



**The Ida B. Wells Community Academy**

815 Copley Road  
Akron, Ohio 44320-2901

**Parents and Students Rights and Responsibilities  
Handbook**

**“semper novi quid ex Africa!”**

"Everything new always comes out of Africa!" — Pliny

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# **The Ida B. Wells Community Academy**

## **Parents and Students Rights and Responsibilities Handbook**

**“semper novi quid ex Africa!”**  
"Everything new always comes out of Africa!" — Pliny

**THE IDA B. WELLS COMMUNITY ACADEMY'S EDUCATIONAL PHILOSOPHY COMMITS IT TO ENGENDERING** in its students intellectual inquisitiveness and a commitment to academic excellence. The Academy also stresses high academic standards and rigorous performance expectations. Students are taught a basic skills program with a holistic (interdisciplinary or “unidisciplinary”) learning focus. Since its inception, the Academy has sought to provide an education that is nurturing, intellectually stimulating and that imbues in its students intellectual curiosity, a mutual respect for their classmates, an eagerness to learn, academic competence and the resolve to attain knowledge of their history, culture, traditions and values. The Academy continues its drive to accomplish these aims and to establish a Learning Community and environment that is supported by a curriculum reliant in part on the learners' life experiences at home, in their neighborhood, in their city, and in the society at large. This academic year the Academy's programming structure has undergone some alterations that are designed to produce better, more measurable student and teacher performance outcomes in reading, writing, mathematics, social studies (citizenship) and the natural sciences.

To meet the Academy's upgraded learning objectives, we have introduced for 2005-2006 a curricular revitalization program with commensurate activities that (1) are based on individual student interests, needs and abilities and (2) will allow students to grow intellectually and at their own pace. This program adjustment allows faculty to sharpen their methods for attaining higher achievement expectations for themselves and their students. Students will be assessed at the beginning of the school year to determine where they are academically, particularly in reading and math skills. Students will be post-tested using the same or similar instruments later in the year to assess their progress over time.

“Meeting students where they are socially, culturally, physically and academically and then moving them to higher and to more advanced academic levels” is one of the essential curricular and procedural elements imbedded in the Academy's educational program. Of especial importance in this context is the programmatic notion that all children can learn. It is incumbent on the Academy's faculty and administrative staff to devise the means, to provide the resources, and to design the appropriate strategies to “lead that learning out,” i.e., “make it happen.”

The Academy's adjusted educational philosophy and curricular structure will effectively augment its program structure and instructional design. As oftentimes stressed, this structure must emphasize incorporating the following elements:

- Offering classes that are holistic, culturally integrative, connected to the Internet or supported by an 18-station computer lab;
- Team-teaching stressed where appropriate using parents, community residents, retired professionals and businessmen or -women as part-time teachers or teaching assistants;
- Small class sizes with an average 18:1 student to teacher ratio that (a) responds to the composition of the student body and (b) facilitates individualized instruction based on student interests and needs;
- Meeting students where they are socially, culturally, physically and academically and then moving them to higher and different academic levels, using appropriate strategies to “lead that learning out”;
- An extended academic year that requires students and faculty to be at the Academy for 210 days rather than the 180-day standard. **All students are required to be in attendance for the entire 210-day period and have satisfactory academic performance to move on to the next higher grade level.** This extended year requires the student to attend the Academy year-round, allowing also the incorporation of curricular intervention and remediation strategies (ORC 3301.0715(D), 3313.608 and 3313.6012) and increased curricular infusion. At the end of the academic year, students will have 30 days of vacation before the next academic year begins.

### **Why Have a Handbook for Student Rights and Responsibilities?**

This statement of Parents and Students Rights and Responsibilities was prepared to serve as a Handbook, a summary and reference guide to assist parents, students, and administrators in following the Ida B. Wells Community

Academy's academic and student behavior regulations. The statement should always be referred to should you as parent or student have any questions. This statement is a comprehensive digest of the rules of the Academy's Learning Community and presents the Standards of Behavior students, faculty, staff, administrators, and others are expected to follow. To be a good student (and faculty or staff member) at the Ida B. Wells Community Academy, everyone must follow, among other things, this basic two-part outline of the Academy's rules and regulations.

A supplemental four-page version of this Handbook is attached as Appendix A. It is to be used as a convenient and brief reference to the more comprehensive version.

**PARENTS AND VISITORS VISITATION RULE:** It should be noted well that all parents and visitors must first report to the Learning Centers' Main Office, be received by the receptionist, and sign the Visitor's Guestbook. This rule also applies to parents who come to the Learning Centers to remove their child(ren) before classes are dismissed for the day. **Under no circumstances can a child be removed from the Academy's premises without first being signed out at the Main Office.**

## **Part I: RIGHTS AND RESPONSIBILITIES OF PARENTS AND STUDENTS**

### **Section I: THE DAILY EDUCATIONAL TONE SETTING PROGRAM**

At the beginning of each learning day, students, administrators, and faculty are required to participate in

1. Singing the African American National Anthem: "Lift Every Voice and Sing" paying strict attention to the general announcements from the Instructional Leaders
2. Reciting the Academy Pledge
3. Reading aloud selections from The Nguzo Saba, and
3. Paying strict attention to "The Learning Day Messages" delivered by Faculty and / or Staff and / or Student(s)

## **Lift Every Voice and Sing**

Lift every voice and sing, till earth and Heaven ring,  
Ring with the harmonies of liberty;  
Let our rejoicing rise, high as the listening skies,  
Let it resound loud as the rolling sea.  
Sing a song full of the faith that the dark past has taught us,  
Sing a song full of the hope that the present has brought us;  
Facing the rising sun of our new day begun,  
Let us march on till victory is won.

Stony the road we trod, bitter the chastening rod,  
Felt in the days when hope unborn had died;  
Yet with a steady beat, have not our weary feet,  
Come to the place for which our fathers sighed?  
We have come over a way that with tears has been watered,  
We have come, treading our path through the blood of the slaughtered;  
Out from the gloomy past, till now we stand at last  
Where the white gleam of our bright star is cast.

God of our weary years, God of our silent tears,  
Thou Who hast brought us thus far on the way;  
Thou Who hast by Thy might, led us into the light,  
Keep us forever in the path, we pray.  
Lest our feet stray from the places, our God, where we met Thee.  
Lest our hearts, drunk with the wine of the world, we forget Thee.  
Shadowed beneath Thy hand, may we forever stand,  
True to our God, true to our native land.

To hear the music, go to: <http://www.cyberhymnal.org/htm/l/liftevry.htm>

## The Academy Pledge

I am a student at the Ida B. Wells Community Academy, and I want to learn all that is here to learn.

I pledge to uphold all rules and policies the Academy has established.

I pledge to study a lot and to complete my home work assignments on time.

I pledge to attend school regularly and to always pay attention in class.

I pledge to be loyal, to show school spirit, to be proud and to respect myself,

My fellow students, my teachers, my parents, and the Academy.

I pledge to strive for excellence in my studies and to learn to read by reading, to become proficient in math by solving mathematical problems.

I pledge to be proud of my community, my neighborhood, and my home.

I pledge never to forget the greatness of my African American heritage and African people.

I pledge to behave at the Academy, at home, and in the community.

I most strongly pledge to practice at the Academy, at home, at work, and at play the values contained in the Nguzo Saba.

## The Nguzo Saba

### The Seven Principles

1. **UMOJA (OO-MOH-JAH) – UNITY**

To strive for and maintain unity in the family, community, nation, and race. Without unity, there is nothing.

2. **KUJICHAGULIA (KOO-GEE-CHAH-GOO-LEE-AH) – SELF-DETERMINATION**

To define ourselves, name ourselves, create for ourselves and speak for ourselves instead of being defined, named, created for and spoken for by others.

3. **UJIMA (OO-JEE-MAH) – COLLECTIVE WORK AND RESPONSIBILITY**

To build and maintain our community together and make our sister's and brother's problems our problems and to solve them together.

4. **UJAMAA (OO-JAH-MAH-AH) – COOPERATIVE ECONOMICS**

To build and maintain our own stores, shops and other businesses and to profit from them together.

5. **NIA (NEE-AH) -- PURPOSE**

To make our collective vocation the building and developing of our community in order to restore our people to their traditional greatness.

6. **KUUMBA (KOO-OOM-BAH) – CREATIVITY**

To do always as much as we can, in the way we can, in order to leave our community more beautiful and beneficial than we inherited it.

7. **IMANI (EE-MAH-NEE) – FAITH**

To believe with all our heart in our people, our parents, our teachers, our leaders and the righteousness and victory of our struggle.

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## Section II: **ROLES AND RESPONSIBILITIES OF TEACHERS AND STUDENTS**

### **The Roles and Responsibilities of Walimu and Wanafunzi\***

THE **MWALIMU** (TEACHER) — THE **MWANAFUNZI** (STUDENT) relationship is of major importance and must be understood and adhered to if an atmosphere of learning, discipline, and respect is to be created. In the final analysis, we are all students, but some of us have been students longer and have acquired a body of knowledge that must be passed on to those who are just entering formal life-studies. We call the teacher **MWALIMU** and the student being introduced to knowledge, we refer to as **MWANAFUNZI**. No institutions can advance intellectually, culturally, or politically, unless there are dedicated and sincere **WALIMU** with an equally committed **WANAFUNZI**. The **Mwalimu** and the **Mwanafunzi** are equally responsible to each other and must develop an unbreakable trust between themselves.

The following points should be observed by all **WALIMU** (Teachers).

1. Be the example of what you teach. Your personal contradictions can wipe out years of hard work. You must be direction for the young, be what you teach, exemplifying The Seven Principles — The **NGUZO SABA**.
2. Always impart knowledge with an eye on reality. Pull your examples from the real world that we are involved in daily. High sounding philosophy belongs in philosophy classes that divorce themselves from life. Knowledge without understanding and practical application is like owning land without being able to cultivate it.
3. Never tire of teaching. An instructor who believes in what he is teaching can teach anywhere and at anytime and is always prepared to teach; his lifestyle should be a lesson. Concentrate on the four ingredients for an Afrikan reality: to work, to study, to create, and to build.
4. The developing of the moral, spiritual, and physical well-being of the students is of the uppermost imperative. A student should never be held back — in fact, a teacher should be eager for his student to surpass him; this is a reward for doing his job well.
5. In order to develop the communal spirit to the highest, the instructor must be conscious of and concerned about the student's well being outside the classroom. Make sure that the student has all basic needs in order to develop his mind, body, and spirit.
6. The student should be encouraged to investigate all areas of life-studies. The student should be given equal time and attention in accordance with his personal ability. Push the complimentary and cooperative aspects of learning and encourage involvement with man and nature, and independent study. Never betray a trust, and discipline should be strict, quick, and fair.
7. All teaching should be based upon tradition and reason, and be taught theoretically and scientifically, the emphasis always on Afrikan man in relation to his community — community-centered rather than man-centered; emphasizing the responsibility of the students to their community, organization, and family; always communalism over commercialism.

The following points should be observed by all **WANAFUNZI** (Students):

1. The student is the nation becoming. The good student never tires of learning. The secret of knowledge is that the good students can learn anything, anyplace, and any time.
2. The good student is committed — committed to the institution / organization, committed to his people, and committed to the acquisition of knowledge that will aid his people — therefore aiding himself.
3. The good student lives the Black Value System — the **Nguzo Saba** — and is the example for the younger brothers and sisters.
4. The good student knows that to move from black purpose to Afrikan Reality, four ingredients are needed: Hard Work, Study, Creativity, and Building.

5. Remember that a student's conduct outside the organization reflects the organization. To do injustice one day out of 365 days could wipe out the whole year's work.
6. The spirit of sharing and learning; must be with the student at all times. But if he does not know any thing — there will be nothing for him to share.
7. The student must develop good study habits, always show a willingness to learn, and always be respectful to the instructor. Address all male instructors with [Mr. or Doctor] and all female instructors with [Mrs., Ms. or Doctor.]
8. Knowledge without understanding and practical application is useless — if you do not understand something ask questions. One who continually asks questions does not show stupidity or ignorance — he shows a thirst for knowledge. One who sits and absorbs everything without question is like a sponge — his head full of water. Challenge your instructors to give you all the knowledge they have.

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\*Excerpted from Haki Madhubuti. (1973). *From Plan to Planet*. Detroit: Broadside Press.

### Section III: **ROLE AND RESPONSIBILITY OF FACULTY, PARENTS AND STAFF\*\***

1. **Never be overawed by authority.** Not at any time whatever, nor for any reason whatsoever, can any one with safety or profit permit his faculty-of-thought to take a "sabbatical," least of all when that individual's mind is exposed to the thoughts of other people.
2. **Be open to conviction,** but refuse to be convinced until conviction becomes a necessity. In other words, do not imprison your mind in the padded cell of the comfortable rut of your own preferred beliefs, prejudices, biases, or egocentricity.
3. **Read little, think deeply — and much.** Avoid acquiring the grasshopper mind. Books are highly suggestive, therefore, choose your authors with care. Take time to think through the full implications and connotations of what you read, testing its validity from as many angles as you can. Even nourishing food leads to indigestion if swallowed whole. Avoid mental indigestion at all costs. It is not to be cured merely by going to the Drug Store!
4. **Seek TRUTH and pursue it,** to the extent of remaking your own mind no matter what the cost, should it become necessary. Never forget that the "superstitions" of today were the "truths" of yesterday; the "truths" of today will be the "superstitions" of tomorrow. Do not allow them "permanent residence" in your mind. Seek not mere "knowledge" but UNDERSTANDING. Perchance WISDOM may follow. One thing is certain: Only when the rational mind is stilled can the ears of Understanding open to the voice of Wisdom.
5. **If you must lie, lie to others; they will find you out** and know you for the fool that you are. But if you lie to yourself, you are a lost fool.
6. **Learn to "think beyond the thoughts of men that lean on things they see."** Inevitably they become "obsessed by the perceptible to such an extent that, for them, thinking has become synonymous with repeating parrot-fashion the cast-off-thoughts of others, with less intelligence than the (so-called) "dumb" animals. On no account should you visit that Club, much less join it.
7. **Make it your golden rule,** never to be broken, NOT under any circumstances to consult any author on any subject until you shall first have thought deeply about it — the meditative act — and shall have reached some conclusions, no matter how tentative. Remember at all times: **NOTHING BELONGS TO YOU EXCEPT YOUR MIND HAS HAD A HAND IN ITS FORMULATION.** The moral is obvious: ensure by every means at your disposal, that your mind is actively functioning on oiled wheels, and that it functions as your servant and not your enslaver.



8. **Heed well the words of Herbert Spencer:** "There is a principle which is a bar against all information, which is proof against all arguments, and which cannot fail to keep a man in everlasting ignorance: That Principle is: Contempt prior to investigation."
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\*\*First drawn up by Chief Fela Sowande at Howard University, 1969, revised at the University of Pittsburgh, 1973, restructured at Dartmouth College, July 1975, and introduced to the faculty and staff of the Department of Pan-African Studies, Kent State University, September 1976.

### **The Academy's Daily Learning Day**

The building opens to students at 7:50 a.m., at which time an Academy staff member will open the doors for students to enter. Students are not to be dropped off by parents / caregivers earlier than the time the building opens because of the lack of supervision.

Elementary Center: 8:10 a.m. – 2:30 p.m.  
Intermediate Center: 8:00 a.m. – 2:30 p.m.

### **Section III: IMPORTANT THINGS TO REMEMBER**

#### **Fire and Tornado Drills**

These are required by law. Each room will have the fire and disaster drill exits / routes posted. When the fire drill alarm / signal is given, students are to immediately leave the building by the correct exit. If students are in the hall when the alarm / signal is given, they are to leave by the nearest exit with the nearest class of students under the supervision of that class' teacher.

If the alarm / signal is given for a tornado disaster drill, follow the directions of the classroom teacher, as each room has an assigned place in the building to report in case of a tornado. There is no talking during these drills. Students are to remain at their assigned placed until their classroom teacher informs them the drill is completed. Students are to walk quietly back to their classrooms.

#### **Access to Student Records**

The educational records of students are available for review by parents / caregivers. Maintenance of student records is an important responsibility for the Academy. Parents / caregivers, by appointment, do have access to their child's educational records maintained by the Academy.

Any questions about records should be addressed to the Instructional Leader at each Center. The Family Educational Rights and Privacy Act of 1974 requires that specific procedures are followed.

#### **Program Description**

The academic program is structured to support the state standards. The instructional program has been developed to prepare our students so that they will achieve their highest possible potential. Our standard-based curriculum is also supported through a holistic infusion of African and African American cultural content.

The Elementary Program (K – 4) consists of the following:

<b>Grades</b>	<b>Core Classes</b>	<b>Specials</b>
K -- 4	Reading, Mathematics, Language Arts, Science, Social Studies	Physical Education, Health, Art , Music

The Intermediate Program (5 – 8) consists of the following:

<b>Grade</b>	<b>Core Classes</b>	<b>Specials</b>
5th	Reading, Mathematics, Language Arts, Science, Social Studies	Physical Education, Health, Art , Music
6th	Reading, Mathematics, Language Arts, Science, Social Studies	Physical Education, Health, Art , Music
7th	Reading, Mathematics, Language Arts, Science, Social Studies / History	Physical Education, Health, Art , Music
8th	Reading, Mathematics, Language Arts, Science, Social Studies / American History	Physical Education, Health, Art , Music

### **Academic Achievement**

**Grades K – 1** – implement a developmental progress report for the students. This report supports the state standards and those indicators the students has achieved as he / she moves towards mastery of the skills. Therefore, students are not given letter grades.

As evidence of students' progress, all instructional staff (K – 8) will maintain a student data folder to present to parents / caregivers.

**Grades 2 – 8** -- implement a content area reporting of skills based upon the state standards and indicators of learning. Students are given the traditional academic letter grades and a number / citizenship rating.

### **Help for Students**

If you find that you are having difficulty in any of your subjects, please ask for help from your teacher. See your teacher before class, after class or during recess. Don't wait too long before seeking help.

### **Homework**

Homework is given in the academic areas and at times in the special subject areas. In some cases the homework will actually be incomplete classwork. Homework is given to enhance those skills the student has learned during the learning day.

### **Honor and Merit Rolls**

Students in grades 3 - 8 may qualify for the Honor and Merit Rolls. The following grade point averages must be achieved:

- Honor Roll: GPA 3.6 - 4.0
- Merit Roll: GPA 3.0 - 3.5

The Honor / Merit Roll list is posted after each nine-week grading period.

### **Lost and Found**

All clothing items found will be placed in the Academy's lost and found and kept for a brief period of time. If not claimed, the items are given to volunteer agencies.

## **Absences from the Academy / Make-Up Work**

Establishing good habits of attendance and punctuality are very important for a student's future success.

A. If a child is going to be absent from the Academy, parents / caregivers **MUST NOTIFY THE OFFICE** by phone between 8:00 – 9:00 a.m. each day the child is absent.

B. The state of Ohio recognizes the following excuses for absence from the Academy:

1. personal illness, family illness, quarantine of the home
2. death of a relative – three day limit except in unusual cases
3. religious holiday
4. emergencies justified by the Chief Administrative Officer or his / her designee
5. appointment – written request signed by the parent / caregiver and approved by the Instructional

Leaders are required if a student is to be permitted to leave the Academy before regular dismissal time; however, appointments should be made before or after classes whenever possible.

C. A written explanation of the absence from the parent / caregiver is to be given to the office staff the day the student returns to the Academy. The explanation should include the dates of absence, the reason, and the signature of the parent / caregiver and a phone number where the parent / caregiver may be reached.

D. A doctor's excuse is required for any absence beyond five (5) consecutive days in a six week period, or ten (10) days in a grading period, or as deemed reasonable by the Instructional Leaders.

E. Unexcused Absences – The law does not excuse absence from the Academy due to shopping trips, visits to other schools, movies, trips to the barber or beauty shop, holidays, vacations -- other than those excused by law, or any other absence considered not part of a reasonable school program.

F. Vacations – Absences from the Academy for traveling and family vacation do not fall in the excused category. These absences must be evaluated by the parent, as to the possible detrimental effects on the child's progress at the Academy. The teacher(s) and the Instructional Leader must be consulted in advance of the absence and presented with a written statement of intent to take the child out of the Academy, the reason for taking the child out of the Academy and the number of days of the proposed absence.

Missed schoolwork must be made up and advance arrangements are to be made for the make-up assignments' evaluation. It is difficult for students to make up work without teacher instruction. Without parental supervision of the make-up work, teacher time is wasted and the child is deficient in meeting his / her academic requirements. Preparation of homework for any extended absence requires the expenditure of the teacher's time, which is not readily available during the learning day. Such requests should allow the teacher at least three days lead-time.

G. A parent bringing his or her child to the Learning Center late for class (after 8:35 a.m.) should bring the child to the main office where the child will be marked tardy and issued a pass to enter class.

H. Early Dismissal – A student to be dismissed early must have a written excuse from their parent / caregiver with a phone number giving the reason and dismissal time. Students who leave before 10:00 A.M. will be marked absent for a whole day. Students leaving after 10:00 A.M. will be marked absent for a half-day. Parents / Caregivers are to pick up students and sign the students out at the main office during student hours. Acceptable reasons for early dismissals are:

1. Professional appointments (doctor, dentist, counselor, court, etc.)
2. Family emergency
3. Other extenuating circumstances with parent request and Instructional Leader approval

**NOTE WELL:** Section 3314.041 of the Ohio Revised Code states that the governing authority of each community school shall place in a conspicuous manner in all documents that are distributed to parents of Academy students or to the general public the following statement:

*The Ida B. Wells Community Academy is a community school established under Chapter 3314. of the Revised Code. The Academy is a public school and students enrolled in and attending the Academy are required to abide by the compulsory attendance law for the duration of their enrollment in this community school or any other public school in the state of Ohio. For more information about this matter contact. the Academy's Chief Administrative Officer or your student's Instructional Leader.*

***IT MUST BE UNDERSTOOD THEREFORE THAT*** the Academy's Board of Governors, to assure all students receive the full value of its learning opportunities and, in response to Revised Code sections 3321.12, 3321.13, 3321.17, 3321.18, 3321.19, 3321.191, and 3321.20, has adopted an Attendance and Dismissal Policy that establishes a procedure for monitoring and recording the daily, weekly and monthly attendance reports of classroom teachers, checking to see if a student has been absent five or more consecutive learning days (30 hours) in one week, seven (42 hours) or more days in one month, or twelve (72 hours) or more days in an academic year. *This procedure will provide the data needed to withdraw or dismiss a student automatically by the end of the thirtieth (30th) day after he or she has failed to participate for 105 cumulative hours (17.5 days) of learning opportunities.* As stated above (see page 8 above), each time a student is absent, the parent must provide a written and signed excuse when the student returns to the Academy. When a student is going to be late or absent, the parent must call the Academy in the morning to announce the student will be tardy so that we can adjust the number of breakfasts and lunches ordered.

Recording a student's cumulative unexcused absence hours will be accomplished by:

- The Academy's Coordinator of EMIS Data and Student Records will be responsible for monitoring the hours each student is in attendance using classroom teachers' daily, weekly, and monthly attendance records, the daily free and reduced cost breakfast and lunch counts and / or other appropriate attendance data;
- The coordinator will keep track of the cumulative hours a student was not in attendance, including the hours or minutes the student was late for the start of the Learning Day or for an approved non-classroom-based learning opportunity (field trips, library visits, physical education exercises, etc.);
- When a student of compulsory school age is determined to be a "habitual" or "chronic" truant, meaning he or she has been absent or late without legitimate excuse for five (5) or more consecutive learning days (or 30 hours), the Academy will warn the student's parents of their need to correct immediately the child's attendance failures and inform them of the possibility of their being cited for violation of section 3321.38 of the Revised Code and of the serious consequences that can result. Should this action fail to correct the situation, the Academy will file a complaint with the Summit County Juvenile Court;
- When the parents are informed of the student's attendance failures, they are also informed that the student will be automatically withdrawn should his or her absences exceed 105 hours or 17.5 learning days;
- A second excessive absence warning will be sent to the student's parents when the student's unexcused absences approach 80 hours (or 13 days) and another complaint is filed with the Summit County Juvenile Court;
- The Academy will then automatically withdraw a student from the Academy if the student, without legitimate excuse(s), has failed to participate in 105 cumulative hours of the learning opportunities offered the student;
- If parents believe a mistake has been made in automatically withdrawing their child, the parents may file a written grievance by sending it to the Academy's Chief Administrative Officer. Should this procedure fail to resolve the situation and parents continue to believe the situation has not been adequately handled, their grievance can be brought before the Board's Personnel and Grievance Committee.

### **Personal Belongings**

All students are personally responsible for their own possessions and belongings. Students are encouraged to mark all clothing (especially physical education material and equipment). Please do not leave any of your things lying around. Items such as radios, boom boxes, walk-man, radio controlled cars, roller blades, and skate boards should not be brought to the Academy.

### **Classroom Parties**

Students should not plan celebrations or parties in the classroom without permission from their teacher and Instructional Leader

### **Academy Dances**

Dances may be held periodically during the academic year. These dances will be sponsored by the student council or another Academy organization, after receiving approval from the Instructional Leader. Dances may be open to students of grades 6 through 8, or only 7 and 8, depending on the theme, and generally run from 7 p.m. to 10 p.m.

### **Student Government**

The Academy has allowed students in the intermediate grades to organize a Student Government. Now that the

Academy's Learning Centers will soon be located in one facility, the Student Government will now allow fourth grade students to become members.

The Intermediate Center's Instructional Leader will continue to be the advisor of the Student Government and will decide when its student officers should meet in September to reorganize itself with new members from the fourth grade, elect new officers and develop its agenda for this new academic year. The Student Government will be organized to promote better student to faculty and administration and faculty and administration to student relations. The Student Government will work on common concerns and various jointly sponsored Academy projects.

### **Emergency Academy Closings**

In case of severe weather conditions or other emergencies, parents / caregivers and students will be notified of school closings by announcements on radio station WNIR (100.1 FM), and Cleveland television stations. If Akron Public Schools are closed, due to severe weather, Ida B. Wells Community Academy will also be closed.

### **Academy Insurance**

The Academy may provide upon parental request insurance forms from a private insurer for coverage at a reasonable cost. Forms may be distributed at the Academy, but all premiums and claims are handled directly by the insurance carrier and the parent.

### **Academy Breakfast and Lunch Program**

Breakfasts and lunches are available to all student either free, at a reduced price, or at the full price. These prices are determined by family income. Collection of breakfast and noon lunch money will be each morning in the cafeteria (multi-purpose room) prior to being served. Money brought in to pay for breakfast and / or lunch should be given directly to the Academy official in charge. All lunches and breakfasts **MUST** be paid in advance of being served.

Forms regarding the Academy's breakfast and lunch program are distributed in the main office. Everyone is encouraged to complete a form for the Breakfast / Lunch Program. Qualifications tend to change yearly.

Free and reduced lunches are available for those students who qualify. Students may pack or purchase a lunch. The price list and qualification information will be available during Parent / Student Orientation and at the Open House.

The breakfast program is open to students at the following times:

Elementary Center	8:10 a.m.
Intermediate Center	8:00 a.m.

Lunch served during the following times:

Elementary Center	12:00 p.m. – 12:40 p.m.
Intermediate Center	11:20 a.m. – 12:10 p.m.

Good manners are important and the following rules are expected to be followed:

1. Follow the directions of the adult staff.
2. Wait in line for your turn.
3. Talk in a quiet voice.
4. Do not bring food items in glass bottles / containers.
5. Keep the table and floor area clean.
6. Place wrappings in the trash can.
7. Eating breakfast and lunch meals in the cafeteria / multi-purpose room.
8. No exchanging or giving away food.
9. Do not take food home.
10. No food should leave the cafeteria / multi-purpose room.
11. Stay in your area of the cafeteria / multi-purpose room.
12. Do not leave the cafeteria / multi-purpose room until you are dismissed by the adult staff.

## **Student Learning Supplies**

Students are expected to have their own pens, notebooks, and paper for note taking. Student possessions should be marked with their name.

## **After School Program**

"Ida B After Three" is the name the Academy has chosen for its after school educational program that is available to no more than 25 students. "Ida B After Three," however, is not a designed to entertain students. The program's mission to provide tutoring, academic intervention services, and from time to time it will also serve as a behavior modification center. "The Ida B After Three" program was granted modest funding by the Akron Community Foundation. Supplemental funds for the program are provided by the Academy.

- The program's hours are from 3:00PM to 6:00PM daily.
- Limited spaces are available.
- Some students will be assigned to enroll in the program in order to work toward removing deficiencies in their reading and math test scores. Others will be advised to attend the program to enhance their academic performance.
- Other students may be required to visit the "Ida B After Three" program because of an infraction committed in class, on the bus, or on the Academy's premises.

"Ida B After Three," as mentioned above, is a program designed primarily to provide the Academy's students with after school educational services.

## **Visitors**

Students from other schools are not permitted to visit without permission from the Learning Center's Instructional Leaders. Persons on official business should report to the office. Parents requesting conferences or observation time should call for an appointment. Every teacher has a scheduled conference period and therefore will not be called from class to talk to anyone except parents because of an emergency.

## **Tardiness and Excused During the Day**

### **Late for Class**

Students are expected to arrive for class on time. Each teacher is responsible for insuring that students are prompt. If another teacher has detained a student, the student should get a pass from him or her.

### **Late for the Start of the Learning Day**

A parent bringing his or her child to the Learning Center late for class (after 8:45 AM) should bring the child to the office where the child will be marked tardy and issued a pass to enter class.

## **Illness or Injury while at the Academy**

A student who is ill or injured should immediately report to a teacher or other adult who will take appropriate action. Every effort will be made to contact the parent or caregiver but the Academy will secure emergency treatment if necessary. It is the parent or caregiver's responsibility to pay for any emergency services rendered.

## **Student Telephone Usage**

The telephone may be used by students only in case of emergency during the learning day. Students will not be called from class to answer the phone. Messages will be taken by the office and delivered at times that do not interrupt classes.

## **The Student Savings Bank**

The Academy Student's Bank is designed to provide its students with a financial, economic and business experience at an early age. It is open on Friday afternoons from 12:00 until the Academy closes at 3:00 PM.

## **Child Abuse**

Ohio laws require Academy officials to report suspected cases of child abuse or neglect. We hope we do not have to be involved in any such cases, but we have no choice if there is reason to suspect child abuse or neglect has taken place.

## **Teacher-Parent Conferences**

Regular parent-teacher conferences will be scheduled for all students during the academic year. Teachers and parents are encouraged to schedule additional conferences as they are needed. The Academy office should be called for an appointment.

## **Emergency Information**

The Academy should be kept informed of any changes in home address and telephone numbers so that we may notify parents / caregivers promptly in an emergency.

Emergency forms are sent home the first week of the academic year. The forms should be completed for emergency treatment if a parent cannot be reached. All information is kept confidential and no phone numbers will be released.

## **Bicycles, Skate Boards, Scooters, Etc.**

There is no storage for these items. Students are not permitted to bring these items to the Academy.

## **Field Trips**

Students may go on field trips as part of our educational program and as part of the curriculum. Permission slips will be sent home prior to each trip and must be signed and returned.

- Students not having signed permission slips may have to remain at the Academy.
- The administration has the right to deny participation if a student's behavior poses a threat to the student or others.

## **Hall Passes / Office Call Slips**

Anytime students are in the hall during class, they are to have a hall pass from their teacher. Failure to have a pass may result in disciplinary action.

A student must have an office call slip or a hall pass from a teacher in order to report to the office. Failure to have either of these may result in disciplinary action. An exception to this would be extreme illness of an emergency nature. Please be advised that failure to report to the office or another designated area when directed by the classroom teacher, administrator, or an office call slip or note will result in disciplinary action.

## **Health**

If a student becomes ill while at the Academy, teachers will provide a pass to the main office where the student will be cared for. The office will not give out medicine of any kind. Parents or caregivers of a very ill student will be called to pick up the student.

## **Medication**

Medication should be given at home in most situations. When it is necessary that medication be given during class hours, it must be self-administered, in the office and the following regulations must be followed:

1. Medication must be ordered / advised by a physician / dentist and permission granted to school personnel to contact the physician / dentist if necessary. All medicines to be dispensed at the Academy must be brought to the Academy's main office by a parent / caregiver or responsible adult. It is the parent's / caregiver's responsibility to keep the prescription current.

2. Only prescription medications labeled with the name of the student, drug, pharmacy and dosage will be dispensed.
3. Medication on a four hour schedule will be dispensed one time at the Academy's main office.
4. Parents / caregivers may administer medication to their student, in the office

### **Textbooks**

All basic content area textbooks are loaned to students for their use during the academic year. ***Books should be covered and handled carefully.*** Students should write their names on the inside cover of all books in case they are lost. Fines will be charged for misuse or abuse. Students must pay for all lost books.

### **Transportation**

Students who ride buses must obey their driver and the rules and regulations concerning bus discipline. The safety of all students riding buses is paramount. Bus rules and regulations for all students are:

- All students must get on the bus at the designated pick-up spot.
- All students must remain in their seats while on the bus, especially when the bus is moving..
- All students must get on and off the bus in an orderly and courteous manner.
- All students must refrain from any acts which endanger the safety of other riders.

**Students who engage in a fight on the school bus WILL BE REMOVED FROM THE BUS IMMEDIATELY BY THE POLICE.**

- Food or beverages may not be consumed while riding the bus.
- If a driver feels an incident must be reported to the Academy, the handling of the situation will be resolved by the Instructional Leaders or the Chief Administrative Officer in a manner which is deemed appropriate and in the best interest of all concerned.
- Parents are not to confront the bus driver directly about problems. Instead, all adult concerns are to be taken directly to Academy's administration.
- Drivers will report any misconduct and the student may be refused transportation with written notice to the parents.
- The Route & Bus Driver Supervisor at Peterman Transportation may be reached at 330.466.2684 and handles transportation issues and questions.

### **Valuable Articles**

The Academy does not assume responsibility for student's personal property. Students are fully responsible for damage, theft, or misplacement of their personal articles.

### **Section III: STANDARDS OF GOOD STUDENT BEHAVIOR**

The Academy stresses also a comprehensive set of behavioral standards which include student rights, responsibilities, Academy rules and community standards. Students should treat others as they want to be treated. Students should be good citizens of the Academy learning community. A good citizen of the Academy community:

- is courteous, safe, and productive
- cares about learning
- cares about him- or herself
- cares about his or her family, neighborhood and community
- strives to help his or her fellow students
- cares about and thinks of others
- desires to excel at the Academy, at home and in life
- cares about safety
- follows the Academy's rules
- cooperates with teachers and other Academy staff
- respects the differences of others
- is responsible for his or her actions
- respects the property of others



- respects the Academy's facility.

Rules and regulations are necessary so that we all know what is expected of us. Academy students will follow the Code of Student Behavior and classroom procedures as reviewed by each classroom teacher with their students. We want to work with every student who is experiencing problems. Students are encouraged to talk to their classroom teachers or request to see their Instructional Leader if they are experiencing problems with other students or if they have concerns that need to be discussed.

Students will be responsible for following the rules / policies as set forth in this parent and student handbook, as well as additional rules that pertain to the daily operation of the Academy. Infractions will be dealt with on an individual basis and faculty, Instructional Leaders, and senior administrators will use discretion when issuing behavior modification consequences.

Students who attend Academy-sponsored community events and activities are expected to follow the Academy's Code of Student Behavior and Conduct.

#### Section IV: **ASSURANCE OF A SAFE AND RESPONSIVE LEARNING ENVIRONMENT**

##### **Students**

- Students have the right to learn and be safe, and in turn should show respect to others.
- Students who violate the rights of others to receive an education will face the behavior modification consequences of their actions. Violating the rights of others includes being disruptive, harassing others, fighting, stealing and breaking other rules.
- Students with disabilities are expected to follow the rules. The Statement of Rights and Responsibilities document will not restrict the rights of these students as they relate to disability laws.

##### **Parents / Caregivers**

- Parents or caregivers are responsible for making sure their children attend the Academy every day, and arrive for the start of classes on time.

##### **Teachers**

- Teachers have a duty to teach.
- Teachers are responsible for student behavior in the classroom and to provide helpful, constructive direction.
- Teachers may remove students from a class or discipline students. Both of these actions, however, must not be done without clear and definite cause.

##### **The Instructional Leaders**

- The Instructional Leader or his or her representative is responsible for making sure students receive an appropriate education.
- The Instructional Leader or his or her representative may for justified reasons discipline, recommend suspension and / or recommend students for expulsion.

##### **Where These Rules Apply**

- The Statement of Rights and Responsibilities applies at the Academy itself and at Academy activities.
- In addition, this Statement of Rights and Responsibilities applies to acts that start on the Academy's premises and are completed off the Academy's grounds; on Academy buses and at Academy bus stops. They also apply to acts that happen off the Academy's grounds but affect the Academy's reputation or the well-being, safety, or morals of the Academy's students.

##### **Attendance and Truancy**

- **Right:** All students should start the learning day at the same time to avoid classroom disruptions.

- **Responsibility:** Students must attend the Academy every day during the academic year unless excused.
- Parents are responsible for making sure students attend the Academy every day and are at the Academy on time.

### **Disruptive Behavior is Against the Rules: Cooperate with Academy Staff**

- **Right:** Students have a right to receive their education without disruptive behavior from others. Students also have a right to a safe environment.
- **Responsibility:** Students have a responsibility to cooperate with Academy staff. Avoid disruptive behavior that interferes with the conduct of Academy's business, other students' safety and with Academy activities.

### **Disruptive, unacceptable behavior includes**

- moving around the classroom without permission
- breaking classroom or Academy rules
- talking back in a disrespectful way
- being defiant with Academy staff
- swearing, and other unacceptable language
- use of put-downs (unflattering gestures or speech)
- making an unsafe situation for others, which includes:
  - a. fighting;
  - b. roughhousing, hitting;
  - c. picking on, harassing, bullying;
  - d. making threats;
  - e. throwing objects such as snowballs, rocks, or food;
  - f. running, pushing, or horseplay in classrooms or hallways.

### **Identify Yourself to Faculty, Staff and Administrators**

- **Right:** Students have a right to feel safe by knowing that their parents can be contacted in an emergency and that Academy staff can identify and monitor unknown visitors.
- **Responsibility:** Students and their parents are responsible for giving the Academy their correct name, address and telephone number. If asked, parents and students must tell Academy faculty, staff and administrators who they are.

## **Section VI: EDUCATIONAL RESEARCH OR SURVEYS**

- **Right:** Parents must give written permission for students to answer Academy authorized surveys or educational research questionnaires that ask about personal or private family affairs that are not public information.
- **Responsibility:** The Academy may find it necessary to conduct professional educational research which uses students and / or their parents as respondents. On occasion, the Ohio Department of Education or the Academy's state-approved sponsor, the Lucas County Educational Service Center, may mandate that the Academy administer questionnaires to parents and / or students. Personal information gained during this research will be kept confidential.

**Student surveys:** Teachers or Academy administrators may conduct surveys of students for the purposes of study, the improvement of education, or class assignment. These surveys or questionnaires are governed by the following rules:

**NOTE WELL:** A Community School Chief Administrator, Supervisor, Instructional Leaders or other staff person in charge of a public Community School, or teacher in a Community School may not administer or permit to be administered, any questionnaire or survey, whether anonymous or not, which inquires into private family affairs of the student not a matter of public record or subject to public observation unless written permission is obtained from the student's parent or caregiver. Included in this restriction are surveys that seek information on the following:

- a. political affiliations
- b. mental and psychological problems potentially embarrassing to the student or the student's family

- c. sex behavior and attitudes
- d. illegal, antisocial
- e. self-incriminating and demeaning behavior
- f. critical appraisals of other individuals with whom the student has close relationships
- g. relationships that are legally recognized as privileged, such as those of lawyers, physicians, and ministers
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program); or private family affairs not a matter of public record or subject to public observation.

Surveys or questionnaires not seeking information in the categories described above may be administered to students without parental consent; however, they, too, will have to meet with the approval of the Instructional Leaders and the Academy's Chief Administrative Officer. In addition, it is appropriate to require students to complete these surveys.

- **Inspection by Parents or Caregivers of Survey Material:**

- a. All instructional materials, including teacher's manuals, film, tapes, or other supplementary materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or caregivers of the children.

- **Use of Information Gathered in Student Surveys:** Information gathered in student surveys may be disclosed to organizations conducting studies to develop, validate, or administer predictive tests; administer student aid programs, or to improve instruction. This information may be disclosed without parental consent provided the study is conducted in a manner that does not permit personal identification of parents and students to individuals other than those conducting the study. Further, the information must be destroyed when no longer needed for purposes of the study.

## Section VII: THE STUDENTS' BASIC FREEDOMS AND PROHIBITIONS

### Freedom of Speech

- **Right:** Students may speak their opinions as long as they do not interfere with others speaking their opinions.
- **Responsibility:** Swearing, slander, racial slurs and other unacceptable language are not allowed.

### Freedom of Assembly

- **Right:** Students may meet together with the Instructional Leader's permission.
- **Responsibility:** Demonstrations or meetings that interfere with learning are not allowed.

### Freedom to Publish

- **Right:** Students may express their opinions in publications. Students may hand out fliers, leaflets and newspapers with permission from the Instructional Leader. Sales of literature not authorized by the Instructional Leader and / or the Chief Administrative Officer is not allowed on Academy property.
- **Responsibility:** Students should use responsible journalism and good judgment in any publications they publish, as defined in the Canons of Journalism which will be made available by the Instructional Leader.
- **Right:** Faculty also enjoy to right to publish their curriculum related ideas and lesson plans, scholarly articles, and research findings in professional and trade journals, newsletters, web pages, etc. These publications will not require approval by the administration unless the publications are intended for distribution to the Academy's parents and student body.

### Freedom of Symbolic Expression: Student Dress Code

- **Right:** Every student should have a safe environment in which to learn.
- **Responsibility:** Students must wear clean clothes that are safe for the student and others, and are in good taste.

The Ida B. Wells Community Academy is a uniform dress code learning institution. Moreover, the Academy's administration and staff accepts the premise that students' dress, grooming and personal appearance should relate to the Academy's educational goals and objectives. It is the Academy's responsibility to ensure the best, healthiest and safest learning environment possible. Any form of dress or hair style which is considered contrary to good hygiene or which is distractive or disruptive in appearance, and detrimental to the Academy's educational mission will not be permitted. Students whose dress, grooming, and personal appearance have an adverse impact on the foregoing objectives are subject to corrective action.

All students are required to dress uniformly throughout the entire academic year. Appropriate African attire (for example, dashikis for boys and long African-styled dresses for girls) is permitted and may be worn at anytime.

#### **Uniform:**

##### **Elementary Center:**

**Shirts / Blouses:** White / Burgundy / Grey

**Slacks / Shorts:** Navy / Blue / Black

**Skirts / Skorts:** Navy / Blue / Black (length must be pass finger tips shorts included)

**Belts:** Black / Brown

**Sweaters:** White / Grey / Burgundy / Navy

##### **Intermediate Center:**

**Shirts / Blouses:** White / Burgundy / Grey

**Slacks / Shorts:** Navy Blue / Black / Khaki beige

**Skirts / Skorts:** Navy Blue / Black / Khaki beige (length must be pass finger tips shorts included)

**Shoes:** Black / Brown (soft sole only)

**Belts:** Black / Brown

**Sweaters:** White / Grey / Burgundy / Navy

##### **The following attire is PROHIBITED:**

- Logos, stripes, plaids or colored collars
- Hooded jackets
- Low cut or midriff blouses or shirts
- Mini skirts, dresses or shorts
- Drooped or sagging pants
- Jewelry (only watches and stud earrings permitted)
- Open toe or heel shoes
- Sleeveless and / or open arm / shoulders shirts / blouses

#### **Displays Identifying Restricted Organizations and Groups**

**Exception:** Groups which may threaten the safety of students or others will be defined as gangs and are not allowed. Clothes, jewelry, accessories or looks that might show membership in these and other restricted organizations are not allowed. Participation in restricted activities, including initiations, is not allowed.

#### **Discrimination, Intolerance, and Harassment**

**Right:** Students and staff have the right to attend an Academy that is free from discrimination, harassment, hazing or violence.

• **Responsibility:** Students should respect the differences of others. Harassment is not tolerated. Harassment includes ridiculing, harassing, intimidating or threatening anyone.

### **Discrimination is Not Tolerated**

- Discrimination is showing prejudice by making mean remarks toward others, or using violence, or damaging someone's belongings because of their race, color, religion, national origin, gender, disability or looks. Remarks not allowed include name calling, racial slurs or jokes or threats of harm.

### **Harassment is Not Tolerated**

- Harassment is when someone pesters, annoys, alarms, or abuses another person or group because of their race, color, religion, national origin, gender, disability or looks. Harassment also includes being offensive and creating a hostile, abusive or unsafe learning or work environment.

### **Sexual Harassment is Not Tolerated**

- Sexual harassment is behavior that includes unwelcome advances, physical conduct or communication of a sexual nature, which includes but is not limited to:
  - a. verbal harassment or abuse;
  - b. inappropriate patting or touching.

### **Reporting Discrimination or Harassment**

- Students who believe they have been discriminated against or harassed should report it to their Instruction Leader.
- The Academy Instructional Leaders will investigate and inform the Academy's Board of Governors who act as its Equal Employment Opportunity / Affirmative Action (EEO / AA) office, and request their advice and adjudication of the incident.
- Students may also report the incident directly to an outside agency, such as the City of Akron Equal Rights Commission, the City Ombudsman, the State of Ohio Human Rights Commission, the U.S. Equal Employment Opportunity Commission, or the Office for Civil Rights.

### **Don't Break These Laws: They May Be Criminal Acts!**

- **Right:** Students and staff have the right to be safe. Students involved in crimes that threaten the safety of others in the academic community or in the external community the Academy serves.
- **Responsibility:** Students should avoid bad situations. If students participate in unacceptable behavior, they must face the behavior modification consequences for their actions including simple discipline, suspension or being expelled from the Academy.
- Students who violate laws, including those listed below, may face additional consequences. The following list of violations does not include a definition of all crimes, and is, therefore, only a summary.
  - **Aiding and abetting:** helping someone in any way commit a crime.
  - **Arson:** causing or starting a fire or setting off an explosion, including fireworks.
  - **Assault:** injuring someone on purpose.
  - **Attempt:** taking action to commit a crime.
  - **Attendance:** Daily attendance of all who are enrolled in the Academy is required in accordance with State law and the Academy's Board of Governors' attendance policies. Students will attend regularly scheduled classes unless officially excused.
  - **Burglary:** entering an unauthorized room or building illegally, and planning to commit a crime. **Criminal impersonation:** identifying yourself as someone else and trying to be deceitful, or helping someone commit a fraud.
  - **Criminal mischief:** vandalism, including removing, damaging, destroying, defacing, or mutilating objects, materials, or property belonging to others.
  - **Disruptive conduct:** Disruptive behavior and / or appearance which interferes with the normal academic program, the educational process, or the lawful activities of others is prohibited.
  - **Lack of Cooperation with Academy personnel:** Students must obey the lawful instructions of all Academy personnel.

- **Extortion or blackmail:** threatening others to gain money, property, or to get them to do something for you.
- **Forgery:** signing another person's name on a document, altering a document, or having a forged document.
- **Off-campus events:** Students at Academy-sponsored off-campus events shall be governed by Academy rules and regulations and shall be subject to the authority of Academy's personnel.
- **Reckless endangerment:** creating a risky situation that might cause injury to another person.
- **Robbery:** stealing from another person by force or threatening force.
- **Self identification:** All students in the Academy's facilities or on the Academy's grounds, or at Academy-sponsored events must, upon request, identify themselves to authorized Academy personnel or their designee.
- **Selling and / or possessing alcohol or other drugs:** selling, trading, using or possessing alcohol or illegal drugs. The Academy official in charge shall immediately remove from contact with other students anyone under the influence of alcohol or drugs and thereupon shall contact the parent / caregiver and law enforcement officials.
- **Smoking and / or possessing tobacco products:** using or possessing tobacco, including cigarettes, cigars, or tobacco in a container. Students are not permitted to smoke on Academy property. Using, giving, selling, or possessing cigarettes or other tobacco products is prohibited.
- **Soliciting:** talking another person into committing a crime.
- **Theft:** stealing from another person.
- **Trespass:** entering or remaining on another person's property without permission, or refusing to leave if asked by the property owner.
- **Weapons and guns and other firearms policy: NO GUNS ALLOWED.**
  - A. A Weapon, as defined by the Academy, may be any object that a student may use to injure another person. The weapon may be a pencil, stone, book, bottle, keys, rope, etc. These objects are not usually associated with dangerous weapons; however, they can do serious harm to another person. Students are therefore cautioned that the use of these objects to hurt someone may subject the student to suspension or expulsion.
  - B. Students are not allowed to bring weapons or guns / firearms to the Academy or Academy events.
  - C. Weapons that are not allowed at the Academy include guns / firearms (a weapon designed to shoot or explode), pellet and BB guns, air guns, spring guns, zip guns, stun guns, shockers, bombs or other explosives, poison, dangerous or deadly gas, slingshots, bludgeons, throwing stars, knives, clubs, brass knuckles, or artificial knuckles of any kind, numchucks and throwing weapons.
  - D. Consequences for violating the weapons or guns / firearms policy:
    1. Students found with any guns / firearms face expulsion and arrest.
    2. Students found with weapons or look-alike weapons (see guns / firearms) of any kind face suspension, or expulsion, and arrest.
  - E. **Weapons and Firearms:** Students shall not carry on their person, or place anywhere on Academy property, or in the vicinity of an Academy sponsored event, any firearms or other weapons, except as assigned to students for, and used during, a regular course of instruction. However, if in a regular course of instruction or during an authorized activity, a weapon is used in an unauthorized manner, the student will be in violation of this provision. Students found with any firearms\* while subject to the jurisdiction of the Academy are subject to expulsion and arrest. Students found with weapons, or look-alike weapons of any kind, while subject to the jurisdiction of the Academy are subject to suspension or expulsion, and arrest.
    1. A "firearm" is defined as: (a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (4) any destructive device. A "destructive device" is an explosive, incendiary, poison gas, bomb, grenade, rocket, missile, or any other similar device.

## **Searches and Confiscation**

- **Right:** All searches should take place in the presence of the student and another person. The search will be done in a way that shows respect for the student and their belongings.

- **Searches of Lockers and Desks**

- A. The Academy owns and controls lockers and desks, and other property assigned to students.
- B. The Academy may conduct random searches of student lockers or desks to find out if students are following laws and Academy rules.

Notices of the Academy's right to random searches are posted throughout the Academy, and students will be told at least once each semester that searches can happen at anytime, with or without advance notice.

## **Searches Based on Reasonable Cause**

Searches occur only after evidence has been presented that established a justified reason. The Academy's Instructional Leader may, with the approval of the Chief Administrative Officer or his / her designee, inspect and search a student's locker or desk, belongings and outer clothing if he or she believes the search will turn up evidence that the student has broken the law or rules of the Academy. Evidence that may be found in the area searched includes, but is not limited to, drugs, weapons, stolen goods or dangerous, illegal or prohibited matter.

## **Part II: DISCIPLINARY POLICIES AND PROCEDURES**

### **Section I: CONSEQUENCES OF VIOLATING STANDARDS OF BEHAVIOR**

The Ida B. Wells Community Academy's Parents and Students Rights and Responsibilities Handbook constitutes the Academy's Board of Governors approved policy on matters pertaining to parents' and students' rights and responsibilities. In any case of conflict between this Handbook and any other Academy policy or procedure, the Handbook shall take precedence unless specifically limited by such other approved Board of Governors policy.

### **Grievance Procedures for Parents**

1. In the event of a dispute involving a parent and an Academy faculty or staff member, the implementation of a good faith effort to thoroughly resolve the dispute must be initiated by the Instructional Leader or the staff member's immediate supervisor. Parents should submit their complaint following the procedures outlined below.

The good faith effort will include problem identification, possible solutions, selection of a resolution, time line for implementation, and follow-up. A written summary of the good faith effort will be included in the faculty or staff member's personnel file and mailed to the parent. A parent's failure to follow the procedures and guidelines stated above will constitute a waiver of the parent's right to grieve.

a. The parent should submit his / her grievance in writing to the Instructional Leader of the Academy or to the Chair of the Board's Personnel and Grievance Committee within five days of a failed good faith effort to resolve the dispute. In a grievance between a parent and a faculty member or an Instructional Leader, the Personnel and Grievance Committee will consist of no fewer than three (3) faculty and staff members combined. Should the parent's grievance be with a senior administrator, the Personnel and Grievance Committee will consist of no fewer than three (3) Board of Governors members.

b. Within ten (10) working days of receipt of the written complaint, the Personnel and Grievance Committee shall schedule a hearing at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than fifteen (15) days after receipt of a written complaint and after notification to all parties involved. The Personnel and Grievance Committee members who are interested parties shall excuse themselves from grievance proceedings if such members have a conflict of interest in the subject of proceedings.

c. After both parties have brought their arguments before the Personnel and Grievance Committee, a decision as established by a majority vote of members of the Committee hearing the grievance shall be rendered within five (5) working days of the completion of the hearing. Any such proceedings shall be conducted in closed session,

unless requested otherwise by the parent, and the parent's request has been approved. In the event that additional information, investigation, or hearings are necessary after the initial hearing, Committee deliberations may be continued and the final decision shall be made within five (5) working days of the last committee hearing, or as soon thereafter as is practicable. All matters concerning the grievance shall be completed as soon as practical.

d. The decision of the Personnel and Grievance Committee shall be final unless appealed by the aggrieved parent to the Board of Governors, which may review and modify the decision of the Personnel and Grievance Committee if it finds that the Committee failed to properly follow the grievance process described above, or if the Committee's decision was too harsh or too lenient. A request for an appeal may be submitted to the Chairperson of the Board of Governors within five (5) days of the decision of the Personnel and Grievance Committee. After receiving an appeal request, the Board's chairperson shall schedule a meeting to consider such an appeal as soon as practical. Board members who are interested parties, as defined in the Bylaws, shall excuse themselves from reviews of the Grievance Committee's decisions to the extent permitted under law. Any such proceedings shall be conducted in closed session, unless requested otherwise by the parent and the parent's request has been approved.

### **Due Process**

The constitutional rights assured to all citizens by the Constitution of the United States and the Constitution of the State of Ohio no person shall be deprived of life, liberty or property without due process of law. Students are recognized as "Citizens and Persons" under these constitutions and a system of constitutionality and legally sound procedures has been developed for the administration of discipline in educational institutions.

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Before the imposition of a disciplinary action, a student shall be given an opportunity to contest any alleged facts leading to the proposed disciplinary action and to present his or her version of the facts.

### **Further Assurances**

1. **A primary responsibility of the Ida B. Wells Community Academy** and its professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

2. **The Academy is a community** and the rules and regulations of the Academy are the laws of that community. All those enjoying the rights of citizenship in the Academy community must also accept the responsibilities of citizenship. Among the responsibilities of Academy citizenship are respecting the laws of the community and the rights of other citizens and contributing to the fulfillment of educational purposes through cooperative conduct.

3. **Young people** in the United States have the right to receive a free public education, and deprivation of that right may occur only for just cause in accordance with due process of law.

4. **Students have the rights of citizenship** as defined in the United States Constitution and its amendments; and these rights may not be abridged, obstructed or in other ways altered except in accordance with due process of law. The First and Fourteenth Amendments to the Constitution of the United States prohibit states from unduly infringing upon the rights of speech and expression. In the academic setting this restriction on state action limits the manner and extent to which academic institutions may regulate the speech and expression of students. In order to curtail First Amendment rights, academic institution's authorities must show that the failure to do so would create a material and substantial disruption of the learning process and discipline.

5. **Administrators and teachers** also have rights and duties. The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program.

6. **The Instructional Leaders** in consultation with the Chief Administrative Officer or the Supervisor of Curriculum and Instruction, or his or her designees, is authorized to recommend expulsion, and to suspend students for cause. The Instructional Leaders do have the singular authority to administer lesser disciplinary sanctions. The teacher has the discretionary authority to temporarily remove students from a class or discipline students for cause. The



following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and duties.

7. **Students with disabilities** are subject to and shall follow the rules and regulations set forth in this Parents and Students Rights and Responsibilities Handbook and shall be disciplined under these policies. The policies set forth in this Students and Parents Rights and Responsibilities Handbook shall not, however, restrict the rights to which these students are entitled under the disability laws. Discipline under these policies shall not be in violation of the requirements of IDEA (Individuals with Disabilities Education Act for 2004), or any modifications of the Academy's disciplinary sanctions which are set out in individual IEPs. For information on the most recently proposed changes to IDEA, go to: <http://www.ed.gov/policy/speced/guid/idea/idea2004.html>

8. **Jurisdiction:** The following rules apply at Ida B. Wells Community Academy activities on and off its premises, on Academy buses and at Academy bus stops. The Ida B. Wells Community Academy's jurisdiction also applies to acts which start on the Academy campus and are completed off campus. In addition, criminal acts which occur completely off campus but which have direct and immediate affect either on Ida B. Wells Community Academy decorum or the welfare, safety or morals of Academy students fall under the jurisdiction of the Academy.

The commission of, or participation in, any criminal activity in the Academy facility, on Ida B. Wells Community Academy property, on school buses and at school bus stops, at Academy activities on and off campus, and acts which occur completely off campus but which have direct and immediate effect either on Academy decorum or the welfare, safety or morals of students is prohibited. Disciplinary action may be taken by the Ida B. Wells Community Academy regardless of whether or not criminal charges or prosecution result.

## **Section I: Consequences of Violating Standards of Behavior**

### **Types of Sanctions and Disciplinary Actions**

1. **Simple discipline:** Any disciplinary action against a student other than suspension or expulsion. No simple disciplinary action shall be taken in such manner as to prevent a student from accomplishing specific academic grade, level, or graduation requirement, provided that credit may not be granted for irregular attendance (refer to ORC 3313.66, 3313.661, and 3313.662). Simple disciplinary actions may include the denial of the privilege to participate in Academy-sponsored extracurricular programs, social events and graduation ceremonies. A student can be subject to such simple disciplinary sanctions in addition to suspension or expulsion. Prior to the imposition of simple disciplinary action, the student will be given written or oral notice of the charges against him or her, and if he / she denies them, an explanation of the evidence the administrator has, and an opportunity to present his or her side of the case will be granted. This explanation and opportunity to present facts may occur immediately after notice of the charges is given to the student.

When simple discipline involves the denial of the privilege to participate in extracurricular programs, social events and graduation ceremonies: The Instructional Leaders shall endeavor to notify the parent or caregiver of the student by telephone of the pending charges against the student prior to imposition of this type of simple disciplinary action. The decision of the Instructional Leaders will be provided in writing to the student and his / her parent / caregiver. Simple discipline involving the denial of the privilege to participate in extracurricular programs, including graduation ceremonies, may be appealed as set forth in Paragraph 5 below.

All students under short- or long-term suspension and remanded to the Academy's In-School Detention Center (ISD) or sent home **MUST** have sufficient class work prepared by their instructors so as to ensure they will be able to keep up with other students in their classes. The completion of this homework **MUST** be monitored by the students parents or caregiver. This homework should be neat, legible and packaged so that it can be properly handed to the students' teachers. Furthermore, the teachers should assess and grade the homework within two days after the student hands it in and meet with the students to advise them of their mistakes and how they should correct them.

2. **Short-Term Suspensions:** Denial, without a formal hearing, of the right of Academy attendance either from a single class or any full schedule of classes for a limited period of time not to exceed five (5) learning days. Short-Term Suspension: A short-term suspension is a suspension ordered for any reason by the Academy's Instructional Leaders where the disciplinary action will not exceed five (5) learning days. Prior to a student being placed on short-term suspension, the student must be given written or oral notice of the charges against him / her, and, if he or she denies them, an explanation of the evidence the administrator has, and an opportunity to present his / her side

of the case. This explanation and opportunity to present facts may occur immediately after notice of the charges is given to the student.

**Notice to Parent or Caregiver:** The Academy administrator shall endeavor to notify the parent or caregiver of the student of the pending suspension by telephone and in writing. The student and / or his or her parent or caregiver shall be provided written and / or oral notice of the suspension prior to the time the suspension is to commence, unless notice is not possible prior to suspension because the student's presence poses an immediate or continuing danger to him / herself or other persons or property, or an ongoing threat of disruption of the academic process.

A student may appeal a short-term suspension under the process set forth in Paragraph 5 below. The short-term suspension will be enforced immediately and the student shall remain away from the Academy or in In-School Detention unless or until an informal hearing is requested. Upon receipt of a hearing request, the suspension will be delayed and the student shall be allowed back in his or her classes pending the informal hearing, except as set forth in Section 5 below. A student on short-term suspension is encouraged to contact his or her teachers regarding daily class reading and assignments. A student will be allowed to complete, for credit, class work and assignments missed during the short-term suspension.

**3. Long-term Suspensions:** Denial of the right of attendance from any single class or any full schedule of classes for a stated period of time greater than five (5) learning days. The following limitations shall apply to all long-term suspensions:

- a. Long-term suspensions must be approved by the Chief Administrative or the Supervisor of Curriculum and Instruction.
- b. No student shall be suspended long-term from elementary grade levels for more than ten (10) consecutive learning days.
- b. No student shall be suspended long-term from intermediate grade levels for more than ten (10) consecutive learning days.
- c. All students on long-term suspension is encouraged to contact his or her teachers or counselor regarding daily class reading and assignments. However, a student on long-term suspension may not be allowed to make up graded work which is handed in or completed during class.

When the Chief Administrative Officer, the Instructional Leader, the Chair of the Advisory Board, or their designee, recommends short- or long-term suspension, a written notice shall be delivered by mail or in person to the student and his or her parent / caregiver. An attempt at telephonic notification will also be made. This notice shall state:

- a. the specific charges against the student; and
- b. the student's right to a hearing;
- c. the recommended sanctions.

**For students experiencing disabilities,** the written notice shall also include a copy of the Students and Parents' Rights and Responsibilities Handbook and, as soon as possible, a multidisciplinary team meeting will be held to determine if the student's behavior is related to the disability.

Within five (5) learning days of receipt of this notice, the student and / or the student's parent or caregiver may request a hearing in writing. If a request for hearing is not received within the five (5) day period, the student and his or her parent or caregiver shall have waived his or her right to a hearing. If a hearing is requested, it shall be held as promptly as possible after receipt of the request, pursuant to the procedures set forth in Paragraph 6 below. The long-term suspension will be enforced immediately and the student shall remain away from the Academy or in the ISD Center unless or until a hearing is requested. The submission of a written request for a hearing shall delay further imposition of any remaining portion of the suspension pending the hearing, except as set forth in Paragraph 6 below.

**4. Expulsion:** The denial of the right of attendance from the Academy for an indefinite period of time. No student shall be expelled unless other means of correction have failed or would not be adequate in bringing about proper conduct. In addition, the matter of an expulsion recommendation demands the student's further education shall receive serious consideration before any expulsion is imposed or carried out. Moreover, should the Board approve an expulsion, the pending expulsion should be referred to the appropriate instructional division of ODE's Office of Community Schools.

When the Instructional Leader, the Supervisor of Curriculum and Instruction, or the Chair of the Board of Governors, in this order, approve an expulsion, a written notice shall be delivered by mail or in person to the student and his or her parent or caregiver. An attempt to make telephone notification must also be made. This written notice shall state:

- a. the specific charges against the student;
- b. the student's right to a hearing;
- c. the recommended disciplinary actions.

For students experiencing disabilities, the written notice shall also include a copy of the Students and Parents Rights and Responsibilities Handbook; and, as soon as possible, a multidisciplinary team meeting will be held to determine if the student's behavior is related to the disability.

Within five (5) learning days of receipt of this notice, the student and / or the student's parent / caregiver may request a hearing in writing. If a request for hearing is not received within the five (5) day period, the student and his or her parent / caregiver shall have waived his or her right to a hearing. If a hearing is requested, it shall be held as promptly as possible after receipt of the request, following the procedures set forth in Paragraph 6 below. The student shall remain away from Academy until a hearing is requested. The submission of a written request for a hearing shall delay further imposition of any remaining portion of the expulsion, pending the hearing, except as set forth in Paragraph 6 below.

Students expelled from the Ida B. Wells Community Academy may apply for admission or readmission to the Ida B. Wells Community Academy by written application to the Chair of the Ida B. Wells Community Academy Board of Governors. Students must apply in writing and must document that they have met the conditions for return required by the Ida B. Wells Community Academy. Additional conditions and requirements may be set for admission at the discretion the Board of Governors. Upon admission to the Academy, written conditions related to placement and attendance will be formulated. Continued permission to attend the Ida B. Wells Community Academy will depend on adherence to these written conditions.

#### 5. Appeal procedures for short-term suspensions and simple discipline:

**NOTE WELL:** These appeal procedures apply to short-term suspensions and all simple discipline except the denial of participation at a student's graduation ceremony. Simple discipline prohibiting a student's attendance at graduation may be appealed under the procedures set forth in Paragraph 6 below.

- a. After notification of the short-term suspension or simple discipline, the student or his / her parent / caregiver may request an informal hearing. The request shall be in writing. The submission of a written request for a hearing shall delay further imposition of any remaining portion of the suspension, pending the informal hearing. However, a student will be allowed back in the Academy or allowed to participate in Academy related activities pending a hearing if, in the judgment of the Instructional Leaders involved, the presence of the student will not pose an immediate or continuing danger to himself or herself, other persons or property, or is an ongoing threat of disruption to the educational process. Failure to submit a written request for a hearing until after the completion of a suspension shall constitute a waiver of any right to such a hearing.

- b. The hearing shall be held as soon as possible after receipt of the written request and shall be before an individual or discipline committee other than the individual who imposed the suspension. No persons other than the student, the parents / caregivers, and the individual who imposed the suspension may attend the hearing. However, the individual designated to hold the hearing may, at his or her sole discretion and considering issues of confidentiality, allow other persons to be present as requested by the student or administration. In addition, the individual holding the hearing may allow those with knowledge of facts relevant to the suspension or simple discipline to attend the hearing to describe their knowledge of the facts. The decision of the designated individual will be announced in writing within one (1) learning day after the hearing ends and shall be final. There is no right of appeal to the Board of Governors.

A disciplinary action of simple discipline may be combined with a long-term suspension or expulsion. In such instances, the disciplinary actions are treated as separate and distinct and the simple discipline may only be appealed under the informal appeal procedures provided for in this section. This does not limit the right of a student to request a formal hearing for a long-term suspension or expulsion which is imposed in addition to the simple discipline.

#### 6. Hearing and appeal procedures for long-term suspensions, expulsions, and simple discipline prohibit-

ing attendance at a student's senior graduation ceremony:

a. Imposition of discipline pending a hearing and appeal: If a student and / or the student's parent / caregiver requests a hearing in writing within five (5) learning days, the suspension or expulsion shall be delayed pending the hearing and the student may return to the Academy. However, the long-term suspension or expulsion shall be delayed pending a hearing if, in the judgment of the Instructional Leader involved and / or the Chief Administrative Officer or Supervisor of Curriculum and Instruction, the presence of the student does not pose an immediate or continuing danger to him- or herself, other persons or property, or an ongoing threat of disruption of the educational process. In such instances, the student shall continue to attend classes and related Academy activities, pending activation of the hearing and appeal process.

**The Hearing Officer:** The Hearing Officer shall be appointed by the Chair of the Board or Governors or his or her designee and shall conduct the hearing in accordance with these rules. The following procedural guidelines shall govern the hearing:

a. The parent / caregiver / student may be present at the hearing and the student may be represented by legal counsel or other spokesperson or advocate.

b. Prior to the hearing, the Ida B. Wells Community Academy will provide to the student all documentary evidence upon which it intends to rely.

c. Both the student and the Ida B. Wells Community Academy shall have the opportunity to present their versions of the relevant facts, submit the evidence upon which they rely, and question witnesses. The student shall be allowed to observe all evidence offered against him or her. However, the Ida B. Wells Community Academy shall not be required to reveal the names of student witnesses or require student witnesses to testify where to do so would subject them to a risk of retaliation or harm. In addition, consistent with federal and state law, the Ida B. Wells Community Academy shall not disclose the contents of other student's records where such disclosure has not been authorized by the student's parent / caregiver, or by the student if at least 18 years old.

The hearing need not be conducted according to technical rules relating to evidence and witnesses. All relevant, not unduly repetitious, evidence shall be accepted. All witnesses presenting testimony before the hearing officer shall be sworn to testify truthfully. The hearing authority shall make his / her determination solely upon the evidence presented at the hearing. A tape recorded record shall be made of the hearing by the Ida B. Wells Community Academy. Within three (3) learning days after completion of the hearing, the hearing officer shall provide a written decision upholding, modifying, or rejecting the recommended long-term suspension or expulsion. The student and his / her parent / caregiver shall be provided a copy of the decision within five (5) learning days after completion of the hearing.

If the Hearing Officer upholds or modifies a long-term suspension or expulsion, so that suspension time remains, the suspension will be enforced immediately upon receipt by the student and parent / caregiver of the Hearing Officer's decision. However, the student shall be entitled to return to the Academy if the student or his or her parent or caregiver appeals the decision under the procedures set forth in Paragraph 6(d) below. Nevertheless, where the presence of the student poses an immediate or continuing danger to him or herself, other persons or property, or an ongoing threat of disruption to the educational process, then the student's suspension shall not be delayed pending an appeal. The student and his / her parent / caregiver shall have five (5) learning days after receipt of the written decision to appeal the decision to the Board. The request for appeal must be in writing. The letter must describe the reasons for appealing directly to the Board. The letter must be based on either a substantial and significant misunderstanding of the facts or that the student was not given due process as specified in this document. The following procedural guidelines shall govern an appeal to the Board of Governors:

a. The Board or its designee will schedule and hold a meeting to review the matter as promptly as possible after the receipt of such an appeal. The Advisory Board shall notify the student and his / her parent / caregiver at least three (3) learning days prior to the scheduled meeting.

b. At that time, the student, his / her parent / caregiver or spokesperson shall have the right to present oral and / or written argument.

c. Consideration by the Board will be restricted to evidence in the record submitted during the hearing, although the Advisory Board may consider, in its sole discretion, any new relevant evidence not available at the time of the hearing. The Board, in deciding the appeal, shall consider:

- (1). Whether the decision was arbitrary or capricious;
- (2). Whether the decision was supported by substantial evidence in the record; and

- (3). Whether the disciplinary action was fair and reasonable in light of all circumstances.

The Board of Governors, or its designee, shall issue a written decision within five (5) learning days after the meeting. The student and his or her parent or caregiver shall be provided a written copy of the decision, which shall be final and binding.

**Application for Re-admission:** Under no circumstances shall either a long-term suspension or expulsion prevent a student from submitting an application for re-admission prior to the termination of the sanction. Applications for re-admission shall be submitted to the Chair of the Board of Governors.

Drafted and approved: February 25, 1999;  
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# THE IDA B. WELLS COMMUNITY ACADEMY

# THE PARENTS AND STUDENTS RIGHTS AND RESPONSIBILITIES HANDBOOK

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Mrs. Angela M. Neeley, MBA, Chief Administrative Officer (CAO)

Revised August 26, 2005, Instituted May 17, 1999

## **APPENDIX A: PARENTS AND STUDENTS RIGHTS AND RESPONSIBILITIES**

"All students have the right to an education. That right carries with it responsibilities . . . primarily to respect the rights of others."

The rights of all students are best served in an Academy that is well organized, safe and maintains a positive climate for learning. When inappropriate student behavior disrupts effective learning conditions, students may be denied participation in the educational experience for varying periods of time. Students also have the right to communicate grievances without threat to grades, course credits, advance credit recommendations or other aspects of scholastic life.

Clearly stated rules and regulations ensure that all parents and students know what is expected of them. This brief condensation of the *Parents and Students Rights and Responsibilities Handbook* is designed to assist in making students and parents aware of the rules and regulations and the consequences of improper behavior. The complete *Handbook* can be read online at: <http://hierographics.org/AcademyIndex.shtml>.

**NOTE WELL:** *If parents have a grievance with student disciplinary actions or other actions taken in accordance with this Handbook, they should immediately write to Mrs. Angela M. Neeley, Chief Administrative Officer, or Mrs. Mozella M. C. Watts, Supervisor of Curriculum and Instruction, or Dr. Edward W. Crosby, Founder and Chair, Board of Governors' Personnel and Grievance Committee, or call 330.867.1085.*

Parents are encouraged to read this *Handbook* **THOROUGHLY** and to go over its rules and regulations with their children.

## **ADMINISTRATIVE REMOVAL FROM SCHOOL**

Section 3313.66 of the Ohio Revised Handbook grants the Academy's authorities the right to remove students from school for violations of its *Parents and Students Rights and Responsibilities Handbook*. Students may be suspended up to ten (10) days by the Instructional Leaders with the approval of the Chief Administrative Officer or the Supervisor of Curriculum and Instruction in consultation with the faculty member issuing the recommendation to suspend. The Board of Governors upon the advice of the Chief Administrative Officer and / or the Chair of the Personnel and Grievance Committee may suspend students for periods up to thirty (30) days or expel them for persistent or flagrant violations of this *Handbook*.

The Chief Administrative Officer may remove a student from a classroom, activity, or school premises without prior notice or hearing if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process. Classroom teachers or other school personnel may also remove a student under these circumstances from curricular or extra-curricular activities under his or her supervision.

A student may be suspended or expelled for violations of the *Handbook* which occur on Academy property, at Academy-sponsored activities on or off the Academy's premises, or on the way to or from the Academy on school buses.

## **LIMITATIONS ON THE DISCIPLINING OF HANDICAPPED STUDENTS**

A handicapped student is one whose education is governed by an Individualized Education Plan (IEP). Unless their IEP's provide otherwise, handicapped students may be suspended for a period not to exceed ten (10) days per semester without convening a placement or IEP conference. All handicapped students are subject to removal on an emergency basis as described in this *Handbook*. Repeated violation of the *Handbook* may indicate that a change in the student's placement or IEP is necessary.

## **RULES AND REGULATIONS FOR THE BEHAVIOR AND DISCIPLINE OF STUDENTS**

Teaching personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Teachers may call on other Academy personnel to help in discharging their responsibilities. They may refer students to the Instructional Leaders and / or the Chief Administrative Officer, who is then responsible for determining further disciplinary action.

The Instructional Leaders may handle student misconduct in a variety of ways including, but not limited to: referral to other personnel handling discipline problems, counseling, requesting parent involvement, detention (before or after the end of the Academy's learning day), referral to the Academy's Chief Administrative Officer, loss of privileges, detention, recommendation for suspension and / or recommendation for expulsion.

Listed below are the consequences for infractions of the Academy's *Handbook*. There are three (3) types of consequences mentioned for

*Handbook* infractions. Offenses calling for an approved recommendation for expulsion will result in a hearing by the Chair of the Personnel and Grievance Committee or his / her designee to consider whether an expulsion should be recommended to the Academy's Board of Governors. Suspended students may be refused admittance to classes for up to ten (10) days; those infractions which are listed as requiring a mandatory sanction *may cause – after intensive administrative staff review --* a student to be suspended for up to thirty (30) days or possibly expelled. Those offenses that are discretionary may be handled by expulsion, suspension, or lesser consequences.

INFRACTIONS	Mandatory Recommendation for Expulsion	Discretionary Recommendation for Suspension	Discretionary Sanction
1. Possession of a weapon or use of a weapon against another person.	X		
2. Selling, attempting to sell, or giving controlled substances, dangerous drugs, counterfeit drugs, intoxicating substances or alcohol. These infractions will be reported to the police.	X		
3. Purposely setting a fire within the Academy's programming space.	X		
4. Physically assaulting a staff member. This infraction will be reported to the police.	X		
5. Persistent or flagrant violation of the <i>Handbook</i> following transfer to a different Academy setting for adjustment purposes.	X		
6. Verbal assault on a staff member.			X
7. Extortion.		X	
8. Gambling.		X	
9. Criminal Acts.		X	
10. Providing false identification and / or forgery.		X	
11. Setting a false alarm, filing a false bomb report, or making a false report to any agency which provides emergency services.		X	
12. Smoking or using tobacco at any time or place that possession of tobacco is prohibited. Smoking means to burn any substance containing tobacco, including a lighted cigarette, cigar or pipe, or to burn a clove cigarette. Using tobacco means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, and also includes the use of snuff.		X	
13. Possessing, concealing, or using intoxicating substances such as alcohol or drugs.		X	
14. Intentionally or recklessly causing or threatening physical or emotional harm to another or bothering in such a manner as to present an imminent risk of such harm.		X	
15. Use of explosives.		X	
16. Possession of explosives.		X	
17. Possession of fireworks.		X	
18. Trespassing.		X	
19. Theft.		X	
20. Gross insubordination – failure to comply with directions or otherwise acting in defiance of Academy authority after specific warning and in the presence of others.		X	
21. Intentionally or recklessly damaging Academy or private property or behaving so as to present an imminent risk of such damage.			X
22. Persistently being absent for or late for the start of the start of the Academy's learning day or classes.			X
23. Unauthorized use of Academy or private property.			X
24. Possessing counterfeit controlled substances or items designed for use with marijuana or illegal drugs.			X
25. Possessing any substance containing tobacco (including snuff and chewing tobacco) while on the Academy's premises or administrative offices; while at Academy-sponsored events; or while being transported to or from the Academy or Academy-sponsored events by Laidlaw Transit's or another transportation service's vehicles.			X
26. Refusing to accept discipline or punishment such as failing to serve a detention or submit to other forms of punishment.			X
27. Insubordination, such as failing to comply with directions of Academy personnel or otherwise acting in defiance of Academy authority.			X
28. Aiding or abetting any violation of this <i>Handbook on Parents and Student Rights and Responsibilities</i> .			X
29. Engaging in sexual activity.			X
30. Using profane, vulgar or other improper language or gestures.			X
31. Hazing or harassing, sexually or otherwise, another student or Academy employee.			X
32. Violation of individual Academy rules and regulations.			X
33. Violation of individual classroom rules and regulations.			X
34. Possession of beepers, pagers, cellular phones or other electronic communication devices. These devices will be confiscated.			X

*Students who have been suspended or expelled from school are not permitted in the Academy's programming space, on the grounds of the Academy's Learning Centers, or at any Academy-sponsored event for the duration of such disciplinary action. Students who are suspended and enter the Academy's programming space or appear at an Academy-sponsored event will be subject to further disciplinary action.*

## PROCEDURES FOR SUSPENSION AND EXPULSION

1. No student may be suspended unless:

- The student is given prior written notice of the intention to suspend and the reasons for the intended suspension.
- The student is provided an opportunity to appear at an informal hearing before the Instructional Leader and the Chief Administrative Officer, or her / his designees to challenge the reason for the intended suspension or otherwise to explain his or her actions. This opportunity may be granted immediately upon the giving of written notice of the intended suspension.

2. No student may be expelled unless:

- The student and his / her parent, guardian, or custodian are given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of the student and his / her parent, guardian, custodian, or representative to appear before the Chief Administrative Officer or his / her designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.
- The time to appear shall be not earlier than three (3) nor later than five (5) days after the notice is given, unless the Chief Administrative Officer grants an extension of time at the request of the student or his / her parent, guardian, caregiver, or representative. If an extension is granted after giving the original notice, the Chief Administrative Officer shall notify the student and his / her parent, guardian, caregiver, or representative of the new time and place to appear.

3. If a student is removed on an emergency basis, as described in this *condensed Handbook*, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practicable prior to the hearing. The hearing shall be held within seventy-two (72) hours from the time the initial removal is ordered.

4. Within twenty-four (24) hours after the time of a student's expulsion or suspension, the Chief Administrative Officer shall provide written notification of the suspension or expulsion to the parent, guardian, or caregiver of the student, and the Board of Governor's Chair of the Personnel and Grievance Committee. The notice shall include the reasons for the expulsion or suspension and notification of the right of the student and / or the student's parents:

- to appeal such action to the Academy's Board of Governors through its designee
- to be represented in all such appeal proceedings
- to be granted a hearing before the designee of the Board of Governors in order to be heard against such suspension or expulsion,
- to request that such hearing be held in executive session.

Any such appeal must be filed with the Board of Governor's Chair of the Personnel and Grievance Committee, 1180 Slosson Street, Akron, Ohio 44320-2730, in writing within seven (7) days after the notice of suspension or expulsion has been issued.

*A student suspended from the Academy is required to make up as much classroom work as is reasonably possible with the assistance of his / her classroom teacher(s). Students and parents should be aware that it may not be possible to make up all classroom work. It is the responsibility of the student to initiate the request for make-up work and complete the work within a specified time.*

**NOTE:** Parents wishing to file a grievance for reasons other than suspension / expulsion should submit their grievance in writing to the Chief Administrative Officer and outline the basis for the grievance. A written response will be sent within a week indicating the procedures the Academy will follow to resolve the grievance..

## ATTENDANCE PROCEDURES

The Board of Governors resolved on March 25, 2003, to establish an attendance policy intended to promote regular attendance and help parents and students attain their educational goals. Pursuant to the Ohio Revised Code § 3321.13 thru .22, which regulates school attendance, all students absent more than 17.5 days (105 hours) may be considered "chronic" or "habitual" truants and may, therefore, be *automatically withdrawn* from the Academy. The full text of this policy will be made available upon request.

When a student is marked absent or tardy for an excused reason, he / she is permitted to make up as much missed classroom work as is reasonably possible with the assistance of his / her classroom teacher(s). Students should be aware that it may not be possible to make up all classroom work. Reasons for excused absence or tardiness include: Personal illness or injury • Illness in the family • Funerals (of immediate family or relative) • Quarantine • Religious holidays • Medical and dental appointments • Appointments at the Child Guidance Center or Juvenile Court • College visitation (a reasonable number and Academy directed) • Emergencies, that is, any emergency or set of circumstances judged as sufficient cause by the Academy's Chief Administrative Officer in consultation with the student's Instructional Leader. The student is not marked



absent or tardy and is permitted to make up work for the class time he / she has missed as a result of the following situations: Authorized field trips ● Academy directed college visitations ● Other authorized activities such as athletic team events, debate, choir, etc.

The student is marked absent or tardy (unexcused) and the student may not be permitted to make up classroom work for reasons such as: Oversleeping ● Attending baseball games, hunting, fishing, or similar reasons ● Shopping trips ● Truancy or "flicking," i.e., willfully not attending classes. The Chief Administrative Officer or Instructional Leader is responsible for determining if an absence or tardiness is *ex-cused* or *unexcused*. When a student is absent or tardy, it is the obligation of the parent or guardian to report the absence or tardiness. This *MUST* be done with *A WRITTEN AND SIGNED NOTE*, or some other acceptable means before the student returns to classes.

## **CORPORAL PUNISHMENT**

Under Ohio law, Community Schools can establish guidelines for the administration of corporal punishment. The Board of Governors has determined that the Ida B. Wells Community Academy does *not under any circumstances condone corporal punishment* being administered to elementary or intermediate students. Teachers, administrators, certificated school employees and Academy van drivers or bus drivers retained under contract by the Akron Public School District may within the scope of their employment use and apply force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others ● to obtain possession of weapons or other dangerous objects on the person or in the control of a student ● for self-defense ● for the protection of persons or property.

## **ASSAULTS ON STAFF MEMBERS**

A student found to have committed a physical assault on a staff member will be subject to expulsion. A student found to have committed a verbal assault upon a staff member will be subject to in-school detention, suspension, expulsion or any combination thereof.

## **LIABILITY OF PARENTS FOR STUDENT MISCONDUCT**

Under Ohio law, parents having custody of a minor under 18 are liable for the student's willful damage to school or private property or the theft of such property. The Academy, its Board of Governors, or any other owner of property, can bring a civil action against the parents to recover compensatory damages up to \$3,000 and costs of the suit. Parents also are liable for the student's willful assaults on another person. The injured party may bring civil action against the parents to recover compensatory damages up to \$2,000 and costs of the suit.

## **SEARCH AND SEIZURE**

The Board of Governors or its designees, for example, the Chief Administrative Officer or the Instructional Leaders, reserves the right to search the lockers, desks, person and personal belongings of a student when it is believed to be necessary for the maintenance of the educational process; to protect the health, safety, or welfare of other students; or whenever there are reasonable grounds for suspecting that such a search will turn up evidence that the student has violated or is violating the law or the rules of the Academy. If possible, the student's consent prior to the search will be obtained. Students should be aware that their lockers, desks, persons and personal belongings are subject to such searches.

## **STUDENT INTERROGATION**

Criminal investigation of students on school premises by the Akron Police or other law enforcement officers is permitted in the following situations:

1. When they enter in order to investigate a case of suspected child abuse reported by a teacher or administrator.
2. To pursue and arrest a lawbreaker or cope with conditions of riot or disorder or to serve legal documents.
3. To conduct an investigation at the request of the Academy's officials and with permission of the Chief Administrative Officer.
4. To question a student but only if the student's parent is present, or the parent has given permission to the Chief Administrative Officer for the interrogation to occur.

## **THE BOARD OF GOVERNORS**

- Edward W. Crosby, PhD, Founder and Chair ● Janice D. Taylor Heard, PhD, Vice Chair ● Bridgie A. Ford, PhD
- Angela M. Neeley, MBA, Treasurer ● Mrs. Mozella M. Cottingham Watts ● Cynthia Y. Shotwell, Secretary to the Board

## **THE ADVISORY BOARD (Site-Based Management Council)**

- Mrs. Mozella M. Cottingham Watts, Chair ● Doni Marie Burris-Brooks, Assistant Chair ● Two Instructional Leaders
- Four Faculty and Staff Members ● Two Parents ● Two Community Residents ● Two Students (6th, 7th or 8th Graders)
- Mrs. Angela M. Neeley, Ex Officio ● Edward W. Crosby, Ex Officio

## **STUDENT GOVERNMENT**

- Officers and Members Not Yet Determined

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**NOTE:** The Ida B. Wells Community Academy, its educational programs and activities, employment practices and services are open to all on a non-discriminatory basis regardless of race, gender, religion, color, national origin or disability.