THE GREEN INSPIRATION ACADEMY

4901 Galaxy Parkway Suite L
Warrensville Hts., Ohio 44128
Office: 216.609.0700
Ms. Tracy M. Adams, Principal

Parent/Student Handbook

2026-2027

Onward. Upward. Inspired!

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The Green Inspiration Academy Student/Parent handbook is designed to serve parents and students. Although not meant to be all-inclusive, it is an official source of school policies, regulations, procedures and requirements for participation in academic, extracurricular and informal activities at Green Inspiration Academy. This handbook is useful to parents by providing information that will enable them to assist and to support the effort and activities of their sons and daughters. In developing the rules, official school policies, regulations, and procedures for The Green Inspiration Academy, the administration has tried to anticipate as many questions and situations as possible.

The School's Principal will have the authority to use his/her discretion to amend the handbook or make decisions on topics that may not have been covered in this handbook.

MISSION

The Green Inspiration Academy ("GIA") is a K-8 college preparatory school that seeks to help prepare students in meeting the challenges of developing good citizenship, life-long learning and strong leaders, of the 21st century. GIA primarily focuses on advocating for environmental preservation and healthy lifestyle by incorporating into its curriculums and instruction an alignment with the Common Core Standards while stressing literacy, mathematical excellence, technology and analytical thinking.

The mission of GIA is to help increase student literacy to at least 85 percent through early intervention. Thereby, closing the achievement gap for all students despite the theories of social economic status. To achieve this, the school intends to provide parents and guardians with instructional programs on parenting, while we nurture students in the K-8 grades, with individual guidance and differentiated learning programs that will prepare them for the skills that are assessed on standardized tests. Other GIA instructional programs will support learning through technology, health & wellness, safety, environmental research and entrepreneurship. The school will utilize a learning program featuring community-based learning, which will inspire students to explore and address the problems associated with climate change, pollution, health care, recycling, energy consumption, economic growth that will aid in the restructuring of a vibrant community for the next generations of its citizens.

VISION

GIA anticipates empowering the youth as citizens and entrepreneurs developing a strong culture that will cultivate the growing green economy and help restore and preserve the natural environment. Excelling in both traditional and innovative curriculum areas, the students of GIA will learn and recognize their ability to become effective leaders of tomorrow through technology support from the school and by actively exploring the meaning of green and engaging in learning activities that are environmentally and community based.

RULES AND REGULATIONS

The following rules, regulations, and procedures are based upon official policy of the Board of Directors of GIA. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during, immediately before or immediately after school hours and at any other time when the school is being used by a school group; off school grounds at a school activity, function, or even; job stations where units of credits are given towards graduation. A student found to be in violation of any of these rules or portions thereof will be subject to disciplinary actions.

This shall consist of either a disciplinary notice, suspension for a set number of days, expulsion or permanent exclusion. (The examples listed in the rules below are not meant to be exhaustive.)

In addition to or in lieu of the above mentioned disciplinary action, the disciplining authority may impose disciplinary measures in the nature of after school work, repair of or payment for physical damage caused by the student, cleanup, painting, and revocation of the privilege of participation in school activities.

The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with the GIA School Board Policy. This also means that the administration may develop appropriate rules and regulations as called for by various situations. It also means that the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook.

The Green Inspiration Academy School believes that all students can benefit from and achieve success in an educational community where:

- Students are enthusiastic about learning and enjoy school
- Students' natural curiosity is fostered through their active participation in the educational process, school culture, environment and community.
- The needs of the whole student-intellectual, emotional, social, physical, and ethical, are addressed through environmental awareness and preservation as well as a balanced education program; and,
- The Board of Directors, Parents and Staff provide multiple avenues for students to succeed in a safe, physically stimulating, and nurturing environment.

ABOUT OUR CURRICULUM

Our school's curriculum is focused on developing environmental awareness. Our rigorous academic curriculum interconnects the problems associated with pollution, climate changes, while directing students to discover methods of improving the physical environment through energy conservation, and environmental harmony. The students will become researchers learning and discovering while totally engaged in an interactive hands-on learning experience. The experiential learning will be aligned with Common Core Standards blended with technology in every content area.

EQUAL EDUCATION OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

Any person who believes he/she has been discriminated against on the basis of his/her race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category while at school or a school activity should immediately contact the school principal and/or schools superintendent at 216-378-9573. Complaints will be investigated in accordance with the procedures described in the paragraph below. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

The superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The compliance officer(s) shall also verify proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members and the general public.

ADMISSION POLICY

Admission to GIA is open to any student grades K through 8 who reside in any School District in the State of Ohio and who is entitled to attend school per ORC Section 3313.64 or 3313.65. Kindergarten students must turn five on or before September 30, 2022. The School will follow the Ohio Department of Education's Model Student Acceleration Policy for Advanced Learners.
The School will focus its recruiting efforts on parents with children eligible to enter grades K-8 who desire a rigorous education with authentic learning experiences in a collaborative and nurturing environment. Expelled students will not be readmitted.

A). Admissions Procedures

Capacity & Lottery: The School will not exceed the capacity of the School's programs, classes, grade levels or facilities. When the number of applicants for admission exceeds the School's capacity, admissions will be determined by a lottery of applicants in the categories of preference set forth hereunder.

B) Open Enrollment

Enrollment is open to students who reside in any district in the state of Ohio and who are entitled to attend school. Students are eligible to enroll beginning the first day of each respective school year through the last day of the year according to the school calendar.

Registration/Enrollment Forms for returning students must be completed yearly in order to secure a spot. After the due date (listed each year on the form), if the number of pupils who wish to attend the charter school exceeds the school's capacity, classes, and grade levels except for preferences listed above a waiting list will be created. Any applications received after the due date will be dated and timed. Children listed on these applications will be added to the list for their grade in the order they are received. If openings are available, the children will be given a spot in the School. If there are no openings, they will be added to the waitlist.

As openings occur, families on the waiting list will be contacted regarding the vacancy. They have 48 hours to accept the available opening. If they decline the offer, their name is removed from the waiting list and they must resubmit an intent form the following spring and participate in the stated admission procedures, including a possible lottery.

To enroll, parents/guardians must submit the following to the School:

- **Completed Registration Form**
- **Student's birth certificate**
- **Photo identification of parent/guardian enrolling the student**
- **Student's current immunization record**
- **Proof of Residency –by any one of the following:**

➔ A deed, mortgage, lease, current homeowner's or renter's insurance declaration page, or current real property tax bill;

➔ A utility bill or receipt of utility installation issued within 90 days of enrollment;

➔ A paycheck or pay stub issued to the parent or student within 90 days of the date of enrollment that includes the address of the parent's or student's primary residence;

➔ The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence;

➔ Documented affirmation of address of student's parent(s) from district of residence where parent(s) currently resides;

➔ Notarized affirmation from parent(s) of current residence address;

➔ USPS return receipt from certified letter sent to parent(s) by district of residence;

➔ Written confirmation from the Department of Job and Family Services of current address of the parent(s); or

➔ Written confirmation from a local law enforcement agency of the current address of the parent(s).

➔ Notifications from Social Security and/or Job and Family Services dated

Parents and Families must notify the school immediately if there is a change in residency.

C) At-Risk Definitions:

Both minor and adult aged students can be defined as “at-risk” using a variety of different indicators. The indicators listed below are not an all-inclusive list, but they are the most common identifiers that we believe affect student learning and can specifically stop students from earning a high school diploma if not acknowledged and addressed in the school setting.

- Having a disability or illness
- Have experienced abuse or trauma
- Exhibited behavior problems Assessed at below grade levels content areas, specifically reading and math.
- Family issues such as poverty, little parental involvement in education or emphasis on education, mental illness
- The student is a parent
- Criminal history
- History of chronic truancy
- Credit deficient when compared to peers

Acknowledging these potential barriers, and then assisting in removing them by developing relationships and utilizing community resources is a key component to the success of our school.

WITHDRAWAL

Parents/Guardians withdrawing students from school are asked to give the School at least one week’s notice. A withdrawal form will need to be completed and signed. This signed form gives official notice of the student’s withdrawal. Except as is required by law, records will not be released until a Release of Information form is completed by the legal parent/guardian. In addition, all outstanding fees, academic records or obligations must be met, including return of all school materials.

KINDERGARTEN ENROLLMENT

Children entering the Kindergarten Program must be five years of age on or before the first day of school. At the beginning of the school year, all kindergarten children will be academically and developmentally screened.

PARENT/STUDENT/GIA CONTRACT

This commitment outlines the responsibilities that each person has towards helping students become successful learners in the program. Each person is to sign the form and a copy is kept on file at school each year. This contract is to be signed out and returned to the school along with other required paperwork.

ARRIVAL AND DISMISSAL

School Hours- 9:00 a.m. - 3:30 p.m

Arrival – 8:15 a.m.

No student should arrive before 8:15 A.M, unless participating in the before/after-care program. The building will not be open for admission and adult supervision will not be available. Breakfast is served to all students starting at 8:15 a.m. – 8:45 a.m.

Dismissal - 3:30 p.m.

Dismissal is from the main entrance starting at 3:30 pm and students are only released to persons who have been authorized on the parent-pick-up sheet. Each family will receive a number that corresponds with their child. Anyone without a number, will be asked to provide their name and identification so that authorization can be confirmed. We will maintain all contact numbers on file. Our main office is closed at 3:00 pm. We would like to prevent **early dismissals between 3:00-3:20 pm. Dismissal starts promptly at 3:30 each day and all students should be picked up by 3:45pm.** Calls to the office to change transportation must occur prior to 2:30 pm. Students who are walkers will be escorted by a staff member through the parking lot and to the designated release area at dismissal.

ABSENCES

Parents are required by Ohio Law to call the school prior to 9:00 a.m. in order to report their child's absence. Each student is expected to be punctual and regular in attendance. Perfect attendance will be recognized each grading period. Absences are excused in the event of illness of the student or severe illness or death in the immediate family. When your child returns to school after an absence, he/she is expected to provide a written excuse from a parent/guardian explaining the absence and/or proof of doctor's appointment.

HOUSE BILL 410

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes took effect. Schools cannot suspend or expel students for missing too much school. Districts will amend or adopt policies that outline their interventions and plans for students who miss too much school.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive counseling;
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Definition of Truancy and Excessive Absences

1. 'Chronic truant' is removed from the law
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
    a. Absent 30 or more consecutive hours without a legitimate excuse
    b. Absent 42 or more hours in one school month without a legitimate excuse; or
    c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes 'excessive absences':
    a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
    b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Truancy is decriminalized with several changes

1. A district must remove 'excessive truancy' from its zero tolerance policy for violent, disruptive or inappropriate behavior
2. Students cannot be expelled or suspended (out of school) for being truant (beginning July 1, 2017); and
3. A district must take several steps to engage the student and his or her family before filing a complaint with juvenile court (including parental notification, an absence intervention team and an absence intervention plan) Juvenile court should consider alternatives to adjudication and adjudication should be used as a last resort. A complaint cannot be filed until:
   a. The 61st day after failed implementation of an absence intervention plan; or
   b. A child has been absent without a legitimate excuse for 30 or more consecutive hours or 40 or more hours in a school month during the implementation of an absence intervention plan.

STUDENT DISCIPLINE CHANGES

1. Schools may permit students to make up missed work due to out-of-school suspensions per district policy; and
2. Schools cannot apply any remaining part or all of a suspension to the following school year, but the superintendent may require a student to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension.

DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES

When a student is excessively absent from school, the following will occur;

1. The district will notify the student's parent in writing within 7 days of the triggering absence
2. The student will follow the district's policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

TARDINESS

Students arriving after 9:00 am should report to the office before going to class. Parents are expected to take students to the office to sign in when they arrive late; and also sign for the student to be dismissed early. Repeated tardiness will be followed by a phone call, letter to the parent, and a conference with the principal if tardiness demonstrates a pattern, daily, etc. Based on the district's new attendance reporting system students cannot come to school after 12:30 pm.

APPOINTMENTS/LEAVING EARLY

Students should only be signed out early for scheduled student related health care appointments or for emergencies. A student must bring a note from home with the date, time and parent/guardian signature. This note must be shown to the teacher and then sent to the office. Teachers are NOT allowed to release students from the classroom. Students will be released only to parents/guardians/others showing proper identification who are listed on the enrollment forms and must be signed out from school in the main office. No student is to leave the school grounds at any time without permission from the office. If there is someone who is not to pick up your child for any reason, notify the office in writing. Students will NOT be called to the office unless the parent/guardian is present. No student will be permitted to leave early without an approved adult or alone.

BEFORE AND AFTER SCHOOL CARE

Before and after school care is provided for parents of students registered at Green Inspiration Academy. Before and After Care is provided by The Scholar House. The before and after care program is available every day that school is in session from 6:00 a.m. to 8:15 a.m. and 3:30 p.m. to 6:00 p.m.

COMMUNICATION

A school newsletter is sent home to all parents/guardians once a month. This newsletter will keep you informed about the school calendar, special daytime and evening events, school improvement activities, individual classroom activities, special meetings and more. One Call will be utilized in discussing the state of the school and any additional important dates and events. Teachers also use Class Dojo and Google classrooms to keep in contact with students and families. Report Cards and Interim Reports will be sent home quarterly. Parents will also have access to Progressbook where they can monitor and view their student's academic performance. In addition, Parent/Teacher Conferences will be held during the first and third quarters of the school year. Current phone numbers and email addresses should be updated with the school office.

EMERGENCY CLOSING AND DELAYS

Parents and students are responsible for knowing about emergency closings and delays.
If the school must be closed or the opening delayed because of inclement weather or other conditions, the district will notify local television stations. Information concerning school closings or delays can also be found on the school's website at www.greeninspirationacademy.com. Parents will be notified of school closings or delays via One Call telephone message and email delivered to the information on file.

*****It is important that you notify the front desk of any changes to your email and/or phone number and keep this information updated regularly.**

COVID-19 DASHBOARD

The School will update its COVID-19 policies, protocols and procedures relating to COVID-19 on the school's website at www.greeninspirationacademy.com**; via email to the address on file and via** a pre-recorded telephone message delivered to the phone number on file

CONFERENCES

Parents are required to attend parent/ teacher conferences to ensure success and to obtain your student's quarterly report card. A parent-teacher conference is one of the best ways of helping students and collaboratively gaining insights and information about their progress. Cooperation is critical for a conference to be an effective means of communication. Individual conferences between the parents and teachers may be arranged at either one's request. Conferences are formally held 2 times per year. Please inform the teacher if your child has any physical, emotional or personal problems that might hamper his/her learning.

DRESS CODE

We require that all students at Green Inspiration Academy be in uniform every day unless the student has received a temporary dress-down privilege. Uniforms for the 2026-2027 school year are as follows:

Girls: Green Plaid Skirt/Jumper, solid Green Jumper, White, Black or Hunter green Blouses and/or Polo shirt, white, black or blue socks and shoes must cover the entire foot, no Crocs or slides are permitted.

Middle School girls are also permitted to wear Khaki Pants. Girls are permitted to wear black leggings or shorts under their skirts.

Boys: Solid Hunter Green or Black Polo Shirt, Khaki Pants/Shorts, shoes must cover the entire foot, no Crocs or slides are permitted andButton Down Dress Shirt and Tie for Dress for Success Wednesdays.

Requirements **for student dress are listed below:**

1. Both Boys and Girls will be required to have all shirts tucked in at all times.
2. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.
3. Safe and appropriate footwear must be worn which includes black or brown shoes and/or tennis shoes for gym. Inappropriate footwear includes, but is not limited to, roller skates, skate shoes, flip flops, crocs, uggs, and bedroom slippers.
4. Sweaters: Must without hoods and can be black, blue or hunter green

Clothing not allowed:

Jeans
Cargo pants
T-shirts of any color
Shorts or skirts more than 2" above the knees
Sweat pants
Sagging pants
Leggings – unless worn with a skirt
Headgear: No headgear except for religious purposes (In school buildings or on field trips)
Outerwear: No outside clothing coats/jackets, gloves, boots, sunglasses, outerwear vests in the school during the school day.
Any clothing with tears, holes or "transparent" clothing that reveals undergarments or flesh.
Spanks, Spandex or spandex like clothing
Derogatory tattoos
Chain link belts or with wording, name plates or oversized buckles
No accessories attached to clothing
Large jewelry items
Articles judged potentially harmful
Provocative and or distractive clothing
No logos on approved clothing larger than 1 inch.
No gang related colors or symbols
No stilettos, flip-flops, bedroom slippers, slides, heels over 1 inch, uggs, or crocs. Toes and heels must be completely covered.
No visible undergarments
No stripes, plaids, paisleys,
No multi-color rain boots/ non approved color boots during the school day
No pajamas or pajama like clothing
No oversized or "hanging" earrings

LOST AND FOUND

A 'Lost & Found' box is kept near the main office area. To help us locate the owners of lost items, PLEASE LABEL ALL STUDENT BELONGINGS. Periodically, lost items are donated to a local charity and the School shall have no liability for items lost or misplaced by students.

MEDICATIONS

Before any prescription medication may be given to a student by school personnel, a medical form requesting the administration of medication must be completed and signed by a doctor. This form is available in the main office. A similar medication form must be signed by the parent/guardian if over-the-counter medications need to be administered. Students carrying their own inhalers or Epi-Pens must also have a medication form on file.

Prescription Medication:

1. Must be in the original container with current date, dosage, and clear name of medication, student and the physician's name clearly marked.
2. Authorization form completed and signed by the parent/guardian giving details as to the time and amount to be given to the student.
3. Parents must pick up unused medications at the end of the school year.

Nonprescription Medication:

1. Must be in the original container with the original label. It must be readable and have the student's name with a written note on how the medicine is to be given and your permission for the school to administer the medicine.
2. An authorization card must be signed by the Physician or Dentist and the Parent before the medication can be administered

SCHOOL ILLNESS

Green Inspiration Academy does not have a school clinic. If a student becomes ill during the school day, they will be evaluated by the Leadership team. If the student is very ill, we will contact the parent/guardian to come for him/her. Therefore, it is vitally important that we have information

regarding names and numbers of whom to contact in an emergency. Your child should be free of a fever (100º or above) for 24 hours without anti-fever medication and/or free from vomiting for 24 hours before returning to school. For the protection of the other students and staff in school we ask that parents refrain from sending seriously ill students to school.

FIRST AID

In the event of an accident, first aid is given by authorized trained school personnel. In all cases every effort is made to contact the parent. In minor cases, ice and band aids can be given to students. In the case of a serious accident or illness, the parent/guardian is called and the student is taken to the nearest hospital emergency room. If we are unable to contact someone, Emergency Medical Services will be summoned. It is very important that your current home and employment telephone numbers, as well as two emergency contacts are always on file in the school office.

EMERGENCY DRILLS

In accordance with state laws, fire drills are held each month. Lockdown and tornado drills are also held periodically. Visitors in the building during a drill should follow procedures posted throughout the building. Students are required to remain in total silence and to follow all school emergency drill procedures and rules. Failure to comply with the school's Emergency Drill Procedures will constitute disciplinary actions being issued by the administration.

FIELD TRIPS

All field trips are an extension of what is being studied in the classroom. Trips are approved by the Principal and the Executive Director. Permission slips must be signed by a parent/guardian before a student can go on a field trip. Telephone permission is not acceptable. A student without a signed permission will be left behind at school. Children who are not registered at Green Inspiration Academy may not attend any field trips. Students may be excluded from field trips due to the following reasons: poor behavior, outstanding absences and inferior grades.

CAFETERIA

Green Inspiration Academy participates in the National School Breakfast and Lunch program. Students may qualify for free or reduced meals. We encourage all families to apply to determine eligibility. **Please do not send soft drinks, candy or PEANUT PRODUCTS for lunch or to school as we encourage healthy eating habits and we are a "nut free" school due to the rise in peanut allergies.** If a student has food allergies the school asks that this information be shared with the main office via a medical issued note prior to the first day of school. Each student is expected to practice good manners and courteous behaviors while eating in the cafeteria. For SAFETY reasons NO student is permitted to use food delivery services to have food dropped off for lunch.

CANDY, GUM & SODA

Foods of "Minimal Nutritional Value" such as candy, gum, hot chips/fries and pop are highly discouraged. We encourage healthy food and snacks at school. Snack suggestions include fresh fruits, fresh vegetables, raisins or other dried fruits, grains (such as unsweetened cereals, crackers, unbuttered popcorn, baked tortilla chips, pretzels, graham or animal crackers, goldfish crackers, baked chips), cereal bars, Bakery Items (Whole grain breads, bagels, English muffins, mini muffins), Beverages (bottled water, 100% fruit juices), low fat cheeses, salsa, yogurt. Please be advised there is a strict **NO GUM** policy at Green Inspiration Academy.

CELL PHONES/ELECTRONIC TOYS

Students may not use personal communication devices (PCDs) on school property before/after school, during their lunch break, in between classes, and during any after school activities (e.g., extra-curricular activities). Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited anywhere on school property and must be secured in the main office in a student assigned pocket. **Be advised that pursuant to Ohio's Cell Phone Policy (see p. 45) all cell phones, earbuds/Airpods, wireless headphones ("Beats") AND Smart Watches will be collected and protected in the main office daily.**

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of

any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other school-provided vehicles or on a school bus or school - provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off and stored out of sight when directed by the administrator or sponsor.

Except as authorized by a teacher or administrator, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school year and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker area, lunch room, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

*****Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.**

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extracurricular activities is a privilege and may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.
Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in school custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Any teacher who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. Green Inspiration Academy assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Students may not use school phones to contact parents/guardians during the school day.

TELEPHONE

Telephone messages regarding school business will be placed in the teacher’s mailbox or sent via email. Teachers will not be called from the classroom to answer a phone call unless an emergency exists. Students are NOT permitted to receive phone calls. Students’ use of the phone is for EMERGENCIES ONLY or if there is an approved need to contact a parent.

TEXTBOOKS/LIBRARY BOOKS

All textbooks and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them. Students are urged to take good care of books to avoid a fine at the end of the year.

COMPUTER TECHNOLOGY AND NETWORKS

Green Inspiration Academy provides Internet services to its students for school usage only. The Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the school's computers, network and Internet services/connection (Network) are governed by the following principles and guidelines as well as the Student Code of Conduct. Students have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The school further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Students are encouraged to use the Network for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the school's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Computer Technology Agreement.* Parent permission is required for all students. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the school's standards.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication on the Network.
B. Students may only access the Network by using their assigned Network information assigned to them. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
E. Transmission of any material in violation of any state or federal law or regulation, or Board policy is prohibited.
F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
G. Use of the Network to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube, Facebook, SnapChat, etc.;
4. Posting misleading or fake photographs of students or school staff members on websites.

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.

3. Do not harass another person. Harassment is persistently acting in a manner to distress or annoy another person. If a student is told by a person to stop sending him/her messages, the student must stop.

4. Do not post information that, if acted upon, could cause damage or a danger of disruption.

5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.

6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

7. Never agree to get together with someone you "meet" on-line without parent approval and participation.

8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs to harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the district's Technology Protection Measure. Students must immediately notify the teacher, principal, or designee if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the school's hard drives is prohibited, without prior approval from the teacher, principal or designee. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Students may not use real-time electronic communication, such as chat or instant messaging, unless under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the board, superintendent or principal.

M. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the school reserves the right to monitor, review and inspect any directories, files and/or messages residing in or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

TESTING AND GRADING

Statement concerning state-prescribed testing and compulsory attendance law to parents.

Green Inspiration Academy 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 mandated by law. Students who are exempt from the compulsory attendance law for home education pursuant to section 3321.042 of the Revised Code shall no longer be exempt for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administration or the Ohio Department of Education and Workforce.

Report Cards are used to share information about your child's progress toward Ohio's Learning Standards as set forth by the Ohio Department of Education. Families will be notified by the classroom teacher of any grades below C on assignments, tests, quizzes and projects. Parents will also have access to Progressbook to monitor their child's academic progress.

CHILD ABUSE

The School will report allegations of criminal misconduct and suspected child abuse to the appropriate law enforcement agency and/or to Child Protective Services in accordance with law. School personnel shall cooperate with investigations by such agencies.

TEACHER QUALIFICATION NOTIFICATION

A parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the parent's or guardian's child. Such information shall include all of the following:

Whether the teacher has satisfied all requirements for licensure adopted by the state board of education pursuant to section 3319.22 of the Revised Code for the grade levels and subject areas in which the teacher provides instruction or whether the teacher provides instruction under a waiver of any such requirements;

The major subject area in which the teacher was awarded a baccalaureate degree and, if applicable, any other degrees or certification;

Whether a paraprofessional provides any services to the student and, if so, the qualifications of the paraprofessional.

While many of these handbook policies, procedures, and fees are outlined, the School reserves the right to adjust, add, or delete policies, procedures, or fees during the school year if it serves the best interests of the School.

DISCIPLINE - CODE OF STUDENT CONDUCT

Student behavior and discipline is an organized and serious component of the school atmosphere. Rigorous rules are in place in order to ensure that every child has the opportunity to learn with as little disruption as possible. **GIA IS A BULLY FREE ZONE!**

The School recognizes that exclusion from the educational program is a serious sanction and that suspension and expulsion must follow due process mandates. Additionally, the School will comply with all state and federal laws pertaining to students with disabilities.

With this goal in mind, the GIA Governing Authority has adopted the 2023-2024 Code of Conduct. We ask that all parents/guardians review the parent handbook on our website and return the signature page to the main office.

I. School Discipline

Intent and Purpose-Each Board of Education is required to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning (Ohio Revised Code 3313.20 & 3313.47).

The GIA Board of Directors primary concerns are that students who wish to learn can do so in an environment conducive to learning and that reasonable disciplinary and prescriptive means be implemented to deal with those who would impair or deny such an environment. The full objective of this code is to ensure fair and equitable handling of disciplinary problems. This code is intended to standardize procedures to guarantee equally the rights of every student in the GIA School System.

II. The student discipline code explains:

It is the intent of GIA School to provide an environment conducive to a positive educational experience for all students and staff. In order to accomplish this end, it is necessary to implement rules.

The rules and regulations set forth herein have been developed with the help of students, parents, teachers, and administrators over a period of time. It is in the interest of the health, safety, and welfare of all that these rules are set forth.

The administration reserves the right to exercise flexibility in the administration of all disciplinary actions. Individuality of the student infractions and other considerations may necessitate disciplinary action other than that specifically listed. The administration reserves the right to incorporate such actions. GIA School operates on the assumption that most disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. However, there may be occasions when the philosophy of progression does not apply because of the severity of the offense. The intent of this philosophy is to modify, perhaps eliminate, undesirable student behavior.

III. Scope of Jurisdiction

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, walking to and from school, and while at bus stops, interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

Misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school property

Misconduct by a student that, regardless of where it occurs, is directed at a School official or employee or the property of an official or employee

Engaging in any conduct which directly affects the good order, management, and welfare of the school

IV. Disciplinary Record Keeping

To provide accountability to the student and protection for teachers, principals and administrators, records of all efforts to correct behavior and any disciplinary action taken must be kept by those taking such action. These records should include the student's name, date of the incident, type of misbehavior, corrective action taken, verbal and written notices to the student and parent(s)/guardian(s). When suspensions occur, the length of that suspension and the total number of suspensions for the student during the academic year shall also be included in the record. Administrators will review the disciplinary record and the student's previous record in deciding appropriate action if a student misbehaves and to determine if a student shall be expelled due to discipline.

V. Suspensions and Expulsion from the School Bus

Students who ride school buses are expected to comply with the same rules that govern their behavior while they are in school. A student who misbehaves on a school bus can be suspended from the bus, and/or suspended/expelled from school. Permanent bus exclusion is possible depending on the infraction.

Students suspended from riding the bus are expected to attend school during the period of bus suspension. Unexcused absences during the period of suspension from the bus will be subject to the School Attendance Policy. Parents will be responsible for how their child gets to school during the suspension period. Students are required to follow all rules as mandated by the School District of record for providing transportation.

Discipline Procedures and Due Process

I. Due process

Due Process provides a standardized set of procedures that protects student and parents' rights during the resolution of disciplinary matters. Due process applies in all instances when the student is subject to the authority of the school. The Ohio Revised Code 3313.66 due process requirements include: Providing the student a written **Notice of Intent to suspend** stating the rules he/she is thought to have

broken. Providing an opportunity for a hearing at which the student learns why he/she may be suspended or expelled and at which time the student can explain his/her actions.

Providing the student with a **Written Notice of Suspension or Expulsion** Within one school day, a copy of the suspension form stating the reasons for the suspension and including notice of the right to appeal such action. Providing a means for student appeal of suspensions or expulsions Notice of the suspension is sent to the:

Building Administrator/Principal
Dean
Executive Director
EMIS Coordinator
Board of Directors (Expulsion notices)

II. Emergency Removal

DEFINITION: An emergency removal is the removal of a student from a situation in which that student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process in the classroom or elsewhere on the school premises in accordance with (O.R.C. 3316.66). **Emergency removal is not a/or off disciplinary tool and shall not be used as a substitute for suspension.**

Removal Procedure:

The Executive Director, Principal or the Principal's designee may, without notice or hearing, remove the student from curricular or extracurricular activity, or from the school premises for a period up to three school days (ORC 3313.66)

A teacher may not, without notice or hearing, remove a student from curricular or extracurricular activities under the teacher's supervision. The teacher may direct the student to the school office with an appropriate, written referral within a reasonable amount of time, not to exceed 15 minutes from the time of removal. This referral must be submitted to the office of the Principal
In the case of an extracurricular activity, the referral must be submitted before noon of the following day. Employees may recommend to the principal students out of their assignments in writing as an emergency removal for the following reasons:

- Fighting
- Flagrant disruption of the learning environment: and/or
- Obscene, verbally abusive or threatening language or behaviors toward employees or other students.
- Physically attack or make violent threats against teachers or students.
- Possession of drugs or weapons
- Bullying or intimidating

In cases where a student must be removed from the school premises because his/her presence poses a continuing danger to persons or property in the school, the parent(s)/guardian(s) of the student will be contacted as soon as practical. If the parent(s)/guardian(s) cannot be reached, the principal will contact Child Services for assistance.

Any student removed under this section must be given a written statement of the reason for removal. The Emergency Removal of Student form will be used for this purpose with copies going to the parent(s)/ guardian(s) and appropriate school personnel.

III. Suspension

The Executive Director, principal and designee may suspend a pupil from the school for disciplinary reasons outlined in the student's code of conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Executive Director's Designee may apply any or all of the period of suspension to the following year.

IV. Suspension Guidelines

The Principal and the Executive Director have the power to suspend a student when that student's behavior presents a clear danger of injury to the student, other students or school personnel, or prevents the orderly operation of classes or other school activities. A student may be suspended for specific violations identified as Level I, II or Level III offenses. The Executive Director may suspend a student for specific violations identified as **Level IV** offenses pending a pre-expulsion hearing.

Students will not be suspended for **Level I** offenses unless the Principal or designee determines the offenses to be chronic in nature.

The Principal may suspend students who commit **Level II** offenses, **f**or up to five school days.

The Principal may suspend students who commit **Level III** offenses, for up to ten school days.

The Principal or designee can suspend for up to ten school days, pending an expulsion determination by the Executive Director for students who commit Level **IV** offenses.

Make-up work will be assigned via the parent portal or the teacher assignment/s only, provided during days of suspension. Students will receive full credit for make-up work missed while on suspension that is turned in on the day the student returns to school. (No exceptions.)

Make-up work is not provided during expulsion.

V. Suspension Procedures:

PRE-SUSPENSION: Suspension proceedings should begin with an informal hearing between the student and the Principal. At this hearing, the student will be given written **Notice of Intended Suspension,** which spells out the specific charge(s) being made against the student.

If the offense is one for which the School may seek expulsion, the notice shall contain that information. The student will be given an opportunity to challenge the reasons for the intended suspension or otherwise explain his/her actions. The student does not have the right to call witnesses to give testimony on his/her behalf at this informal hearing before a school administrator.

If, following the hearing, a Principal suspends a student; the student must receive the **Notice of Suspension,** which states:

That he/she has been suspended

The reason for the suspension

The length of the suspension

The procedures for appealing the suspension

The procedures for returning to school at the conclusion of the suspension

That the School may seek expulsion, if appropriate

The Principal or designee will contact the student's parent/guardian by telephone if possible and will detain the student in school under supervision until either the arrival of the underage student's parent/guardian or until the close of the school day. **No suspended student will be sent home before the end of the school day unless the school contacts the parent(s)/guardian(s), and permission is given to send the student home with the person designated to pick up the student or, law enforcement requires that the student is removed from the premises.**

A suspended student is not permitted on School property or at School activities during the suspension. A student or parent(s)/guardian(s) has the right to appeal a suspension to the Executive Director or its designee and to be represented in the appeal by a representative of their choosing. A request for an appeal hearing must be made in writing to the Executive Director within ten calendar days of the date of the suspension or of the date the parents or guardian receives the notice, whichever is later.

The Executive Director may affirm the order of suspension, reinstate the student or otherwise reverse, or modify the suspension order. The decision of the Director may be appealed by the student or parent(s)/guardian(s) to the GIA Board of Directors.

VI. Expulsion:

Definition: Expulsion means that the student is removed from school by school authorities for more than ten school days, but not for more than eighty school days. If the offense involves a firearm or knife, a bomb threat, or is an offense, which would be a crime if committed by an adult and result in

serious physical harm to persons or property, the student may be expelled for up to one year. Since expulsion is the most severe punishment the school system may use, it requires action by the Executive Director. The Executive Director Designee may expel a student from school for eighty days. Expulsions may extend from one school year to the next. Expulsion of a handicap student or suspension in excess of an aggregate of ten days per year is a change in placement, thereby requiring federal due process procedures to be followed.

In accordance with Public Law 94-142 due process is guaranteed

Handicap children are not entitled to completely separate disciplinary procedures and may be suspended for up to ten days.

VII. Expulsion Procedures:

A student committing a **Level IV** offense shall be considered for expulsion.

A student committing a **Level III** offense may be considered for expulsion.

Before a student is expelled from school, the Executive Director or designee shall give the student and his/her parent(s)/ guardian(s) written notice of the intention to expel and the reasons for the intended expulsion. The notice shall include information on the right to have a hearing, the time and place of the hearing, and the right to have a representative of the student's choice at the hearing.

The hearing shall not be earlier than three (3) days or later than five (5) days after notice of intention to expel is given. The Executive Director or designee may grant an extension of time at the request of the student, parent(s)/guardian(s), or their representative. If an extension of time is granted, the Executive Director or designee must inform the student or his/her parent(s)/guardian(s) of the new time and place to appear. At the hearing the student may challenge the reason(s) for the intended expulsion or otherwise explain his/her actions. Such information shall be given equal consideration.

Within twenty-four hours of the decision to expel, the Executive Director Designee shall notify in writing the principal, student, parent(s)/guardian(s), Executive Assistant and the President of the Board of Directors. The written notice shall include the reason for the expulsion and an explanation of procedures to appeal the expulsion.

If a student is expelled for more than 20 days or if the expulsion extends into the following semester or school year for any period of time, the Executive Director Designee shall also include a listing of public and private agencies that offer assistance to the incident(s) for which the expulsion was ordered.

A student or his/her parent(s) or legal guardian(s) who disagree with the expulsion may request an Appeal, in writing, within ten (10) school days of the date the Notice of Expulsion was mailed.

The Board of Directors will act on the expulsion appeal at a public meeting. The Board of Directors may uphold the expulsion, reinstate the student or modify the expulsion order.

If a student commits a violation that warrants expulsion, the Executive Director shall proceed with the expulsion hearing and impose any warranted expulsion even if the student who committed the act has already withdrawn from school.

The Board of Directors may temporarily deny admittance to any student seeking to enroll in the GIA School if the student has been expelled or permanently excluded from a public school of another School, not limited to the State of Ohio, provided:

a. An opportunity for a hearing has been offered
b. The period of the expulsion has not expired
c. The student will be admitted at the conclusion of the expulsion period so long as it does not exceed one calendar year as prescribed by Ohio Law

Students returning from expulsion will not be given an opportunity to earn or be granted appropriate credit for work missed during the time of expulsion.

The rights of students with an identified disability are additionally protected by Board of Education Policy and Federal and State laws, which outline suspension and expulsion procedural safeguards for dealing with these students. (ORC 3313.662)

VIII. Appeal Process

Should a student or a student's parent(s) choose to appeal the **suspension**, he/she must do so within 3 school days of the notice of suspension. The student may be excluded from school during the appeal process.

Should a student or a student's parent(s) choose to appeal the **expulsion**, he/she must do so within 14 calendar days of the expulsion notice. The appeal period begins to run on the day following the expulsion and concludes 14 days later.

The Executive Director's Designee is authorized and directed to act as the designee for the Board of Directors in the appeals of student suspensions and expulsions.
Due process in the context of quasi-judicial administrative proceedings carried out by the school authorities does not mean that proceedings used in courts in juvenile courts must be followed exactly by school authorities when engaged in school-related disciplinary actions taken by school authorities. It does mean that clear, definite, and fundamentally fair rules of procedure must govern disciplinary actions taken by school authorities.

IX. Specific Violations

Disciplinary action is determined based primarily on the type of offense committed. Other factors such as the frequency of an offense as well as the child's age are considered. Although the disciplinary actions listed below reflect a progressive disciplinary process, all steps may not be considered or appropriate in a given case. Offenses of a repetitive or more serious nature may result in discipline commensurate with the seriousness of the offense and may justify suspension and/or expulsion without reference to previous reprimands.

Level I - Offenses

1. Truancy/Skipping Class: Violation of State, or school policy relating to attendance. The unauthorized absence from school, a scheduled class or after school detention, without obtaining consent of the proper school authority. There is an exception to Truancy and Attendance rules for **Excused absences**: An excused absence is one which has been classified as excused by the building administrators. An absence which has been classified excused by the building administration. An absence which falls under one of the six Board of Directors approved reasons for absence will be classified as excused if the building attendance procedure is followed by the student and the parent or person acting as the parent. Absences shall be excused for the following reasons:

Illness of the student;
Urgent need of the child to be at home due to illness in the immediate family;
Death in the family;
Absence approved by the principal and prearranged by the parent, student and principal;
Other emergency reasons approved by principal or a designee; and
School approved activities.

Unexcused absence: an unexcused absence is one which has been classified as such by the building administration. An absence will be classified as unexcused if it does not fit one of the Board's six stated reasons for excusable absences or the building attendance procedures are not followed. Student is inexcusably absent if under the suspension (out-of-school); leaves the school without permission; does not attend a required conference or detention period; fails to comply with building attendance procedures and the State Compulsory Attendance Laws.

2. Tardiness: No student shall be tardy to any class without a legitimate pass.

3. Use/Possession of Tobacco: A student shall not possess, use, sell, or conceal tobacco or tobacco products, including cigarettes, cigars, chewing tobacco, snuff or papers used to roll cigarettes (Ohio Revised Code 3313.75.1; 2151.87).

4. Possession of Electronic Equipment: Any electronic devices, including but not limited to phone pagers, cellular telephones, CD players, and MP3 players, IPads, or IPods are prohibited for use during the school day. Electronic devices will be retained in the school office until the end of the school day if the student is found using the device. **The School is not responsible for loss or theft of the above mentioned items.**

5. Non-Conformity to Dress Code: Students shall not violate school rules pertaining to appearance and the dress code. Students shall not wear apparel that is unsafe or causes disruption to the educational process. Failure to comply with policy governing attire set by the Board of Directors or as stated in building policies provided refer to School consequences previously outlined in this Code of Conduct.

6. **First unauthorized use of a cell phone.**

<u>Repeated or chronic occurrences of Level I offenses may result in suspension as a Level II offense</u>.

Level II – Offenses

<u>Repeated /Chronic Violations of Level I Offenses</u>

1. Physical Misconduct: A student shall not engage in physical contact, fighting, hitting, pushing another student or instigating a fight. The intentional promotion by a student to engage, through physical contact, another student in a physical conflict or continuous harassment is in violation.

2. Improper or Threatening Language/Gestures: No student shall use vulgar, racially derogatory, threatening, or other improper language spoken in any area of school buildings, on school property or at school sponsored activities; nor shall a student use vulgar or improper gestures or signs. The use of any language or actions, written, oral, physical, or electronic remark or expression, including obscene gestures, which is offensive, threatening or challenging via facebook, twitter or any other social media is included under this section of the Code of Conduct.

3. Leaving School without Permission: The leaving of school grounds during the designated school day without first obtaining permission of the principal or principal's designated representative is a violation.

4. Cheating, Plagiarism, and Forgery: A student shall not plagiarize, cheat, forge, falsify, distort or misrepresent in verbal or written form any dates, times, addresses, grades, class work or other data in any communication directed to or from school.

5. Academic Dishonesty/Cheating/Forgery: Altering, copying, or imitating something, of software, unauthorized use of hard copy or software to develop one's own software. without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling , buying, or possession of an altered, copied, or imitated thing with the intent to deceive or fraud. Academic dishonesty includes, but not limited to: plagiarism, forgery, copying or stealing another person's work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying

6. Gambling or Possession of Gambling Paraphernalia: A student shall not engage in, possess, or promote games of chance, place a bet, or risk anything of value on school grounds, on school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority. The participation on school property that unlawfully bet or wager money or something else of value; assist, promote, or operate a game of change for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; tamper with the outcome of a sporting event or contest to gain a gambling advantage.

7. Trespassing: A student shall not enter a school to which the student is not assigned without signing in at the office or enter a school from which the student is suspended without permission from the school Principal. To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. Unauthorized presence on school property after being warned to leave or not to appear on such, including but not limited to, suspension or expulsion.

8. Repeated Behavior of a Disruptive Nature: A student may be disciplined for any repeated misconduct.

9. Failure to Comply with Directives: Students will comply with directives and orders of teachers, student teachers, educational aides, substitute teachers, principals or other authorized school personnel during any period of time when they are properly subject to the authority of the school. The refusal to act in accordance with a reasonable request or directive from school personnel or disobeying any general rule of school conduct will result in corrective action.

10. Engaging in or causing a Disruption on the School Bus: The Failure to comply with or follow established procedures for bus transportation privileges may result in removal from school provided transportation, either, temporarily, or permanently.

11. Verbal/Physical Threats: Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety.

12. Any Other Misconduct that Disrupts the Educational process: Students may be disciplined for any other misconduct that is deemed by school authorities to be disruptive or to interfere with the educational process.

13. Second unauthorized use of a cell phone.

Corrective Actions

Disciplinary responses for Level II offenses may include:

Any disciplinary option suggested under Level I may be applied for offenses under Level II.

The Principal may use Board approved agency mediation programs for conflicts between students, as appropriate.

The Principal or the Executive Director may suspend a student for a period not to exceed five (5) school days, following appropriate due process as specified in Ohio Revised Code 3313.66.

Level III – Offenses

1. **Damage or Destruction of Property:** A student shall not cause or attempt to damage, deface or destroy school property or the private property of students, teachers, school personnel or other persons.
2. **Theft of Unauthorized Removal of Property:** A student shall not steal or attempt to steal school or private property, or possess such property without authorization.
3. **False Alarm/Bomb Threat:** A student shall not trigger a fire alarm in the absence of an actual fire or other emergency. A student shall not make threats against the school or other persons.
4. **Hazing:** No student shall persecute, threaten or participate in any act or acts that injure, degrade or disgrace any student. Hazing is banned in any form.
5. **Gang Related Activity:** The presence of gangs and gang activities can cause a substantial disruption of school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit.
6. **No student on or about school property or at any school activity:**

Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang;

Shall commit any act or omission, or use any speech, either verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang;

Shall use any speech or commit any act or omission in furtherance of the interest of gang or gang activity, including, but not limited to:

-Soliciting others for membership in any gangs;

-Requesting any person to pay protection, extort or otherwise intimidating or threatening any person

-Committing any other illegal act or violation of School policies;

-Inciting other students to act with physical violence upon any other person

7. **Extortion:** No student shall use an expressed or implied threat, violence, harassment, coercion, or intimidation to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions off school grounds, or at any other time the student is subject to school authority.

8. **Use/Possession of Alcoholic Beverages:** A student shall not handle, possess, use, conceal, or consume any alcoholic beverage on school grounds, at school-sponsored or related functions or activities off school grounds, on a school bus or conveyance, or any other time the student is under school authority.

9. **Use/Possession of Other Drugs:** A student shall not handle, possess, use, conceal, or consume any of the drugs of abuse, or counterfeit drugs commonly called "look-alike," nor shall they handle, possess, use, or conceal any drug or counterfeit drug instrument or paraphernalia on school grounds, at school sponsored or related functions or activities off school grounds, on a school bus or conveyance, or any other time the student is subject to the authority of the school.

10. **Sale/Distribution of Alcohol:** A student shall not transmit, negotiate the sale of, or sell alcohol on school grounds, at school-sponsored or related activities off school grounds, on a school bus or conveyance, or any other time the student is subject to the authority of the school.

11. **Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical harm to another person.

12. **Public Display of Affection or Sexual Acts With or Without Mutual Consent:** Student shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.

13. **Disruption of School:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any function or operation of the school or of the educational process.

14. **Inappropriate use of Technology:** Students shall not violate the Information Technology Acceptable Use Policy adopted by the Board of Education.

Computer "Hacking" Unauthorized use includes:

Use of School computers to gain unauthorized access to School or other databases including student, faculty, or School data files, without permission.

Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view or display obscene, vulgar, sexually explicit or racist media

Use of the school computer network for soliciting or purchasing commercial materials and/or services of any kind

Use of the school computer to engage in participation in hate groups, to incite violence or aggressive action on the part of the student body or promote racial disorder

In addition to any criminal penalties, students will be suspended and recommended for expulsion. – (see Internet Policy Form)

15. Unauthorized use of cell phone

<u>For misconduct by a student that occurs off School property but is connected to activities or incidents that have occurred on School property.</u>

Students will be suspended and may be recommended for expulsion for any misconduct that first occurred on school property and was continued off school property, or started off school property and carried over into the school and caused conflict or disruption including:

16. Misconduct Away From School: A student who sells or transmits any narcotic drug,

hallucinogenic drug, cocaine, marijuana, or any other controlled substance of abuse off school property or at a non-school sponsored or related activity; engages in an assault upon a school employee or other student off school property, at a non-school-sponsored or related activity, function or event; or engages in electronic harassment or threats may be subjected to suspension or expulsion from school. The Executive Director determines if the student's continued presence in the school is reasonably certain to significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students and or has a negative influence on others to act or do the same.

Corrective Actions:

The Principal and Executive Director may suspend a student for a period not to exceed ten (10) school days (Ohio Revised Code 3313.66).

The Principal may recommend that a student be expelled.

The Warrensville Heights Police Department may be called if a serious incident occurs.

Parents will be informed of any Level III offense committed by their child within one school day by the administration or its designee.

In the event that a student causes damage to Board of Education property, parents/guardians will be responsible for the cost of such damages in accordance with Ohio Revised Code Section 3109.09.

The Students may be assigned to Community Services. (Restitution)

Level IV Offenses

The commission of these offenses **shall result in expulsion** up to a period of one school year and/or permanent exclusion from the School.

1. **Arson:** A student shall not set a fire or cause an explosion.

2. **Falsely setting off or pulling fire alarms in school buildings.**

3. **Use/Possession of a Firearm or Other Weapons:** Students shall not use, possess, exhibit, handle, transmit, or conceal any object classified or construed as a firearm while on school property, in a vehicle parked on school property, at any school-sponsored activity regardless of location, or at an interscholastic competition, extracurricular event or other school program or activity that is not on school-controlled property. **The definition of a firearm** is any weapon (including a starter gun) which will, or is designed to, or may readily be converted to; expel a projectile by the action of an explosive, the frame or receiver of any such weapon or any firearm muffler or firearm silencer.

4. Threat to take a life via weapon or any other means

Definitions:

A knife includes, but is not limited to, any cutting instrument consisting of a sharp blade or pointed object which may or may not be fastened to a handle, and having a blade length of two and one-half inches or longer.

Other dangerous weapons and instruments include, but are not limited to, “look alike” firearms, metal knuckles, razors of all descriptions, and propellants that may be used to or are intended to harm, threaten or harass students, staff, parents/guardians, or community members.

5. **Sale/Distribution of Weapons:** A student shall not transmit, negotiate the sale of, or sell any weapon on school grounds, at a school-sponsored or related function or activity off school grounds; on a school bus or conveyance or at any other time the student is subject to the authority of the school.

   Weapons shall include firearms, knives, razors, clubs, chains, explosives, incendiaries, poisonous gas, or other items and substances, which may be used to inflict harm on or intimidate another person

6. **Use/Possession of an Explosive, Incendiary, or Poison Gas:** A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as explosives, fireworks, munitions, incendiaries, accelerants, lighters, matches, or poisonous gas while on school property, in a vehicle parked on school property, at any school-sponsored activity regardless of location, or at an interscholastic competition, extracurricular event or other school program or activity that is not on school-controlled property.

“Look-alike” and replicas of weapons shall be included in the definition of weapons.

7. **Sale/Distribution of other Drugs:** A student shall not transmit, negotiate the sale of, or sell any drug of abuse or drug paraphernalia on school grounds, at a school-sponsored or related function or activity off school grounds, on a school bus or conveyance or at any other time the student is subject to authority of the school. Included are counterfeit or “look-alike” drugs and drug paraphernalia.
8. **Criminal Acts:** Commission of an act while under the authority of the School that is a criminal offense when committed by an adult (Ohio Revised Code 2901.01).

9. **Harassment, Bullying, Dating Violence** Students shall not harass or stalk any members of the school staff or student body on the basis of sex, color, race, national origins, religion, sexual orientation, age, or disability. Harassment, Intimidation, Teen Dating Violence or Bullying behavior by any student/school personnel in the GIA School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Pending House Bill 19 teen Dating Violence is defined as a physical sexual or psychological/emotional violence

within a dating relationship. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted purposeful written, verbal, nonverbal or physical behavior, including, but not limited to, any threatening, insulting, or dehumanizing gestures, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by imbalance of power. Bullying may involve, but is not limited to:

Unwanted Teasing
Threatening
Intimidating/extortion
'Stalking/sexting
Cyber bullying
Physical violence/ Dating violence
Theft
Sexual, religious, or racial harassment
Public humiliation
Destruction of school or personal property
Social exclusion , including incitement and/or coercion
Rumor or spreading of falsehoods

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
Has the effect of substantially interfering with a student's educational performance, and employee's work performance, or either's opportunities, or benefits;
Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being: or
Has the effect of substantially disrupting the orderly operation of a school.

Cyber stalking or "Menacing by Stalking as defined in ORC 2903.211 (A) means to engage in a pattern of conduct that shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. No person, through the use of any electronic method of remotely transferring information, including, but not limited to , any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of this section.

Cyber bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, social websites (e.g., MySpace, Facebook, and Twitter, Instagram...), chat rooms, and instant messaging.

"Bullying", Cyber bullying, "and/or "Harassment" also encompasses:

Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
Perpetuation of conduct listed in the definition of bullying, harassment, or discrimination that is not made in good faith.
Incitement or coercion;
Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system or computer network within the scope of the School system; or

Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

10. Unauthorized use of cell phone

Corrective Actions

The Principal and/or Executive Director may suspend a student for a period not to exceed ten (10) school days (Ohio Revised Code 3313.66).

The Principal may recommend that a student be expelled.

The Warrensville Heights Police Department may be called if a serious incident occurs.

Parents will be informed of any Level IV offense committed by their child within a reasonable time period by the administration or its designee.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this section shall be expelled by the Executive Director.

If the actions giving rise to expulsion for any of the misconduct described above are committed by a student who is sixteen years of age or older and the student is convicted or adjudicated a delinquent child for a violation listed in Ohio Revised Code 3313.662(A) based upon such actions, the student may be permanently excluded from the School. The procedures for permanent exclusion are set forth above in this handbook.

In the event that a student causes damage to Board of Director or Building Owner property, parents/guardians will be responsible for the cost of such damages in accordance with Ohio Revised Code Section 3109.09.

Immunity, A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666

If that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Search and Seizure

To maintain a safe and orderly environment in the School and to protect the safety and welfare of students and School personnel, School authorities may search a student and may seize any illegal, unauthorized or contraband materials discovered in the search. Students should not expect privacy regarding items on School property because School property is subject to search at any time by School officials. Periodic general inspections of School property may be conducted by School authorities for any reason at any time without notice, without student consent and without a search warrant. A student's person and/or personal effects (e.g., purse, book bag, automobile, etc.) may be searched whenever a School official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

A student's refusal to permit searches and seizures as provided in this policy seriously interferes with the School's ability to maintain order and discipline and to insure a safe and secure learning environment. Therefore, such refusal will be considered grounds for disciplinary action up to and including an indefinite suspension pending action on a recommendation for permanent expulsion from School.

Transportation

Green Inspiration Academy provides transportation to students via school bus and van. It is the expectation that each student who utilizes transportation will adhere to the rules and regulations set forth by the school. Failure to comply with the rules and regulations will result in disciplinary action as described below.

1. Students shall enter transportation vehicles in an orderly fashion. Being respectful of other students who have already boarded and those students who are waiting to board. No students should be pushing, hitting, shoving, or touching another student during this process.

2. Students should remain seated until the transportation vehicle has come to a complete stop. Once stopped, students are permitted to stand and exit the vehicle in an orderly fashion. Again, students are to refrain from pushing, hitting or touching other students

during this process. Students who are not disembarking should remain seated.

3. Assigned Seats: Each student will be assigned a seat on the transportation vehicle. Students are to remain in their assigned seat for the duration of the trip until they have arrived at their final stop unless otherwise directed by the driver.

4. Trash: Students are not permitted to eat or drink anything while in the transportation vehicle. All students are responsible for ensuring that any trash that is near or on their seat is removed and placed in the trash bin when they exit the vehicle.

5. Cell Phone: Students are permitted to have their cell phones unless otherwise instructed by the driver. The following will be implemented to ensure that order is maintained:

    a. Students who wish to listen to music must have ear buds/headphones in at all times.

    b. Students are not permitted to video or make any recording of other students while on the bus.

    c. Students must always maintain custody of their electronic device. Passing of cell phones or electronic devices to other students will not be tolerated.

6. Loud Talking: Students are to refrain from any loud talking, yelling, screaming, laughing, singing, etc. Noise levels should be limited to a level 1 (library speaking voice) at all times.

7. Hitting, Play Fighting, Fighting, Swearing, Kicking, Throwing Objects, by any students will not be tolerated. These actions can result in immediate removal from transportation services.

Procedures for Bus Discipline:

First Offense - student will receive a written warning

Second Offense - student will receive a 3 day suspension from the bus/van

Third Offense - student will be removed from the bus/van for the remainder of the school year

Green Inspiration Academy
4901 Galaxy Parkway Unit L
Warrensville Heights, Ohio 44128
Phone: 216-609-0700 Fax: 216-609-0777
Ms. Tracy M. Adams, Principal

TEXTBOOK POLICY

The school provides all textbooks used by Green Inspiration Academy students. Before books can be sent home, parents must agree to replace lost or stolen books. Students are expected to handle books with care. Students are expected to cover all hardcover textbooks. Students should write their names in ink inside the front cover of their books. Textbooks are to be returned in good condition at the end of the year. Fines will be issued for loss of or damage to textbooks, if the books/consumable materials are not replaced at the purchase price, fines will result in withholding of grades, not being able to participate in school events such as dances, and/or final transcript and diploma. Prices are $75.00 for each individual book.

Thank you,

Green Inspiration Academy

Parent Signature_____ Date_____

Student Name_____

Green Inspiration Academy
4901 Galaxy Parkway Unit L
Warrensville Heights, Ohio 44128
Phone: 216-609-0700 Fax: 216-609-0777
Ms. Tracy M. Adams, Principal

Photo Release Policy

Over the course of the school year, opportunities arise to provide positive publicity and information about our school and students to the general public or specific audiences. The school may receive requests from the news media or professional persons to interview, photograph, and/or film students for news publications, television or radio broadcasts, or for educational information and training or various publications and brochures printed by the school. Permission is needed for your child to be the subject of any news media publicity or for educational information. By granting this permission, the school, including its employees and contractors, are released from all claims resulting from the use and editing of your student's image, voice, or name, and the use, sale, editing, and release to media outlets. This permission remains valid for all media projects occurring during the school year in which the form is signed. You may revoke this permission by completing a new media release form at your campus.

Student's Name: _____ Grade: _____

Parent's/Guardian's Name**:** _____ Date: _____

Ohio's Cell Phones in Schools Model Policy

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of THE GREEN INSPIRATION ACADEMY has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen GREEN INSPIRATION ACADEMY's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of cell phones

Students are prohibited from using cell phones at all times.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern.

V. Cell phone storage

Students shall keep their cell phones in a secure place or a storage device provided by the district, at all times when cell phone use is prohibited.

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures (check all that apply):

[ ] Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.
[ ] Securely store the student's cell phone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
[ ] Place the student's cell phone in the school's central office for the remainder of the school day.
[ ] Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.
[ ] Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.
[ ] Other (insert as needed).

APPROVED BY THE GREEN INSPIRATION ACADEMY BOARD OF DIRECTORS:

JUNE 25, 2024

APRIL HART,

EXECUTIVE DIRECTOR

Green Inspiration Academy
4901 Galaxy Parkway Unit L
Warrensville Heights, Ohio 44128
Phone: 216-609-0700 Fax: 216-609-0777
Ms. Tracy M. Adams, Principal

Green Inspiration Academy Parent/Student Handbook Agreement 2026 - 2027

Student's Name: _____ Grade: _____

Parent's/Guardian's Name**:** _____

We have read and understand all of the information contained in this manual including the student code of conduct and related policies. We agree to abide by and support the school's policies and code of regulations in the Parent/Student Handbook.

Agreed to by:

_____

Student's Signature Date

_____

Parent's/Guardian's Signature Date