extracurricular Code for more information.

## *School Dances*

As with extracurricular events, school dances SWIP and PRIDE Parties are privileges and may be withheld from students due to misconduct. School dances and PRIDE Parties will be held during school hours and outside guests are not permitted.

## *Eighth Grade Activities*

Beginning March 1, all 8th grade students must adhere to the participation requirements in order for them to participate in recognition activities, the 8th Grade Picnic, the 8th Grade Dinner Dance and/or other special activities:

- All outstanding school fees are paid in full. School fees may include: library dues, lost/damaged text books, participation fees and/or athletic equipment charges.
- Students who incur one suspension will not participate in the recognition ceremony and certificates will be mailed home. Also, students who receive five write-ups during the 4th quarter will not be allowed to participate.
- Students who miss three or more ceremony rehearsals (during the school day) will not be able to attend the ceremony and certificates will be mailed home.

A reminder letter will be sent out to parents before the beginning of the 4th quarter as a reminders and acknowledgement of this policy. This letter must be signed and returned. Any student who is excluded from participation due to behavior will not receive a refund of **any monies paid** for activities.

## *School Ceremonies and Observances*

Dayton Leadership Academies believe that special recognition should be given to national holidays. The Principal will encourage appropriate observances of these holidays, which have become part of the American heritage. These observances may, in some instances, be in the form of a school assembly, while in other instances may be a part of the classroom work.

### **Religious Holidays and Observances**

The public schools must be neutral in matters of religion. The schools must show no preference for one religion over another. They must refrain from the promotion of any religion or all religions; consequently, no religious celebrations may be conducted by the public schools.

"Religious celebration" is defined as: 1. Formal observance, including worship or religious services of any kind, whether or not conducted by a clergyman. Religious observances cannot be justified by the fact that the majority of students or individuals in a given community happen to approve of the practice or by the fact that individual students may absent themselves upon parental request; 2. the display of religious objects or symbols, except those that are integral parts of a short-term study in the curriculum, such as art, history, etc., or the presentation of religious music, except to the extent that such music is presented for its musical content rather than its religious content. 3. A program or observance related to a religious holiday in theme or timing should be evaluated as to its purpose and effect. If either the purpose or the effect is judged to be religious rather than secular, the activity should not be undertaken. 4. The school should avoid any activity, display or exhibit that promotes or gives its approval to religious matters.

### **Patriotic Exercises**

One's appreciation of country is promoted by the ceremonies and observances held in the schools and that the United States flag is a symbol of our democratic heritage, ideals and freedom. Saluting the flag and reciting daily the Pledge of Allegiance helps students to learn and to reinforce these principles. All students should have the opportunity to recite the Pledge of Allegiance during the school day at a time



and manner specified by the Principal. We recognize that beliefs of some persons prohibit participation in the Pledge, the salute to the flag or other opening exercises. Such persons are excused from participation and will be protected from intimidation by other students or staff for the purposes of coercing participation.

*U.S. Const. Amend I, Establishment Clause, The Elementary and Secondary Education Act; 20 USC 1221 et seq. ORC 3313.601; 3313.602; 3313.76-77*

## ***Veteran's Day***

Veterans Day is a Federal holiday observed officially on November 11. The Veterans Day National Ceremony, like most ceremonies around the nation, is held on Veterans Day itself. Veteran's Day is the day set aside to thank and honor those who served honorably in the military. In fact, Veterans Day is largely intended to thank living veterans for their service, to acknowledge that their contributions to our national security are appreciated, and to underscore the fact that all those who served - not only those who died - have sacrificed and done their duty. The Executive Director and Principal will encourage teachers to download the Teacher's Guides available at US Department of Veteran Affairs.

## ***Financial Literacy Policy***

Dayton Leadership Academies/Alliance Community School Board of Education believes in and supports the importance of teaching financial literacy and college and career readiness in middle grades (7th and/or 8th grade). We believe that preparing students for post secondary education, equipping them with the prerequisite skills needed for a successful career, and teaching students to become financially literate, including the ability to read, analyze, manage and communicate about the personal financial conditions that affect material well-being, will position them for success in later life.

## ***Library Media Center Usage***

Students will be encouraged to read a variety of books at their reading level. The use of the library will be determined by classroom teachers and coordinated through the Director of Academics.

Computers: The library computers are for student and staff use. Students must follow acceptable use policy for all technology in the building. No personal email or games are permitted. Food and drinks are not allowed.

***All individuals are expected to keep low voices at all times while in the library.***

## ***Textbooks***

Students are responsible for proper care of textbooks. If a student defaces, damages, or loses a textbook, there will be a charge. Book covers on textbooks are encouraged and may be required by individual teachers (a paper grocery bag will suffice). Students should inspect their textbooks when issued and report any damage to their teacher immediately. Students that loan their textbook to another student are held responsible if the student loses their textbook. Most textbooks are required to stay on the school grounds with the exception of some used at the Junior Academy level or upon specific request from a parent to the Director of Academics.





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

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events and extends to violence or harmful behavior which occurs within a dating relationship or is electronically transmitted. A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

Harassment, intimidation, or bullying means any deliberate or intentional gesture, or any deliberate or intentional written, verbal, graphic or physical act or threat that a student, or group, has exhibited toward another Student or Staff member and the behavior has one or more of the following effects:

- mental or physical harm to a Student or Staff member;
- damages a Student's or Staff member's property;
- places a Student or Staff member in reasonable fear of harm to the Student's or Staff member's person;
- places a Student or Staff member in reasonable fear of damage to the Student's or Staff member's property; and
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a Student or Staff member.

The School prohibits acts of cyber-bullying, which is a sub-set of bullying and involves the use of information and communication technologies (including but not limited to e-mail, cell phone and pager text messages, blogs, Twitter, Instagram, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites) to support deliberate, repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or on the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Some factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following:

- whether the behavior created material and substantial disruption to the educational process or School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences;
- whether the behavior creates a substantial interference with a Student's or Staff member's safety or right to educate and receive education;
- whether the behavior invades the privacy of others; or
- whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber bullying that they require a response at the classroom, School building or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion.



All School employees, volunteers and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. The Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, and the reported incident has been substantiated, the parent or guardian of any student involved in the prohibited incident shall be notified and to the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) have access to any written reports pertaining to the prohibited incident. The School will maintain, via the education management information system, information regarding the number of incidents of harassment of Students against other Students that violates this policy.

All School employees, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy. The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures. Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct. The School may also provide training, workshops, or courses on this policy to school employees and volunteers who have direct contact with students.

Semiannually, a written summary of all reported incidents will be presented to the Board. Additionally, a summary of this information will be posted to the school's website.

*R.C. §§ 3301.0714(B)(1)(p); 3313.666, 3313.667*

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

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

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



## ***Homeless Children***

According to the McKinney-Vento Homeless Assistance Act (Subtitle B—Education for Homeless Children and Youth), the term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence including (a) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (b) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings; (c) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard house, bus or train stations, or similar settings; (d) migratory children.

Children and youth in homeless situations will be provided services comparable to those received by other students including transportation to and from their school of origin to the extent possible. The Director of Family and Community Programs is the liaison for students in homeless situations and will assure that the rights of homeless students are protected and students have the opportunity to reach the same high academic standards expected of all students.

Immunizations, guardianship, residential status or other documentation will not be barriers to immediate enrollment of students in homeless situations. Where appropriate, the enrolling school or office will refer the parent/guardian to the Director of Family and Community Outreach for assistance in obtaining needed documentation. Director of Family and Community Outreach will also assist unaccompanied youth with placement and enrollment choices.

## ***Non-Discrimination Policy***

In accordance with Federal Law and the US Department of Agriculture, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, gender or disability. It is our policy to provide a free and appropriate education to each student, including those with disabilities, within the school’s jurisdiction. It is the intent of the Dayton Leadership Academies that learners who have disabilities within the definition of section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate education service.

Dayton Leadership Academies recognize that maintaining a school of origin and a regular, mainstream environment has a positive impact on the academic achievement of students in homeless situations. Therefore, every effort will be made to eliminate, to the extent possible, any barriers that limit equal access to education programs and services, or limit the opportunity for students in homeless situations to reach high standards.

The Dayton Leadership Academies/Alliance Community Schools, Inc. is an equal opportunity provider and employer.



# ***Child Find Policy***

The Child Find Policy of the Dayton Leadership Academies has been established to set forth requirements of the Ohio Department of Education to ensure that all children with disabilities, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated as required by the Individuals with Disabilities Education Improvement Act (IDEA), as amended by the IDEA Act of 2004 and federal regulations at 34 C.F.R. Part 300 (October 13, 2006) pertaining to Child Find, including the regulations at 34 C.F.R. 300.111 and 300.646 (October 13, 2006).

## **Article II—Screening of Students**

Prior to the first day of November of the school year in which a student is enrolled for the first time in either kindergarten or first grade, the student shall be screened for hearing, vision, speech and communications, health or medical problems and for any developmental disorders. If the results of any screening reveal the possibility of special learning needs, The Dayton Leadership Academies shall conduct further assessment in accordance with Chapter 3323 of the Revised Code. DLA may provide any of the elements of the screening program itself, contract with any person or governmental entity to provide any such elements, or request the parent to obtain any such elements from a provider selected by the parent. If DLA conducts hearing and vision screening itself or contracts for hearing and vision screening, such screening shall be conducted pursuant to sections 3313.50, 3313.69, and 3313.73 of the Revised Code. DLA shall provide parents with information about the screening program. If DLA chooses to request parents to obtain any screening services, it shall provide lists of providers to parents together with information about such screening services available in the community to parents who cannot afford them. Any parent requested to obtain any screening services may sign a written statement to the effect that he does not wish to have their child receive such screening.

## **Article III—Policies and Procedures**

DLA shall work with Ohio Department of Education to ensure that all children with disabilities residing in the state, including children with disabilities who are homeless children or are wards of the state, and children with disabilities, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated; and a practical method is developed and implemented to determine which children are currently receiving needed special education and related services.

The following provisions apply with respect to implementing the Child Find requirements: The Ohio Department of Education has adopted in rule 3301-51-11 of the Administrative Code a definition of “developmental delay” under 34 C.F.R. 300.8(b) (October 13, 2006) and under that section has determined in rule 3301-51-01 of the Administrative Code that the term applies to children aged three through five years; DLA is not required to adopt and use the term developmental delay for any children within its school. If DLA uses the term developmental, DLA shall conform to both the state’s definition of that term in rule 3301-51-11 of the Administrative Code and to the age range of three through five years of age which is the age range subset that has been adopted by the ODE in rule 3301-51-01 of the Administrative Code.

Child Find must also include Children who are suspected of being a child with a disability under the definition of child with a disability in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code and in need of special education, even though they are advancing from grade to grade; and highly mobile children, including migrant children. Nothing in the IDEA requires that children be classified by their disability so long as each child who has a disability that is listed in the definition of child with a disability in paragraph (B)(10) of rule 3301-51-01 of the Administrative Code and who, by reason of that disability, needs special education and related services is regarded as a child with a disability under Part B of the IDEA.

## **Article IV—Data Reporting**

DLA shall maintain an education management information system and submit data to the Ohio Department of Education pursuant to rule 3301-14-01 of the Administrative Code. The collection and use of data to meet the requirements are subject to the confidentiality requirements contained within The Dayton Leadership Academies' Privacy Law Policy.



## ***Missing Child Policy***

Dayton Leadership Academies believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of initial entry to school shall present the enrollment specialist an official copy of a birth certificate and records maintained at the prior school the most recently attended. If the student does not present the required documents, the school the child transferred from will be contacted directly by DLA. If that district has not record on file or does not send the records within 14 days, the Principal shall notify the police department having jurisdiction in the area where the student resides of the possibility that this might be a missing child.

The primary responsibility for supervision of a student rests with their parent(s), guardian(s), or legal custodian. DLA will provide the assistance it can to assist with this responsibility. The school must be notified on a day when a student is absent. The school will also notify a student's parents, guardian, legal custodian, or other person responsible when a student is absent from school. Phone calls will be made or notice shall be mailed to the child's residence on the same day that the student is absent. ***It is essential that the school is provided with current home, work, and/or mobile numbers, home addresses, and emergency contacts at all times.***

## ***Compulsory School Age***

Children enrolled in Kindergarten, and those between the ages of 6 and 18, are considered to be of compulsory school age. No child shall be admitted to a kindergarten or first grade unless the child is five or six years of age, respectively, by the thirtieth (30<sup>th</sup>) day of September within the year of admittance. Alliance Community Schools has established ODE's Full Diagnostic Measurement for Kindergarten as the comprehensive screening instrument to assess developmental readiness skills for those who request admittance but are not of the appropriate age. *ORC 3321.01*

## ***Homeschooled Children***

If a parent has been home-educating a child (which was approved by the previous school district) and decides to enroll the child into Dayton Leadership Academies, the parent must provide one of the following as an academic assessment of the child's progress over the previous school year:

- Certified standardized achievement test results demonstrating reasonable proficiency; or
- A written narrative from a certified teacher or other person mutually agreed upon by the parent and Executive Director, indicating that a portfolio of the child's work has been reviewed by that person and that the progress demonstrated for the year is in accordance with the child's abilities; or
- An alternative assessment mutually agreed upon by the parent/guardian and Executive Director.

The Executive Director will determine the appropriate grade level placement of the child and will evaluate which grades will be applied towards the district's requirements for promotion.



## ***ESEA Flexibility Waiver***

On May 29, 2012, the United States Department of Education (USDoE) granted the Ohio Department of Education (ODE) a waiver of several provisions of the No Child Left Behind Act of 2001 (NCLB). Notice to Parents regarding School Improvement Status, Public School Choice, and Supplemental Educational Services requirements have been waived. A memo detailing this information is available on our website or in the Main Office. Additional information concerning Ohio's ESEA Flexibility Waiver application and other waiver provisions can be found on the ODE website <http://www.ode.state.oh.us> and USDoE's flexibility webpage <http://www.ed.gov/esea/flexibility>.

## ***No Child Left Behind***

No Child Left Behind (NCLB) affords any organization or individual the right to file a signed, written complaint if the school has violated a state or federal law, rule, or regulation applicable to any covered federal programs as designed by the U.S. Department of Education and the Ohio Department of Education (ODE).

If you have a complaint about the school, parents should contact the Principal or Executive Director. In many cases, problems can be resolved quickly. If a complaint cannot be resolved, these discussions will help clarify the issues for ODE so that a complaint can more quickly be considered, investigated (as necessary) and resolved according to these ODE procedures.

Written, signed complaints to ODE must 1) describe the pertinent facts; 2) identify the alleged violation of the state or federal law, rule or regulation; and 3) recommend how the individual would have ODE resolve the issue. Complaints must be mailed to ODE at the following address:

Ohio Department of Education  
Office of Federal Programs  
Attention: Complaint Coordinator  
25 South Front Street, MS #404  
Columbus, OH 43215-4183

ODE will issue a letter of acknowledgement to the individual and contact the school via telephone call or written communication. ODE will strive to resolve all complaints within 60 days of receipt

You may request the full ODE Complaint Procedures guidelines from the school's Main Office or visit the school's website for more information.

## ***Student Directory***

Alliance Community Schools, doing business as the Dayton Leadership Academies, has determined that student directory information be limited to student names and grade levels. The following resolution represents the Board's intent. Under state and federal privacy laws, Alliance for Community Schools designates and releases directory information according to ACS' determination of what is directory information. The district does not include student addresses or phone numbers as directory information.



## *Family Educational Rights and Privacy Act (FERPA)*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:  
The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.

*Parents or eligible students should submit to the Principal a written request that identifies the record they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.*

The right to request the amendment of the student’s education records that the parent or eligible student believes inaccurate.

*Parents or eligible students may ask the school to amend an inaccurate record by submitting a written request to the Principal clearly identifying the part of the record they want changed and the reasoning for doing so. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing.*

*Additional information regarding the hearing procedures will be provided at that time.*

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

*Disclosure to a school official with legitimate educational interests is permissible under the law without consent. A school official is a person employed by The Dayton Leadership Academies, Fordham Foundation, or Alliance Community Schools in the position of administrator, supervisor, instructor, support staff member, medical staff, school board member, or law enforcement. A person or company with whom the school has contracted to perform in an official role or service for the benefit of the student is also included. We do forward educational records to other schools that are requested when a student seeks or intends to enroll—this requires a parent/guardian signature for release from that school.*

The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Dayton Leadership Academies to comply with the requirements of FERPA. The address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Parents have the right to submit a written request to the Principal, preferably within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, Booster organizations, the media and military recruiters. According to Ohio Revised Code, public schools are prohibited from releasing directory information to third parties who intend to use the information for profit making ventures. The written request or any questions should be directed to the Principal.

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.



## ***Rights Under the Protection of Pupil Rights Amendment (PPRA)***

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18, or eligible students, certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

***Consent before students are required to submit to a survey*** that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education -

- ✂ Political affiliations or beliefs of the student or student’s parents
- ✂ Mental or psychological problems of the student or student’s family
- ✂ Sexual behavior or attitudes
- ✂ Illegal, anti-social, self-incriminating, or demeaning behavior
- ✂ Critical appraisals of others with whom respondents have close family relationships
- ✂ Legally recognized privileged relationships, such as with lawyers, doctors or ministers
- ✂ Religious practices, affiliations or beliefs of the student or parents, or
- ✂ Income, other than as required by law, to determine program eligibility.

***Receive notice and an opportunity to opt a student out of:***

- ✂ Any other protected information survey, regardless of funding
- ✂ Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under State law.

***Inspect upon request and before administration or use:***

- ✂ Protected information surveys of students
- ✂ Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes, and
- ✂ Instructional material used as part of the educational curriculum.

Dayton Leadership Academies has adopted policies in consultation with parents regarding these rights, and makes arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, and use of personal information. Parents will be provided an opportunity to review any pertinent surveys.

Parents/eligible students who believe their rights have been violated may file a written complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
Maryland Ave, SW  
Washington, DC 20202-4605





# *Integrated Pest Management*

A knowledgeable person or company competent to carry out pest management duties finds the origin of a pest problem or potential problem. Pest problems are prevented by routine monitoring, identification of potential pest problems and through education of the school community. When necessary, habitat modification is used to discourage pests from an area. The individual/company responsible for the School's IPM program routinely inspects the building, including entrances, food/water storage sites and restrooms for pest activity. The individual/company responds to complaints reported by students, staff, parents or other school community members.

## **Education and Training**

Everyone in a school community plays a role in pest management. Students, staff and other stakeholders are provided with the information necessary to implement the IPM program successfully. The IPM policy is distributed to students and staff in School handbooks and to any individual/company hired to carry out pest management duties. Education and training programs address common human habits and other cultural practices which may be pest conducive.

## **Approved Least Toxic Chemical Use**

Nontoxic methods of pest control are preferred. When applicable, the School uses environmental, cultural, mechanical and sanitation controls as the primary sources of pest control. If nontoxic methods of pest control fail or are impractical, the least toxic chemical pesticide that is effective is used. Application techniques that minimize exposure are approved prior to being used. Only trained and qualified workers handle and apply the pesticides. A record of all chemical pest control treatments is kept for at least a three years. All records are made available upon request to the general public, the Ohio Department of Agriculture- Section of Pesticide Regulations and the board of health upon request.

## **Pre-notification**

Whenever possible, pesticides are administered during non-instructional periods and/or during school breaks. If it becomes necessary to administer pesticides during times school is in session, the administration provides notice to affected persons (parents or guardians of minor children, adult students, faculty and staff who are enrolled or employed at the school), prior to the date and time of the pesticide application. The notice includes the date, time and location of the application, the name of the product being used and the telephone number to contact the school/company for more information.

The following specific regulations are used by School staff and contractors when pesticides or alternative pest-control products are used:

- ✦ An Integrated Pest Management Program (IPMP) is developed and implemented to reduce the use of pesticides. Lawn care standards including mowing height and frequency, aeration, over seeding and fertilization are implemented to improve turf grass density and reduce weed growth.
- ✦ Structural and lawn chemicals such as insecticides, herbicides and fertilizers are chosen with as low a level of toxicity as practical. The least toxic or organic formulation with the safest method of application is selected when there is a choice of products with comparable cost and effectiveness. Products labeled "caution" are to be preferred over products labeled "warning" or "danger."
- ✦ Long-term storage of chemicals is kept to a minimum. Since many chemicals lose effectiveness with storage, and storage further increases risk, only enough of the product for a given application is purchased. All materials are stored in accordance with label instructions. All products and application equipment are stored in a separate facility away from classrooms and food preparation or storage areas. Storage facilities are kept inaccessible to students and the general public and are clearly marked as pesticide storage areas.
- ✦ All chemicals have complete label instructions and remain in the original containers until used. Material Safety Data Sheets (MSDS) and sample labels for lawn chemicals are kept on file in the

- School and are readily available to anyone who must handle such materials or who may be exposed to the product. Structural pesticide labels and MSDS are filed in the School as well.
- ✦ All applications of pesticides and fertilizers are made in strict compliance with the label instructions, and under no circumstances do the product concentrations exceed those specified in the application instructions.
  - ✦ An annual written plan of seasonal applications is distributed to building administrators and kept on file in the School. The plan contains the following information:
    - the season of the application;
    - the purpose of the application;
    - the product to be used;
    - the formulation of the product;
    - an estimate of the amount of product to be used;
    - the School site and specific area to be treated;
    - the type of equipment to be used and
    - any requirements necessary to comply with the Ohio Department of Agriculture and the Ohio Environmental Protection Agency regulations, including any warning or notification signs.
  - ✦ All chemicals and organic products are applied at times that individuals are not in the immediate area or scheduled to use School facilities within the restricted entry limitations identified on the product label.
  - ✦ When applying chemicals for seasonal applications a sign is posted on each affected site seven days prior to the target application date identified. The sign includes a phone number to call to request additional information.
  - ✦ Treated school grounds are posted with a sign identifying the date and time of the application, product used and re-entry date and time. Signs remain posted for 24 hours after the expiration of the re-entry date and time.
  - ✦ Records are kept in the School following each application and contain the following information:
    - name of certified applicators supervising the application and name of trained service technicians making application;
    - application and re-entry dates;
    - School site and specific areas treated;
    - pests controlled;
    - trade name (brand name) and EPA registration number of chemicals used;
    - total amount of each chemical used;
    - rate of application and concentration of chemical formulation applied;
    - type of equipment used;
    - time of day, including the time of starting the actual application and the time of completion or, if uncompleted, the time when operations ceased for the day and
    - wind direction and velocity, air temperature and other weather conditions when applicable.
  - ✦ School employee(s) responsible for handling and applying pesticides are required to have a valid pesticide application license issued by the Ohio Department of Agriculture, or must work under the direct supervision of a licensed applicator as permitted by ODA guidelines.
  - ✦ No school support groups, i.e., PTA, PTO, athletic boosters, etc. are permitted to apply chemicals on School property.
  - ✦ A school employee (Business Manager) will serve as the contact person for pesticide applications made at the school.
  - ✦ Records shall be maintained for inspection during normal school hours a period of one year following the date of pesticide application; and documentation that requested notifications were made pursuant to the school policy.

*Any contracted services requiring the use of pesticides or any other chemicals must abide by Board policy and administrative regulations.*



## ***Lead and Chemical Hazards in Our Community***

Each year in the United States, thousands of people are accidentally poisoned. Young children and senior citizens are often victims and often require critical emergency care. Poisoning can involve carbon monoxide fumes, cleaning products, medicines, vitamins, household items and chemicals.

Lead is a bluish-grey metal that occurs naturally in the environment. Although lead can be found in small amounts in the earth's crust, most of it comes from man-made activities such as manufacturing and mining. In the past, lead has been used in gasoline, paint, metals, ammunition, and batteries. But because of lead's hazardous health effects, lead has been banned or significantly reduced in these products.

### **How to Protect Your Family From Lead and Chemical Hazards**

- ✂ Have your home checked for lead hazards.
- ✂ Get young children tested for lead, even if they seem healthy. This is a requirement for children on Medicaid between the ages of 1 and 2.
- ✂ Wash children's hands, bottles, pacifiers, and toys often.
- ✂ Make sure children eat healthy, low-fat foods.
- ✂ Regularly clean floors, window sills, and other surfaces.
- ✂ Wipe soil off shoes before entering your house.
- ✂ Have surfaces with peeling or chipping paint fixed.
- ✂ Don't use a belt-sander, propane torch, dry scraper, or dry sandpaper on painted surfaces that may contain lead.
- ✂ Don't try to remove lead-based paint yourself.
- ✂ Take precautions to avoid exposure to lead dust when remodeling or renovating. Call 1-(800)-424-LEAD for guidelines.
- ✂ Eat foods that are rich in calcium and iron.
- ✂ Always store pesticides and other household chemicals, including chlorine bleach, out of children's reach – preferably in a locked cabinet.
- ✂ Always read directions carefully because pesticide products, household cleaning products, and pet products can be "dangerous" or ineffective if too much or too little is used.

### **For More Information:**

1-800-LEADSAFE for general guidelines and more information  
Poison Control Center Hotline: 1-800-222-1222  
Lead Poisoning: 1-608-466-2627  
Dangerous Chemicals: 1-608-266-0923

## ***Publication of Student Likeness or Work in the Media***

Consent for Dayton Leadership Academies to use pictures, videotapes, film and/or recordings of a student's likeness, voice or work for news or promotional purposes is assumed unless a parent completes and submits a letter otherwise for refusal for publications of Student Likeness or Work.

This consent does not include the use of materials that specifically identify the student. In the event that personally identifiable information is to be used, a release form must be signed by the student's parent or guardian. Work done within the building that is not publically released, such as a class project, does not require parental permission.



## Digital Citizenship

To be a good digital citizen, we must follow the same rules entrenched in the prescription for being a good citizen in our communities: obey the law, have respect for others, act civilly and sensibly. Young people should recognize that online environments are communities they're helping to shape and must therefore act responsibly.

Being a good digital citizen can involve anything from following certain e-mail protocols to paying for proprietary content online. These are the 9 areas to being a good digital citizen:

- ✦ **Etiquette:** *electronic standards of conduct or procedure.* Etiquette is how we interact with each other. It determines the appropriate conduct when various forms of technology is used (cell phones, email, instant messaging, texting, blogs, etc). Often rules and regulations are created or the technology is simply banned to stop inappropriate use. It is not enough to create rules and policy, we must teach everyone to become responsible digital citizens in this new society.
- ✦ **Communication:** *electronic exchange of information.* Communication options have exploded to offer a wide variety of choices (e.g., e-mail, cellular phones, instant messaging). The expanding digital communication options have changed everything because people are able to keep in constant communication with anyone else. We are to teach students how to make appropriate decisions when faced so many different digital communication options.
- ✦ **Literacy:** *process of teaching and learning about technology and the use of technology.* Digital citizenship involves educating students about a variety of new programs and applications, and how those technologies should be used. Students must be able to adapt and learn new technologies based on the changing environment and needs of a situation.
- ✦ **Access:** *full electronic participation in society.* Electronic access should not be determined by race, physical or mental challenges that prevent access to technology have to be overcome.
- ✦ **Commerce:** *electronic buying and selling of goods.* With an increasing number of goods being sold online, students need to understand how to be effective consumers.
- ✦ **Law:** *electronic responsibility for actions and deeds.* Technology can affect individuals in legal realms and understand online ethics. Hacking information, downloading illegal music, plagiarizing, causing damage to other people's work, identity or property online is a crime.
- ✦ **Rights and Responsibilities:** *those freedoms extended to everyone in a digital world.* Just as the Bill of Rights protects individual freedoms, a set of basic rights extends to every digital citizen. We all have a responsibility to be mindful of laws and not take digital rights for granted.
- ✦ **Health and Wellness:** *physical and psychological well-being in a digital technology world.* Excessive technology can lead to medical issues such as repetitive stress injuries, bad backs, and addictions. Individuals must be aware of their own health and wellness and protect themselves.
- ✦ **Security/Self-protection:** *electronic precautions to guarantee safety.* Just because an individual is careful with a computer, does not mean the machine hasn't been compromised. The importance of antivirus software, data backups, and surge protectors should be understood. As responsible citizens, we must protect our information from outside forces that might cause disruption or harm.

Digital citizenship is not something that can be handled by the school alone. These lessons should begin at home and parents should be playing an equal role in developing their children into good digital citizens.

\* Adapted from "Digital Citizenship: Using Technology Appropriately" by Mike Ribble, director of technology at Manhattan-Ogden Unified School District 383 in Manhattan KS and <http://digitalcitizenship.net>

## ***Acceptable Use Policy***

This Acceptable Use Policy has been created to ensure that all Dayton Leadership Academies' students use technology resources properly. It is every user's duty to use technology resources responsibly, ethically and lawfully. Access to these resources may be designated a privilege, not a right. The following rules and obligations apply to all users of the school's computer and technology resources, regardless of the physical location of the resource. Violations will be taken very seriously and may result in loss of computer privileges, disciplinary action and possible civil or criminal liability.

**In accordance with CIPA (Children's Internet Protection Act) requirements, Dayton Leadership Academies protects its school network, students and staff by using industry-recognized products: Thirtyseven4, which provides SPAM/virus email filtering, and Fortinet, a firewall that provides Internet content filtering. At a *minimum*, these solutions block visual depictions of obscenity, child pornography and other content harmful to minors.**

### **Student Responsibilities Include:**

- ✎ Demonstrate basic skills in computer use.
- ✎ Treating all computer and technology equipment with care and leave facilities in good working condition when finished.
- ✎ Never give out personal or family information such as phone numbers, credit card numbers, or home addresses.
- ✎ Be safe and responsible when using any computer equipment.
- ✎ Take total responsibility for any electronic messages sent using Dayton Leadership Academies' computer resources.
- ✎ Will not insult, threaten other people, or use profanity.
- ✎ Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive message. All such instances should be immediately reported to a teacher or technology staff person.

### **Network User Responsibilities Include:**

- ✎ Use of the Dayton Leadership Academies technology resources must be in support of education and research consistent with the educational objectives of the school.
- ✎ Comply with all rules and laws regarding access and copying of information as prescribed by Federal, State, local laws and Internet providers.
- ✎ Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing board policies as they may be interpreted to apply to technology resources.
- ✎ Help maintain security of district technology resources by following this policy and maintaining secrecy of all passwords. Students should not share any of the school computer passwords with anyone except a parent/guardian and homeroom teacher. Neither should they access Dayton Leadership Academies' computer resources and licensed software with another User's password or account.
- ✎ Bring any personal software to use on the school computers; (2) copy any software for use on home computers; (3) provide copies of software to any third party or client of Dayton Leadership Academies; (4) modify, revise, transform, recast or adapt any software or (5) reverse-engineer, disassemble, or decompile any software.
- ✎ Be aware that network files and electronic mail are not guaranteed to be private. School technology personnel shall have access to all files.
- ✎ Assure an adult supervision is present whenever Internet access is allowed.

Parents and students are responsible for setting the standards for good digital citizenship. No student will be allowed to operate a computer to access the Internet unless all parties commit to the responsibility by completing the Acceptable Use and Handbook Acknowledgements.





## *Glossary of Terms*

**Adequate Yearly Progress (AYP)**—This is the term the Department of Education uses to explain that your child’s school has meet state reading, math and attendance goals. The school report card reflects whether a school has met AYP.

**Aggravated Assault**—Any assault done with a deadly weapon or done by a person who conceals his/her identity, or any assault against school personnel or other person.

**Aggravated Battery**—Any battery to another that either causes great harm, is done with a deadly weapon, or is done by a person who conceals his/her identity; or the use of physical force against school personnel or other person.

**Arrest** — Detention of a person by a police officer resulting from a criminal charge and a complaint filed with the police by school personnel or the victim. When an act of misconduct warrants arrest, the victim, Principal, or designee must serve as a complaining witness.

**Arson** — The act of knowingly damaging, by means of fire or explosive, a building and/or the personal property of others.

**Assault** — A physical attack which attempts to cause or does cause personal injury to another student, school personnel, or other person. An assault may be committed without actually touching, striking, or injuring the victim.

**Battery** — The act of causing bodily harm to, or unwanted bodily contact with, another without legal justification (such as self-defense).

**Bomb Threat**—Making a false report regarding the possession or location of explosive materials. This applies to threats made verbally, physically, in writing, or by any other method including 911 calls and electronic mail.

**Bullying Behavior** — Using physical, verbal, or non-verbal harassment or aggression to take advantage of others. Engaging in intimidation, coercion, extortion, or threatening violence, injury or harm to another person or group. Such behaviors may include, but is not limited to, manipulation, teasing, taunting, threatening, hitting, stealing, destroying personal property, sending threatening/abusive emails, texts or cyber bullying.

**Burglary** — Knowingly and without authority entering or remaining within a building or vehicle with intent to commit therein a felony or theft.

**Cheating** — Illicitly sharing or learning of specific questions on an exercise or test before it is given. Illicitly sharing or obtaining information during an exercise or test. Plagiarism (i.e. submitting another’s work or ideas as one’s own). This includes copying from another student’s work from books, or from any electronic source including the internet.

**Contraband** — Property which is illegal to possess.

**Chronic Disruption** — Frequently disobeys school or classroom rules.

**Defiance** — Deliberately refusing to carry out the reasonable request of school or bus personnel. The request must have a legitimate purpose and is within the authority of that person to make.

**Disorderly Conduct** — An act done in an unreasonable manner so as to alarm or disturb others and which provokes a breach of the peace. Includes but is not limited to, running, pushing, shoving, or engaging in horseplay. Excessive verbal or physical interaction that results in disruption may also be considered.

**Due Process** — the notification to the student and parent concerning alleged act(s) of misconduct, the right to appeal, the opportunity to answer the charges, and the reason as to why intervention or consequence is necessary.

**Electronic Devices** — Items such as laser lights, cell phones, iPods, MP3 players, head phones, and interactive game devices are not permitted at school.



## *Glossary of Terms*

- Emergency Removal** — Taking the student from curricular or extracurricular activities, from the school premises, or bus. The student’s presence poses a continued danger to school personnel, students, and/or property. Can also be an ongoing threat of disrupting the academic process either within a classroom, elsewhere on school premises, or on the bus. Parents will be notified and required to attend an immediate conference. Suspension may follow.
- Expulsion**—The removal of a student from school for 11 or more consecutive days due to violations of school rules. Ohio Law permits expulsions to last up to 80 days, though school board policy can increase the expulsion to one year for exceptionally dangerous behavior. This punishment can carry over to the next school year.
- Extortion**—The obtaining of money or information from another by intimidation.
- Family and Civic Engagement** — Invites families and community partners to participate with the school in regular, two-way, and meaningful communication involving student academic learning and other school activities.
- Fighting** — Physical contact between two or more individuals with the intent to harm. It is not an act of misconduct to defend oneself as provided by the law.
- Forgery**— The false and fraudulent making or altering of a document or the use of such a document.
- Gambling** — Participation in games of chance or skill for money and/or things of value.
- Gang** — Any ongoing group or organization of three or more individuals who through their establishment share a common identity through an identifiable name, sign or symbol. Their members individually, or collectively, engage in one or more criminal acts.
- Hacking** —Intentionally gaining access to a computer or computer network by illegal means or without authorization.
- Highly Qualified Teachers (HQT)** — Teachers who prove that they are knowledgeable about the subject they are teaching, have a college degree, and are state certified may be HQT. Core academic subject areas require a teacher to maintain their HQT status.
- Inappropriate sexual conduct** — Any unwelcome sexual contact, indecent exposure, gestures or other sexual activities which do not include the use of force.
- Information Technology Devices** —These include, but are not limited to, computers, personal digital assistants, MP3 players and cellular phones used to exchange or access information that are used to access the internet, electronic mail or other information sites that may or may not be physically connected to the network infrastructure.
- Intimidation** — Engaging in behavior that prevents or discourages another person from exercising his or her rights. Such prohibitive behavior may include the use of threats, coercion, or force in verbal or non-verbal form.
- Loitering** — Occupying an unauthorized place in the school or on the school grounds at times when assigned activities are not in session.
- Ohio Achievement Assessment (OAA)**— Previously known as the Ohio Achievement Test, this state standardized exam is given to all students in grades 3 through 8. Using these results, we are able to determine where your child needs extra assistance to meet grade level standards.
- Possession** — Physical control over real or personal property (whether lost, found, mislaid, or stolen) such as clothing, lockers or bags.
- Referral to Juvenile Court** — This method involves the filing of charges with the Montgomery County Juvenile Court system as required by law.
- Revealing Attire** — Clothing items displaying body parts below the neck or above the knees.
- School Sponsored Activities** — Any activity on or off school property but under the name of the Dayton Leadership Academies or Alliance Community Schools. These include athletic events and afterschool clubs.
- Security Hazard** — Anything that undermines, disrupts, or circumvents an information security system, regardless of intent.

## *Glossary of Terms*

- Sexual Harassment/Misconduct** — Unwelcome sexual or gender-based conduct (either physical or verbal) and or conduct of a sexual nature explicitly or implicitly affects an individual's ability to participate in or benefit from educational programs, unreasonably interferes with an individual's performance, or creates an intimidating, hostile or offensive environment.
- Suspension** — The involuntary removal of a student from class attendance or school attendance for 10 days or fewer. Any such removal requires parent notification and a conference prior to the student being allowed back in class.
- Tampering with School Records** — Altering or destroying any document of the school by any method.
- Technology Resources** — All voice, video, and data systems such as telephones, televisions, computers, networks, Interactive Boards, Listening Centers and supplies.
- Title I**—The US Department of Education provides Title I funds to schools based on the number of children from low-income families that attend each school.
- Theft** — Taking of school or personal property, receiving stolen items, being in possession of stolen items, or knowingly being in unauthorized possession of property belonging to another. This includes unauthorized copying of computer software.
- Trespassing**—Entrance onto school grounds when previously prohibited or remaining on school grounds after receiving a request to depart.
- Under the Influence** — Consumption of alcohol or a controlled substance not prescribed by a physician.
- Using Profane or Obscene Language or Gestures** — Applies to oral, written, or electronic communications. Should not be construed to prohibit protected speech.
- Vandalism** — The willful or malicious destruction of or damage to school property or property of others.
- Verbal Harassment** — Using slurs based upon race, ethnicity, national origin, religion, gender, sexual orientation, or disability.
- Violation of Internet Acceptable Use Policy** — Any intentional action going against the guidelines provided for using technology resources at the school. Being a good digital citizen is a goal of the Dayton Leadership Academies and is strongly encouraged throughout all classrooms. Students must be provided notice of the Acceptable Use Policy at the beginning of the year, or upon enrollment.
- Weapon** — Any object that can cause serious injury or death when used it is being intended to inflict bodily harm. This list includes but is not limited to: knives, bb guns, pepper spray, or other items of no reasonable use to the student at school.

## *Family Involvement and Policy Acknowledgment*

At the Dayton Leadership Academies, student success is built on collaboration. It takes a team effort on the part of the student, the family, and the staff.

The Dayton Leadership Academies are committed to providing a safe, structured learning environment where all children can achieve success. We also believe in positive, open communication with families. We have high expectations for student conduct and practice a zero tolerance policy of any inappropriate behavior, whether verbal or physical.

Choosing Dayton Leadership Academies means that family involvement must occur on many levels in order to achieve a safe environment, open communication and meet high student expectations. Therefore, cooperation and participation are needed in the following areas:

- ✂ Safe, Structured Learning Environments:
- ✂ Read and review the Family Handbook and Student Code of Conduct;
- ✂ Sign the Family Involvement and Handbook Agreement Sheets;
- ✂ Support and enforce each teacher's classroom rules;
- ✂ Support and enforce the School Uniform Code;
- ✂ Ensure 100% daily and on-time attendance.

Positive, Open Communication:

- ✂ Monitor progress regularly through phone calls, written notes, and/or classroom visits;
- ✂ Attend all scheduled Student Learning Conferences (SLC) and participate in the writing of the Student Learning Contract;
- ✂ Attend Family and Civic Engagement Meetings to participate in shared decision making with the school staff and other Dayton Leadership Academies' families;
- ✂ Participate in school and community-sponsored programs and activities; and
- ✂ Respect the school and the staff.

As the parent/guardian of \_\_\_\_\_ in grade \_\_\_\_\_,  
(Student Name)

I, \_\_\_\_\_, agree to be an active participant in my child's  
(Parent/Guardian Name)

education and will be a positive influence by the minimum above family involvement requirements.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)



## *Family Handbook Acknowledgment*

It is important that you and your child take time to read and discuss the 2012-2013 Family Handbook, especially noting the Student Code of Conduct, Attendance Policy, and Uniform Policy. Dayton Leadership Academies has high expectations of our students and know each child has the opportunity for success.

With this guide, you will find examples of behavior that are unacceptable at Dayton Leadership Academies. Please note that recurrences of poor behavior may result in your child's enrollment application being rescinded through an expulsion.

The Dayton Leadership Academies will provide a safe and secure learning environment for your child. Thank you for your support of the Dayton Leadership Academies' policies, procedures, and core values.

My student, \_\_\_\_\_ who is in grade \_\_\_\_\_,  
(Student Name)

and I, \_\_\_\_\_, have read the 2012-2013 Family Handbook.  
(Parent/Guardian Name)

We understand the core values, policies, procedures, rules and consequences listed in this guide and will do our part to help Dayton Leadership Academies provide a safe and secure learning environment so that all children have the opportunity to become successful students.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

Student's Homeroom Teacher Name: \_\_\_\_\_



