



Constellation Schools

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4.1010 Application Process (Rescinded January 19, 2023 – Refer to Policy 4.1030 Admission and Lottery Standards)

Rescinded: January 19, 2023 – Refer to Policy 4.1030 Admission and Lottery Standards

Adopted: December 16, 2021

Adopted: November 18, 2021

Acknowledged: July 22 & 27, 2021

Adopted: September 17, 2020

Adopted: November 21, 2019



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4.1020 Eligible Students

Students residing in any school district within the State of Ohio are eligible to attend the School. The preferred entry point for enrollment in the school will be kindergarten, however, the Principal, with the approval of the Board, may admit students in any grade. Kindergarten enrollees must be five years old by September 30 of the year the student is to be admitted, or have turned five by the date established by the state to qualify for early enrollment, and successfully completed the School's early enrollment testing. First Grade enrollees must be six years old by September 30 and have successfully completed a developmentally appropriate Kindergarten program, or have an approved waiver. Students enrolling in other grades must have evidence that they successfully completed the prior year course of study.



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4.1030 Admission and Lottery Standards

The School is open to any individual entitled to attend school in Ohio pursuant to R.C. 3313.64 or 3313.65, except that admission may be limited to the geographic area and grade or age levels specified in the Community School Contract.

The School will not discriminate in the admission of students to the School on the basis of race, creed, color, disability, sex, intellectual ability, measures of achievement or aptitude, or athletic ability, provided, however, that the School may limit admission to students identified as “at risk” in the Community School Contract. Upon admission of a student with a disability, the School will comply with all federal and state laws regarding the education of students with disabilities.

If there are more applicants than there are spaces, a lottery will be conducted in the following manner:

- Each applicant will be assigned a number;
- The numbers will then be drawn at random by a disinterested third party;
- The first number drawn will be the first new applicant placed on a permanent waiting list and so on until all numbers are drawn;
- Applicants on a permanent waiting list prior to any lottery will retain their position on the waiting list;
- The school may separate the lottery and the waiting lists for each grade or age grouping;
- Students attending the previous year and students who reside in the district in which the school is located, will have first preference for a position;
- Secondary preference may be given to siblings of existing students and students who are the children of full-time School Staff, provided the total number of students receiving this preference is less than five percent (5%) of the School’s total enrollment.

R.C. 3314.06.

See Policy 2.1070 General Notice of Non-Discrimination, Policy 2.1080 Access to Equal Educational Opportunity, Policy 2.2080 Compulsory and Early Kindergarten Admission, Policy 4.1150 Enrollment and Residency Policy, and Policy 4.1160 Tuition for Out-of-State Students

Adopted: January 19, 2023
Adopted: June 28, 2018 & July 19, 2018



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4.1040 Information Required Prior to Admission

A child's parent (custodial parent if there is a divorce decree or other court order granting a party custody), legal guardian, or other adult with legal custody of a child, may enroll a child in the School. Prior to admission the School must be provided with evidence of custody and proof of residency (POR). Appropriate POR evidence must be current (dated within 30 days of presentation) and include a street address (P.O. Box addresses are unacceptable). Examples of items that may be used to establish residency are: leases; mortgage statements; utility bills (gas, phone, electric, water/sewer); bank statements; and, rent receipts. The School may accept other documents to establish a child's residency if the School determines, in its sole and absolute discretion, that such documentation is reliable, credible and relevant. (Please refer to Policy 4.1150 for additional Proof of Residency information).

In addition, a child cannot be enrolled in the School until the child's parent or guardian has provided all of the following information and documents:

1. A completed application;
2. A completed "Emergency Contact Form," including, address and telephone number where the parent may be reached in an emergency, or should it be necessary to confirm a child's absence from school;
3. A signed authorization allowing the School to obtain records from the public or non-public school most recently attended by the child, and copies of any such records in the possession of the parent;
4. A certified copy of the child's birth certificate, or, in lieu of a birth certificate, a passport, an attested transcript of the birth certificate, an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child, an attested transcript of a hospital record showing the date and place of the child's birth, or, a birth affidavit;
5. The child's Statewide Student Identifier (SSID) number issued by the Ohio Department of Education, if available;
6. A certified copy of any order or decree, or any modification of such an order or decree allocating parent's rights and responsibilities for the care of the child and designating a residential parent and legal custodian;
7. A complete medical report, including immunization records, signed by the child's physician, including: evidence that the child has been immunized against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, rubella, and varicella.
O.R.C. §3313.671
8. The parent may be requested to provide the child's Social Security Number (SSN), however, the parent must be advised that providing the SSN is optional, although it is of great assistance to the School.



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Adopted: November 18, 2018

Adopted: September 19, 2019

Adopted: November 21, 2019



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4.1050 Records Upon Enrollment

Newly enrolled student records:

1. Upon entry, a request for records will be made within twenty-four (24) hours from the public or nonpublic elementary or secondary school the pupil most recently attended.
 - a. “Entry” is defined as the beginning of learning opportunities by a student at the School.
2. If the records are not received, a second request and contact with parent and former school should be made within the first fourteen (14) days by the Principal or his/her designee.
3. If the records are not received within 14 days of the date of request, or if the pupil’s previous school indicates that it has no record of the pupil’s attendance, or if the pupil does not present any one of the following: (1) a certification of birth; (2) a passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; (3) an attested transcript of the certificate of birth; (4) an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; or (5) an attested transcript of a hospital record showing the date and place of birth of the child; (6) a birth affidavit, the Principal will contact the former school directly, then the Principal or his/her designee will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.
4. The School shall not admit any student requesting admission to the School after discharge or release from the custody of the department of youth services until the School is in receipt of (1) an updated copy of the student’s academic transcript; (2) a report outlining the student’s behavior in school while in custody of the department; (3) the student’s current IEP if applicable; and (4) a summary of the institutional record of the student’s behavior.
5. The School shall not deny admission to a child who has been placed in a foster home or in a residential facility (e.g., a group home, child’s crisis care facility, children’s residential center, residential parenting facility with 24-hour care, county children’s home or district’s children’s home) if the child does not present a birth certificate, or a comparable certificate from another state or country, or another document specifically listed above in (3) to attest to the child’s date and place of birth upon registration for admission. Required documentation must be presented within 90 days of the child’s initial entry into the School. If the required records are not produced within 90 days of enrollment the Principal or his/her designee will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child. A student under the care of a domestic violence shelter, at the time of initial enrollment, shall notify the School of that fact, and the School shall inform the school from which it requests the pupil’s records of that fact.



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6. In the event that an order or decree is issued allocating or modifying an allocation of parental rights and designating a residential parent, or that a grandparent power of attorney or caretaker authorization affidavit is executed, that residential parent or grandparent shall provide the School with a complete and accurate copy of the order and any other relevant documentation.

Request for student records:

7. Upon receipt of a request for student records, the School will comply within two (2) business days.
8. Copies of the student's records will be made and kept on file.

R.C. 3313.672; O.A.C. 3301-10-01

See also Policy 5.2230 Missing and Absent Children.



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4.1060 Notification of Students' District of Residence

Subsequent to enrollment of a student, the School will verify the residence address and the student's public school district of residence will be advised that the student is enrolled at the School. For transportation purposes, the School will also notify the Transportation Department of each child's district of residence during May of each year of the names, addresses, and other necessary data, for those students who will require transportation. The School will assist parents to ensure necessary notifications are provided to the Student's district of residence in a timely manner



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4.1070 Attendance/Truancy/Withdrawal

General Policy

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School in accordance with the procedure set forth in Policy 4.1090 whenever a student is absent.

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance if present at any place where School is in session by authority of the Board.

Excused Absences

Absences due to the following will be excused:

1. Personal physical illness that prevents attendance at School (at the discretion of the Principal or his/her designee, a written statement from a physician may be required).
2. Personal mental illness such that the student will not benefit from instruction (at the discretion of the Principal or his/her designee, a written statement from a physician/mental health professional may be required).
3. Illness in the family necessitating the presence of the child (at the discretion of the Principal or his/her designee, a written statement from a physician and an explanation as to why the child's absence was necessary may be required).
4. Quarantine of the home (absence will be excused for the duration of the quarantine as determined by proper health officials).
5. Death in the family (Absence will be excused for no more than eighteen (18) hours unless the Principal or his/her designee determines that a longer absence is reasonably necessary).
6. Medical or dental appointments (at the discretion of the Principal or his/her designee, a written statement from a physician confirming the appointment may be required).
7. Observance of religious holidays consistent with the child's truly held religious beliefs.
8. College or university visits (at the discretion of the Principal or his/her designee, verification of the date and time of the visit may be requested).
9. Absence due to a placement in or changes to a foster care placement or any court proceeding related to a student's foster care status.
10. Absences due to a student being homeless.
11. The existence of an emergency condition at home such as absence, illness, or death of the parent.



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12. Necessary work in a family business or on a family farm (after proof of necessary absence is provided to the Principal or his/her designee.)
13. Necessary work directly and exclusively for a child's parent, if the child is over the age of fourteen (14) and has been in regular attendance at school during the current school year (after proof of necessary absence is provided to the Principal or his/her designee).
14. Instruction at home from a person qualified to teach the branches of education in which instruction is required and such additional branches, as the advancement and needs of the child may require (after adequate certification of home instruction has been provided to the Principal or his/her designee).
15. An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.
16. If a student is absent from School for the sole purpose of traveling out of state to participate in a School-approved enrichment activity or extracurricular activity, the School shall count that absence as an excused absence, up to a maximum of twenty-four (24) hours per school year that the School is open for instruction. The student must complete any classroom assignments he/she misses due to the absence. If the student will be absent for twenty-four (24) or more consecutive hours that the School is open for instruction, a classroom teacher must accompany the student during the travel period to provide the student with instructional assistance in order to count the student as in attendance.

Prior to or upon the student's return, the parent shall provide to the School an explanation of the cause for absence. Failure to provide an explanation of the cause of absence, shall result in an unexcused absence. The Principal or his/her designee shall determine whether provided explanation of the cause of absence justifies excusing the absence in accordance with the terms in this policy. The Principal or his/her designee reserves the right to verify any such explanation of the cause of absence and to investigate the cause of each individual absence as it deems appropriate.

17. Vacations that interfere with school attendance should be discussed with a school administrator in advance of the planned vacation, if at all possible. Students who take vacation trips during the school year shall be considered absent with parental permission. It will be the obligation of the parent and the student to see that work missed is made up, and if necessary, secure a tutor without undue demand upon the classroom teacher. In addition, the following will be expected:

- A. Parental notification (either written or phone call to the school secretary) should be given three days in advance before leaving. **No more than five (5) days per year of vacation will be counted as excused absences.**
- B. All work assigned will be due the first day the student returns to school.
- C. All assessments missed during vacations will be made up following the student's return.

Excuses from future school attendance:

1. Shall be limited to a period not to exceed thirty (30) school hours and can be renewed at the discretion of the Superintendent or his/her designee for thirty (30) additional hours.



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Absences shall not exceed sixty (60) consecutive hours unless the child's parent has recently died or become totally or partially incapacitated and there is no older sibling living in the home who is out of school. At the discretion of the Superintendent or his/her designee, a written statement from a physician may be required.

2. May not materially endanger the child's educational welfare and scholastic advancement.

Withdrawal

A student who fails to participate in seventy-two (72) consecutive hours of learning will be automatically withdrawn, from the School, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the Principal or his/her designee.

Whenever a student withdraws from the School voluntarily, the Principal or his/her designee shall attempt to ascertain the reason for withdrawal and shall immediately inform the Superintendent or his/her designee of the reason for the withdrawal. If the Student voluntarily withdrew from the School as a result of a change in residence, the Superintendent or his/her designee shall notify the superintendent of the district to which the Student has moved of all essential information regarding the Student, including the Student's new address.

If the Superintendent or his/her designee becomes aware that a Student who has withdrawn from the School for reasons other than a change of residence is not enrolled in another school, the Superintendent or his/her designee shall notify the registrar of motor vehicles and the juvenile judge of the county in which the School is located of the Student's likely violation of the State's compulsory education laws. Notice shall be given within two (2) weeks and shall include the Student's name, address, date of birth, School, and the district where the Student resides. Any notice given in error shall be immediately rescinded by the Superintendent or his/her designee.

Disciplinary Action for Unexcused Tardiness or Absence

Repeated unexcused absences/tardiness may be grounds for disciplinary action that will not include suspension or expulsion.

A student is tardy when a student is more than five minutes late for School or for a class. If a student misses more than half a class, the student will be marked absent for the class. When tracking hours of missed instruction for excessive absence and truancy purposes, the School shall track tardiness and early dismissal times based on the precise amount of missed instruction, tracked to the nearest minute (e.g., if a student is thirty-five (35) minutes tardy to school and leaves school forty-five (45) minutes early, the student shall be counted as absent for eighty (80) minutes of that day).

Students shall not be considered absent for purposes of habitual truancy calculations while out of class for a legitimate reason, including but not limited to restroom breaks, visits to the nurse's office, counselor meetings, or remediation sessions.



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Any student who, due to a medically-documented physical or mental impairment, is absent for an extended period will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

Truancy and Absence Intervention Strategies

The Principal or his/her designee may act as the School's attendance officer or delegate that duty as permitted by law. The School's attendance officer shall investigate possible School attendance violations, and is authorized under Ohio law, to serve warrants, to enter places where children of compulsory School age are employed, and to take such other actions as may be necessary to enforce the compulsory education laws.

A student is excessively absent from school if a student is absent from the School with or without legitimate nonmedical excuse for thirty-eight (38) or more hours in one (1) school month or sixty-five (65) or more hours in one (1) school year. Within seven (7) days of a student becoming excessively absent from School, the attendance officer shall notify the student's parents of the student's absences in writing.

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student otherwise habitually truant include but are not limited to:

1. the student was enrolled in another school;
2. the student's absence was excused in accordance with applicable law or policy; or,
3. the student has received an age and schooling certificate.

If the student is habitually truant and the student's parents have failed to cause the student's attendance, the School will assign the student to an Absence Intervention Team ("AIT") within ten (10) days. The Principal or designee selects the AIT members, who shall include a representative of the School who knows the child and the child's parent, guardian, custodian, guardian ad litem, or temporary custodian. Members may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

Within seven (7) days of the School's determination that the student is a habitual truant, the School will make at least three (3) reasonable, meaningful attempts to secure the child's parent, guardian, or custodian's (for the purposes of this policy, "parent") participation on the AIT. If the parent responds to attempts but is unable to attend, the School will notify the parent of the right to participate by designee. In the event the parent does not respond to the attempts at all, the School will investigate whether the failure to respond triggers child abuse and neglect reporting requirements and instruct the other members of the AIT to develop a plan for the child.

Within fourteen (14) days after its formation, the AIT will develop a written plan to reduce or eliminate Student's further absences. The AIT plan will state that a complaint will be filed in juvenile court alleging that the child is an unruly child not later than sixty-one (61) days after



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implementation if the child refuses to participate in or fails to make satisfactory progress on the plan or other alternatives to adjudication. The School will make reasonable attempts to provide student's parent with written notice of the plan within seven (7) days of development.

If a student becomes habitually truant during the last twenty-two (22) school days of the year, the School may assign one official to work with the parent and develop an AIT plan in lieu of forming a full AIT. The plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year.

AIT Exemption: The School shall be exempt from AIT procedural requirements if it has a chronic absenteeism rate of less than 5% of the student body per the last state report card.

The School shall employ absence intervention strategies for all students who are excessively absent from School. Such strategies shall include the following, if applicable:

1. Providing a truancy intervention plan for any student who is excessively absent from school;
2. Providing counseling for a habitual truant;
3. Requesting or requiring a parent to attend parental involvement programs;
4. Requesting or requiring a parent to attend truancy prevention mediation programs;
5. Notification of the registrar of motor vehicles of student's truancy status if the student misses sixty consecutive hours of instruction or ninety hours of instruction during the course of the school year; and
6. Taking legal action under R.C. 2919.222, 3321.20, and/or 3321.38.

On the 61st day after the implementation of an AIT or other intervention strategy, the attendance officer shall file a complaint with the juvenile court against a student, if all of the following apply:

1. the student is a habitual truant;
2. the School has made meaningful attempts to re-engage the student through the AIT plan, other intervention strategies, and any other offered alternatives to adjudication; and
3. the student has refused to participate in or failed to make satisfactory progress on the AIT plan, as determined by the AIT, or any offered intervention strategies or alternatives to adjudication.

If the 61st day falls during the summer months, at the School's discretion, the AIT or attendance officer may extend the implementation of the plan and delay filing the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

If, however, at any time during the implementation phase of the AIT plan or other intervention strategy, the student is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint with the juvenile court against the student, unless the AIT has determined that the student has made substantial progress on the absence intervention plan.



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The Principal or his/her designee is also authorized to establish a parent education program for parents of students who are habitually truant. Any parent assigned to the program who does not complete the program is to be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

Reporting

The School shall report to the Ohio Department of Education, as soon as practicable, any of the following occurrences:

1. When a student is deemed habitually truant.
2. When a student is deemed excessively absent.
3. When a student has been adjudicated an unruly child for being a habitual truant and violates the court order regarding that adjudication.
4. When an AIT plan has been implemented for a student.

This Board consulted with the juvenile court of the counties in which the School is located, parents of students attending the School, and state and local agencies deemed appropriate by the Board prior to adopting this policy.

R.C. 2151.011; R.C. 2151.27; R.C. 3314.03(A)(6); R.C. 3314.11; R.C. 3321.01; R.C. 3321.041; R.C. 3321.13-.191 O.A.C. 330-69-02.

Adopted: September 19, 2019



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4.1080 Excused Absences (March 23, 2017 - Rescinded and Replaced by Policy 4.1070)



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4.1090 Procedure for Absences

1. A Parent must call the School to inform the School that his/her child or children will be absent from School. This phone call should take place within the first hour that School is in session.
2. If a Parent fails to call the School as prescribed in Part A, School personnel will call the Parent to inform him/her of the Student's absence.
3. In those cases where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal guardian the day of the Student's absence.
4. Students who fail to attend school the day of an after school activity or evening event, may be excluded from the activity/event.

Students over the age of eighteen who are deemed to be “self-supporting” under Ohio law will be responsible for notifying the School of an absence by phone.



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**Policy 4.1100 Disciplinary Action for Unexcused Tardiness, Absence or Early Departure
(March 23, 2017 Rescind and Replace with Policy 4.1070)**



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Policy 4.1110 Truancy (March 23, 2017 Rescind and Replace with Policy 4.1070)



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Policy 4.1120 Withdrawal of Student (March 23, 2017 Rescind and Replace with Policy 4.1070)



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4.1130 R.C. § 3314.041 Notice

N O T I C E

Pursuant to the Ohio Revised Code Section 3314.041, the governing authority of each community school and any operator of such school shall distribute to parents of students of the school upon their enrollment in the school the following statement in writing:

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

Adopted: August 17, 2023



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4.1140 2020-2021 Calamity Day Make-Up Plan (Acknowledge Previous Version of Policy 4.1140 Calamity Day Make-Up (Prior to SY 2020/2021))

4.1140 Calamity Day Make Up

Prior to August 1 of each school year, the Board may adopt a plan to provide instruction via online delivery in order to make up hours in a school year for which it is necessary to close the School for any of the following reasons:

- (1) Disease epidemic;
- (2) Hazardous weather conditions;
- (3) Law enforcement emergencies;
- (4) Inoperability of school buses or other equipment necessary to the school's operation;
- (5) Damage to the school building; or
- (6) Other temporary circumstances due to utility failure rendering the school building unfit for school use.

A plan adopted by the Board shall provide for making up any number of hours, up to a maximum of the equivalent of three (3) school days. The plan shall be designed to ensure continuity of learning for students during a school closure and must provide for the following:

1. A statement that to the extent possible, students will be provided with teacher-directed synchronous learning in which the teacher and students are interacting in real time on a virtual learning platform during the closure;
2. The School's attendance requirements, including how participating in learning opportunities and how the School will reach out to students to ensure engagement during the closure;
3. A description of how equitable access to quality instruction will be ensured, including how the School will address the needs of students with disabilities, English learners, and other vulnerable student populations;
4. The process the School will use to notify staff, students, and parents that the School will be using its online delivery of instruction;
5. Information on contacting teachers by telephone, email, or a virtual learning platform during the closure; and
6. A description of how the School will meet the needs of staff and students regarding internet connectivity and technology for online delivery of instruction.

The plan adopted by the Board shall include the written consent of any teachers' employee representative, if applicable.



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Adopted: July 20, 2023
Acknowledged: October 21 & 28, 2021
Adopted: June 22, 2017



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4.1150 Enrollment and Residency Policy

Constellation Schools: Old Brooklyn Community Elementary admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (**X**) statewide (“admissions areas”). The School serves grades K-4 and or ages ___ - ___ as per its Community School contract with its Sponsor.

Constellation Schools: Old Brooklyn Community Middle admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (**X**) statewide (“admissions areas”). The School serves grades 5-8 and or ages ___ - ___ as per its Community School contract with its Sponsor.

Constellation Schools: Parma Community admits students residing in the home district of Parma School District, and () contiguous districts, **OR**, (**X**) statewide (“admissions areas”). The School serves grades K-12 and or ages ___ - ___ as per its Community School contract with its Sponsor.

Constellation Schools: Lorain Community Elementary admits students residing in the home district of Lorain School District, and () contiguous districts, **OR**, (**X**) statewide (“admissions areas”). The School serves grades K-4 and or ages ___ - ___ as per its Community School contract with its Sponsor.

Constellation Schools: Lorain Community Middle admits students residing in the home district of Lorain School District, and () contiguous districts, **OR**, (**X**) statewide (“admissions areas”). The School serves grades 5-8 and or ages ___ - ___ as per its Community School contract with its Sponsor.

Constellation Schools: Elyria Community admits students residing in the home district of Elyria School District, and () contiguous districts, **OR**, (**X**) statewide (“admissions areas”). The School serves grades K-8 and or ages ___ - ___ as per its Community School contract with its Sponsor.

Constellation Schools: Puritas Community Elementary admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (**X**) statewide (“admissions areas”). The School serves grades K-4 and or ages ___ - ___ as per its Community School contract with its Sponsor.

Constellation Schools: Puritas Community Middle admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (**X**) statewide (“admissions areas”). The School serves grades 5-8 and or ages ___ - ___ as per its Community School contract with its Sponsor.

Constellation Schools: Westpark Community Elementary admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (**X**) statewide (“admissions areas”). The School serves grades K-4 and or ages ___ - ___ as per its Community School contract with its Sponsor.



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Constellation Schools: Westpark Community Middle admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (X) statewide (“admissions areas”). The School serves grades 5-8 and or ages ____ - ____ as per its Community School contract with its Sponsor.

Constellation Schools: Stockyard Community Elementary admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (X) statewide (“admissions areas”). The School serves grades K-6 and or ages ____ - ____ as per its Community School contract with its Sponsor.

Constellation Schools: Stockyard Community Middle admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (X) statewide (“admissions areas”). The School serves grades 7-8 and or ages ____ - ____ as per its Community School contract with its Sponsor.

Constellation Schools: Madison Community Elementary admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (X) statewide (“admissions areas”). The School serves grades K-8 and or ages ____ - ____ as per its Community School contract with its Sponsor.

Constellation Schools: Westside Community School of the Arts admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (X) statewide (“admissions areas”). The School serves grades K-8 and or ages ____ - ____ as per its Community School contract with its Sponsor.

Constellation Schools: Eastside Arts Academy admits students residing in the home district of Cleveland Metropolitan School District, and () contiguous districts, **OR**, (X) statewide (“admissions areas”). The School serves grades K-6 and or ages ____ - ____ as per its Community School contract with its Sponsor.

A child shall be admitted to the School as a student, if the child’s parent resides in the School’s admission areas. Residency is not determined solely by where the parents own or rent a home or an apartment, but rather by where the primary residence is and where substantial family activities take place.

Any one of the following documents can be used to establish proof of residency for verification of a child’s ability to be enrolled. These items must be current, be in the parent’s name, and include a street address. A post office box address cannot be used to validate residency records:

- a. A deed, mortgage, lease, current home owner’s or renter’s insurance declaration page; or
A current real property tax bill; or
- b. A utility bill or receipt of utility installation issued within ninety days of enrollment; or
- c. A paycheck or paystub issued to the parent or student within ninety days of enrollment that includes the address of the parent’s or student’s primary residence; or
- d. The most current available bank statement issued to the parent or student that includes the address of the parent’s or student’s primary residence; or



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- e. Documented affirmation of the parent's address from the district of residence where the parent currently resides; or
- f. Notarized affirmation of current address from parent or student if over age 18; or
- g. A USPS return receipt from a certified letter sent to the parents by the district of residence;
- h. Written confirmation of the parent's current address from the Ohio Department of Job and Family services; or
- i. Written confirmation of the parent's current address from a local law enforcement agency; or
- j. Any other official document issued to the parent or student that includes the address of the parent's or student's primary residence and as approved by the Ohio Superintendent of Public Instruction.

If there is a change in the location of the parent or student's primary residence, the student's parent must notify the School immediately.

The School shall monthly review the residency records of students enrolled in the School and shall provide an annual verification to the Ohio Department of Education that students are entitled to attend the School. Notwithstanding anything contrary in this policy, after a student's initial submission of one of the approved proof of residency records for enrollment purposes, the School may utilize either: one (1) newly submitted proof of residency documents listed in (a) through (j), or one (1) signed parent statement identifying the student's primary home address in order to conduct the monthly and annual verification. The Principal or his or her designee will compare each submitted proof of residence with the School's EMIS records to ensure that EMIS reporting is accurate that students are permitted to enroll.

All custody or court orders pertaining to the family or student must be turned in when asked, or at admission. If the School and parent disagree as to residency status, the Superintendent of Public Instruction shall determine the public school in which the student may enroll. If the School and the student's home district (district of residency) disagree about residency, this policy shall supersede any policy concerning the number of documents for initial residency verification adopted by the student's home district. If the district of residence challenges the student's residency, the Principal may request additional documentation from the Parent, which may be provided to the student's home district.

R.C. 3314.03 (A) 3314.11; R.C. 3313.64(B)(1); R.C. 3313.64(K)

See also Appendix 4.1150-A Residency Verification Procedures; Appendix 4.1150-B Monthly Residency Verification Report; Policy 2.1260 Migrant Students; Policy 4.1030 Admissions and Lottery Standards; 2.2080.1 Compulsory Kindergarten Admissions; Policy 5.2230 Missing and Absent Children; Policy 4.2070 Student Records and Release of Information; Policy 4.2110 Homeless Students and Policy 2.3120 Grandparent Caretaker Policy.

Adopted: December 17, 2020
Adopted: September 19, 2020



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4.1160 Tuition for Out-of-State Students

The Board may open admission to the School on a tuition basis to any individual age five (5) to twenty-two (22) who is not a resident of Ohio, to the fullest extent allowed under state and federal law, and it may set or revise such tuition amount by Board resolution.

R.C. 3314.06.

Adopted June 22, 2017



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2000 STUDENT CONDUCT, RESPONSIBILITIES AND RIGHTS

4.2010 Student Code of Conduct – Statement of General Policy

The School is a “character education” school in addition to being focused on high academic achievement for children, and we believe it is important to live and practice the values, positive character traits and behaviors that we teach every day. Character development is an essential part of the education that takes place in the school. To ensure an environment conducive to learning we have developed specific rules, regulations, policies and procedures to provide guidance to (1) students – so that there will be no ambiguity as to what is expected, and, (2) staff – so that when it is necessary to discipline a student, it will be done fairly and respectfully. It is essential that the disciplinary policies and procedures adopted by the Board be consistently applied to all students. All employees are expected to know and enforce these policies and procedures. Students and Parents receive a copy of, and review, the **Student Code of Conduct and Disciplinary Policies and Procedures**, and acknowledge that they have done so in writing. The Student Code of Conduct and Disciplinary Policies and Procedures may be amended or modified, from time-to-time, as the Principal deems necessary and/or advisable. Our expectations are as follows:

- ♦ Students will respect authority and conform to school rules of conduct
- ♦ Students will be respectful of one another
- ♦ Students will respect the rights and property of others, including teachers, students, and the school
- ♦ Nonviolence, peace and concern for one another is the foundation of all school activity
- ♦ Each person possesses unique gifts that should be recognized and accepted
- ♦ Students will attend school every day, be on time, and be prepared to learn
- ♦ Students will wear the appropriate uniform each day, and will present a neat, clean appearance
- ♦ Student will exercise self-discipline and self-control in all aspects of school activities
- ♦ Students will assist in maintaining an orderly, clean school environment
- ♦ Students have an affirmative obligation to report violations of this Code of Conduct or other School policies and rules



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4.2010 Student Code of Conduct (continued)

4.2010.1 Philosophy

Children naturally want to follow rules if adults clearly define the rules and then invite the child to assume responsibility for his or her behavior. Discipline should be a learning experience rather than a punitive experience. One of the desired goals of the character education program presented by our School is to foster, inculcate, and sustain strong habits of self-discipline. Positive discipline procedures will be implemented to the extent possible to create an educational environment favorable to concentration, attention, reflective thinking, and creativity. Anger management and conflict resolution strategies will be taught to all Students and practiced throughout the classrooms and School. Assuming personal responsibility for behavior is to understand and accept the consequences for violating rules. In disciplining, Teachers are expected to be firm, consistent, just, and impartial, yet display compassion for the child, while maintaining an atmosphere conducive to learning.

4.2010.2 Unacceptable Disciplinary Actions

Certain disciplinary measures are inherently contrary to our philosophy. Therefore, the following measures are not permitted:

- Personal indignities
- Any form of corporal punishment
- Verbal and nonverbal humiliation, sarcasm, ridicule, name-calling, swearing, gestures, etc.

4.2010.3 Disciplinary Action

Progressive discipline will be utilized whenever possible and appropriate, however, there may be instances where circumstances dictate immediate remedial and corrective actions to protect Students, Staff, or the School. In these cases, the Principal may determine the necessary disciplinary action and the timing of such action.

4.2010.4 Minor Infractions

Minor infractions will be dealt with in the classrooms in a developmentally appropriate manner.



Constellation Schools

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4.2010 Student Code of Conduct (continued)

4.2010.5 Progressive Discipline

First Level Offense

1. Teacher explains or reviews class and School rules and warns the student of possible consequences.
2. Teacher applies appropriate in school consequences.

Second Level Offense

1. Teacher applies appropriate consequences, including longer time-outs, or alternate areas for reflection, loss of privileges, detention, etc.
2. Teacher personally communicates the problem(s) with the student's parent(s).
3. Teacher sends a written report home and a copy to the office.

Third Level Offense

If actions taken at Levels 1-2 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, the Principal may suspend the student from School, not to exceed ten School days, subject to Policy 4.3010.

Fourth Level Offense

Subject to Policy 4.3010, if actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, for his or her grade level, the highest level administrator of the School likened to a Superintendent may expel the student from School, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded under Policy 4.3010.

Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the Principal and/or the highest level administrator of the School likened to a Superintendent.

Adopted: September 20, 2018



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4.2010.6 Conduct and/or Behavior Infractions

All students are expected to conform to the Student Code of Conduct at School, on the School premises, at School activities or functions whether on or off the School premises and on transportation to and from School, if paid for or provided by the School and are subject to the School’s disciplinary process when they fail to do so. Students may also be subject to the School’s disciplinary process for a violation of the Student Code of Conduct, regardless where it occurs, if the misconduct is directed at School Staff or their property, or otherwise in accordance with law.

Infractions and Likely Disciplinary Action

	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another’s work or internet materials, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.
Bomb Threat	Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other Students or Staff, and running and/or making excessive noise in the building.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2- 4 disciplinary action.
Dress Code Violations	See Dress Code	Change into school provided uniform for the day and return it at the end of the school day. Excessive dress code violations may result in additional consequences (Levels 2-3)		
Electronic and Other Communication Devices	No Student shall display or possess any electronic devices (cellular telephones, PDA’s, CD players, iPods, gaming devices, etc.) without	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.



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	approval on School property from the beginning of the day to the conclusion of School.			
Firearm	Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a firearm at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student. See also Gang Policy.	Levels 1-3	Level 2-4	Level 3-4
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.	Level 1	Level 1-2	Level 2 -3
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community. See also Dignity Policy.	Level 1-2 disciplinary action.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.



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Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School. See also Anti-Bullying.	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.
Knife	Bringing a knife capable of causing serious bodily injury onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife capable of causing serious bodily injury at School or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Lying	Intentionally giving untrue communication.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarity	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students. See also Fighting Policy.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.



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Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Minor Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a minor safety risk include, but are not limited to: <ul style="list-style-type: none"> • Talking during safety drills • Running, pushing, yelling, or other inappropriate behaviors • Any inappropriate playground behaviors • Minor insubordination to adults 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.
Major Safety	Behavior that creates a more severe possibility of harm to oneself or others, including but not limited to <ul style="list-style-type: none"> • Leaving the school building or grounds without permission • Other acts which could harm the student or others 	Level 2-4	Level 2-4	Level 2-4
Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event. See also Drugs and Alcohol.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.	Level 4 disciplinary action.
Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia (including e-cigarettes, vapor-based nicotine, and lighters). See also Use of Tobacco on School Premises.	Level 1-2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 2- 4 disciplinary action.
School Property	Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to: <ul style="list-style-type: none"> • Defacing textbooks, library books, and other school materials • Destruction or improper use of school computers, printers, or other technology • Defacing/destruction of school property including desks, walls, lockers, etc. • Failure to respect the property of other students, teachers, school personnel, etc. • Gum chewing on school property • Improper use of restrooms and/or 	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.



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	supplies • Stealing			
Sexual or Other Harassment	Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment. See Harassment Policies.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Tardiness	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Toys or Play Objects	School is a place of learning. Distractions cause students to be inattentive. Therefore, students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to: • Bringing toys or distracting objects to school • Creating toys or distracting objects at school	Level 1 disciplinary action.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.
Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures. See also Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.

Transportation Discipline

Bus suspensions (for bus riding privileges only, but not for suspension from School) may be imposed for any period of time as set forth in the School's Code of Conduct. Students are required to be provided notice of an intended suspension (which is not required to be in writing) and an opportunity to appear before the Principal before a suspension is imposed.



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If immediate removal of a Student is authorized, the Student must be given notice, as soon as practicable, of the reasons for the removal and of a hearing before the Principal which must be held within seventy-two (72) hours of the removal. Immediate removal is authorized when the Student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The length of time removed from ridership shall be in accordance with the School's Code of Conduct. If students are being transported by the home district and not by the School, and if the home district requires its own code of conduct to be imposed, the School shall post the bus riding code of conduct of the home school districts from which Students are being transported, in a central location in each School building, and make them available to Students or Parents upon request.

Suspensions or immediate removal from bus riding privileges of disabled students shall be accomplished in accordance with the laws governing suspension and expulsion of disabled students.

R.C. 3313.66; R.C. 3313.668; R.C. 3327.014; OAC 3301-83-08

See Appendix 4.3010-A Notice of Intended Suspension from School; Appendix 4.3010-B Notice of Emergency Removal and Intent to Suspend from School; Appendix 4.3010-C Notice of Suspension from School; Appendix 4.3010-D Notice of Rights Re: Suspension from School; Appendix 4.3010-E Notice of Intended Expulsion from School; Appendix 4.3010-F Notice of Emergency Removal and Intent to Expel from School; Appendix 4.3010-G Notice of Expulsion from School; Appendix 4.3010 H Notice of Rights Re: Expulsion from School (for Use for Expulsions of 20 School Days or Less Only); and Appendix 4.3010-I Notice of Rights Re: Expulsion from School (for Use for Expulsions of More than 20 School Days Only).

Adopted: January 20, 2022
Adopted: September 20, 2018



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4.2010 Student Code of Conduct (continued)

Policy 4.2010.7 Dress Code

4.2010.7 Dress Code

The Board has adopted the following reasonable dress code and grooming guidelines to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Prohibited Student dress or grooming practices include those which (1) present a hazard to the health or safety of the Student himself/herself or to others in the School, or, (2) materially interfere with school work, create disorder, or disrupt the educational program. All students are expected to wear neat, clean clothing that is appropriate for an educational environment. The Principal may require students to change any attire deemed inappropriate. For this purpose, the Principal may ask the student's parents to bring different clothing to the school, or to remove the child from the premises. Adherence to the dress code is expected from the first day of school to the last. The school dress code must be worn every day and failure to do so will result in disciplinary action. The dress code consists of the following:

- White, light blue or navy blue button down shirts with collars or polo's
- Black or navy blue dress pants
- Navy blue or black knee length skirts or jumpers
- Navy blue or black knee length uniform style dress shorts may be worn when temperatures exceed 80 degrees.
- Navy blue, white, black, or light blue sweaters
- White or light blue turtlenecks may be worn under shirts or sweaters
- Navy blue, black or Constellation sweatshirts may be worn in cool weather.
ABSOLUTELY NO HOODED SWEATSHIRTS/GARMENTS MAY BE WORN DURING SCHOOL.
- Navy blue or black ties (optional)
- Black, white or navy blue socks
- Black dress shoes are preferred. Clean tennis or basketball shoes in good condition may be worn. (boots may be worn to school in the winter but must be removed during school)
- Plain belts – black or brown – no decorations

Violations to the uniform requirement include, but are not limited to:

- Any clothing not identified above
- Any clothing with pictures or wording
- Hooded sweatshirts
- Sweatpants
- Open toed shoes
- Tennis shoes that light up, are neon bright or glitter styles
- Visible tattoos
- Jeans
- Piercing – Students may wear no more than two small post earrings per ear; worn in the ear lobe
- T-shirts



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- Jewelry
- Any shirts that expose the shoulders or have a V neck
- Any clothing, shoes, hair color or style deemed inappropriate by the Principal

Adopted: January 20, 2022
Acknowledged: July 22 & 27, 2021
Adopted: May 18, 2017

Applicable to Grades 9-12 Only

<p><u>Shirts:</u> *Polo or button down dress shirt with collar in white, black or navy blue. *Full button down shirts permitted only with a tie. *White, black or navy blue turtleneck may be worn under shirts or sweaters.</p>	<p><u>Specifications:</u> *Ties must be professional in appearance and not depict pictures, wording, designs or logos. *Solid white undergarments under shirts. *No low necklines, bare shoulders, or bare midriffs.</p>
<p><u>Pants:</u> *Traditional Dress Pant (black, navy blue, khaki). *Solid colored black jeans.</p>	<p><u>Specifications:</u> *Pants cannot have holes, markings, embellishments or decorations. *No cargo pants, sweatpants, yoga pants, spanex, jeggings, leggings, shorts, skirts or pants identifiable to these mentioned. *Pants must be worn properly and may not fall below the waistline.</p>
<p><u>Belts:</u> *Solid color black or brown belt.</p>	<p><u>Specifications:</u> *Belts cannot have excessive decorations or enhanced belt buckles.</p>
<p><u>Sweaters/Sweatshirts:</u> *V-neck or cardigan (navy blue, white, or black). *Navy blue, black or Constellation Schools sweatshirts.</p>	<p><u>Specifications:</u> *Sweaters must be solid in color and cannot display logos, patterns, or decorations. *No jackets or items that resemble a jacket. *No zippers. *No hoods.</p>
<p><u>Shoes:</u> *Traditional dress shoe solid in color (black or brown) *Clean tennis or basketball shoes.</p>	<p><u>Specifications:</u> *No boots, high heels, slides, slippers, moccasins, sandals, flip-flops, open-toed or open-back shoes. *No light up, or neon style tennis shoes *No logos or patterns.</p>
<p><u>Socks:</u> *Solid black, white, navy blue, or brown.</p>	<p><u>Specifications:</u> *Socks must be worn as part of the school uniform.</p>

Violations to the uniform requirement include, but are not limited to:

- *Any clothing depicting pictures, wording, designs or logos.



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*T-shirts

*Unnatural hair colors

*Any clothing, shoes, hair color or style deemed inappropriate by the Administration.

NOTE: Failure to adhere to dress code will require appropriate uniform from home before returning to regularly scheduled classes.

COOL DOWN POLICY

Navy blue, black or khaki knee length uniform style dress shorts or capri pants may be worn when the outdoor temperature exceeds 80 degrees.

Revised: August 22, 2019

4.2010.8

Technology and Internet Acceptable Use

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional disciplinary action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.



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3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see.

Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.

4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
8. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students and Staff have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating



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School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children’s Internet Protection Act (“CIPA”), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate.

However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

My signature attests that I have read the above Internet Acceptable Use Policy and I agree to abide by it.

Signature of Parent/Guardian

Date

Signature of Student

Date

Signature of Staff Member

Date



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4.2010.9 Transportation Discipline

Bus suspensions (for bus riding privileges only, but not for suspension from School) may be imposed for any period of time as set forth in the School's Code of Conduct. Students are required to be provided notice of an intended suspension (which is not required to be in writing) and an opportunity to appear before the Principal before a suspension is imposed.

If immediate removal of a Student is authorized, the Student must be given notice, as soon as practicable, of the reasons for the removal and of a hearing before the Principal which must be held within seventy-two hours of the removal. Immediate removal is authorized when the Student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The length of time removed from ridership shall be in accordance with the School's Code of Conduct. If students are being transported by the home district and not by the School, and if the home district requires its own code of conduct to be imposed, the School shall post the bus riding code of conduct of the home school districts from which Students are being transported, in a central location in each School building, and make them available to Students or Parents upon request.

Suspensions or immediate removal from bus riding privileges of disabled students shall be accomplished in accordance with the laws governing suspension and expulsion of disabled students.

R.C. 3313.66; R.C. 3313.668; R.C. 3327.014; OAC 3301-83-08

See **Appendix 4.3010-A** Notice of Intended Suspension from School; **Appendix 4.3010-B** Notice of Emergency Removal and Intent to Suspend from School; **Appendix 4.3010-C** Notice of Suspension from School; **Appendix 4.3010-D** Notice of Rights Re: Suspension from School; **Appendix 4.3010-E** Notice of Intended Expulsion from School; **Appendix 4.3010-F** Notice of Emergency Removal and Intent to Expel from School; **Appendix 4.3010-G** Notice of Expulsion from School; **Appendix 4.3010-H** Notice of Rights Re: Expulsion from School (for Use for Expulsions of 20 School Days or Less Only); **Appendix 4.3010-I** Notice of Rights Re: Expulsion from School (for Use for Expulsions of More than 20 School Days Only).

Adopted March 23, 2017



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4.2010.10 Student Bill of Rights/Responsibilities

The Board recognizes that students possess not only the right to an education but the rights of citizenship as well.

In granting students, the education to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted School authority, and compliance with the rules and regulations of the School.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

A student who has reached the age of majority possesses the full rights of an adult and may authorize those School matters previously handled by his/her parents. Each student who has reached the age of majority shall assume the full responsibility for his/her performance in School, attendance and compliance with School rules and regulations.

As members of the School community, students have both rights and responsibilities described in part below.

1. All individuals are deserving of respect and acceptance. Both adults and youth at the School will exhibit respectful behavior in their speech and actions. All individuals are expected to set positive examples.
2. Students have a right to a learning environment free from physical and verbal threats and harassment. Individuals must not threaten or harass others. Neither must they cause or encourage threatening or harassment of others.
3. Students have a right to learn free from excessive distractions. Individuals must maintain behavior, including dress, vocalization, and other actions, which allows others to learn.
4. Students have a right to the ownership, possession, and respect of their property. Individuals must obtain permission before taking and/or utilizing the property of others. For exceptions, see Policy 4.2040 Search and Seizure. Property must be treated with care and respect.
5. Students have a right and are encouraged to ask questions when they do not understand, as long as the questions are presented respectfully and are appropriate for the setting. At times, questions may need to be deferred.



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6. Students have a right to disagree with statements and policies affecting them as long as the students' positions are stated respectfully and in a way which does not disrupt the functioning of the class. Disagreement does not mean that statements and policies affecting students will be changed.

7. Students have a right to obtain an explanation of rules and expected behaviors before they are accused of breaking the rules.



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4.2020 Sexual and Other Forms of Harassment

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

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

The harassment by a student of a staff member or fellow student is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline.

The harassment of a student or a staff member should be reported immediately by the student or staff member to any teacher or to the Principal or his/her designee. Any person who receives such a report shall immediately advise the Principal or his/her designee or a Board member, who will investigate and take appropriate action in accordance with Board directives.

Should any School employee, or School official who has authority to institute corrective measures on behalf of the School, receive notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator for further action in accordance with Board directives.

20 USC §§ 1681 et seq.; R.C. 4112.02. See 34 CFR part 106

See Appendix 4.2020.1-A Form for Reporting Incidents of Harassment, Intimidation and Bullying. See also Policy 2.1090.1 Title IX Grievance Procedure; Policy 4.2010 Student Code of Conduct

Adopted: January 20, 2022

Adopted: August 20, 2020



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4.2020.1 Anti-Harassment, Intimidation and Bullying Policy

The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures and standards for the School and students. Information regarding this policy must be incorporated into employee training materials. Annually, the School shall send a written statement describing the policy and the consequences for violating the policy to each student's custodial parent or guardian, either electronically or with report cards.

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of "harassment, intimidation or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying".

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response



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either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and Code of Conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Should any School employee or School official who has authority to institute corrective measures on behalf of the School, receive notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. In the case of sexual harassment, the School shall follow the School's Title IX Grievance Procedure. For all other incidents, the Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See Appendix 4.2020.1-A Form for Reporting Incidents of Harassment Intimidation and Bullying). Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. To the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. All School personnel, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy promptly and in good faith.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures.

Students who prohibited from deliberately making false reports of harassment, intimidation, or bullying, and Students who deliberately do so, will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims from new or additional harassment, intimidation, or bullying, and from retaliation: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of



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transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to insure that there have been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of “harassment, intimidation or bullying” will warrant disciplinary action whether and to what extent to impose disciplinary action (*i.e.*, detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal or other decision-maker in the case of sexual harassment. The following procedure sets forth possible interventions for the Principal to enforce the prohibition against harassment, intimidation or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. Non-disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

2. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In - and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.



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Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio or federal law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually, including a written or verbal discussion of the consequences for violations. The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct.

The School shall incorporate training on this policy into the in-service training required under R.C. 3319.073. The School may provide training, workshops, or courses to other Staff and volunteers who have direct contact with students.

R.C. §§ 3313.666, 3313.667, 3319.073

See also Policy 2.1090.1 Title IX Grievance Procedure; Policy 4.2010 Student Code of Conduct; Policy 4.3010 Expulsion and Suspension; Policy 4.2010.8 Technology and Internet Acceptable Use; Policy 4.2130 Electronic Communication Devices; Policy 4.4070 Student Expression; Policy 4.2010.10 Student Bill of Rights/Responsibilities; and 4.2020 Sexual and Other Forms of Harassment.

Adopted: May 19, 2022
Adopted: August 20, 2020

4.2020.2 Anti-Hazing Policy

The School prohibits all acts of hazing. Hazing, like other violent and disruptive behaviors, is conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and civil environment. **No person shall recklessly participate in the hazing of another. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.**

Hazing or hazing activity means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization, that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. For purposes of this policy, mental harm means mental stress, anxiety, physical injury, sickness, injury to feelings, humiliation, mental anguish, and/or depression, connected to and arising from the hazing activity.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times, regardless of whether the activity occurs on or off of property owned, used or controlled by the School, so long as the hazing activity is in any way



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connected to the activities or incidents that have occurred on property owned, used or controlled by the school. This policy will be actively enforced at all times.

Hazing is a violation of School policy separate and distinct from harassment or other prohibited conduct. No student, including leaders of student organizations, may plan, encourage or engage in any hazing activity. Students having engaged in hazing activity and who fail to abide by this policy are subject to disciplinary action including suspension, expulsion, removal or permanent exclusion as set forth elsewhere in this policy manual, and may be liable for civil and criminal penalties pursuant to State law.

Staff are to be particularly alert to possible conditions, circumstances or events, which might include hazing. If hazing or planned hazing is discovered, involved students are informed by the discovering Staff member of the prohibition contained in this policy and are prohibited from participating or permitting hazing and must end all hazing activities immediately. All hazing incidences are reported immediately to the Principal or his/her designee. Additionally, no administrator, employee, faculty member, teacher, consultant, or volunteer of the School who is acting in an official capacity shall fail to immediately report the knowledge of hazing to a law enforcement agency in the county where the hazing victim resides or where the hazing is occurring or has occurred.

No Staff shall encourage, permit, condone or tolerate any hazing activities, and Staff who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties pursuant to State law.

R.C. 2307.44, 2903.31; 3313.661. See also Policy 4.2010 Student Code of Conduct – Statement of General Policy

Adopted: May 19, 2022

4.2020.3 Gang Activity

The Board believes gangs or gang activity create an atmosphere that seriously disrupts the educational process.

Students are prohibited from engaging in gang activities while at School, on School property, or at School-sponsored events.

As used herein the term “gang” means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term “gang Activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to affect the common purpose and design of any gang; or 4) to represent gang affiliation, loyalty



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or membership in any way while on School grounds or while attending a School function. These activities include recruiting students for membership in any gang and threatening or intimidating other Students or Staff to commit acts or omissions against his/her/their will in furtherance of the common purpose and design of any gang.

A violation of this policy is grounds for either suspension or expulsion from School.



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4.2030 Disorder and Demonstration

The School recognizes the right of each Student to attend School for the purpose of receiving an education. The disruption of the educational program of the School by disorder or any other purposeful activity will not be tolerated.

For purposes of this policy, disorder shall be any deliberate activity by an individual Student or a group of Students, whether peaceful or violent, which interferes with the normal operation of the School. The School, having the responsibility for providing an educational program for the Students of the School, shall have the authority to preserve order for the proper functioning of that program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the School.



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4.2040 Search and Seizure

The School recognizes that the privacy of Students may not be violated by unreasonable search and seizure and directs that no Student be searched without reason or in an unreasonable manner.

The School acknowledges the need for in-School storage of Student possessions and shall provide storage places, such as desks, lockers, etc. for that purpose. Where locks are provided for such places, Students may lock them against incursion by other Students, but in no such places shall Students have such an expectation of privacy as to prevent examination by a School official. The Board or the Executive Director may require the Principal to conduct a regular search at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the Students in their care. In the discharge of that responsibility, School authorities may search the person or property, including vehicles, of a Student, with or without the Parent's or Student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law, School rules, or, as necessary to protect Students, staff or School property. Specifically:

Search and Seizure of Property:

1. School lockers, desks, and property are on loan to the Students and remain the property of the School. They may be inspected and reclaimed at any time.
2. Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks, purses or desks.
3. Students must open their lockers at the request of School officials.
4. When on School grounds, Students and their personal property may be searched if a school official has grounds to believe the search may turn up evidence that the Student has violated or is violating the law or School rules.
5. A Student shall have the opportunity to be present during the search of his or her locker, desk, or other property unless the Student is absent from School or the safety or welfare of the School or an individual necessitates a search during the Student's absence.



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4.2040 Search and Seizure (continued)

The search of a Student's person or intimate personal belongings shall be conducted by the Principal or designee. This person should be of the Student's gender and conduct the search in the presence of another staff member of the same gender. However, no strip searches may be conducted by School personnel.

This authorization to search shall also apply to all situations in which the Student is under the jurisdiction of the School.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a Student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School has established a zero tolerance for alcohol use.

The School also authorizes the use of canines, trained in detecting the presence of drugs, when the Principal has reasonable suspicion that illegal drugs may be present in the School. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on School property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual Students unless a warrant has been obtained prior to the search.

The Principal shall be responsible for the prompt recording in writing of each Student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a Student.



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4.2050 Care of Materials, Equipment and School Property

Students are expected to treat all school materials and equipment with care. If an item is damaged, the Student must immediately report the incident to the Teacher or other staff member. If an item is stolen the staff member shall notify the Principal/Supervisor that the item is missing and the Principal/Supervisor shall, with information supplied by the staff member, make a formal police report.

No property, other than books, belonging to the School may be removed from the school premises without the prior written authorization of the Principal. All school materials must be returned before summer vacation. Upon the withdrawal of any Student all school property must be returned to the School. A Student's records and report card will be withheld until all school property has been returned.



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4.2060 Pregnant Students

No student, whether married or unmarried, who is enrolled in the School shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The School reserves the right to require as a prerequisite for attendance in the regular classes of the School and the co-curricular and extra-curricular programs of the School that each pregnant student present to the Principal her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.



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4.2070 Student Records and Release of Information

Parents and Eligible Students

For the purposes of this section, “eligible students” shall include any Student who is at least eighteen (18) years of age or an emancipated minor. Parents and eligible students shall receive annual notice of their rights under this section.

Parents and eligible students have the right to inspect and review the student’s education records within forty-five (45) days of the receipt of a request for access to such records. Such request must be in writing and the School shall make arrangements for access to such records and shall notify the parent or eligible student of the time and place where such records may be inspected.

Parents and eligible students have the right to request in writing an amendment of a record that they believe is inaccurate. In the event the School determines that the requested amendment will not be made, the Parent or eligible student shall be informed of the reasons for such decision in writing and the School shall advise the Parent or eligible student of their right to a hearing regarding the request for amendment.

Release of Directory Information

The School may disclose directory information if it has given public notice to parents or students of the types of personally identifiable information that the School has designated as directory information.

Accordingly, the School shall issue a directory information designation notice to its students or their parents in order to designate personally identifiable student information as directory information. If the School so chooses, the School shall not permit the release of education records or personally identifiable information, other than directory information, without the written consent of a parent.

The School shall provide annual notice to parents and eligible students regarding their rights under FERPA and also whether the School will make available, upon request, “directory information”. Directory information may (but does not have to) include a student’s name, address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, dates of attendance, date of graduation, awards received, honor rolls, and scholarships. In its notice, the School shall clearly specify which of the above information it designates as directory information. Such information shall not be provided to any organization for profit-making purposes. Within ten (10) days of receiving notice of the intent to disclose directory information, a parent or eligible student may object to the release of such information without prior written consent, upon notification of which the School shall not release directory information without first obtaining such consent.

See **Appendix 4.2070-A** Notice of Rights Under the Family Educational Rights and Privacy Act (“FERPA”) and Authorization to Release Student Directory Information.

Exceptions to the released personally identifiable information are allowed in the following circumstances:

1. to school officials who have a legitimate educational interest.



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A “School Official” is a person employed by the School in an administrative, supervisory, academic or support staff position; a member of the school law enforcement unit; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board.

A School Official has a “legitimate educational interest” in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student’s education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student’s family, such as health care, counseling, assisting with the college application procedure; or any other purpose that the Board deems necessary as related to a student’s education.

2. to officials of other schools or school systems in which the student seeks or intends to enroll, upon the condition that the student’s parents be notified of the transfer, receive a copy if desired and have an opportunity for a hearing to challenge the content of the record.
3. to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education record.
4. when images of students captured on security video tapes are maintained by the School’s law enforcement unit;
5. when information is obtained through a school official’s personal knowledge or observation and not from the student’s education record. For example, if a teacher overhears a student making threatening remarks to other students, that information is not protected and the teacher may disclose what he or she overheard to appropriate authorities.

The School shall provide the Ohio Department of Education (“ODE”) with personally identifiable student information under the following circumstances:

1. A testing scoring company has notified ODE that the student’s written response to a question on a state achievement test included threats or descriptions of harm to the student or another person and ODE needs the information to identify the student for the purpose of alerting the School of the potential for harm;
2. The School asks ODE to verify the accuracy of the student’s score on an achievement test; or
3. The student has passed all but one of the Ohio Graduation Tests (OGT) and ODE must determine whether the student satisfies the alternative requirements for a high school diploma.

If agreed to in and required by its Charter Contract with its Sponsor, the School may provide its Sponsor, as an authorized representative of the ODE, with access to student or other records if necessary and in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements which relate to such programs. When collection of personally identifiable information is specifically authorized by federal law, no such data shall be disclosed to anyone other than authorized representative of the ODE, or as otherwise allowed by law. The Sponsor must, by law, destroy such personally



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identifiable information when no longer needed for the audit, evaluation, and enforcement of the federal legal requirements.

Student Records Log

School officials maintaining records shall keep a log identifying all individuals (whether from the School or not), agencies or organizations, who request or obtain access to non-directory information within a student's education record. The log shall contain the reason why access was requested and shall be kept by the person responsible for maintaining the records. All student records must be reviewed on the School premises.

Health and Safety Emergency Exception

The School may, taking into account the totality of the circumstances, disclose personally identifiable information from an education record to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of a student or others. The School must determine and record the articulable and significant threat, and it then may disclose information from education records to any person whose knowledge is necessary to protect these individuals.

20 U.S.C. 1232g; R.C. 3319.321; R.C. 3301.0716

See Appendix 4.2070-A Notification of Rights Under the Family Educational Rights and Privacy Act ("FERPA") and Authorization to Release Student Directory Information and Appendix 4.2070-B Request and Consent for Release of Records. See also Appendix 2040.4-A Standards for the Ethical Use of Tests.



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4.2070.1 Military Recruitment and Student Privacy

The School will provide military recruiters with the same access to its secondary school students that the School provides to post-secondary educational institutions and employers. Upon the request of a military recruiter or institution of higher education, the School will provide access to the names, addresses, school assigned email address (if any), and telephone listings of its secondary school students.

The School will give notice to the parents of each of its secondary school students, or eligible students who are 18 years or older, that the eligible student or his/her parent may request in writing that the School not release the Student's name, address, school-assigned email address (if any), and telephone listing to any military recruiter or institution of higher education without the prior written consent of a parent, and the School shall comply with any such request.

20 U.S.C. 7908(a) 2021 Solomon Amendment; Subtitle C – General Service Authorities and Correction of Military Records SEC. 521.

Adopted: May 19, 2022
Adopted July 20, 2017



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4.2080 Sealed or Expunged Records [O.R.C §2151.358]

Some students' criminal records may be "sealed" or "expunged" by the juvenile court. Sealed or expunged records are those that have been removed from the main system of files and are to be accessible only to the juvenile court. A record that is sealed must be destroyed by all persons and governmental bodies except the juvenile court. Where a student's record has been sealed or expunged every effort will be made to remove references to the adjudication record from the School's records.

The Board maintains records of an individual who has been permanently excluded under **O.R.C. §§ 3301.121** and **3313.662** is permitted to maintain records regarding an adjudication that the individual is a delinquent child that was used as the basis for the individual's permanent exclusion, regardless of a court order to seal the record. A court order to seal the records of an adjudication that an individual is a delinquent child does not revoke the order of the Board to permanently exclude the individual who is the subject of the sealing order. An order to seal the record of an adjudication that an individual is a delinquent child may be presented to the school district as evidence to support the contention that the Board might recommend that the permanent exclusion of the individual should be revoked.



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4.2090 Student Surveys

For purposes of this section, the term "eligible students" shall include any Student who is at least eighteen (18) years of age or an emancipated minor

The School shall notify parents and eligible Students at least annually of the potential administration of any School-approved third party surveys including the specific or approximate dates of any such survey, and upon a reasonable request parents and eligible Students shall have the right to inspect any such survey or instructional materials used in connection with any survey.

No Student shall be required to submit to a survey, analysis or evaluation ("protected survey") that reveals any of the following without the prior written consent of a parent or eligible Student:

1. political affiliations or beliefs of the Student or parent;
2. mental or psychological problems of the Student or the Student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

Parents shall be notified annually of this Policy, and within a reasonable period of time after any substantive change in the Policy.

The School shall provide notice to parents and eligible Students at least annually of the specific or approximate dates of the administration of any survey to collect, disclose or use any Student personal information for the purpose of marketing or selling the information. Parents and eligible Students shall have the right to inspect the survey or other documents to be used in the collection of any such personal Student information and shall have the right to opt their Student out of participation in such activity.

The preceding paragraph does not apply, however, to the collection, disclosure or use of personal Student information for the exclusive purpose of developing, evaluating, or



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providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by Students of products or services to raise funds for School-related or education-related activities.
6. Student recognition programs.

The School will take measures to protect the identification and privacy of Students who participate in a protected survey, which may include limiting access to the completed surveys and results, as allowed by law. The School shall not release or permit access to the directory information of any student to any person or group for use in a profit-making plan or activity.

20 U.S.C. § 1232h; R.C. 3319.321

See Appendix 4.2090-A Notice to Parents Regarding the Protection of Pupil Rights Amendment.

Adopted: April 18, 2019



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4.2100 Biennial Assessment

The School will inform the parents of its Students and the public about their ability to access the data, questions and assessment instruments required or used in the biennial assessment of the state's students pursuant to Title VI, Part C of the No Child Left Behind Act.

The School will inform the parents of its Students selected to participate in the biennial assessment that their children may be excused from participating in the assessment for any reason.

20 U.S.C. § 9010(c)(1)(A)

20 U.S.C. § 9010(d)(2)



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4.2110 Homeless Children and Youth Policy

I. Definitions.

A. Homeless Children and Youth. Homeless children and youth are defined as children and youth who lack a fixed, regular, and adequate nighttime residence. This term includes children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- awaiting foster care placement, until December 10, 2016;
- children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- migratory children who qualify as homeless because they are living in circumstances described above; or
- children displaced from their housing during naturally occurring disasters. When children and their families are displaced from their housing as a result of a natural disaster, there is often a period of instability in which various private organizations and local, State, and Federal agencies provide assistance. The School should determine such children's eligibility for McKinney-Vento services on a case-by-case basis. In making this determination, they should take into consideration the services that are available through these other sources.

When determining if the setting in which the family, child, or youth is lives is “substandard housing,” the School may consider whether the setting is substandard due to a lack of fundamental utilities such as water, electricity, or heat; infestation with vermin, pests or mold; lack of basic functional parts of a home, such as a working kitchen, working toilet, or working shower; or, the presence of unreasonable dangers to adults, children, or persons with disabilities.

If a child or youth's living situation does not clearly fall into the situations described above, the School should consider the relative permanence of the living arrangements. Determinations of homelessness should be made on a case-by-case basis. Incarcerated children and youth and children and youth in foster care are not considered homeless.



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- B. Unaccompanied Youth. The term “unaccompanied youth” includes a homeless child or youth not in the physical custody of a parent or guardian. This would include youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing, children and youth denied housing by their families, and school-age unwed mothers living in homes for unwed mothers who have no other housing available.
- C. School of Origin. The school of origin is the school that the child or youth attended when permanently housed, or, the school in which the child or youth was last enrolled, including a preschool. When a child or youth completes the final grade level served by the school of origin, the term “school of origin” will include the designated receiving school at the next grade level for all feeder schools.

II. School Liaisons for Homeless Children.

The School liaison serves as one of the primary contacts between homeless families and Staff, shelter workers, and other service providers. The liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

School liaisons help to ensure that:

- Homeless children and youth are identified by school personnel and through outreach and coordination activities with other entities and agencies;
- Homeless students are enrolled in, and have a full and equal opportunity to succeed in, the School;
- Homeless children, youth, and their families have access to and receive educational services for which they are eligible, including services through Head Start programs, early intervention services under Part C of the Individuals with Disabilities Education Act (IDEA), and preschool programs administered by the School;
- Homeless children, youth, and their families receive referrals to health, mental health and substance abuse, dental, housing, and other appropriate services;
- Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- Parents or guardians of homeless children and youth, and unaccompanied youth, are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services;
- Enrollment disputes are mediated in accordance with the requirements of this policy and the McKinney-Vento Act;
- Public notice of the educational rights of homeless students is disseminated to locations frequented by parents or guardians of homeless children and youth, and unaccompanied youth, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to them;
- Immunizations or medical records are obtained;
- Staff is trained on the requirements regarding immediate enrollment and receive professional development and other support;



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- Unaccompanied youth are enrolled in school, have opportunities to meet the same challenging State academic standards as are established for other children and youth, including through implementation of this Policy, and are informed of their status as independent students and that they may obtain assistance from the liaison to receive verification of that status for purposes of the Free Application for Federal Student Aid (FAFSA);
- Policies are reviewed to ensure that they comply with this Policy;
- Affidavits of residence or other forms replace typical proof of residency without creating barriers or delaying enrollment;
- School-based immunization or other opportunities for on-site immunizations are arranged;
- Community-based or public agencies are contacted who may provide school uniforms;
- School records are accepted directly from families and youth;
- Previous schools are contacted for records and assistance with placement decisions;
- Short-term educational assessments place students immediately while awaiting complete academic records;
- Families and youth are communicated with in a language they understand or in an accessible format, as appropriate, of their right to attend either their school of origin or local school;
- Staff places homeless children and youth and identifies and serve disabilities in accordance with the IDEA;
- The School works with State Coordinators for the Department of Education concerning the provision of education and related support services to homeless children and youth, including collecting and providing reliable, valid, and comprehensive data;
- Understandable forms are written and accessible explaining decisions and rights to appeal; and
- Follow-up is timely concerning special education, language assistance, referrals, and services.

School liaisons may be able to identify preschool-aged homeless children by working closely with shelters and social service agencies in their area. In addition, the liaison should work with school personnel, who can inquire, at the time they are enrolling homeless children and youth in school, whether the family has preschool-aged children.

III. School Placement and Enrollment.

The School shall make school placement determinations on the basis of the “best interest” of the homeless child or youth and shall:

- Continue the child’s or youth’s education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year if the child or youth becomes permanently housed during an academic year; or



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- Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- In determining a child's or youth's best interest, the School must presume that keeping a homeless child or youth in the "school of origin" is in the child's or youth's best interest, unless doing so is contrary to the request of the youth's parent or guardian, or the unaccompanied youth. The School must consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the parent or guardian or the unaccompanied youth. The School should also consider the placement of siblings when determining the best interest of the child.
- In the case of an unaccompanied youth, the School must ensure that the school homeless liaison assists in placement or enrollment decisions, gives priority to the views of the youth, and provides notice to the youth of the right to appeal the placement decision.
- If the School determines that it is not in the child's or youth's best interest to attend the school of origin or a school requested by the parent, guardian, or unaccompanied youth, the School must provide a written explanation of the reasons for its determination to the parent, guardian, or unaccompanied youth, together with information regarding the right to appeal the placement decision.

If a School is selected on the basis of a "best interest determination," it must immediately enroll the homeless child or youth, even if the child or youth is unable to produce the records normally required for enrollment (such as previous academic records, records of immunization and other required health records, proof of residency, birth certificates, or other documentation), has missed application or enrollment deadlines during any period of homelessness, or is subject to outstanding fees or fines, or excessive absences. The School must immediately contact the school last attended by the child or youth to obtain relevant academic or other records. If a child or youth needs to obtain immunizations or other required health records, the School must immediately refer the parent or guardian, or the unaccompanied youth, to the school homeless liaison, who must assist in obtaining the immunizations, screenings, or records. The records must be maintained so that they are available in a timely fashion when the child enters a new school or school district.

IV. Placement Disputes between a School and a Parent.

If a dispute arises over eligibility, or school selection or enrollment, the School must immediately enroll the homeless student in the school in which enrollment is sought by the parent or guardian, pending resolution of the dispute, including all available appeals. Similar provisions apply to placement of unaccompanied youth.

The School must provide the parent, guardian, or unaccompanied youth with a written explanation of any decisions related to school selection or enrollment made by the school or the Ohio Department of Education and the appeal rights. The School must refer the unaccompanied youth, parent, or guardian to the school homeless liaison, who must expeditiously carry out the dispute resolution process.

The School should consider the following strategies for effectively resolving school enrollment disputes:



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1. Disputes should be resolved at the administrative, if possible;
2. If other Schools are involved, representatives from all involved schools and the State should be present to resolve the dispute;
3. A State-level appeal process, involving the State coordinator, should be available for appeals and resolution of inter-district disputes;
4. The dispute resolution process should be as informal and accessible as possible, and allow for impartial and complete review;
5. Parents, guardians, and unaccompanied youth should be able to initiate the dispute resolution process directly at the school they choose, as well as with the homeless liaison's office;
6. Parents, guardians, and unaccompanied youth should be informed that they can provide written or oral documentation to support their position;
7. Students should be provided with all services for which they are eligible while disputes are resolved;
8. Written notice should be complete, as brief as possible, simple stated, and provided in a language the parent, guardian, or unaccompanied youth can understand. The notice should include:
 - a. Contact information for the School homeless liaison and State coordinator, with a brief description of their roles;
 - b. A simple, detachable form that parents, guardians, or unaccompanied youth can complete and turn in to the school to initiate the dispute process. (The School should copy the form and return the copy to the parent, guardian or youth for their records when it is submitted);
 - c. A step-by-step description of how to dispute the School's decision.
 - d. Notice of the right to enroll immediately in the school of choice pending resolution of the dispute;
 - e. Notice that "immediate enrollment" includes full participation in all school activities;
 - f. Notice of the right to appeal to the State if the School-level resolution is not satisfactory; and
 - g. Timelines for resolving School- and State-level appeals.

V. Prohibition against Segregation.

Homelessness is not sufficient reason to separate students from the mainstream school environment. Services provided with McKinney-Vento Act funds must not replace the regular academic program and must be designed to expand upon or improve services provided as part of the School's regular academic program.

- If a State receives funds under the McKinney-Vento program, every district in that State – whether or not it receives a McKinney-Vento sub grant from the State – is prohibited from segregating homeless students in separate schools or in separate programs within schools, based on the child's or youth's status as homeless.



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- Schools may not provide services with McKinney-Vento funds on school grounds in settings that segregate homeless children and youth from other children and youth [except as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless children and youth].

VI. Transportation.

At the request of the parent or guardian (or, in the case of an unaccompanied youth, the liaison), transportation shall be provided to or from the “school of origin” in accordance with the following requirements:

- If the homeless child or youth continues to live in the area in which the school of origin is located, that School must provide or arrange for the child’s or youth’s transportation to or from the school of origin.
- If the homeless child or youth continues his or her education in the school of origin but begins living in an area served by another local educational agency (LEA), the LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.

VII. Comparable and Coordinated Services.

The School must provide services to each homeless child and youth that is comparable to services offered to other students in the School. Homeless children are also entitled to participate in the regular after-school program provided by the School, and the School must address barriers to their full participation in these programs. If no after-school programs are provided by the school or the programs provided do not meet the needs of homeless children, McKinney-Vento funds may be used for after-school services for homeless children, and for non-homeless children who are at risk of failing in, or dropping out of, school.

The School must provide comparable services to a homeless student who does not attend a Title I school. School must reserve funds for homeless children who do not attend participating Title I schools and may, for instance, provide support services to children in shelters and other locations where homeless children live. Services should be provided to assist homeless students to effectively take advantage of educational opportunities.

VIII. Privacy.

Information about a homeless child’s or youth’s living situation shall be treated as a student education record, and shall not be deemed to be directory information.

42 U.S.C. 11431, et seq.



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See **Appendix 4.2110-A** Identification of Homeless or Unaccompanied Youth Enrollment and Decision Appeal Form. See also Policy 4.2070 Student Records and Release of Information.

Acknowledged: March 18, 2021
Adopted: April 18, 2019



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4.2120 Gifts to Staff

Students and Parents are discouraged from routinely presenting gifts to School employees. Letters and/or cards of appreciation are always welcome.



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4.2130 Electronic Communication Devices

While on School property, in a School vehicle, or while attending School-sponsored or School-related activities, whether on or off School property, Students shall NOT possess and use electronic communication devices, including, but not limited to, tablets, cellular phones, digital music players, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices or other devices deemed to be distracting.

Students are responsible for any devices that they bring to school. The school shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Devices shall not be used throughout the school day or in a manner that disrupts the educational process, or educational mission including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off during the School day. They may be stored in the Student's backpack during the School day, but may only be turned on and operated before and after the regular school day or in special circumstances as directed by building administration. Additionally, the school may provide a secure location for storage.

When a student violates this policy, they shall be subject to disciplinary action, including but not limited to losing the privilege of bringing the device onto School property. In addition, an administrator may confiscate the device, which shall only be returned at the end of the day or to a parent. All requests to confiscate these items must be complied with in a spirit of cooperation. If, upon confiscation, the School becomes aware of other misuse of the device, or, has a reasonable suspicion of other violations of School policy, the Student may be disciplined for additional violations of this or other School policies.

Adopted: March 21, 2019



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4.2140 Children in Foster Care

Consistent with Title I requirements and Ohio Department of Education guidelines, the School shall collaborate with the Ohio Department of Education and state and local child welfare agencies to provide educational stability for children in foster care.

Definitions

- A. Foster Care. Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. Foster care may include, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and preadoptive homes. Any child meeting this definition shall be deemed to be in foster care regardless of whether the foster care facility is licensed and/or the foster caregiver receives payments from a federal, state, local, or tribal agency for the care of the child.
- B. School of Origin. The school of origin is the school in which the child is enrolled at the time of placement in foster care. If the child's foster care placement changes, the school of origin is the school in which the child is enrolled at the time of the placement change.

School Placement

A child in foster care shall remain enrolled in the school of origin unless it is determined that it is not in the child's best interest. Such determination will be made consistent with federal and state laws, rules, or guidance, and in collaboration with relevant child welfare agencies when practicable.

Any dispute regarding the best interest determination shall be decided according to federal and state laws, rules, or guidance. The relevant child welfare agency shall be the final decision maker in all best interest determinations. To the extent feasible and appropriate, the child shall remain in the school of origin until any dispute or determination is resolved.

Immediate Enrollment

If it is determined that a child's enrollment in the School is in the best interest of the child, the School shall immediately enroll the child, even if the child is unable to produce records normally required for enrollment, has missed application or enrollment deadlines, or is subject to outstanding fees or fines, or excessive absences. The School shall immediately contact the school last attended by the child to obtain relevant academic or other records. See Policy 4.1050 Records Upon Enrollment.

Transportation

Consistent with Title I requirements, the School shall coordinate with the state or local child welfare agencies and other relevant schools to develop and implement clear written procedures to ensure that transportation to the school determined to be in the child's best interest is provided, arranged, and funded. Such arrangements and funding agreements will consider federal and state



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laws, rules, and guidance for inter-district transportation. Children in foster care requiring transportation shall promptly receive transportation in a cost-effective manner. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the School will provide transportation to the school of origin if (a) the local child welfare agency agrees to reimburse the School for the cost of such transportation, (b) the School agrees to pay for the cost of such transportation, or (c) the School and the local child welfare agency agree to share the cost of such transportation.

Point of Contact

The Principal or his/her designee shall be the point of contact to coordinate with the Ohio Department of Education and relevant child welfare agencies. The point of contact may be responsible for coordinating with the Ohio Department of Education and child welfare agencies on implementation of the Title I foster care provisions, developing best interest determination procedures and documentation requirements, facilitating the transfer of records, developing and coordinating local transportation procedures, and ensuring that children in foster care are immediately enrolled and regularly attending school.

Privacy

Information about the living situation of a child in foster care shall be treated as a student education record and shall not be deemed to be directory information.

20 USC 6311-6312; 45 CFR 1355.20(a)

See Appendix 4.2140-A Local Transportation Procedures; Policy 4.1050 Records Upon Enrollment.

Adopted: November 17, 2016



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4.2150 Internet Safety Policy

Constellation Schools takes all reasonable efforts to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, chat rooms, or other forms of direct electronic communications; (b) prevent unauthorized access, including “hacking” and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) imposes measures designed to restrict minors’ access to materials that may be harmful to them.

Technology Protection Measures and Access to Inappropriate Material

To the extent practical, technology protection measures, including the use of “internet filters,” shall be used to block minors’ access to inappropriate information available on the Internet or through other forms of electronic communications on all school computers or school provided electronic devices capable of accessing the internet. As required by the Children's Internet Protection Act (“CIPA”), blocking shall be applied to visual depictions of material deemed obscene or harmful to minors by the Principal or his or her designee. Access to all pornographic materials, including child pornography, shall be blocked.

Technology protection measures may be disabled by the Technology Director or his or her designee during times when the internet is being utilized by an adult for bona fide research or other lawful purposes.

Appropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Constellation Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Students are prohibited from engaging in the unauthorized disclosure, use, or dissemination of any minor’s personally indefinable information, including their own. Students determined to be in violation of this restriction may be subject to discipline.

It shall be the responsibility of all members of the Constellation Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy.

The Technology Director or his or her designee will provide age appropriate training for students who use the Constellation Schools Internet facilities. The training provided will be designed to promote Constellation Schools’ commitment to:

- a) The standards and acceptable use of Internet services as set forth in this policy; and
- b) Student safety with regards to internet safety, appropriate online behavior, and cyberbullying prevention and awareness.



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Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by all Constellation Schools Boards at a public meeting, following normal public notice, on July 19, 2018.

Adopted: July 19, 2018



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4.2160 Electronic Device Loan & Usage

The School may provide electronic devices to students to be used exclusively for educational purposes at the student's home or otherwise away from the School's facility.

An electronic device ("Electronic Device") includes, but is not limited to, a computer (desktop or laptop, Chromebook), tablet (e.g. iPad, etc.), electronic reader (e.g. Kindle, Nook, etc.), cellular telephone or "smart" phone, CD/MP3 player, DVD/Blu-ray video player, camera/video recorder, video game or gaming console, mobile wireless internet "hotspot" (e.g. mifi, etc.), or other hardware or software, or equipment necessary for the protection and/or functioning of electronic items (e.g., an equipment case, charger, surge protector, etc.).

The School shall maintain an inventory of all Electronic Devices, including those lent to students for educational use outside of the School facility. The inventory shall specify the name of the student in possession of the Electronic Device, the condition of the Electronic Device when lent to the student, and the estimated value of the Electronic Device in the event that the Electronic Device is lost or damaged and requires replacement.

When an Electronic Device is provided to a student for educational use outside of the School facility, the following terms and conditions will apply:

1. At all times the Electronic Device will remain the property of the School and is to be used exclusively for educational purposes.
2. All Electronic Devices must be returned to the School upon demand and in a clean and sanitary state.
3. No identification labels on any Electronic Device shall be removed or damaged, and no other stickers, labels, or markings will be made on any of the Electronic Device.
4. Electronic Device is intended for the student's educational use only, and is not to be shared with or used by others, except where expressly authorized by the School. Unacceptable uses of an Electronic Device include, but are not limited to, use for: (a) personal gain or the advancement of individual views; (b) to solicit non-School business or non-educational activities; (c) the play non-approved educational games; (d) to mask the user's personal identity; (e) creation or dissemination of offensive or inappropriate materials, including sexual comments or images, and comments or slurs on the basis of race, color, sex, gender, religion, age, national origin, ancestry, disability, or any other category protected by federal, state, or local laws; or (f) unauthorized changes to passwords, files, or computer software or programs.
5. No software will be installed or used on the Electronic Device or any other device unless approved by the School.
6. The Electronic Device will be equipped with an internet filter, and the use of the Electronic Device must abide by the School's Technology and Internet Acceptable Use Policy. If the School discovers any unauthorized or inappropriate use of the Electronic Device, the School will take appropriate action, which may include revocation of the student's right to use the Electronic Device, and/or reports to police.



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7. Use of the Electronic Device is subject to review by the School, and any materials created using the Electronic Device may be reviewed or deleted by the School. All documents should be “backed-up,” and the School is not responsible for any documents corrupted, damaged, or inadvertently deleted.
8. The Electronic Device must be stored in a safe location in order to prevent damage or loss. A student must carry the Electronic Device in its/their case, and must not: (a) eat or drink while using the device; (b) drop the device or allow it to fall; (c) attempt to repair a damaged or malfunctioning device myself; (d) leave the device unattended; (e) allow the device to be exposed to direct sunlight for a prolonged period of time; or (f) attempt to upgrade any software without permission.
9. The Electronic Device is to be used only within the confines of the general areas of home and school. The Electronic Device must never be taken on vacation and/or outside of county lines.
10. Any actions that violate this policy shall be penalized in accordance with the School disciplinary procedures.
11. Any Electronic Device that is lost, stolen or damaged requires the student to immediately notify the School. If an Electronic Device is stolen, the School shall make a police report.
12. All Electronic Devices will be thoroughly cleaned and sanitized appropriately upon return to the School. Electronic Devices will also be inspected for damage.

R.C. 3313.642

Adopted: June 17, 2021



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3000 STUDENT DISCIPLINE

4.3010 Expulsion and Suspension Policies

The Principal or his/her designee may suspend a student for up to ten (10) school days. The person designated as Superintendent in OEDS-R (hereafter “Superintendent”) may expel a student for up to eighty (80) school days, and in some instances, one (1) year. Provided, however, beginning with the 2019-2020 school year neither the Principal nor the Superintendent shall initiate the process of issuing an out-of-school suspension or expulsion to students in grades Pre-kindergarten through three, unless the student has committed a firearm, bomb-threat, or knife offense; or other criminal offense that results in serious bodily injury or property damage; or where the student’s out-of-school suspension or expulsion is necessary to protect the immediate health and safety of the student, fellow classmates, or school personnel. The Principal or Superintendent may not suspend, expel, or remove any student from School solely on the basis of the student’s unexcused absences from School.

In the event that, in the opinion of the Principal or his/ her designee, a student's presence at the School creates a health risk, presents a danger to other persons or property or seriously disrupts the functions of the School, the student may be removed from the premises without formal suspension or expulsion procedures. A removed student in grades pre-kindergarten through three may be removed for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the following school day without a hearing, unless the student’s conduct warranting the emergency removal is likely to result in an out-of-school suspension or expulsion. Students in grades four through twelve may be removed, and must be provided with notice and procedures to follow the removal in accordance with R.C. 3313.66 including a hearing on the next school day following the removal.

A student shall be expelled for one (1) year for bringing a firearm to the School or onto school property (any property owned, used, or leased by the School for School, School extracurricular, or School-related events).

A student may also be expelled for a period not to exceed one (1) year for:

1. bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on school property;
 2. bringing a knife to the School, onto school property, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or in which the School is a participant;
 3. possessing a firearm or knife at School, on school property, or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm or knife was initially brought onto school property by another person;
-



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4. committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property;
5. making a bomb threat to a school building or to any premises at which a School activity is occurring at the time of the threat.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device.

A knife is defined as any cutting instrument consisting of at least one sharp blade that is capable of causing serious bodily injury.

The specific circumstances under which the Superintendent may modify a one (1) year expulsion could include:

1. a recommendation from the group of persons knowledgeable of the student's educational needs in accordance with the Individual with Disabilities Education Act;
2. the student was unaware that s/he was possessing a firearm or knife;
3. the student did not understand that the item s/he possessed was considered a firearm or knife;
4. the student brought the item to School as part of an educational activity and did not realize it would be considered a firearm or knife; and
5. the student may be eligible for participation in an alternative program.

A student may be expelled for up to eighty (80) days for serious misconduct or rules violations, or for other just cause.

During the period of suspension, removal, or expulsion, the student may not attend or participate in any School functions without permission from the Principal. The student may enter School facilities only when given permission by Principal or if accompanied by a parent or guardian who accepts responsibility for the student's actions and/or behavior at the facility.

Students issued an in-school suspension shall serve suspensions in a supervised learning environment and shall be permitted to complete any classroom assignments missed because of the suspension. While serving an out-of-school suspension, the Board [does or does not] authorize students to receive instructional services from the School. If students are authorized to receive instructional services from the School, then such instructional services may include completing of classroom assignments, tests, and exams; homework packets; individual tutoring; library or online assignments; essay on behavior leading to suspension; and grading of all work. Any student serving an out-of-school suspension shall be permitted to complete any classroom



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assignment missed due to the suspension and receive at least partial credit for the completed assignment; however, the student may receive a reduced assignment grade on account of the suspension. The school will not automatically award a failing grade on any complete assignment solely based on the student's suspension.

The Board also authorizes the Principal to suspend a student from any or all co-curricular or extra-curricular activities for misconduct or rules violations. The length of suspension shall be determined by the Principal commensurate with the seriousness of the student's misconduct or rules violations in accordance with the Code of Conduct. Participation in extra-curricular activities is a privilege and not a right. Accordingly, students prohibited from participating in all or part of any extra-curricular activity are not entitled to notice, hearing, or appeal rights.

If the Principal determines that a student's behavior on a School vehicle violates School rules, s/he may suspend the student from School bus riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior.

The Board authorizes the Principal the option to require a student to perform community service or another alternative consequence in conjunction with, or in place of, a suspension or expulsion, except when an expulsion is imposed for bringing a firearm to School or onto school property.

The Board designates the Superintendent or his/her designee as its representative at all hearings regarding the appeal of a suspension.

The Board designates the Constellation Schools LLC President, or his/her designee as its representative at all hearings regarding the appeal of an expulsion.

The Superintendent shall be responsible for implementing this policy and ensuring compliance with applicable laws.

A copy of this Policy is to be posted in common areas of the School and made available to students and parents upon request.

Due Process Rights

Suspension

The following procedure does not apply to in-school suspensions. The Principal may suspend a student if the following procedure is met:

1. Prior to the imposition of the suspension, a written Notice of Intent to suspend will be given to the student, which contains the following:
 - a. The reasons for the intended suspension; and
 - b. If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and if the student is age 16 or older, the notice must also indicate the possibility that the Principal



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may seek permanent exclusion.

2. Beginning with the 2019-2020 school year, if the student is in grades pre-kindergarten through three, whenever possible, the Principal shall consult with a mental health professional under contract with the School, if any, prior to suspending the student.* If the events leading up to the suspension indicate a need for additional mental health services, the Principal or mental health professional shall, in any manner that does not result in a financial burden to the School, assist the student's parent or guardian with locating providers or obtaining those services, including referral to an independent mental health professional.
3. The student must be allowed an informal hearing before the Principal or his/her designee to challenge the reasons for the intended suspension or otherwise explain his actions. The student is not entitled to call witnesses at this informal hearing.
4. Within one school day after the suspension is imposed, the Principal or his/her designee shall provide written notification of the suspension to the parent, guardian, or custodian. The notice must contain the following:
 - a. The reasons for the suspension;
 - b. Notification of the right to appeal to the Board of Directors or its designee. The intent to appeal must be in writing and received by the Board of Directors within 14 days after receiving the notice.
 - c. The right to representation at all appeals;
 - d. The right to a hearing before the Board or its designee; and
 - e. The right to request that the hearing be held in executive session.

If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and the student is age 16 or older, the notice must also indicate the possibility that the Superintendent may seek permanent exclusion.

If an out-of-school suspension is imposed during the last ten (10) days of the school year, the suspension will not be carried over into the following school year. However, the Principal may require the student to participate in a community service program or another alternative consequence for the number of hours equal to the remaining part of the period of the suspension, during the first full week day of the summer break. If the student fails to complete the community service or alternative consequence, the School may determine the next course of action, provided however, that the School not require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year. The Principal or his/her designee may develop an appropriate list of alternative consequences.

Expulsion

Only the Superintendent may expel a student. The following procedure is required:



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1. Prior to the imposition of the expulsion, the Superintendent must provide not only the student, but also the parent, guardian, or custodian written notice of his intention to expel. The notice must include the following:
 - a. The reasons for the intended expulsion; and
 - b. The time and place for a hearing, which must be not less than three nor more than five school days after giving the notice, unless the period is extended by the Superintendent at the request of the student, his parent, custodian, guardian, or representative. The parent, guardian, or custodian must be sent written notice of any extension, and the subsequent notice should contain the same information required in the original notice.
 - c. If the student is age 16 or older and the expulsion is for one of the serious criminal offenses for which permanent exclusion is allowed, the notice must also indicate the possibility that the Superintendent may seek permanent exclusion.
2. Beginning with the 2019-2020 school year, if the student is in grades pre-kindergarten through three, whenever possible, the Principal shall consult with a mental health professional under contract with the School, if any, prior to expelling the student.* If the events leading up to the expulsion indicate a need for additional mental health services, the Principal or mental health professional shall, in any manner that does not result in a financial burden to the School, assist the student's parent or guardian with locating providers or obtaining those services, including referral to an independent mental health professional.
3. A hearing must be scheduled not less than three or more than five school days after giving the notice, for the student and his parent, guardian, custodian or representative to appear in person before the Superintendent to challenge the reasons for the expulsion or otherwise explain his/her actions.
4. Within one school day after the expulsion is imposed, the Superintendent shall provide written notification to the parent, guardian, or custodian of the student and the treasurer of the Board of Directors of the expulsion. The notice must include the following:
 - a. The reasons for the expulsion;
 - b. Notification of the right to appeal to the Board of Directors or its designee. The intent to appeal must be in writing and received by the Board of Directors within 14 days after receiving the notice.
 - c. The right to representation at all appeals;
 - d. The right to an appeal hearing before the Board or its designee;
 - e. The right to request that the hearing be held in executive session;
 - f. If the expulsion is based on one of the serious criminal offenses for which permanent exclusion is allowed, and the student is age 16 or older, the notice must also indicate the possibility that the Superintendent may seek permanent exclusion;



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- g. When the Superintendent expels a student for more than twenty days or for any period of time extending into the next semester or school year, the School shall provide, along with this notice, the student and his parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behaviors that contributed to the incident giving rise to the expulsion. The information must include names, addresses, and phone numbers of the appropriate public and private agencies.

During the period of expulsion, the School may, but is not required to, continue educational services in an alternative setting.

The Superintendent is required to follow through on expellable offenses even if the student in question withdraws from the School prior to the hearing or the Superintendent's decision.

The Superintendent may apply any remaining part or all of the period of expulsion into the following year.

*A community school, community school governing authority, or community school employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a school employee's decision not to provide or procure mental health services for a suspended or expelled student in any of grades pre-kindergarten through three, unless the decision is made with malicious purpose, in bad faith, or in a wanton or reckless manner.

Prohibition of Corporal Punishment

All teachers, administrators, non-licensed school employees, and school bus drivers are prohibited from inflicting or causing to be inflicted corporal punishment as a means of discipline upon a pupil attending the School. However, they may, within the scope of their employment, use and apply such amount of 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 upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property.

RC 3313.66-.662; 3313.668; 3321.13(B)(4); 4510.32(B); 20 USC 7961(b)(1)

See **Appendix 4.3010-A** Notice of Intended Suspension from School; **Appendix 4.3010-B** Notice of Emergency Removal and Intent to Suspend from School; **Appendix 4.3010-C** Notice of Suspension from School; **Appendix 4.3010-D** Notice of Rights Re: Suspension from School; **Appendix 4.3010-E** Notice of Intended Expulsion from School; **Appendix 4.3010-F** Notice of Emergency Removal and Intent to Expel from School; **Appendix 4.3010-G** Notice of Expulsion from School; **Appendix 4.3010-H** Notice of Rights Re: Expulsion from School (for Use for Expulsions of 20 School Days or Less Only); **Appendix 4.3010-I** Notice of Rights Re: Expulsion from School (for Use for Expulsions of More than 20 School Days Only); **Appendix 4.3010-J** Notice of Mental Health Programs RE: Suspension or Expulsion from School (for Use



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for Suspensions or Expulsions of Students Grades K-3 Only); **Appendix 4.3010-K** Notice of Emergency Removal.

Adopted: December 17, 2020
Adopted: April 18, 2019



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4.3020 Permanent Exclusion of Non-Disabled Students

In accordance with the law, the Board may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

1. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by the Board or at an activity held under the auspices of this Board;
2. possessing, selling, or offering to sell controlled substances on property owned or controlled by the Board or at an activity under the auspices of this Board; and
3. complicity to commit any of the above offenses, regardless of where the complicity occurred.

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

- A. rape, gross sexual imposition or felonious sexual penetration;
- B. murder, manslaughter, felonious or aggravated assault; and
- C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs.

The above statement of policy on permanent exclusion is to be posted in a central location in each School facility as well as made available to students, upon request.

If the Executive Director has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, she/he shall submit a written recommendation to the Board that the student should be permanently excluded from the public School by the State Superintendent of Public Instruction (State Superintendent) after providing notice to the student's parent. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the School's case to the State Superintendent.

The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Executive Director's recommendation.



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If the Board adopts the resolution, the Board shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

1. The academic and extracurricular record of the student;
2. The disciplinary record of the student and any available records of the student's prior behavioral problems not contained in the disciplinary record;
3. The social history of the student;
4. The student's response to the imposition of prior discipline for behavioral problems;
5. Evidence regarding the seriousness of the offense and any aggravating factors;
6. Any mitigating circumstances surrounding the offense;
7. Evidence regarding the probable danger posed to the health and safety of other students or school employees by the continued presence of the pupil in a public school setting;
8. Evidence regarding the probable disruption to the School's graded course of study caused by the continued presence of the student; and
9. Evidence regarding the availability of alternative, less serious sanctions that would enable the student to remain in a public school setting without posing a significant danger to the health and safety of other students or employees and without posing a threat of the disruption to the School's graded course of study.

If the Board adopts the resolution, the board shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents. If the Board does not pass the resolution, it shall so notify the Executive Director, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents.

If the State Superintendent rejects the Board's request, the School shall re-admit the student in accordance with statute and Board guidelines. If the State Superintendent acts on the Board's request, his/her actions and those of the School shall be in accordance with the procedures described in Ohio Revised Code 3301.121.

Any information regarding the permanent exclusion of a student shall be included in the student's official records and shall be included in any records sent to any school that requests the student's records. The school shall remove and destroy all references to the exclusion from the student's file when the permanently excluded student reaches the age of twenty-two (22) or when the permanent exclusion of the student is revoked.

R.C. 3313.662; R.C 3301.121

Adopted: April 18, 2019



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4.3030 Suspension/ Expulsion of Disabled Students

In matters relating to the disciplining of disabled students, the Board shall abide by Federal and State laws regarding suspension and expulsion. The Principal, or designee, will follow the guidelines below and ensure they are properly used when disciplining any student with a disability.

Removals of Not More Than 10 Days - The 10-Day Rule

The School may unilaterally remove a student with a disability who violates a code of student conduct from the student's current placement for not more than 10 school days. This option may be used only if the disciplinary action is consistent with actions taken against nondisabled students. The School may place students removed under the 10-day rule in an appropriate interim alternative educational setting ("IAES") if applicable (see below), another setting, or suspend them. Removals under the 10-day rule are not considered a "change of placement" and the School is not obligated to provide services to students during those removals. The School can use the 10-day rule to remove a student for either a single removal of 10 consecutive school days; or a series of shorter-term removals over the course of the school year that are more than 10 consecutive school days during that school year, so long as those removals do not constitute a pattern of removals (and therefore, a change of placement).

Removals of More than 10 Days - Change of Placement

A change of placement occurs if a removal is for more than 10 consecutive school days; or if a student is subjected to a series of removals which accumulate to over 10 school days, that constitute a pattern. If a change of placement occurs (after a MDR (see below)), then the School must notify the parents or guardians of that decision. This notice must inform the parents or guardians of all the procedural safeguards accorded under the law. These safeguards include a manifestation determination review, a right to receive services, and a continuation of services for a free appropriate public education. The School must provide services that:

- enable the student to continue to participate in the general education curriculum (although in another setting); and
- enable the student to progress toward meeting the goals set out in the student's IEP.



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4.3030 Suspension/ Expulsion of Disabled Students (continued)

Manifestation Determination Review (“MDR”)

The School will conduct a MDR to examine a student's behavior before imposing disciplinary consequences that would amount to a change of placement. The purpose of the MDR is to determine whether a student's disability caused, influenced or otherwise impacted the student's behavior in question. To make this determination, the student's IEP team is required to review certain information and determine whether the behavior causing the disciplinary infraction is or is not a manifestation of the student's disability.

The MDR is not required for disciplinary removals that do not constitute a change of placement, that is, less than 10 school days per incident or a series of removals accumulating to more than 10 school days in one school year that do not constitute a pattern.

No later than the date on which the decision to take a disciplinary action which may be a change of placement is made, the School must notify the parents or guardians of that decision and of all procedural safeguards, including the MDR. The School and the parents or guardians must determine which members of the IEP team are relevant to conduct the manifestation determination. The team will review all relevant information in the student's file to determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or was the direct result of the School's failure to implement the IEP. If the team determines that either condition is applicable for the student, it must determine that the conduct is a manifestation of the student's disability.

Manifestation - If the team determines that the behavior was a manifestation of the student's disability, the full IEP team must meet the following requirements:

- conduct a functional behavior assessment and implement a behavior intervention plan for the student, unless the School conducted a functional behavior assessment prior to the manifestation determination;
- if the IEP team already developed a behavior intervention plan, it must review and modify the plan as necessary to address the behavior; and
- return the student to the placement from which he or she was removed, 45-day rule exception applies.



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4.3030 Suspension/ Expulsion of Disabled Students (continued)

No Manifestation - If the team determines that the behavior was NOT a manifestation of the disability, the School may discipline the student using the relevant disciplinary procedures applicable to students without disabilities in the same manner and for the same duration, continuing to provide services to students with disabilities.

If a student's behavior was not a manifestation of the disability, the School will still take steps to attend to the student's behavior. The student must receive, as appropriate, a functional behavior assessment, behavioral intervention services and modifications designed to address the behavior violation in order to attempt to prevent a reoccurrence.

Exceptions to the MDR Requirement – The Unilateral Change in Placement and 45-Day Rule

School personnel may remove a student to an IAES for up to 45 school days, without a prior MDR or IEP meeting, when a student:

- carries or possesses a weapon (a device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that the term does not include a pocket knife with a blade of less than 2 1/2 inches in length);
- knowingly possesses or uses illegal drugs (a controlled substance not legally possessed or used under the supervision of a licensed health care professional, or legally possessed or used under any other authority under the Controlled Substances Act (21 U.S.C. §812) or under any other provision of federal law), or sells or solicits the sale of a controlled substance (a drug or other substance identified under Schedule I, II, III, IV or V in the Controlled Substances Act); or
- has inflicted serious bodily injury on another person (a cut, abrasion, bruise, burn or disfigurement, physical pain, illness, impairment of the function of a bodily member, organ or mental faculty, or any other injury, no matter how temporary).

This authority can be exercised if a student commits any of the offenses described above at the School, on the School premises or at a School function.

The IEP team will meet subsequent to the unilateral placement in an IAES, and must determine what the permanent setting will be, take steps to modify the student's IEP, as appropriate, provide appropriate behavioral intervention services and modifications designed to address the behavior violation so that it does not recur, and continue to provide the student with educational services to enable him or her to participate in the general education curriculum and to progress toward IEP goals.



Constellation Schools

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4.3030 Suspension/ Expulsion of Disabled Students (continued)

The School must still do a MDR, but it can occur after the removal to the 45-day setting. If the conduct is a manifestation of the student's disability, the School must still meet all of the requirements outlined above for the MDR, with the additional exception that the student stay in the alternative placement for 45 school days, regardless of the outcome of the manifestation.

Due Process Complaint

Parents or guardians who disagree with any decision regarding placement or the outcome of an MDR may appeal the decision through the filing of a due process complaint.

The School may request a hearing to change a student's placement if the School believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. Under those circumstances, the hearing officer may order a change in placement of a student with a disability to an IAES for a period of up to 45 school days if the hearing officer agrees with the School's assessment.

During any due process proceedings, the student's placement, through a disciplinary action, must not change unless the parents/guardians and the School agree otherwise, or upon admissions to the School and parent/guardian consent. The School may change the student's placement when taking disciplinary actions that constitute a change of placement against students with disabilities, or students who may be eligible for IDEA services.

In the case where a student has been placed in an IAES, the student will remain in the IAES chosen by the School, pending the hearing officer's decision or until the time period expires, whichever occurs first, unless the parent and school agree otherwise. An expedited hearing will be arranged during an IAES appeal and will occur within 20 days of the hearing request, and the hearing officer must make a determination within 10 school days after the hearing.



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4.3040 Disciplining a Student on a 504 Plan

Section 504 Manifestation Determination Reviews. A Student on a 504 Plan is to be afforded due process relating to any proposed change in educational placement where the Student is subject either to expulsion or suspension for a period of more than ten consecutive days or a series of suspensions that are each ten or fewer school days in duration but exceed ten school days in the aggregate and create a pattern of exclusions. In all cases, except in the case where the suspension or expulsion pertains to the use or possession of illegal drugs or alcohol as detailed below, the School shall follow the procedures outlined in Policy 4.3030.

Disciplinary Procedures for Students Possession or Using Alcohol or Illegal Drugs. The School may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any Student on a 504 Plan who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that such disciplinary action is taken against Students without disabilities. In such a case, the disability due process procedures do not apply.

Emergency Removal for Placement. Emergency removal of a student on a 504 Plan from his/her current placement may take place through parental agreement to an interim placement or through injunctive relief from a court, when the current placement presents a substantial likelihood of injury to the student or other.

29 U.S.C. §701 et seq., (Section 504 of the Rehabilitation Act of 1972 as amended)



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4.3050 Enrollees Suspended or Expelled Elsewhere

The school has the authority to recognize and honor the disciplinary suspensions and expulsions imposed by other public schools. A student who has been suspended or expelled from another school district in Ohio may be denied admittance at the School for a period equal to the period of the original suspension or expulsion. The student will be provided an opportunity for a hearing before admittance is denied.

If the student has been expelled or otherwise removed for disciplinary purposes from a public school in another state, the School may deny admittance for the shorter of (1) the period of such expulsion or removal or (2) the period of expulsion or removal which would have been applied had the student committed the same offense in Ohio. Prior to denial of admission, the student will be given an opportunity for a hearing.

R.C. 3313.66 (J)(1)-(2)

Adopted: January 19, 2023



Constellation Schools

CHAPTER 4: STUDENT POLICIES

4000 STUDENT ACTIVITIES

4.4010 General Policy

All student activities (clubs, teams, groups etc) must first be recommended by the Principal, reviewed by the Executive Director and Treasurer, and approved by the Board. The Board will give consideration to all factors in determining the potential value to students before granting its approval. Anyone wishing to initiate a student activity must provide a detailed description of the activity to the Principal, including a budget specifying the anticipated costs of the activity.



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4.4020 School Sponsored Publications

The School may sponsor Student publications as a means for Students to learn, under adult direction, the rights and responsibilities of the public expression in a free society.

Such publications also play a vital role in the School's program by:

1. interpreting Students and the School to the community;
2. serving as a public relations media;
3. developing skills in communicating via the mass media; and
4. developing acceptable methods for preserving the constitutional provision of free speech.

In sponsoring a Student publication, the School is mindful of the fact that it could be available to any Student attending the School, and must, therefore, generally be suitable for all Students.

Issues on which opposing points of view have been promulgated by responsible opinion may be introduced in a School sponsored publication provided equal opportunity is given to present each view and provided further that the material generally is acceptable to this community.

Advertising may be permitted in School newspapers, yearbooks, programs, etc. which are published by Student organizations. Permission must be given by the Executive Director.

The School reserves the right to designate and prohibit the publications or productions which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

1. are grossly prejudicial to an ethnic, religious, racial, or other delineated group;
2. libel any specific person or persons;
3. seek to establish the supremacy of a particular religious' denomination, sect, or point of view over any other religious denomination, sect or point of view; and
4. advocate the use or advertise the availability of any substance or material which may reasonably be believed to:
 - a. constitutes a direct and substantial danger to the health of Students;



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4.4020 School Sponsored Publications (continued)

- b. contain obscenity or material otherwise deemed to be harmful to impressionable Students who may receive them; and
- c. incites violence, advocate the use of force or urge the violation of law or school regulations.

The School also prohibits publications and productions which:

1. fail to identify the Student or organization responsible for distribution; and
2. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

The decision as whether or not something is published or produced shall be made by the advisor with appeal to the Executive Director.



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4.4030 Field Trips

The School recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

1. supplement and enrich classroom procedures by providing learning experiences in an environment outside the Schools;
2. arouse new interests among Student;
3. help Students relate school experiences to the reality of the world outside of School:
4. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the Student's learning experience;
5. afford Students the opportunity to study real things and real processes in their actual environment.

For purposes of this Policy, a field trip shall be defined as any planned journey by one or more Students away from the School premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other School-sponsored trips shall be defined as any planned, Student-travel activity which is approved as part of the School's total educational program.

The Board of Directors shall approve all trips before taken.

Students may be charged fees for School-sponsored trips but no Student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all School-sponsored trips remain under the supervision of the School and are subject to the School's administrative guidelines and policies.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or Parent of the School who takes Students on trips not approved by the Director. No staff member may solicit Students of the School for such trips within the facilities or on the school grounds of the School without permission from the Director. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the School's Policies.



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4.4030 Field Trips (continued)

The School sets forth these guidelines for the operation of both field and other School-sponsored trips, including athletic trips, which shall ensure the safety and well-being of Students, proper planning and follow-up, supervision and the expected behavior of the Students.

A copy of each Student's Emergency Medical Authorization Form should be in the possession of the staff member in charge on each trip.

A staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the Students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.



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4.4040 Equal Access for Non-School-Sponsored Student Clubs and Activities

The Board will not permit the use of School facilities by non-School-sponsored Student clubs and activities or School-sponsored, non-curriculum-related clubs and activities during instructional hours. During non-instructional time, to the extent allowed by any owner or landlord of the School, if not during School hours or School-related activities, such owner or landowner may allow uses, regardless of the size of the group and regardless of the religious, political, philosophical, or other content of the activity. However, those uses are not School-sponsored and not authorized by the School. The Board will not permit the organization of a fraternity, sorority, or secret society. The Board reserves the right to deny all non-school sponsored clubs or activities during non-instructional times.



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4.4050 Boy Scouts and Patriotic Youth Groups

The School shall not discriminate against the Boy Scouts or the other patriotic youth groups designated in Title 36 of the United States Code in providing access to any designated open or limited public forums that are a part of or controlled by the School.

20 U.S.C. §7905(b)(1)



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4.4060 Student Employment

The Board believes that attendance at School should occupy a Student's full attention and should take precedence over non-school-related employment.

If a Student must work while attending School, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with School studies and activities. The Principal should monitor any non-school related employment in order to determine the effects on School performance.

The Executive Director shall prepare guidelines which will ensure that all Students employed in out-of-school jobs are closely monitored by staff regarding School attendance and achievement in order to determine the effects on School performance of the Student assuming out-of-school work commitments.



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4.4070 Student Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions: buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following School guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting School or a School event.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.



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4.4080 Athletics Policy

Prospective Student-Athletes

Participation in extra-curricular athletics is a privilege and one that comes with great responsibility. Students are encouraged to try out, if required, to be part of a team.

Student-athletes will be held to a high standard. Though it is also understood that the athletic field is a different dynamic than that of the classroom, and some behaviors conducive to be are not necessarily acceptable in the other. At a minimum, student-athletes are nonetheless expected to comply with the following expectations:

1. To be considered for participation, a student must have completed a physical exam clearing the student for physical activity prior to the season intended to participate. A copy of the physical must be turned into the School prior to any involvement in the athletic program. There will be **no exceptions**.
2. Students and their parents must review all materials provided by the School relating to sudden cardiac arrest and concussions, and shall certify to the School that student and his or her parent understands the cardiac risks associated with participation in athletic activities. (See Appendices 5.1260-B, 5.1260-C and 5.1260-D).
3. A student-athlete may be considered ineligible to participate if he or she has a failing grade in any of the core subjects of Math, English, Science, or social studies for the previous grading period, including courses taken through the College Credit Plus program. Student-athletes also must maintain a minimum average of 65%.
4. Student-athletes are expected to behave appropriately on and off the field. Disruptive behavior, rudeness to an adult, or disrespect to peers will not be tolerated at a game, practice, or in the classroom.
5. Being a part of a team is a time consuming and important commitment. It should be taken seriously even while having fun. Attendance to practice and games is not optional. It is expected that Student-athletes will be at as close to 100% of scheduled practice and games as possible. Teammates and coaches rely on everyone being present to conduct appropriate drills and practice. Repeat offenders of missed practices without a valid excuse are subject for dismissal from the team. Missing a practice due to detention or suspension (whether in or out of school) will be considered an unexcused absence.



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6. Some uniform items will be given to the student-athlete to keep, some will be available to buy, and some will remain property of the School. It is the responsibility of the Student-athlete to maintain his or her uniform, including wearing a clean uniform to all competitions. The student-athlete will be responsible for the replacement of any uniform that is the property of the School if the uniform is lost, stolen, or damaged. Grades and credits may be withheld and a student-athlete may not participate in future sports upon refusal to cooperate with replacement of lost, stolen, or damaged uniforms.

Adopted: November 30, 2017



Constellation Schools

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Appendix 4.1070-A

Parental Notification Regarding Withdrawal of Student

Dear Parent:

This is to inform you that under Ohio law, R.C. 3314.03(A)(6)(b), we are required to automatically withdraw _____ (child's name) from _____ (School) because your child has missed seventy-two (72) consecutive hours of learning opportunities without legitimate excuse. We have therefore withdrawn your child from enrollment effective _____, _____ and he/she is no longer a student at our school.

Please note that under Ohio compulsory education law, you are required to enroll your child in school somewhere for mandatory education.

Sincerely,

[insert Principal's name]
Principal of INSERT SCHOOL NAME



Constellation Schools

CHAPTER 4: STUDENT POLICIES

Appendix 4.1150-A

Residency Verification Procedures

Monthly Review. On a monthly basis, the School will review the student residency records of all newly enrolled students, students whose addresses are known to have changed, and a random selection of _____ (___%) students enrolled in the School. The School will take the following steps to properly identify and report the district of residence for all enrolled students through EMIS:

- **New Student.** The School will review the completed enrollment information provided by the parent or student upon enrollment and require the submission of at least one (1) acceptable proof of residency. The student's school district of residence that corresponds with the student's proof of residency documentation will be reported via EMIS.
- **Student Whose Address Is Known To Have Changed.** The School requires that any parent or student who experiences a change in address to report the new address to the School immediately. New acceptable proof of residency that corroborates the new address and district of residence will be requested. The School will make a good faith effort to accurately identify the correct residence of the student, and will report all changes in residency in EMIS. If the School's determination differs from a district's determination, the School shall provide the school district with documentation of the student's residency pursuant to the School's policy.

Random Review of Currently Enrolled Students. The School will randomly select and review the completed enrollment information of _____ (___%) currently enrolled students monthly to ensure that at least one (1) document of acceptable proof of residency has been presented to the School and make a good faith effort to accurately identify the correct residence of the student. The School shall request that parent's either submit a signed verification of their current address or provide one (1) additional proof of residency record. If the parent's or student's primary address has changed or is determined to be inconsistent with the reported district of residency, the School shall verify new residency and update files as appropriate in EMIS. The School will not randomly verify the residency of the same student on more than one occasion during the school year unless the school has less than 60 students enrolled.



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Appendix 4.1150-B

Monthly Residency Verification Procedures

Review Month: _____

Residency Flags Opened: _____ **Flags Resolved:** _____

Method of Verification: Confirmed that residency documentation that followed the School's policy was in the student's file, and confirmed that the student's school district of residence matches. Contacted parents as necessary.

New Students

Number of New Enrollments: _____

Number of New Students with Incorrect Residency Information: _____

Date of Resolution: _____

Notes: _____

Student Whose Address Is Known To Have Changed

Number of Students: _____

Notes: _____

Random Review of Currently Enrolled Students

Student SSID: _____ **Reviewer:** _____

Review Date: _____ **Notes:** _____

Student SSID: _____ **Reviewer:** _____

Review Date: _____ **Notes:** _____

Student SSID: _____ **Reviewer:** _____

Review Date: _____ **Notes:** _____



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Appendix 4.2110-A

Identification of Homeless or Unaccompanied Youth Enrollment and Decision Appeal Form

Student Name: _____ Social Security Number: _____

If your child is not homeless, please sign here and do not complete this form any further.

Signature _____ Date _____

1. Does the student have any siblings? If yes, list the sibling's name(s) and age(s).

Sibling Name Age

Sibling Name Age

Sibling Name Age

2. Presently, where is the student living?

- in a shelter
- with more than one family in a house or apartment
- in a motel, car or campsite
- with friends or family members (other than parent/ guardian)
- other (please explain): _____

3. The student lives with:

- 1 parent a relative, friend(s) or other adult(s)
- 2 parents alone with no adults
- 1 parent & another adult an adult that is not the parent or the legal guardian

Information below this line is to be completed by the School.

1. The School liaison for _____ is _____
Student Name

2. School Enrollment Decision:

You have the right to appeal the School Enrollment Decision. Do you want to exercise your right to appeal the School Enrollment Decision?

yes or no.

**Note that you have the right to enroll immediately in your school of choice pending resolution of the dispute.*



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If you checked yes, then please complete Section II of this form. If you checked no, then you do not need to complete Section II of this form.

Section II Appeal of School Enrollment Decision

1. Name of school that parent chooses child to be immediately enrolled in and/ or transported to/from until dispute is resolved: _____
2. Is this the school of origin? yes or no
 If no, from which school was the student transferred? _____
**School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled.*
3. Reason for the appeal: _____

Signature of Parent(s)/Legal Guardian/Party Appealing Decision:

Date: _____

Principal's Actions on the Complaint:

Taken within _____ school day(s) after receiving notice of the appeal (to be taken within ten (10) full business days after receiving notice of the appeal).

1. Date homeless liaison was notified of the dispute: _____
2. Was the dispute resolved? yes or no.
3. Action taken by the Principal or his/her designee to resolve the dispute (*if the dispute was resolved, describe the actions taken by the Principal or his/her designee to resolve the dispute to your satisfaction*):
4. Explanation:

If the dispute was not resolved to your satisfaction, you have the right to appeal this decision to the State, at:

Ohio Department of Education
25 S. Front Street
Columbus, OH 43215-4183



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CHAPTER 4: STUDENT POLICIES

Appendix 4.2020.1-A

Form for Reporting Incidents of Harassment, Intimidation and Bullying Board Policy 4.2020.1

Incident Reporter (N/A if anonymous): _____

Alleged Bully: _____

Date: _____

Victim(s): _____

Approximate time of prohibited incident(s): _____

Place of prohibited incident(s): _____

Additional witnesses of prohibited incident: _____

Description of prohibited incident observed: _____

Signature of Reporting Person (may report anonymously): _____

Confidentiality: We are committed to maintaining the confidentiality to the extent legal and appropriate about facts discovered, persons involved, and discipline implemented, if any. This is to protect the privacy of all persons involved.



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Retaliation: We prohibit any reprisal or retaliation against any person or victim reporting harassment, intimidation, or bullying.

Note: Student names must be redacted before a copy of this report is provided to the victim’s parent.

Assessment of Harassment, Intimidation and Bullying Report

I. Does this meet the definition of bullying? Please review the definitions below – all blanks must be checked under option 1 or 2 for the conduct to be considered bullying.

1. _____ The behavior involved any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student _____ more than once and the behavior **both**:
 - (a) _____ Causes mental or physical harm to the other student;
 - (b) _____ Is sufficiently severe, persistent, or pervasive that it creates and intimidating, threatening, or abusive educational environment for the other student.

2. _____ The behavior involved violence within a dating relationship.

Summary of Investigation and Findings: _____

If bullying, has a safety plan been put in place? Yes _____ No _____

II. Does any of the behavior described above fall within the scope of the Code of Conduct?

Yes _____ (if yes, must check one of the following) No _____

_____ Did the conduct occur at School, on the School premises, at School activities or functions whether on or off the School premises and on transportation to and from School, if paid for or provided by the School?



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- Was the misconduct directed at School Staff or their property?
- Did the conduct involve true threat?
- Did the conduct involve School-sponsored speech?
- Did the conduct or knowledge of the conduct create a material and substantial disruption to School activities (i.e., did it impact operations on a significant scale?)

Report completed by: _____



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APPENDIX 4.2070-A

Notice of Rights Under the Family Educational Rights and Privacy Act (“FERPA”) and Authorization to Release Student Directory Information

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the School receives a request for access. Parents or eligible students should submit to the Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading or otherwise in violation of the student’s privacy rights under FERPA. They should write the Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic, or support staff position; a member of the school law enforcement unit, which consists of the Principal; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); or a person serving on the Board. A school official has a “legitimate educational interest” in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student’s education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student’s family, such as health care, counseling, or assisting with the college application procedure; or any other purpose that the Board



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deems necessary as related to a student’s education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

- 5. The School intends to forward any and all education records to another school or post-secondary institution at which the students seeks or intends to enroll, upon the condition that the student’s parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students’ education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student’s parent(s)/guardian(s) inform the School in writing not to release such information.

OFFICIAL DESIGNATION

The School must choose one of the following options and mark appropriate lines with an “X”.

This School:

_____ HAS NOT designated any personally identifiable information as directory information and will not include such information in school publications, recognition lists, programs, or student directories or give such information to third parties without parental consent.

OR

_____ HAS designated the following marked information as directory information (“X” applicable information below):

_____ Student’s name



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- _____ Student's address
- _____ Student's electronic mail address
- _____ Student's photograph
- _____ Student's telephone number
- _____ Student's date and place of birth
- _____ Student's major field of study
- _____ Student's participation in officially recognized activities or sports
- _____ the weight and height of members of athletic teams
- _____ dates of attendance
- _____ awards received
- _____ date of graduation

The School will use the designated directory information (if any) in the following manner

- _____ all school related publications
- _____ yearbook
- _____ honor roll
- _____ other recognition lists
- _____ activity programs
- _____ awards or awards ceremonies
- _____ graduation programs
- _____ sports
- _____ student directory
- _____ other _____
- _____ all of the above

Officially designated directory information can also be disclosed to outside organizations unless parent(s)/guardian(s) have advised the School that they do not want their student's information disclosed without their prior approval.

If the School has chosen to not designate directory information, no directory information will be released (see above) and no parental opt out is required.

If the School has chosen to release directory information, and if you do **NOT** want the School to disclose directory information from your child's education records without your consent, you must notify us in writing within ten (10) days of your receipt of this notice or on _____, whichever is later.

The form below may be utilized for that purpose.



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Please do not make available my student's directory information without my prior written permission.

Name of Student(s): _____

Parent or Responsible Custodian/Guardian Signature

Date

Printed Name of Parent or Responsible Guardian

Date



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APPENDIX 4.2070-B

Request and Consent for Release of Records

_____ Authorizes the release of the records of
Parent/Guardian Name _____

Student's Last Name _____ First Name _____ Mid. Initial _____ Birth Date Mo/Day/Yr _____

From the Following School/Institution:

Most Recent School/Institution _____

Address _____

City, State, Zip Code _____

Telephone No. _____ Fax No. _____

The following records may be released. Please check.

- Transcript of subjects and grades
- Ohio Proficiency Test Results
- Attendance Record
- Standardized Test Results
- Psychological or Other Individual Test Results
- Health Records
- IEP and Special Education Records, If Applicable
- Disciplinary Records

The education records designated should be released and disclosed only to [name and address of recipient]

The education records designated are to be disclosed for the following reasons and purposes:

I am authorizing the release of these records for these reasons. Please check one.

- I am the subject of these records and 18 years of age or older.
- I am the parent, guardian, or custodian of the subject of these records and the subject is under 18 years of age.

If this consent had been requested by me, I understand that I have the right not to consent to the release of records. Further, I recognize that a copy of the records must, upon request, be provided to me.

Signature of Parent/Guardian _____

Date _____

To the Registrar:

Please send the above records, if available for this student as soon as possible. If records are not available, please return our request indicating the following:

- No records available. Reason: _____
- Unable to find records. Reason: _____

The undersigned certifies that the above-captioned Request and Consent for Release of Records was complied with on _____ (Date) by _____ (mail) or personal delivery _____ to _____.

BY: _____
Print Name and Title

Signature of School Representative _____

Date _____



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Appendix 4.2140-A

Local Foster Care Transportation Procedures

Should the School be required to provide transportation to a student in foster care to remain in his or her school of origin when determined to be in the student's best interest, the School will coordinate with state or local child welfare agencies and relevant schools or school districts to ensure that the student receives transportation in a cost-effective manner, according to the following priorities:

1. Students in foster care will be transported in the same manner as all other students in the School. The foster care point of contact will ensure that foster caregivers understand the method in which the student will be transported.
2. If the student in foster care has an Individualized Education Plan (IEP) or a Section 504 Plan and transportation is a related service under that plan, then the student shall receive transportation in accordance with that plan.
3. If a student under foster care is for some reason denied transportation from the district of residence, the foster care point of contact shall work with the district of residence to obtain transportation. If unsuccessful, the School shall coordinate with the foster caregiver and local child welfare agency to make cost-effective arrangements for transportation.
4. If there are additional costs incurrent in providing transportation to maintain the student in his or her school of origin, the School will provide transportation to the school of origin if:
 - a. the local child welfare agency agrees to reimburse the School for the cost of such transportation;
 - b. the School agrees to pay for the cost of such transportation; or
 - c. the School and the local child welfare agency agree to share the cost of such transportation.
5. These local transportation procedures are expected to be revised in collaboration with state or local welfare agencies or in accordance with guidance provided in the Ohio Department of Education under 20 U.S.C. 6311(g)(E). Revisions may be attached to this Appendix as discussed, naming the local agency, additions based on guidance or collaboration discussions, and the date. There may be multiple attachments based on the agency of collaboration.



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Appendix 4.2080-A

Sealed Records

At the discretion of a court, records of certain offenses, convictions, and adjudications may be sealed against public release. Upon the School's receipt of either (1) a valid court order sealing records, or (2) the written request and a copy of a valid judicial order in which records are sealed, the School shall expunge any records in its possession relating to the subject matter protected from disclosure by court seal.

Regardless of a court order to seal a record, the School may maintain records regarding an adjudication of an individual as a delinquent child if those records were the basis of an individual's permanent exclusion from the School.

Inspection of sealed records shall be limited to the extent required by federal and state law. Individuals with access to records shall not knowingly release or disseminate any sealed records to unauthorized parties.

Sealed and/or expunged offenses may still appear on the results of any criminal records check. If the sealed and/or expunged offense is a disqualifying offense that is not eligible for rehabilitation, then the School shall not employ that individual.



Constellation Schools

CHAPTER 4: STUDENT POLICIES

Appendix 4.2090-A

Notice to Parents Regarding the Protection of Pupil Rights Amendment

Dear Parent:

The Protection of Pupil Rights Amendment (“PPRA”) (20 U.S.C. 1232h) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is part of any program funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical approvals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- B. *Receive* notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purposes; and



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3. Instructional material used as part of the educational curriculum.

The School has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The School will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year: [Insert schedule of applicable activities.]

Sincerely,



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APPENDIX 4-3010-A

CONSTELLATION SCHOOLS

NOTICE OF INTENDED SUSPENSION FROM SCHOOL

Name of Student

Date

This is to notify you that you may be suspended from school pursuant to R.C. 3313.66(A). Suspension from school means that while you are suspended you are not allowed to come to school, attend classes or extra-curricular activities. The reason(s) you may be suspended from school are:

_____ in violation of
_____ of the Board

Policy adopting the Code of Student Conduct.

This is also to notify you that the Principal or Executive Director may seek to permanently exclude you, if you are convicted of or adjudicated a delinquent child for a violation listed in R.C. 3313.662(A), and if you were 16 years of age or older at the time of such violation.

You now have the opportunity to meet with the appropriate school official (Principal or Executive Director or his/her designee) at an informal hearing to challenge the reason(s) for the intended suspension, or otherwise explain your actions.

Principal or Executive Director or designee*

Date

I have received a copy of this Notice of Intended Suspension.

Signature of Student

Date

*If so permitted by Board policy.



Constellation Schools

CHAPTER 4: STUDENT POLICIES

APPENDIX 4-3010-B

CONSTELLATION SCHOOLS

NOTICE OF EMERGENCY REMOVAL AND INTENT TO SUSPEND FROM SCHOOL

Name of Student

Date

This is to notify you that because of

your presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Pursuant to R.C. 3313.66(C), this is to notify you that you have been removed from curricular and extra-curricular activities from school effective immediately.

This is to notify you that because of the intent to suspend you from school pursuant to R.C. 3313.66(A) for the following reason(s):

in violation of

of the Board Policy adopting the Code of Student Conduct.

This is also to notify you that the Principal or Executive Director may seek to permanently exclude you, if you are convicted of or adjudicated a delinquent child for a violation listed in R.C. 3313.662(A), and if you were 16 years of age or older at the time of such violation.

You now have the opportunity to meet with the appropriate school official (Principal or Executive Director or his/her designee) at an informal hearing to challenge the reason(s) for the intended suspension, or otherwise explain your actions.

Principal or Executive Director or his/her designee

Date

I have received a copy of this Notice of Emergency Removal and Intended Suspension.

Signature of Student

Date



Constellation Schools

CHAPTER 4: STUDENT POLICIES

APPENDIX 4-3010-C

CONSTELLATION SCHOOLS

NOTICE OF SUSPENSION FROM SCHOOL

Name of Student

Date

Based upon my review of your circumstances, I have concluded that you will be suspended from school for the following reason(s):

_____ in violation of

of the Board Policy adopting the Code of Student Conduct.

Suspension will be served on the following dates:

Principal or Executive Director or designee*

Date

I have received a copy of this Notice of Suspension.

Student Signature

Date

*If so permitted by Board policy.



Constellation Schools

CHAPTER 4: STUDENT POLICIES

APPENDIX 4-3010-D

CONSTELLATION SCHOOLS NOTICE OF RIGHTS RE: SUSPENSION FROM SCHOOL

Name of Student

Date

To parent, guardian, custodian, or 18 year old student:

Name

Address

(Name of Student)	
Has been suspended from school for the following reason(s):	In violation of:

of the Board Policy adopting the Code of Student Conduct.

You have the following rights:

1. To appeal the suspension to the Board of Directors, or the Board's appointed designee, if applicable. Your intent to appeal must be in writing and received by the Board of Directors within 14 days after receiving this notice.
2. To be granted a hearing before the Board of Directors (or designee) in order to be heard against the suspension.
3. To request that the appeal hearing be held in executive session.
To be represented in an appeal hearing.

This is also to notify you that the Principal or Executive Director may seek the pupil's permanent exclusion, if the pupil is convicted of or adjudicated a delinquent child for a violation listed in R.C. 3313.662(A), and if the pupil was 16 years of age or older at the time of such violation. This suspension may also be extended during the pendency of criminal proceedings for such violations in accordance with R.C. 3313.66(F).

Principal or Executive Director or designee*

Date

*If so permitted by Board policy.



Constellation Schools

CHAPTER 4: STUDENT POLICIES

For school use only:

Copies: Pupil, Parent, School Treasurer

Original: School



Constellation Schools

CHAPTER 4: STUDENT POLICIES

APPENDIX 4-3010-E

CONSTELLATION SCHOOLS

NOTICE OF INTENDED EXPULSION FROM SCHOOL

Name of Student

Date

This is to notify you that you may be expelled from school pursuant to R.C. §3313.66(B). Expulsion from school means that while you are expelled you are not allowed to come to school, attend classes or extra-curricular activities. The reason(s) you may be expelled from school are:

_____ in violation of

of the Board Policy adopting the Code of Student Conduct.

This is also to notify you that the Principal or Executive Director may seek to permanently exclude you, if you are convicted of or adjudicated a delinquent child for a violation listed in R.C. §3313.662(A), and if you were 16 years of age or older at the time of such violation.

You now have the opportunity to meet with the appropriate school official (Executive Director or Board Designee) at an informal hearing. At the hearing, you and your parent, guardian, custodian or representative may challenge the reason(s) for the intended expulsion or otherwise explain your actions.

Your hearing has been scheduled for _____ at _____ a.m./p.m. at the Constellation Schools Administrative Office located at 5730 Broadview Road, Parma, Ohio 44134.

Executive Director or Board Designee

Date

I have received a copy of this Notice of Intended Expulsion.

Signature of Student

Date



Constellation Schools

CHAPTER 4: STUDENT POLICIES

APPENDIX 4-3010-F

CONSTELLATION SCHOOLS

NOTICE OF EMERGENCY REMOVAL AND INTENT TO EXPEL FROM SCHOOL

Name of Student

Date

This is to notify you that because

your presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Pursuant to R.C. 3313.66(C), this is to notify you that you have been removed from curricular and extra-curricular activities from school effective immediately.

This is also to notify you of the intent to expel you from school pursuant to R.C. 3313.66(B) for the following reason(s):

in violation
of _____

of the Board Policy adopting the Code of Student Conduct.

This is also to notify you that the Principal or Executive Director may seek to permanently exclude you, if you are convicted of or adjudicated a delinquent child for a violation listed in R.C. 3313.662(A), and if you were 16 years of age or older at the time of such violation.

You now have the opportunity to meet with the appropriate school official (Executive Director or Board Designee) at an informal hearing. At that hearing, you and your parent, guardian, custodian or representative may challenge the reason(s) for the intended expulsion or otherwise explain your actions.

Your hearing has been scheduled for _____ at _____ a.m./p.m. at the Constellation Schools Administrative Office located at 5730 Broadview Road, Parma, Ohio 44134

Executive Director or Board Designee

Date

I have received a copy of this Notice of Emergency Removal and Intended Expulsion.

Signature of Student

Date



Constellation Schools

CHAPTER 4: STUDENT POLICIES

APPENDIX 4-3010-G

CONSTELLATION SCHOOLS

NOTICE OF EXPULSION FROM SCHOOL

Name of Student

Date

Based upon my review of your circumstances, I have concluded that you will be expelled from school for _____ days for the following reason(s):

in violation
of _____

of the Board Policy adopting the Code of Student Conduct.

Expulsion will be served on the following
dates: _____

Executive Director or Board Designee

Date

Signature of Student

Date



Constellation Schools

CHAPTER 4: STUDENT POLICIES

APPENDIX 4-3010-H

CONSTELLATION SCHOOLS

NOTICE OF RIGHTS RE: EXPULSION FROM SCHOOL (FOR USE FOR EXPULSIONS OF 20 SCHOOL DAYS OR LESS ONLY)

To parent, guardian, custodian:

Name

Address

(Name of Student)	
Has been expelled from school for the following reason(s):	In violation of:

of the Board Policy adopting the Code of Student Conduct.

You have the following rights:

1. To appeal the expulsion to the Board of Directors, or the Board's appointed designee, if applicable. Your intent to appeal must be in writing and received by the Board of Directors within 14 days after receiving this notice.
2. To be granted a hearing before the Board of Directors (or designee) in order to be heard against the expulsion.
3. To request that the appeal hearing be held in executive session.
4. To be represented in an appeal hearing.

This is also to notify you that the expulsion may be subject to extension pursuant to R.C. 3313.66(F), if the pupil was 16 years of age or older at the time of such violation.

This is also to notify you that the Principal or Executive Director may seek the pupil's permanent exclusion, if the pupil is convicted of or adjudicated a delinquent child for a violation listed in R.C. 3313.662(A), and if the pupil was 16 years of age or older at the time of such violation.

Executive Director or Board Designee

Date



Constellation Schools

CHAPTER 4: STUDENT POLICIES

For school use only:

Copies:	Pupil, Parent, School Treasurer
Original:	School



Constellation Schools

CHAPTER 4: STUDENT POLICIES

APPENDIX 4-3010-I

CONSTELLATION SCHOOLS

NOTICE OF RIGHTS RE: EXPULSION FROM SCHOOL (FOR USE FOR EXPULSIONS OF MORE THAN 20 SCHOOL DAYS ONLY)

To parent, guardian, custodian:

Name

Address

(Name of Student)	
Has been expelled from school for the following reason(s):	In violation of:

of the Board Policy adopting the Code of Student Conduct.

You have the following rights:

1. To appeal the expulsion to the Board of Directors, or the Board's appointed designee, if applicable. Your intent to appeal must be in writing and received by the Board of Directors within 14 days after receiving this notice.
2. To be granted a hearing before the Board of Directors (or designee) in order to be heard against the expulsion.
3. To request that the appeal hearing be held in executive session.
4. To be represented in an appeal hearing.

This is also to notify you that the expulsion may be subject to extension pursuant to R.C. 3313.66(F), if the pupil was 16 years of age or older at the time of such violation.

This is also to notify you that the Principal or Executive Director may seek the pupil's permanent exclusion, if the pupil is convicted of or adjudicated a delinquent child for a violation listed in R.C. 3313.662(A), and if the pupil was 16 years of age or older at the time of such violation.

Executive Director or Board Designee

Date



Constellation Schools

CHAPTER 4: STUDENT POLICIES

Constellation Schools

NOTICE OF ASSISTANCE PROGRAMS RE EXPULSION FROM SCHOOL (FOR USE FOR EXPULSIONS OF MORE THAN 20 SCHOOL DAYS ONLY)

Pursuant to R.C. §3313.66(D), when a pupil is expelled from school for more than 20 school days, this notice is given to the pupil and his or her parent, guardian or custodian.

This is to provide notice of the names, addresses and phone numbers of the appropriate public and private agencies which provide services or programs that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the expulsion.

<u>Names</u>	<u>Addresses</u>	<u>Phone Numbers</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For school use only:

Copies: Pupil, Parent, School Treasurer
Original: School



Constellation Schools

CHAPTER 4: STUDENT POLICIES

Appendix 4-3010-K

CONSTELLATION SCHOOLS

NOTICE OF EMERGENCY REMOVAL

Name of Student _____
Date

This is to notify you that because of

your presence poses a health risk, presents a danger to other persons or property or seriously disrupts the functions of the School. Pursuant to R.C. 3313.66(C), this is to notify you that you have been removed from curricular and extra-curricular activities from school effective immediately.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of by reinstatement within 24 hours.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

Principal or Executive Director or his/her designee _____
Date

I have received a copy of this Notice of Emergency Removal.

Signature of Student