Constellation Schools

Westpark Community Elementary

2026-2027 PARENT/STUDENT HANDBOOK GUIDE

"The Right Choice for Parents and a Real Chance for Children"

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MISSION STATEMENT

Constellation Schools provides every child an opportunity to obtain an excellent education built on a foundation of character education for life long success.

VISION

Constellation Schools will create an exceptional learning community characterized by high expectations and academic excellence.

Our students will be actively engaged life-long global learners and become responsible, compassionate involved world citizens.

Our families will support their children and school as important, welcomed members of our diverse learning community.

Our teachers will be inspiring, compassionate and committed to the success of every student.

Our leaders will provide superior service, resources, and support to engage the community and ensure the success of every student.

Our board of Directors will guide our school in creating a culture of excellence that ensures the success of every student.

VALUES

We believe all children deserve an exceptional education in a safe, caring, nurturing environment.

We will create a student focused community of global learners where children excel, are responsible ethical world citizens, prepared for success in career, college and life.

INSTRUCTIONAL HOURS

8:00 a.m. – 3:15 p.m.

ATTENDANCE POLICY 4.1070

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.

Repeated unexcused absences/tardiness shall be grounds for disciplinary action.

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.
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.

A student is excessively absent from school if a student is absent from the School with or without legitimate 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.

Please refer to the complete School Policy 4.1070, which is available on our website at www.constellationschools.com

PROCEDURE FOR ABSENCES 4.1090

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 cannot 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.

Please refer to the complete School Policy 4.1090, which is available on our website at www.constellationschools.com

EMERGENCY SCHOOL CLOSING 5.2120

When the School is closed for a weather-related condition or an emergency, Teaching and Non-teaching staff will not be required to report. Notification will be through the local media, parent notification system, Constellation Schools Website, Facebook Page and Twitter.

1. **Weather Related**

a. The School will close when the local public school district in which it is located closes due to hazardous weather conditions.

b. If the local public school district closes an individual school building, but not the entire district, due to hazardous weather conditions, then the Principal, in consultation with the Executive Director, will determine whether the School will be closed.

2. **Non Weather-Related Emergency Closing**

a. If the local public school district in which the School is located is closed for a reason other than severe weather or generally hazardous conditions created by the weather, then the Principal, in consultation with the Executive Director, will determine whether the School will be closed.

b. If, prior to the school day beginning, a health and/or safety condition develops in the School building, (i.e., no water, no electricity, no heat, etc.) then the Principal, in consultation with the Executive Director, will determine whether the School will be closed.

Please refer to the complete School Policy 5.2120, which is available on our website at www.constellationschools.com.

APPROPRIATE DRESS GUIDELINES 4.2010.7

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
- Navy blue, black or khaki dress pants
- Navy blue, black or khaki knee length skirts or jumpers
- Navy blue, black or khaki 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
- Jewelry
- Any shirts that expose the shoulders or have a V neck
- Any clothing, shoes, hair color or style deemed inappropriate by the Principal

Please refer to the complete School Policy 4.2010.7, which is available on our website at www.constellationschools.com

STUDENT CONDUCT 4.2010

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 at 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. 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
- Non-violence, 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 comply with the appropriate dress code each day and will present a neat, clean appearance
- Students 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

Please refer to the complete School Policy 4.2010, which is available on our website at www.constellationschools.com

DISCIPLINARY ACTION 4.2010.3

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.

Please refer to the complete School Policy 4.2010.3, which is available on our website at www.constellationschools.com

CONDUCT AND/OR BEHAVIOR INFRACTIONS 4.2010.6

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 of where it occurs, if the misconduct is directed at School Staff or their property, or otherwise in accordance with law.

Please refer to the complete School Policy 4.2010.6, which is available on our website at www.constellationschools.com

ANTI-HARASSMENT, INTIMIDATION AND BULLYING 4.2020.1

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.

Please refer to the complete School Policy 4.2020.1, which is available on our website at www.constellationschools.com

ANTI-HAZING 4.2020.2

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.

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 that causes or creates a substantial risk of causing mental or physical harm to any person. For purposes of this Anti-Hazing 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. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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 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 required to end all hazing activities immediately. All hazing incidences are reported immediately to the Principal or his/her designee.

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*

Please refer to the complete School Policy 4.2020.2, which is available on our website at www.constellationschools.com

GANG ACTIVITY 4.2020.3

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 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 effect the common purpose and design of any gang; or 4) to represent gang affiliation, loyalty 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.

Please refer to the complete School Policy 4.2020.3, which is available on our website at www.constellationschools.com

TITLE I – PARENT'S RIGHT TO KNOW POLICY 2.1190.2

In accordance with the requirement of Federal law, if the School receives Title I funds the School shall notify all parents that they may request, and the School will provide in a timely manner, the following information on the student's classroom teachers:

A. whether the teacher(s) have met the State requirements for certification or licensure for the grade levels and subject areas in which they teach;

B. whether the teacher(s) is teaching under any emergency or provisional status through which the State requirements have been waived;

C. whether the teacher(s) is teaching in the field of discipline of their certification; and

D. whether any paraprofessionals are providing services to their child(ren) and the qualifications of those paraprofessionals, where applicable.

In addition, the parents shall be provided:

A. information on the level of achievement and academic growth of their child(ren), if applicable and available, on the required State academic assessments; and

B. timely notice if the student is assigned to or has been taught for more than four (4) consecutive weeks by a teacher who does not meet applicable State requirements at the grade level and subject area in which the teacher has been assigned.

Testing Transparency

If the School receives Title I funds, the School shall notify all parents of students that they may request, and the School will provide in a timely manner, information about the School's policy regarding student participation in any required assessments, including the School's policy and/or procedure for the parent to opt the child out of such assessment, where applicable and permitted by federal and state law. The School shall make publicly available information about all State-required assessments and, if such information is available and feasible to report, any assessments required by the School, for each grade served. Such information shall be posted in a

clear and easily accessible location on the School's website or, if the School does not operate a website, the School shall post the information in a clear and easily accessible location in the building. Information about assessments shall include:
A. the subject matter assessed;
B. the purpose for which the assessment is designed and used;
C. the source of the requirement; and
D. if available, the amount of time students will spend taking the assessment, the schedule for the assessment, and the time and format for disseminating results. The notices and information shall be provided in an understandable and uniform format, and to the extent practicable, in a language the parent(s) understand.
20 U.S.C. 6312(e)

TITLE IX COORDINATOR 2.1090

The School intends to comply with Title IX of the Education Amendments Act of 1972. As such, the School does not discriminate on the basis of sex in its education program or activities and is required by Title IX and its regulations not to discriminate in such a manner. The Principal shall be the Compliance Officer/Title IX Coordinator and is responsible for investigating any complaint alleging noncompliance with Title IX.

Please refer to the complete School Policy 2.1090, which is available on our website at www.constellationschools.com

TITLE IX GRIEVANCE PROCEDURE 2.1090.1

The Title IX Grievance Procedure listed below is meant to provide for prompt and equitable resolution of Student and employee complaints.

Please refer to the complete School Policy 2.1090.1 which is available on our website at www.constellationschools.com

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS, SECLUSIONS, AND RESTRAINTS POLICY 5.1250

This policy governs the use of positive behavioral methods and emergency safety interventions including seclusion and restraint. Any use of emergency safety interventions that does not meet the requirements set forth below is prohibited.

I. Definitions - Aversive behavioral interventions, Behavior Intervention Plan, Chemical Restraint, De-escalation techniques, Functional Behavior Assessment (FBA), Mechanical Restraint, Physical Escort, Physical Restraint Positive Behavior Interventions and Supports ("PBIS"), Positive Behavior Interventions and Supports Leadership Team, Prone Restraint, Student personnel, and Timeout

II. Creation of Positive Behavioral Intervention and Supports (PBIS) - The School shall establish an evidence-based school wide system of positive behavioral interventions and supports that will apply in all settings to all students and staff. The system shall include family involvement. The School's PBIS framework includes all of the following: A. A decision-making framework that guides selection, integration, and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students; B. Data-based decision making to select, monitor, and evaluate outcomes, practices, and systems; C. Evidence-based practices along a multi-tiered continuum of supports; D. Systems that enable accurate and sustainable implementation of practices; and E. Progress monitoring for fidelity and target outcomes.

The School's implementation of its PBIS framework includes: A. Explicit instruction of school-wide behavior expectations; B. A consistent systems of acknowledging and correcting behaviors; C. Teaching environments designed to eliminate behavior triggers; and D. Family and community involvement.

III. Prohibited Practices - The following are prohibited under all circumstances, including emergency safety situations: (A) Prone restraint; (B) Any form of physical restraint that involves the intentional, knowing, or

reckless use of any technique that: i. Involves the use of pinning down a student by placing knees to the student's torso, head or neck: ii. Uses pressure point, pain compliance, or joint manipulation techniques; or iii. Otherwise involves techniques that are used to unnecessarily cause pain. (C) Corporal punishment; (D) Child endangerment as defined in R.C. 2919.22; (E) Deprivation of basic needs; (F) Seclusion of restraint of preschool students (if any); (G) Mechanical or chemical restraints;(H) Aversive behavioral interventions; (I) Seclusion of students in a locked room or area; or (J) Any physical restraint that obstructs the student's airway or impacts the student's primary mode of communication.

Staff must: (A) Be appropriately trained to protect the care, welfare, dignity, and safety of the student; (B) Continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern; (C) Use verbal and non-verbal communication strategies and research based de-escalation techniques in an effort to help the student regain control;(D) Remove the student from physical restraint and/or seclusion immediately when the immediate risk of physical harm to self or others has dissipated; (E) Conduct a de-briefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and (F) Complete all required reports and document staff observations of the students.

IV. Restraint - Restraint may be used only in a manner that is age and developmentally appropriate, when there is an immediate risk of physical harm to the student or to others and no other safe and effective intervention is possible. Physical restrain must be performed by trained staff, except in the case of an unavoidable emergency situation. Physical restraint may not be used for punishment, discipline, or as a substitute for other less restrictive means of assisting a student in regaining control and should be used only as a last resort.

V. Seclusion - Seclusion may be used as a last resort for the student to regain control; it is age and developmentally appropriate; there is an immediate risk of physical harm to the student or others; and there is no other safe and effective intervention. Seclusion shall not be used for punishment or discipline; as: a substitute for an education program; as a substitute for inadequate staffing, or for staff training in PBIS frameworks and crisis management; for the convenience of staff; as a means to coerce or retaliate; in a manner that endangers the students or, as a substitute for other less restrictive means of assisting the student in regaining control reflective of the cognitive, social, and emotional levels of the student. The room or area used for seclusion cannot be locked and must allow for the student to exit the area should the staff become incapacitated or leave the area. The room or area must provide for adequate space, lighting, ventilation, and the ability to observe the student. The student must be under constant supervision by staff trained to detect indications of physical or mental distress that require removal and/or immediate medical assistance and who document their observations of the student.

VI. Multiple Incidents and Functional Behavioral - For students eligible for special education per the Individuals with Disabilities Education Act ("IDEA") or who have a Section 504 Plan, the School shall convene the IEP team or Section 504 team within ten (10) school days after the third incident of seclusion or physical restraining in a school year. The IEP team or Section 504 team will consider the need to conduct a Functional Behavioral Assessment ("FBA"). If necessary, this FBA should be followed by a Behavioral Intervention Plan ("BIP"), or an amendment to an existing BIP, that incorporates appropriate positive behavioral interventions.

VII. Training and Professional Development - The School PBIS Leadership Team or other qualified training shall train all staff working with students at least every three (3) years on the r4equirements of this policy and shall keep written or electronic documentation of the type of training and the participants. Professional Development will include: A. An overview of PBIS; B. The process for teaching behavioral expectations; C. Data collection; D. Implementation of PBIS with fidelity; E. Consistent systems of feedback to students for appropriate behavior and corrections; and F. Consistency in discipline and disciplinary referrals.

The School shall also ensure that an adequate number of personnel in each building are trained annually in crisis management and de-escalation techniques, as well as the safe use of physical restraint and seclusion, and that

their training is kept current. The minimum training requirements include: A. Proactive measures to prevent the use of seclusion or restrain; B. Crisis management; C. Documentation and communication about the restraint or seclusion with appropriate parties; D. The safe use of restraint and seclusion; E. Instruction and accommodation for age and body size diversity; F. Directions for monitoring signs of distress during and following physical control; and G. Debriefing practices and procedures.

Training must include face-to-face training and allow for a simulated experience of administering and receiving physical restraint. The School shall maintain documentation that includes the following: A. The name and position of each person who completed training; B. The name, position, and credentials of each person who provided the training; C. When the training was completed; and D. What protocols, techniques, and materials were included in training.

Student personnel will be trained to perform the following functions: A. Identify conditions such as: where, under what conditions, with whom and why specific inappropriate behavior may occur; and B. Use preventative assessments that include at least the following: i. A review of existing data; ii. Input from parents, family members, and students; and iii. Examination of previous and existing behavior intervention plans. The School shall ensure that there is a support plan in place for substitute teachers if the individual needs assistance with PBIS or crisis management and de-escalation.

VIII. Required Data and Reporting - Staff must document each use of seclusion or restraint and report it to the building administration and the parent immediately. A written report of the incident must be created, given to the parent within 24 hours of the incident, and placed in the student's file. This report is subject to the Family Educational Rights and Privacy Act. The School shall report information concerning its use of seclusion and restraint annually to, and as requested by, the Ohio Department of Education. The School shall make this policy available to parents annually and shall post this policy on its website.

IX. Monitoring and Complaint Procedures - The School shall review this policy on an annual basis. A parent may submit written complaints regarding an incident of seclusion or restraint to the School and the Principal or his/her designee will investigate every complaint and make a reasonable effort to have an in-person follow-up meeting with the parent in writing within thirty (30) days of filing the complaint's filing. Parent(s) may choose to file a complaint with the Ohio Department of Education, Office of Integrated Student Supports, in accordance with the complaint procedures established by the Department. O.A.C. 3301-35-15; R.C. 3319.46.

Please refer to the complete School Policy 5.1250 which is available on our website at www.constellationschools.com

CHARACTER EDUCATION 2.3020

We work consciously to nurture the character development of each student by teaching and modeling excellent core values. Our character education philosophy is the basis of our school-wide code of conduct.

Please refer to the complete School Policy 2.3020, which is available on our website at www.constellationschools.com

OHIO LEARNING STANDARDS

Our curriculum is aligned with the Ohio's New Learning Standards and is designed to guide students toward their grade level goals. Content areas include: Language Arts, Math, Science, Social Studies, The Arts, Computer Technology, Health, Physical Education and Character Education (values).

TECHNOLOGY AND INTERNET ACCEPTABLE USE 4.2010.8

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.**

Please refer to the complete School Policy 4.2010.8, which is available on our website at www.constellationschools.com

STUDENT CELLULAR PHONES IN SCHOOL 4.2170

To Support a school environment in which students can fully engage with their classmates, their teachers, and instruction, the use of cell phones by students during school hours is prohibited.

Nothing in this policy prohibits a student from using a cell phone as documented in the student's individualized education program or Section 504 plan for learning purposes or to monitor or address a health concern.

In case of an emergency, cellular telephones may be used at the discretion of School administration as permitted by the School's Emergency Management Plan.

Please refer to the complete School Policy 4.2170, which is available on our website at www.constellationschools.com

INTERNET SAFETY 4.2150

Constellation Schools takes all reasonable efforts to protect students from harmful or offensive material, including access, oversight, and monitoring; Internet filtering; and education about appropriate online behavior and cyberbullying.

Please refer to the complete School Policy 4.2150, which is available on our website at www.constellationschools.com

TESTING 2.2040.4

Constellation Schools shall assess student achievement in all content areas in compliance with Ohio law and as mandated by the Ohio Department of Education.

Please refer to the complete School Policy 2.2040.4, which is available on our website at www.constellationschools.com

THIRD GRADE READING GUARANTEE AND MID-YEAR PROMOTION 2.2070

A student must reach a minimum proficiency score on the Grade 3 Ohio State Test (OST) to move on to fourth grade. If a student does not reach that score, the student may still move on to fourth grade if they qualify for a retention exemption. These exemptions apply to:

- Limited English proficient students who have been enrolled in the U.S. schools for less than three full school years of instruction in an English as a Second Language program;
- Special education students whose IEPs specifically exempt them from retention;
- Any student who has received intensive remediation for two years and was previously retained in kindergarten through third grade; and
- Students who demonstrate reading competency on a Reading OST Alternative approved by the Ohio Department of Education.

Please refer to the complete School Policy 2.2070, which is available on our website at www.constellationschools.com

STUDENT PROMOTION AND RETENTION 2.2070

The Board recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate for their needs at the various stages of their growth. Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Parent(s) and students are made aware of the instructional objectives, performance standards, and promotion criteria. Periodically during the year teachers shall provide written progress and grade reports. Teachers will also provide evaluation reports to parent(s) and students during teacher-parent conferences. The grading system used to measure student progress toward achieving the predetermined instructional objectives and performance standards is applied consistently throughout the School. All promotion and retention decisions are subject to the third grade reading guarantee requirements.

Please refer to the complete School Policy 2.2070, which is available on our website at www.constellationschools.com

SEARCH FOR CHILDREN WITH DISABILITIES UNDERWAY

School districts across the state of Ohio are participating in an effort to identify, locate, and evaluate all children from birth through 21 years of age who may have disabilities. Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability. Before school districts can serve children, they must be found Many children with disabilities are preschoolers. Parents may not be aware their child has a disability or that there are programs and services available. All information collected will be held in strict confidence and released to others only with parent permission or as allowed by law. For example, the school district will send records on request to a school district or other educational agency in which a student intends to enroll. The parents may have a copy of those records upon request. The school district will keep a record of all persons who review confidential records with the exception of authorized school employees, or other educational agency personnel. The school will also maintain a list of those employees who may have access to records.

IDEA MODIFICATION

This Constellation school provides educational service to disabled students utilizing funding from the federal government through, IDEA Part B to enhance the basic program. Public comment on the use of these funds is welcome.

HOME SCHOOLER NOTICE

This Constellation school 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 state mandated assessments and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administration or the Ohio Department of Education.

NON-DISCRIMINATION 2.1070

The School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies:

Education Program Coordinator
5730 Broadview Road, Parma, OH 44134
216-712-7600

Please refer to the complete School Policy 2.1070, which is available on our website at www.constellationschools.com

IMMUNIZATION REQUIREMENTS 5.1160

Prior to being enrolled in the School, a child's parent or guardian must provide 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. The School will maintain a copy of each student's immunization record and shall make these records available to the child's parent upon request. A copy of the school's summary immunization report shall be provided to the Ohio Department of Health no later than October 15th of each year on the forms prescribed by the director of health. Students must be excluded from school on the 14th day of school if the immunization record is not on file at the school and is not in compliance with the state requirements.

The following Table represents the State-mandated immunization requirements.

VACCINES	REQUIREMENT FOR THE 2025-2026 SCHOOL YEAR IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP Diphtheria, Tetanus, Pertussis	**Grades K-12** Four or more doses of DTaP or DT vaccine, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *Recommended DTAP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth dose and the fourth and fifth doses.*
Tdap Diphtheria, Tetanus, Pertussis	**Grades 7-12** One dose of Tdap vaccine must be administered on or after the tenth birthday. Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children aged seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.
POLIO	**Grades K-12** Three or more doses of IPV vaccine. The FINAL dose must be administered on or after the Fourth birthday with at least six months between the final and previous dose, regardless of regardless of the number of previous doses. *If a combination of OPV and IPV was received, four doses of either vaccine are required. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should **not** be counted.*
MMR Measles, Mumps, Rubella	**Grades K-12** Two doses of MMR vaccine. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.

HEP B Hepatitis B	**Grades K-12** Three doses of hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	**Grades K-12** Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
Meningococcal ACWY	**Grade 7-11** One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday. **Grade 12** Two doses of meningococcal (serogroup A, C, W, and Y) vaccine. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required.

ADMINISTRATION OF MEDICATION 5.1170.1

The School shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, only if a physician's request is completed.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician or other licensed health professional authorized to prescribe medicine and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. [O.*R.C. 3313.68] [3701.8]*

Please refer to the complete School Policy 5.1170, which is available on our website at www.constellationschools.com.

HEALTH SERVICES

The School Health Services Program is designed to promote the physical and emotional health of all students. The School Health Services Program provides the following on-site:

- Health Screening: Vision – grades K, 1,3,5,7, 9 and new students
  Hearing – grades K, 1, 3, 5, 9, 11 and new students

APPLICATION PROCESS 4.1010

All admission procedures will be in compliance with Section 3314.06, of the Revised Code. Applications will be available for returning students during January for the succeeding academic year. During January of each year, the school will accept applications from students wishing to re-enroll in the school. Starting February 1, the school will accept applications for new enrollments. Preference will be given to students attending the School and to siblings of such students. Applications submitted after the close of the January application period will be subject to space availability, and will be handled on a first come, first serve basis, until the maximum enrollment has been reached in each grade level. A waiting list may be established.

ELIGIBLE STUDENTS 4.1020

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.

Please refer to the complete School Policy 4.1020, which is available on our website at www.constellationschools.com.

EMERGENCY STUDENT INFORMATION

Please provide the school with the most current information on how to contact family members in case of emergency. Parents are required to complete Student Emergency Forms at the beginning of each school year. **When any changes occur during the school year, please submit in writing to the school office changes such as a new home address, phone number, business phone number and persons to be contacted.** In the case of divorce, child custody, or re-marriages, the school should be notified and receive proper documentation. In the absence of documentation, by law, both parents have equal rights.

POWERSCHOOL

PowerSchool is a password protected and secure web portal available to all families who have students enrolled in Constellation Schools. It provides access to monitor your child's progress. **Contact the Principal at your child's school for more information.**

PARENT TEACHER CONFERENCES

We welcome the opportunity to meet and talk with parents regarding their student's progress. Conferences are held in the Fall and Winter. Parents are encouraged to participate in Parent-Teacher conferences to discuss their child's progress.

PROFESSIONAL QUALIFICATIONS

The parent or guardian may request information in writing on the professional qualifications of each classroom teacher who provides instruction to your students. The information on each applicable teacher must be provided in a timely manner to any parent or guardian who requests it.

PARENT SUPPORT ORGANIZATION 2.1190.5

Parents are expected to create a parent-run organization to support the school. Such an organization would be an independent entity, separate and apart from the school. However, any activity or initiative undertaken by the Parent Support Organization, including fund raising activities, on behalf of the School, in the name of the School, on School property, or, at any School-sponsored event, must be approved in advance by the Principal.

Please refer to the complete School Policy 2.1190.5, which is available on our website at www.constellationschools.com

VOLUNTEERS 5.2040

All prospective volunteers are required to complete a criminal background check every three years. There is no charge to have this done. The background check is done at our Administrative Office in Parma. Please contact the Human Resource Department at 216-712-7600 to schedule an appointment.

Please refer to the complete School Policy 5.2040, which is available on our website at www.constellationschools.com