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## **WELCOME TO GLOBAL IMPACT!**

As director of the Global Impact STEM Academy I would like to welcome you to this unique educational opportunity! We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, parents and visitors, the Governing Board publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities, and expectations.

Parents are encouraged to take a few minutes to review and discuss the information in the Handbook with their child. The Global Impact staff will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. We hope your experience with us is a rewarding one and hope you will leave as productive citizens, who are college and career ready. If you have questions, please contact our offices.

Sincerely,

Mr. Joshua Jennings  
Director

Global Impact Governing Board:  
President – Mr. Edward Leventhal

Adopted by the Global Impact Governing Board on July 20, 2016  
Student Code of Conduct (including Student Discipline Code) adopted by the Global Impact Governing Board on July 20, 2016

### **FOREWORD**

This Student/Parent Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the Director.

This Handbook replaces all prior Handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and Global Impact's rules as of July 20, 2016. If any of the policies or administrative guidelines referenced herein are revised after July 20, 2015, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the school website.

**USEFUL CONTACTS**  
 Global Impact STEM Academy  
 P.O. Box 1344  
 Springfield, OH 45501

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**Main Office**  
**328-6600**  
**Fax: 328-6655**

Administrative Assistant:	Mrs. Kathy Kohlbacher	<a href="mailto:kkohlbacher@globalimpactacademy.org">kkohlbacher@globalimpactacademy.org</a>
Receptionist	Mrs. Andrea Keener	<a href="mailto:akeener@globalimpactacademy.org">akeener@globalimpactacademy.org</a>
Director:	Mr. Joshua Jennings	<a href="mailto:jjennings@globalimpactacademy.org">jjennings@globalimpactacademy.org</a>
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Agriculture Administrator / FFA	Mr. Collin Gierke	<a href="mailto:cgierke@globalimpactacademy.org">cgierke@globalimpactacademy.org</a>

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**Student Services**

Guidance Counselor	Mrs. Pamela Clark	<a href="mailto:pclark@globalimpactacademy.org">pclark@globalimpactacademy.org</a>
College and Career Pathway Coordinator:	Ms. Jill Pfister	<a href="mailto:jpfister@globalimpactacademy.org">jpfister@globalimpactacademy.org</a>

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**Academic Instructors**

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Visual Art	Ms. Debbie Kelly	<a href="mailto:dkelly@globalimpactacademy.org">dkelly@globalimpactacademy.org</a>
Music and Co-Teacher	Mrs. Holly Dilts	<a href="mailto:hdilts@globalimpactacademy.org">hdilts@globalimpactacademy.org</a>

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## SECTION I: GENERAL INFORMATION

### BULLYING/HARASSMENT

Global Impact prohibits all forms of bullying behavior on school property, in school vehicles, at school-sponsored events, or during travel to and from school. Any violation of this policy shall be considered an infraction of the Student Code of Conduct, with discipline implemented accordingly. All bullying behavior that is a violation of the Ohio Criminal Code will be reported to the police.

Global Impact strives to provide a safe, positive learning climate for students and recognizes that bullying of students has a negative effect on the educational environment of the school. Students, who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by Global Impact STEM Academy.

Every student has the right to an education and to be safe in and around the school and at school activities. Therefore, Global Impact strives to offer all students an educational environment free from bullying. **Bullying** shall mean a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

1. Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal – includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
4. Cyber-Bullying – forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile and social network web sites such as My-Space, Facebook, etc. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subjects of appropriate discipline.

**Bullying** shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Students should report any bullying to an administrator or instructor.

### CHILD ABUSE

A mandatory obligation is imposed by law on all school officers and employees to report cases of suspected child abuse or neglect. The statute also creates immunity from civil and criminal liability for child abuse reports made by school authorities. If any Global Impact employee has reason to believe that a child less than eighteen years of age or any physically or mentally disabled child less than twenty-one years of age has suffered any wound, injury, disability, or condition, as a result of abuse, the employee **MUST** report this information to the appropriate Children's Services Bureau.

### CLOSING FOR BAD WEATHER

When Global Impact is closed on authority of the administration and/or the Governing Board due to weather conditions or other calamities, no student is required to report to school. When such a decision is made, the media and TV newsrooms are immediately notified. Please do not call personnel, the school offices, or the media. Listen to the radio or TV for announcements. Global Impact also uses a "Robo-Call" system, which notifies families via phone call. When Global Impact is closed, students should check for At Home Study assignments to complete before returning to school.

When a student's district of residence is closed due to weather conditions or other calamities but Global Impact is in session, students from the closed district are not required to report to Global Impact for class. Students from other districts that are not closed are required to report as usual to Global Impact. If the district of residence is operating on a delayed schedule, students are required to report at the appropriate time as adjusted by the district of residence delay. If the student reports to Global Impact at the regular time (and discovers that their district of residence is on a delay), they are to follow the Global Impact schedule.

### COMMUNICATION WITH THE DISTRICT OF RESIDENCE

It is important that our students and parents be kept informed about activities at their district or residence. We make every effort to communicate with those districts and keep the students up-to-date. It is ultimately up to students and parents to seek out information and updates in regards to extra-curricular activities within those districts. Students and parents need to communicate any unique or special circumstances to Global Impact administration.

### DISTRICT OF RESIDENCE NOT IN SESSION – GLOBAL IMPACT IN SESSION

Global Impact students should consult their district of residence transportation department in such cases. Transportation arrangements vary with each district; **however, students are expected to attend the Global Impact even though their district of residence is not in session.** Students not in attendance at Global Impact under these situations will be given unexcused absence(s). THIS SECTION DOES NOT APPLY TO WEATHER EMERGENCIES. CLOSINGS DUE TO WEATHER ARE COVERED IN ANOTHER SECTION OF THIS HANDBOOK.

### EMERGENCY MEDICAL AUTHORIZATION

In accordance with Section 3313.712 of the Ohio Revised Code, an emergency medical form is provided to the parent or guardian for every pupil enrolled in the school. This form must be provided to the parent or guardian within 30 days of the student's enrollment in the school system. It is to be completed by the parent or guardian and returned to the school for filing no later than the second week of school operation. A complete Emergency Medical Authorization Form must be on file in the School Office in order for a student to participate in any activity off school grounds, including field trips, spectator trips, and extra- and co-curricular activities. Any student not fulfilling this responsibility may not be permitted to participate in program activities and may face academic and/or disciplinary action.

### **EXTRA-CURRICULAR PARTICIPATION AT DISTRICT OF RESIDENCE**

Extracurricular activities at a student's district of residence are a real part of the high school experience for Global Impact students. Cooperative planning between Global Impact and the district of residence is essential, and students will be able to take care of opportunities after school and, on occasion, during the school day. Global Impact is proud to support the extra-curricular endeavors of our students. Many extra-curricular activities are individual interests (sports, music, theater, etc.). In those cases where a student has an obligation to the associate school activity, the student and parent needs to contact the Global Impact main office to make arrangements. Pep rallies: it is recommended that students at Global Impact limit participation in pep rallies at the district of residence. Global Impact needs to have prior notification from the district of residence and from the student/parent to attend. Phone calls and notes the day of the activity may not be accepted. The Director will consider special circumstances.

### **FEES**

Global Impact STEM Academy is a tuition free public school. However, like other public schools there are certain fees associated with the programing. For the 2016/2017 school year there is a \$150.00 general school fee which covers general technology services and lab fees. Grades and credits will be withheld until all student fees are paid in full.

There is an additional \$100.00 student technology-leasing fee that is required for students to take laptop devices home. This fee will be waived if students have been approved to bring their own personal computing device.

Special problems regarding the payment of fees should be brought to the attention of a Director, who will report any special circumstance to the school Treasurer. An alternative course of action might be considered. In the event that students do not take care of fees, it is permissible by law to withhold grades and school records for that student. (ORC 3313.642).

### **FIELD TRIPS**

Field Trips are generally accepted as enhancements to the learning process. Global Impact programing utilizes these learning experiences to build on classroom and laboratory instruction. Student grades and behavior may affect the status of a field trip. This status will be determined by a Director as the need arises.

### **FIRE, TORNADO AND OTHER SAFETY DRILLS**

Fire drills are held at Global Impact approximately once a month. Students will leave the buildings by the EXITS indicated within their rooms, and do so quickly. After an orderly exit, students should move to a point away from the path of emergency traffic but should remain together as a group until attendance is taken and an all clear is given by their teacher.

- Non-Fire Safety Drills: All students will be told to remain in their lab or classroom until directed to assigned areas by instructors or staff.

Procedures:

1. When the tornado alarm is sounded, persons are to assemble in their assigned area as posted in their room assuming the tornado position. (crouched down close to the floor, preferably close to a southwest wall).
2. All gas and electrical circuits will be shut off by Maintenance Personnel.
3. No one is to move from the assigned area until told to do so.
4. Should rescue procedures be needed, Global Impact and Clark State Administrative Personnel will organize them.

### **HEALTH SERVICES**

According to the Center for Disease Control (CDC), parents are advised to keep children at home when they are ill. A student who becomes ill during the school day should request permission from their teacher to see the main office administrative assistant. If the student has a fever of 100 degrees Fahrenheit or higher, they will be required to leave school. Keep students at home for at least 24 hours after they no longer have a fever or do not have signs of a fever, without using fever-reducing drugs.

No student will be released from school due to illness without going through the main office administrative assistant or school designee. This designee will obtain parent/guardian/emergency contact permission if it is determined that the student needs to leave school.

All student injuries must be reported to the main office and must be reported on a completed accident report. If a student appears to be seriously ill or has been seriously injured and the parents are unavailable, the emergency squad will be called. Treatment and/or need for hospitalization will be decided upon in accordance with instructions on the Emergency Medical Authorization form. Students attending Global Impact must have on file at their district of residence all health immunization records required by Ohio statutes. Failure to comply could result in the student being removed from school.

### **ILLNESS AT SCHOOL-STUDENT DIRECTIVES**

School Health Service: Global Impact STEM Academy does not employ a school nurse. If a student becomes ill at school they will follow these procedures:

- In the case of students who become ill at school: students should get a pass from their instructor before reporting to the main office.
- Students who are ill may not call parents before going to the main office for dismissal.
- If a student is too ill to remain in school, the main office administrative assistant will notify the parent or guardian about the illness and arrange for the student to be picked up or drive home as the case may be. Students will be released from the main office to home.

### **MEDICATION AT SCHOOL--STUDENT DIRECTIVES**

Ideally, all medications should be taken at home so that the healing process can progress most efficiently and the spread of infection can be limited. Any student who is required to take prescribed medication during regular school hours is to comply with the following school regulations:

- (1) A Global Impact designee will supervise the secure and proper storage and dispensing of medication for students. Students are not permitted to keep or store any medication.
- (2) Written orders from the physician are to include name of student, name of medication, dosage, times to be taken, length of time to be taken, length of time the student will be taking medication at school, diagnosis or reason for medication to be taken, any possible reaction which should be reported, and signature of physician. A written permission form is to be provided by the parent or guardian requesting that the school comply with the physician's orders. (The "Prescription Medication Form" and/or the "Over the Counter Medication Form" are available from the nurse or the Main Office).
- (3) Medications are to be brought to school in a container appropriately labeled by the pharmacy or physician.

- (4) Students are discouraged from attending school if they require medication containing narcotics or any substance that could cause drowsiness. Parents should notify the school if students will be taking such medications.
- (5) Students will log in time, date and medication for each dosage.
- (6) After one week, unused medication will be destroyed.
- (7) Non-prescription medication (example: aspirin, ointments, and cold tablets) requires written permission from the parent or guardian indicating times to be taken and reason for taking the medication.
- (8) Non-prescription medication must be brought to the school designee in the original container when the student arrives at school.
- (9) A student may possess and use a metered dosage inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. This may occur at school or any school activity, events, or programs sponsored by the school and where the student may participate. Written permission from the parent or guardian must be provided with the physician's orders.
- (10) No student may bring to school, possess or distribute any type of prescription or over-the-counter medication.

#### **I. D. CARD**

For safety and identification purposes, students will be issued an official Global Impact STEM Academy ID card. Wearing these ID cards is required each day. These cards are to be visible and appropriately worn above the waist on the student's clothing as directed by staff. Students will be charged a replacement fee for lost cards.

#### **INSURANCE--STUDENT (ACCIDENT, PERSONAL PROPERTY)**

Student safety is a priority at Global Impact. While attempting to provide experiences that promote skill development, students may be exposed to any number of situations where injury could occur. Parents are strongly urged to ensure that students are covered for such occurrences, as the Global Impact does not provide student accident insurance. Global Impact will offer a student insurance plan through an outside company at the beginning of the school year. Announcements will be made as to the availability of insurance, and students will be informed as to procedures for enrollment.

Personal Property: By law, the Governing Board is not permitted to insure personal property. We suggest that each parent/student purchase insurance as protection for personal property that might be damaged, lost or stolen.

#### **LOCK DOWN OR LOCK DOWN DRILL**

- An announcement will be made indicating that Global Impact is in a Lock Down.
- There will be no regular changing of classes. All students will be told to remain in their designated room.
- Students are to remain in the designated room until the director or school designee announces that the Lock Down has concluded.
- Should rescue procedures be needed, Global Impact and the Clark State personnel will organize them.

#### **LOST AND FOUND**

Global Impact will maintain a lost and found. Students are warned that school is not a good place for expensive personal possessions. Global Impact is not responsible for lost or stolen personal items.

#### **LUNCH/FOOD SERVICES**

Global Impact's lunch provider does participate in the National School Lunch Program. A catered lunch may be purchased at a reasonable price daily. Some a la carte items are available.

- Students may bring their lunch to school to be eaten in a designated area at the time indicated on their schedule.
- Students may NOT leave the school for lunch.
- Students are expected to display appropriate table manners at all times during lunch.
- Students are expected to clean their area and discard all trash into proper receptacles before leaving designated eating areas.
- Students taking food and/or beverages outside the cafeteria may be asked to return to the cafeteria; dispose of the food/beverage or it may be confiscated to be picked up at the end of the school day.
- Students may not leave the designated lunch areas without permission.

#### **PHYSICAL/SEXUAL ABUSE**

Physical, sexual or verbal assault by a student against another student or staff member is strictly forbidden.

- Incidents, which are clearly "fighting," involving at least two (2) combatants in mutual physical force, will be considered serious offenses. Police may be called.
- Incidents, where one party is clearly physically assaulted or attacked by another without provocation, will be handled as serious violations. Police may be called.

While no physical altercations, verbal assault, or sexual assault are condoned, there are varying degrees of severity associated with the extent of force used. Facts leading to the incident and the depth of involvement of the parties engaged in the situation will be investigated, and in any situation where the instigator of the altercation can be clearly determined, that party will receive a more severe punishment than the other party.

#### **PLEDGE OF ALLEGIANCE**

The Global Impact Governing Board believes that the salute to our nation's flag and Pledge of Allegiance helps to reinforce within students and staff the principles of liberty and democracy. In support of this belief, and pursuant to section 3313.602A of the Ohio Revised Code, an oral recitation of the Pledge Of Allegiance may be a part of the programming at Global Impact on a regular basis and at special functions. The Board recognizes that some students and/or faculty members' beliefs may prohibit their participation in these patriotic exercises. Those who do not wish to participate in the Pledge of Allegiance will refrain from any act that would interfere with the participation of others.

#### **PUBLIC INFORMATION**

Information that is deemed newsworthy and would reflect positively on Global Impact should be submitted to the Director.

### **SCHOOL DAY SCHEDULE**

Classes at Global Impact begin promptly at 7:45 am and dismissal is at 2:30 pm. Students that use their transportation provided by their district of residence and must remain on campus after 2:30 will be required to wait in a supervised designated area. In the morning there will not be a staff member present until 7:30 am. After school all students need to be picked up unless prior arrangements are made. There will be no staff supervision available after 3:00 pm.

All school rules apply during this time.

### **SIGNS & POSTERS**

Students may not hang/display any sign or poster without approval from the Director.

### **STUDENT RECORDS**

While the student attends Global Impact, the school will maintain a set of student records. Global Impact will add to these records the appropriate evaluations of the student's performance. In accordance with Section 438 of Public Law 93-380, known as the Family Education Rights and Privacy Act of 1974, parents and students have the right to inspect and review official records directly related to their child and must, with certain exceptions, give written consent before any information is released by the school to outside agencies. The school district follows all guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Detailed FERPA guidelines may be acquired by contacting the Director. Details are found at the end of this planner.

### **SUBSTANCE ABUSE AND VOLUNTARY REFERRALS**

If a student has a substance abuse problem (alcohol, marijuana, other drugs) and would like help, he/she should contact the Student Services Coordinator or Director. Help will be made available and confidentiality will be observed.

### **TEXTBOOKS AND MACBOOK AIR COMPUTERS**

Textbooks, computers, media materials and other school-issued items are considered the property of the Global Impact STEM Academy and are provided to students for use in academic subjects. While normal use is expected, excessive wear, damage or loss may result in assessment of charges for repairs or replacement to the parent/emancipated student and the withholding of the student's report cards and/or credits. Students may be expected to purchase some books for their personal use through assessment of program fees.

### **VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and other valuable items are tempting targets for theft. Global Impact is not liable for any loss or damage to personal valuables.

### **VIRTUAL DAY**

Virtual days are on the calendar to provide students with the opportunity to work from home while the staff meets for professional development. The expectations of virtual day are for students to utilize this time for remediation and revision with access to teachers during the day. Attendance will be taken via our Agriculture Experience Tracker (AET).

### **VISITORS**

Visitors to Global Impact must display a visitor's pass. All visitors, vendors, former students, family members of staff, etc. **must enter and sign in at the Main Office** and display a visitor's pass. Instructors and staff members may request to see the visitor's pass. Visitors are encouraged to visit classrooms while school is in session. Visits should be coordinated ahead of time with building administration. Students should not bring friends or their children to school. Parents who wish to have a formal conference or meeting with a teacher must contact the Director's office to schedule a time when a meeting can be arranged. Parents may also call the school office at (937) 328-6600.

**SECTION II: DAILY SCHEDULE**

Regular Day  
7:45 AM – 2:30 PM

**Monday - Friday**

7:45 – 9:15	Period 1
9:15-10:45	Period 2
10:45-11:15	Lunch A Advisory
11:15-11:45	Lunch B Advisory
11:45-1:15	Period 3
1:15-2:30	Period 4

Two-Hour Delay:  
9:45 AM – 2:30 PM

9:45-10:45	Period 1
10:45-11:45	Period 2
11:45 – 12:15	Lunch A Advisory
12:15-12:45	Lunch B Advisory
12:45 – 1:40	Period 3
1:40 – 2:30	Period 4

**Schedule is subject to change.**

## SECTION III: ADMISSIONS, ACADEMICS, GRADING

### GRADING

Global Impact STEM Academy utilizes a Mastery-Based Learning system.

Mastery will be students who attain a 90% or greater. Students who do not reach mastery will be considered Work In Progress (WIP). If a student reaches graduation or withdraws from Global Impact a letter grade and point value will be assessed based on the grading system below if they have not reached mastery by that time.

A = Mastery

WIP = Work in Progress

Letter	%	Value
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	59 % Lower	0.0

Grades earned at a college or university will be weighted when they are recorded on the transcript and are calculated in students' cumulative GPA. The formula will adhere to the formula used to calculate Advanced Placement (AP) courses. A sample of the proposed formula is:

A is calculated as	5.0
B is calculated as	4.0
C is calculated as	3.0
D is calculated as	2.0
F is calculated as	0.0

College courses taken while a student is still in high school plan to be calculated on the high school transcript in the following manner:

- A 2-semester hour course will count for .67 high school credits.
- A 3 or 4 semester hour course will count for 1 high school credit.
- A 5-semester hour course will count for 1.5 high school credits.

### Academic Misconduct

Students who are caught cheating may be asked to present in front of an Academic Misconduct Board which may consist of teachers, students, parents and administrative staff so that students may grasp the severity of their actions and learn from them before they become college students or employees in the work force.

### GRADUATION/DIPLOMA REQUIREMENTS

Students must meet all requirements set forth by the Ohio Department of Education and the Global Impact STEM Academy Governing Board. (Board Policy 5460 - Graduation Requirements).

Students who have not achieved Mastery and whose progress is considered Work in Progress (WIP) for all courses except career tech, electives, dual enrollment, and college courses are expected to repeat that course for an additional semester. If Mastery (90%) is not achieved the second time through the course content, a percentage and grade will assigned for that course based on the second time through only. Board policy 5460: In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony. The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credit, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate. The requirements for graduation from high school including earning twenty-one (21) units of credit in grades nine through twelve as established in State law. However, no student shall be required to remain in school for any specific number of semesters or other terms if the student completes the required curriculum early. In addition to the aforementioned requirements, students enrolled at GISA are required to complete specific courses based on it's programing.

#### Year 1:

- Plant and Animal Biotechnology
- Agriculture, Food, and Natural Resources (Embedded)

#### Year 2:

- Environmental Sustainability (Environmental Science for Food, Agriculture and Natural Resources
- Science and Technology of Food
- Principles and Practices of Bioscience (Embedded)

#### Year 3:

- Bioresearch or
- Applications in Food Science

#### Year 4:

- A&E Capstone

- Student may possibly waive these courses only with administrative approval
- Students, who are new to Global Impact's programing after the first year, may take a differing sequence of coursework with some courses waived; however, still need to meet certain program requirements set forth by staff.

All students must receive instruction in economics and financial literacy during Grades 9 – 12.  
(Note: Credit requirements in State law must still be met.)

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined in the student handbook, while enrolled in grades 9 through 12, and as documented by the Director may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Credit may be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirement if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teacher high school;
- B. designated by the Board as meeting the high school curriculum requirements.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to Graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The Superintendent shall establish whatever administrative guidelines are necessary to comply with State rules and regulations.

#### **HOMEWORK**

The assigning of homework is to enhance the student's learning potential. Student grades will reflect the completion of all work, including outside assignments. Homework will not be used for disciplinary reasons. Homework policies and expectations will be further outlined in each teacher's classroom management plan.

#### **MAKE-UP WORK**

Students who are absent from school are required to complete work missed in each class. Due dates for make-up are specified by the teacher, but generally students will have days equal to the number of days missed to make-up work. Students who have unexcused absences or out of school suspensions do not receive credit for make-up work. Students are expected to contact the teacher at the earliest opportunity to make arrangements to make-up missed work. Lengthy absences may facilitate a meeting with the Student Services Coordinator and instructors (where work assignments and make-up requirements are determined), alternative assignments, and in some cases exemptions.

#### **LEARNING MANAGEMENT SYSTEM**

Global Impact STEM Academy uses Schoology to give parent, student and staff access to grades, assignments, and other important announcements daily. Parents are **Expected** to establish an account gaining access to the features of Schoology. Because Global Impact STEM Academy fosters a culture of independence and autonomy, parents, students and staff are expected to work together to ensure student success by utilizing the learning management system.

#### **REPORT CARDS/INTERIM REPORTS**

All parents/guardians and students will be advised regarding student achievement and progress through a variety of communication methods. The teaching staff will prepare reports at the end of each grading term. Mid-term progress reports will be mailed to all parents/guardians and students. Parents can also check our online grade program to see up-to-date student performance at any time as soon as it is set up. Global Impact plans for an intense support system for students and parents that will ensure success for all students at all different levels of success.

#### **SPECIAL EDUCATION SERVICES**

Global Impact will coordinate special educational services that are a part of a student's IEP once a student enrolls. This may be in conjunction with the district of residence in which the student will be coming from. This will also be done in compliance with Global Impacts Governing Board policies.

#### **STUDENT ASSESSMENT**

To measure student progress, students will be assessed in accordance with state standards and district policy. Unless exempted, each student will be expected to pass the OGT or assessments set forth in the CORE transition through ODE. All measures of compliance with mandatory state testing will be followed.

Students are assessed formally and informally to monitor progress and determine educational mastery levels. These assessments are also used to help the staff determine instructional needs. Classroom test, quizzes, and projects will be used to assess student program progress and to assign percentages. These tests are selected or prepared by teachers to assess how well the students have achieved specific instructional objectives.

Career and interest surveys, including ASVAB (Armed Services Vocational Aptitude Battery), may be given to identify particular areas of student interest or talent. College entrance information can be obtained from the Global Impact Student Services Coordinator as well as the College and Career Pathway Coordinator. Depending on the type of testing, specific information and/or parent/guardian consent may need to be obtained. Global Impact will not violate the rights of consent and privacy of a student participating in any form of evaluation. Global Impact students may participate in, national or state standardized and/or business/industry credential assessments before they exit some programing.

## CHANGE OF SCHEDULE AND/OR TRANSFER PROCEDURE BACK TO DISTRICT OF RESIDENCE

After a student registers and is accepted to Global Impact, the student is considered a student at the Global Impact. All registered and accepted students must begin the school year at the Global Impact.

Students who enroll at Global Impact STEM Academy are making a commitment to the expectations of being a Global Impact student. Students who desire to return to their district of residence are advised to exercise a great deal of discretion prior to initiating such a request. Such a request may not be granted once the school year has begun. A return to the district of residence after the school year has begun is a difficult process that could negatively affect a student's placement and desired course request at their district of residence. Request of this nature will be handled through the Director and Student Services Coordinator.

## EXTRA-CURRICULAR ELIGIBILITY

Students may participate in district of residence extracurricular programs but must meet that districts eligibility requirements.

## WORK PERMITS AND LABOR LAWS

Students can secure information about work permits and labor laws from the Student Services Coordinator.

## SECTION IV: ATTENDANCE

A student who is at least five, but under twenty-two years of age is entitled to attend public school free in the school district in which their "parent" resides as per Ohio Revised Code - Section 3313.64B. All children between the ages of six and eighteen years of age are required to attend school regularly unless excused by law. At such time as a school administrator/county attendance officer has reason to doubt a parent or guardian's statement that a child has been absent from school due to illness or when an illness has caused an excessive number of days of absence, the school administrator/attendance officer may require the parent or guardian of such child to secure a reason for absence from a licensed Ohio physician. If parents refuse to comply with this regulation, the attendance officer or his/her designee may initiate legal action to assure compliance with the attendance laws of the State of Ohio. Pursuant to enforcing our attendance policy via state law, "Chronic Truant" and "Habitual Truant" issues will be handled by our attendance staff and court officials.

## STUDENT ABSENCES:

We believe that the value of a student being in school cannot be measured solely by the attainment of passing grades. Learning goes well beyond that of the completion of assignments and the recall of facts and information. Further, research reveals a direct correlation between student attendance and academic success. Students, who attend school with a high degree of regularity, increase the likelihood of their academic success. Thus, we believe that the best attendance policy is one that places a high emphasis on students being in school, holds parents and students accountable for "poor" attendance, rewards students for "good attendance," and involves school personnel, parents, and the community in specific procedures designed to carry out established regulations. Based on these beliefs, we expect students' attendance to be 100%. However, realizing that circumstances arise which prevent students from meeting this expectation, we will encourage attendance for all students to be an integral part of their educational goal.

To ensure that these goals are met, the following guidelines have been established:

1. Parents/guardians are responsible for reporting their son/daughter's absence and the reason(s) for the absence. This should be done on the morning of the absence via a telephone call to the Global Impact main office: 937.328.6600. In the event that this is not possible, parents/guardians should notify the school of the absence the day following via a written note. Unless otherwise directed, this expectation is in force for students 18 and older as well.
2. School personnel are responsible for implementing a process whereby parents/guardians are contacted regarding an absence if parental notification has not occurred.
3. School personnel are responsible for providing staff members with the names of students who miss class as a result of scheduled field trips, and/or such things as guidance appointments, administrative conferences, special event participation, and other school related functions (includes approved district of residence extra-curricular activities). Students do not lose points or grades when on these types of school related assignments.
4. School personnel are responsible for recording full and one-half day student absences and, based on the reasons for the absence, will record the absences as being excused or unexcused as established by standards set forth by the State of Ohio.
5. Students are responsible for making up work due to any absence. Students will typically be given the same amount of time to make up the work as the amount of time that they were absent from class. However, for absences due to truancy, class cutting, and/or suspension, students may not be given credit for the makeup work. Alternate assignments may be given in lieu of certain assignments due to the nature of laboratory activity or waived at the discretion of the teacher or Dean.
6. Teachers are responsible for creating and maintaining a daily attendance in DASL and a participation point system to be used in each class that may influence the quarterly grade. Students who are absent from class due to an approved school activity do not lose points for this portion of their grade.
7. School personnel are responsible for implementing a system of accountability for student attendance related to the State of Ohio House Bill 140 as it pertains to eligibility for and maintenance of an Ohio Driver's License.
8. When Global Impact is in session, students are expected to attend school.

## RETURNING TO SCHOOL FOLLOWING AN ABSENCE

Students must comply with the following procedures:

1. Bring a note to the Attendance Office the day following the absence. This note has to be from a parent or guardian, doctor/dentist or other appropriate official explaining the nature of the absence. **A written note is required to be turned into the attendance office when the student returns to school.**
2. The Attendance Office will give the student a pass with the appropriate designation for the absence
3. The Director or designee handles attendance discipline after receiving information on unexcused or excessive absence from the attendance office and/or from instructors.
4. All absences are considered unexcused until a note has been brought to the Attendance Office.

## EXCUSED AND UNEXCUSED ABSENCES TO INCLUDE TARDIES

State law requires that all students be in school all days and hours that school is in session. Students who must be out due to reasons of health and/or family emergency may be returned to school on a statement from a parent or guardian to the Attendance Office. Depending on the reason, a student's absence may be classified as excused or unexcused.

## Absences considered excused, include, but are not limited to:

- A. Personal illness (Dr. verification/note may be required in cases of chronic absenteeism).
- B. Illness in immediate family

- C. Death in family or close personal acquaintance
- D. Home school activities
- E. Religious holiday
- F. Doctor's/Dentist's appointment
- G. Quarantine
- H. Court appearance, with proper documentation from the court
- I. No bus (pick-up at home or departing from home school)
- J. Family Vacation\* (limit 5 days)
- K. College Visitation or School to Work Activity\*\* +
- L. Hospitalization
- M. Military related\*\*+

\*Must be approved in advance by the Director or designee by completing and submitting appropriate documentation.

\*\* The Student Services Coordinator, College and Career Pathway Coordinator, or Director may grant days for college visits, a School-to-Work activity or military related activity by completing and submitting the appropriate documentation.

+ Like other excused absences, this is not used as a factor in determining quarterly grade

Parent notes MUST be received in the Attendance Office when the student returns to school. Parents may excuse their students up to ten (10) days. Five (5) days per semester. At that time, the student will be put on "Medical Status". When a student is put on "Medical Status," student absences will only be excused with appropriate medical, legal, and/or school documentation. Once a student is on "Medical Status" notes from a parent/guardian will not excuse an absence.

**An unexcused absence is for one of the following reasons (but not limited to):**

- (1) oversleeping
- (2) an absence supported by only a parent note after being placed on "Medical Status"
- (3) transportation issues
- (4) non-medical personal appointments
- (5) non-verified medical, legal, or school appointments
- (6) out-of-school suspensions
- (7) truancy
- (8) lock up in a law enforcement facility

**OR the absence is not supported by a parent note within two days of return to school. All notes must include the dates and times for which a student is excused.** Students entering school after 8:20 a.m. or leaving before 2:00 p.m. will be counted absent for ½ day. Absences will be labeled "Absent" until they can be classified as Excused or Unexcused. Any appeals concerning attendance must be made to the Main Office.

**TARDIES**

Any student who arrives between 7:50 and 8:20 am will be considered tardy. Three tardies equal 1/2 day unexcused absence. Any student who arrives after 8:20 am will be considered absent 1/2 day. Students who are not in their assigned room at 7:50 will be considered tardy, unless it is due to a bussing issue with the district of residence.

Excused tardies are medical appointments and all other situations as defined by the Director. Car trouble, over-sleeping, missing the bus, picking up a friend, etc. are NOT excused tardies.

Discipline procedures that we may exercise at Global Impact for unexcused tardies are:  
(Per Semester)

- 4 tardies - Lunch Detention
- 5 tardies - conference (in person or via phone)
- 6+ tardies - Wednesday School

- So on until the end of the semester

Improvement of student attendance will also involve parents and the proper authorities. Referral may be made to the proper authorities in accordance with Compulsory School Attendance Laws, Sections 3321.01 to 3321.13 ORC.

**ADDITIONAL PROCEDURES FOR UNEXCUSED ABSENCES**

Improvement of student attendance will also involve parents and the proper authorities. Referral may be made to the proper authorities in Accordance with Compulsory School Attendance Laws, Sections 3321.01 to 3321.13 ORC, and/or may result in suspension and expulsion.

*The following procedures will be followed if a student accumulates excessive unexcused absences*

- 3 days - Referral to the Director or designee for truancy awareness discussion with student and parent
- 4 days - Letter to parent and possible mediation with Juvenile Court and a Wednesday School every time there after
- 12 days - Possible filing of charges
- 15 days - Filing of charges with court

The Director may notify the Registrar of Motor Vehicles and Clark County Court when students are absent without legitimate excuse for 10 or more consecutive days or 15 or more days in any semester. This rule also includes students who withdraw from school before the age of 18, or if suspended or expelled from school under certain provisions. Upon receiving notice from the Director, the Registrar will suspend the temporary permit or driver's license under Ohio law.

**NOTE: There may be additional disciplinary consequences that accompany unexcused absences such as, but not limited to, in school suspension.**

**COLLEGE VISITATIONS, ARMED SERVICES, JOB INTERVIEWS**

Prior appointment and prior approval by the respective school designee or Director is needed for College and Armed Services visits with appropriate documentation. Job interviews are to be scheduled after school. Exceptions must be approved in advance by the respective Director and may be counted as excused absence(s).

**PERMISSION TO LEAVE SCHOOL DURING THE DAY/ EARLY DISMISSAL**

Permission to leave the building during the school day will be granted only through the Director or designee. Students failing to follow proper procedures will be considered truant. All notes requesting early dismissal must be turned in to the Main Office with a parent and/or guardians signature.

All physician/dentist appointments should be scheduled well in advance and during after-school hours. Notes for early dismissal for medical appointments should include doctor's name, phone number, and time of appointment. The telephone number of parent/guardian to be contacted for verification should also be included on the note. Arrangements for make-up work necessitated by an early dismissal are the responsibility of the student.

If appointments must be made during school hours, an excuse slip must be returned to the school from the physician or dentist within two days of student returning to school. **No student shall leave school without permission of the main office.**

**VACATION/ FAMILY TRAVEL**

Students planning an extended absence due to family travel or personal reasons should request a "leave of absence" form from the main office five days prior to departure. A maximum of five days may be excused. All days missed will accumulate towards the student's "Medical Status". Students already on "Medical Status" will not be granted excused absences.

**SECTION V: STUDENT RESPONSIBILITY AND CODE OF CONDUCT****PURPOSE AND INTENT OF THE STUDENT CODE OF CONDUCT**

Students learn best in an atmosphere of mutual acceptance and trust. The best discipline is self-acquired and not imposed. The ultimate goal is to help students see that rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law. The Student Code of Conduct, adopted by the Governing Board as required by Ohio Law, sets forth a student discipline code, which outlines the conduct for which a student may be removed from an activity, be suspended, or expelled from school.

In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order. A student may forfeit his/her right to educational opportunities when his/her conduct is such that it disrupts the educational process, deprives others of their basic rights, or violates rules as stated in the Student Code of Conduct.

**BEHAVIOR EXPECTATIONS**

Students are expected to abide by the rules as stated in the Student Code of Conduct and/or Rules and Regulations adopted by the Governing Board.

**STATEMENT OF 3**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy will be tolerated.

**STUDENT DISCIPLINE CODE**

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly."

Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after a review of facts and/or special circumstances of the situation. The absence of a behavior or any specific action not listed in the student discipline code does not mean that such conduct does not violate the discipline code or cannot be punished.

**JURISDICTION**

This code of conduct is in effect while students are under the authority of the school, school personnel, or involves a school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or at other school activities or programs. In addition, this Code of Conduct includes: misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property AND misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

**DRESS CODE**

Global Impact STEM Academy looks upon appropriate dress as a key component of the educational process. Global Impact prepares students for success now and in the future. Part of this preparation is educating students how to dress appropriately for different occasions.

Business casual will be the daily expectation for Global Impact students. However, business casual may not be appropriate for every activity. For those days when the school activities do not warrant business casual, the minimum standards have been listed below. Also included are the recommendations in regards to formal attire for when the activity may warrant such attire.

<b>Require Minimum Standards Casual</b> <i>Example for Boys</i>	<b>Required Minimum Standards Casual</b> <i>Example for Girls</i>
<ul style="list-style-type: none"> <li>• Jeans that are clean and intact</li> <li>• T-shirts with positive messages</li> <li>• Sneakers that are clean and intact</li> </ul>	<ul style="list-style-type: none"> <li>• Jeans that are clean and intact</li> <li>• T-shirts with positive messages</li> <li>• Skirts or dresses that cover the thigh</li> <li>• Shirts that have sleeves</li> <li>• Sneakers that are clean and intact</li> </ul>
<b>Recommended Business Casual</b> <i>Example for Boys</i>	<b>Recommended Business Casual</b> <i>Example for Girls</i>
<ul style="list-style-type: none"> <li>• Slacks or khaki pants</li> <li>• Polo/Henley shirt</li> <li>• Button-down shirt</li> <li>• Shirt tucked in with a belt</li> <li>• Dress shoes, loafers, clean tennis shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Slacks or khaki pants</li> <li>• Skirt—knee-length or below</li> <li>• Modest blouse, shirt or sweater</li> <li>• Dress—knee-length or below</li> <li>• Low-heeled shoes</li> </ul>
<b>Recommended Formal Attire</b> <i>Example for Boys</i>	<b>Recommended Formal Attire</b> <i>Example for Girls</i>
<ul style="list-style-type: none"> <li>• Slacks</li> <li>• Suit or Blazer</li> <li>• Tie</li> <li>• Button-down shirt</li> <li>• Shirt tucked in with a belt</li> <li>• Dress Shoes or loafers</li> </ul>	<ul style="list-style-type: none"> <li>• Slacks</li> <li>• Skirt--Knee-length or below</li> <li>• Dress--Knee-length or below</li> <li>• Modest blouse or shirt</li> <li>• Sweater or jacket</li> <li>• Low-heeled shoes</li> </ul>

**Unacceptable Clothing:**

The clothing listed below is not allowed due to generally accepted security and safety practices. Explanation of individual items with the “Unacceptable Clothing” can be given if students or families have a concern or would like to contest this code.

The following articles of clothing are not acceptable and may not be worn on campus during the school day or to any school-sponsored event.

- Any article of clothing or accessory that is deemed inappropriate by school personnel
- Any article of clothing that is obviously too large or too small for the wearer
- Any article of clothing or accessory that becomes identified as gang-related or is suspected to be gang-related
- Clothing with sexual references or innuendo, offensive language, or alcohol or drug references
- Hats
- Hoodies
- **Leggings**, Sweatpants, flannel or fleece pants
- Slippers (including those with a hard sole)
- Pajamas
- Overcoats, trench coats, dusters
- Shorts
- Flip flops
- Miniskirts
- Basketball shorts
- Tank tops, spaghetti straps, or camisoles of any kind, including layered tank tops
- Tattered or cutoff clothing of any kind

**Hair color must be a natural shade.**

**Students who come to school dressed inappropriately will be asked to change or make arrangements to go home or for parents to bring clothes to school.**

Continued violations of school dress policies will be treated as insubordination with the resulting disciplinary action:

- 3 violations - Referral to director
- 4 violations - Wednesday School
- 5 violations - Parent, student, director conference

Notice: Global Impact STEM Academy dress code is subject to change based upon new trends and information that applies to the safety of all students.

**SUPPLEMENT TO THE STUDENT CODE OF CONDUCT: INFORMATION YOU NEED TO KNOW**

**1. National Child Safety Council Guidelines: Bullying and Harassment:** Bullying is defined by Section 3313.666 of the Ohio Revised Code: Harassment, intimidation, or bullying. Indications of bullying include any intentional written, verbal, or physical act that a student exhibits towards another particular student more than once that causes mental or physical harm AND/OR is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for the other student. Both boys and girls bully and victims are both boys and girls. Bullying and Aggressive Behaviors are defined by a power imbalance between the bully and the target. A bully's power can be derived from physical size, strength, verbal skill, popularity, or gender. A bully's target feels tormented, helpless, and defenseless. Bullying is a form of violence. It can leave physical and emotional scars that can be carried into adulthood.

Harassment includes, but is not limited to the following: verbal harassment of others, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes- posters- cartoons- etc., suggesting or demanding sexual involvement by implied threats, a pattern of conduct that is subtle and intends to create discomfort or humiliation to another, remarks speculating or remarks about a person's sexual activities or history. Inappropriate boundary invasion by a school district employee or adult member of the school community to a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, advisor, or other school authority who engages in sexual or inappropriate physical contact with a student may be guilty of child abuse as defined by state law.

Global Impact penalties for bullying and harassment: Incidents of bullying and harassment will be treated as assault and/or menacing by the standards of the student code of conduct and follow that course of discipline. Additional precautions may include but not be limited to contact with parents, intervention of law enforcement, and involvement of Children's Services. It is our intent to do all within our jurisdiction to eliminate the dangers associated with bullying and harassment from our school zone for the students we serve. Resource guides will be available in our school office for students, parents, and staff.

**2. National Child Safety Council Guidelines: Violence:** Through school community partnerships, goals for keeping the school safe, identifying appropriate strategies, and employing strong security measures, it is the intent of Global Impact to keep a safe and orderly campus. School safety is most effective when school-wide policies and practices address the needs of students, school personnel, the community, and the school campus. Students can be positively involved in helping keep their campus safe. It is our intent to do all within our jurisdiction to eliminate violence in our school zone and keep it safe for the students we serve. Resource guides will be available in our school office for students, parents, and staff.

**3. National Child Safety Council Guidelines: Dating:** Schools today are vehicles for respected agencies like the National Child Safety Council to distribute information and coordinate programs to educate teens on the subject of safe dating. Statistics show that 1 in 5 high school students are physically or sexually abused by a person who is considered a "date." The National Child Safety Council provides information for teens and parents that help them determine the warning signs of abusive and violent relationships. This information also covers the issues of cyber dating. Millions of people look for relationships through internet sources. While many sites are safe and legitimate, sex offenders, predators, and scam artists may utilize cyber sources to prey on teens and children. It is our intent to do all within our jurisdiction to eliminate problems associated with dangerous and abusive dating. Resource guides will be available in our school office for students, parents, and staff.

**4. National Child Safety Council Guidelines: Sexual Assault:** It is the intention of our school to provide guides and necessary education where possible for the prevention of sexual assault. Dealing with sexual assault can be very complicated. Each person reacts differently to trauma, but general guidelines that may guide family and friends through the support necessary to make a difference. Sexual assault does include rape, but it also includes sexual harassment, stalking, and obscene phone calls. Modern technology brings this problem to the computers our children use via cyber harassment and threats. It is our intent to do all within our jurisdiction to eliminate the danger of sexual assault against the students we serve. Resource guides will be available in our school office for students, parents, and staff.

**5. National Child Safety Council Guidelines: Sexting:** Students are not allowed to use electronic devices in a class or lab and devices must be shut off during classes and labs. One problem inherent with the use of electronic devices and teens is the growing problem of "sexting." Sexting is the sending, uploading, receiving, or forwarding of explicit photos, videos, or text. Photos or videos are often taken using camera phones or Web cams and passed through cell phones or computers using the internet. Doing this in school or using school based or issued computers is explicitly forbidden by school policy. However, students also need to understand the dangers of doing this at any time. Once an item is sent or posted, it is no longer private and it can exist for indefinite periods causing future embarrassment and harassment. . . It is our intent to do all within our jurisdiction to eliminate the dangers correlated to sexting with the students we serve. Issues of sexting may be punished under the "Immortality" rule of our student code of conduct. Resource guides are available in our school office for students, parents, and staff.

**6. Gangs:** Global Impact bars gangs and gang related activity from the property and jurisdiction of the school. Any violation of this directive is handled via the student code of conduct section that includes menacing. Definition: a gang is any identifiable group that exists without sponsorship of the school or sponsorship of a recognized community organization and has no acceptable social goals. Insignia: No gang insignia or colors may be worn or carried by any student on the school grounds or jurisdiction of the school. This includes but is not limited to headbands, jackets, swatches of fabric or other clothing which is identifiable with a gang. Tattoos or other imprints on the body that are permanent or removable, medallions or other jewelry which identify gang members or which represent gangs are prohibited.

**7. Student Drug Abuse:** The Global Impact Governing Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

**For purposes of this policy, "drugs" shall mean:**

1. All dangerous controlled substances as so designated and prohibited by Ohio Statute;
2. All chemicals which release toxic vapors;
3. All alcoholic beverages;
4. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. Anabolic steroids;
6. Any substance that is a "look-alike" to any of the above.

The Board prohibits:

1. The use, possession, concealment, sale, purchase or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, and at any school-sponsored event, or
2. The solicitation, or facilitation or participation in the use, possession, concealment, sale, purchase, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, on school grounds, on school vehicles, and at any school-sponsored event.

It further establishes a drug-free zone within 1,000 feet of any facility used by the District for educational purposes.

Students who have the odor of alcohol/drugs on or about their person or clothes may be disciplined under this policy.

#### **Consequences for Violation of Drug Abuse Policy**

Once it has been determined there has been a violation of the drug abuse policy, the following procedures will be followed:

Procedures:

1. The student will be suspended for ten (10) days in compliance with due process procedures.
2. A recommendation will be made to the Director that the student be expelled from school.
3. Charges will be filed with the Police Department against the student for possession and/or use of narcotics, alcohol, or illegal drugs.

*Global Impact provides resources and staff dedicated to assisting students and parents. When parents and schools work together for the benefit our teens, the threats highlighted in this special section greatly decrease in frequency. The issues contained in this section include offenses that can also be initiated and/or conducted via technology. Students, parents, and members of the school community are encouraged to report any form of the above behaviors to the Director or Student Services Coordinator.*

## **CODE OF CONDUCT CATEGORIES**

### **1. NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS, DRUG PARAPHERNALIA, COUNTERFEIT CONTROLLED SUBSTANCES, MOOD ALTERING CHEMICALS OF ANY KIND**

A student shall not possess, use, transmit, sell, conceal, or demonstrate evidence of consumption of narcotics, marijuana, drugs, alcoholic beverages, and/or mood altering substances of any kind, nor shall a student have the odor of alcohol on or about their person. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia

### **2. DANGEROUS WEAPONS & INSTRUMENTS**

A student shall not bring a dangerous weapon/instrument to school, to a school-sponsored activity, or onto any other property owned or controlled by the Governing Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or instrument while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board.

“Dangerous Weapon or Instrument” includes, but is not limited to: a sharp blade or any cutting instrument, chain, club, metal knuckles, fireworks, explosives, noxious irritation or poisonous gases, poison or firearm and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action.

A student shall not possess, transmit, use, or conceal a look-alike weapon including, but not limited to, a knife, gun, or a device that could be considered a look-alike weapon. Look-alike weapons will be treated the same as any of the above

It will make no difference whether or not the weapon or instrument belongs to the student or to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed a student other than the one who possessed the weapon brought the weapon on school grounds, that student shall also be subject to the same disciplinary action.

### **3. SMOKING AND/OR POSSESSION OF TOBACCO, LOOK-ALIKE TOBACCO, OR ANY SMOKING PARAPHERNALIA**

A student shall not smoke, use, or possess tobacco, clove cigarettes or other non-tobacco materials that may be used for smoking.

### **4. FIGHTING/ASSAULT**

Students will not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons. A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault. Menacing (the act of threatening or intimidating another person without physical contact) is treated the same as assault.

### **5. THEFT OR POSSESSION OF STOLEN PROPERTY**

A student shall not take or acquire the property of others without the consent of the owner.

### **6. DAMAGING OR DIRECTLY MISUSING SCHOOL PROPERTY, EQUIPMENT, OR MATERIALS**

A student shall not cause or attempt to cause damage to school property, equipment, or materials.

### **7. DAMAGING OR DIRECTLY MISUSING PRIVATE PROPERTY, EQUIPMENT, OR MATERIALS**

A student shall not cause or attempt to cause damage to private property, equipment, or materials.

### **8. ACADEMIC DISHONESTY, CHEATING, FORGERY, OR FRAUD**

A student shall not cheat on any educational assignment. A student shall not alter, destroy, or falsify any school record, form, or other school data. A student shall not remove any school record from its official place of deposit.

### **9. PARKING/DRIVING VIOLATIONS**

All student drivers are expected to fill out and submit a parking and vehicle registration form to the main office. Any violation of a school rule, including but not limited to driving safety, attendance, excessive tardiness, or a violation of any stipulations in the agreement or the spirit of this agreement or any behaviors determined to put health and/or safety at risk, may result in the loss of driving privileges.

**10. LOITERING, TRESPASSING, OR UNAUTHORIZED ENTRY**

A student shall not enter any closed or restricted school building or area of the campus.

**11. THREATENING BEHAVIOR: VERBAL OR WRITTEN PHYSICAL THREATS**

A student shall not make any verbal, written, or any other gesture(s) that may be interpreted as a threat against the school or its administrative staff, instructional staff, another student, or anyone present within or on school grounds, at a school sponsored activity, or on transportation associated with school activities. Any such threat will be considered in violation of the school's code of conduct and the appropriate law enforcement agency will be immediately contacted in addition to school discipline being implemented.

**12. HARASSMENT, INTIMIDATION, BULLYING, HAZING – REPEATED THREATENING BEHAVIOR**

A student shall not plan, encourage or engage in any harassment of another student or person. Harassment may include, but not be limited to, physical, mental, and/or sexual harassment/misconduct and may include retaliation, coercion, interference, or intimidation. Harassment also includes bullying, cyber bullying, and dating violence. A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person. This includes knowingly providing false information to administration and/or instructors. SEE SPECIAL SECTION ON BULLYING AND HARASSMENT.

**13. CONDUCT OF A NATURE THAT INVITES HARM TO OTHERS OR INCITES OTHERS TO DISORDERLY CONDUCT, VIOLENCE, OR RIOT**

A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extracurricular activity, or the normal operation of school. A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause.

**14. USE OF OBSCENE LANGUAGE, GESTURES, AND INAPPROPRIATE MATERIAL**

A student shall not use profane or obscene language or gestures. No student shall engage in sexual acts on school property or during school events. No student shall commit any acts of gross immorality on school property or during school events. No student shall publish, distribute or possess obscene or pornographic material on school property or during school events or access obscene or pornographic Internet sites in the school building or bring obscene or pornographic computer material into the school facility. "Sexting" falls under the category of inappropriate.

**15. INSUBORDINATION**

A student shall not refuse or otherwise fail to follow directives given by school personnel, nor shall the student refuse to identify himself/herself when asked to do so by any Global Impact staff member.

**16. TARDINESS - EXCESSIVE TO SCHOOL, CLASS, OR LUNCH**

Any student who arrives to school, class, or lunch after the designated starting time must report to the Main Office to sign in and receive a tardy slip. The policy on tardiness permits a student to be considered excused if the lateness in arriving is a result of an important appointment, illness, or emergency, provided the school receives parental/guardian verification by telephone or in writing.

**17. VIOLATION OF NETWORK AND INTERNET ACCEPTABLE USE POLICY**

A student shall not, without proper authority, use any computer or computer component to include printers, scanners and other equipment without expressed consent of an instructor or staff member. All use of the aforementioned equipment and the Global Impact issued computers will fall under the Acceptable Use Policy (AUP) signed by each student. Global Impact reserves the right to retrieve any technology property (including issued computers) and conduct searches. Issued computers are for educational purposes only as outlined by Global Impact programs of study. Using issued computers for activity outside of this statement may result in violation of the AUP.

**18. UNEXCUSED ABSENCE OR DEPARTURE FROM SCHOOL OR CLASS – TRUANCY**

A student shall comply with the compulsory attendance laws and shall not be absent from his/her assigned class or from school without the knowledge of his/her parents/guardians or school officials. A student shall not cut any educational assignment (class, study hall, field trip, etc.).

**19. INAPPROPRIATE ATTIRE OR DRESS CODE VIOLATION**

Students are expected to comply with the reasonable expectations of dress for a professional setting. These guidelines include cleanliness and proper fit. This is generally regarded as "business and industry appropriate." The dress code is outlined in detail in this section of the student handbook. Refer to the previous detailed explanation.

**20. GENERAL MISCONDUCT OR DISRESPECT**

A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives. Students shall not engage in activity that can or does result in injury to another student. Although this rule draws a line between fighting and engaging in roughhousing with friends or acquaintances, the penalties for horseplay that results in or can result in injury to students or school property may be punished to the same degree as fighting.

A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner will be disciplined according to the consequences given for the rule being violated by the other student. Because the Governing Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to Administration. Failure to report such knowledge may be subject to the disciplinary action outlined above.

## **ADMINISTRATION OF STUDENT DISCIPLINARY CODE**

The Director, or designee, shall administer the student disciplinary code and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

**DISCIPLINARY STEPS**

It is first determined if the offense is a classroom matter or an administrative matter. **Teachers and support staff have a number of steps in their classroom management plans to handle minor discipline occurrences.** When the offense merits administrative intervention, the following steps are implemented:

- A. Administrative conference with student and/or parent
- B. One (1) day suspension, Isolated Learning Environment (ILE) (Lunch Detention, After school detention, Wednesday School Detention if facilitation is available, Friday School Detention if facilitation is available, Saturday School).
- C. Three (3) day suspension (out-of-school)

- D. Five (5) day suspension (out-of-school)
- E. Ten (10) day suspension (out-of-school)
- F. Recommendation for expulsion
- G. Restoration/restitution/community service
- H. Police notification and/or arrest
- I. Loss of school privileges

### **DISCIPLINE OPTIONS**

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. While under the jurisdiction of the school, or on school property, or in a school vehicle, or off school grounds immediately before or after school, or on the way to or from school, or at any school sponsored activity on or off school grounds, a violation on the part of a student of any one or more of the following rules of conduct shall result in disciplinary action including, but not limited to, denial of participation in an activity, counseling, parent conference, detention, In-School Suspension, emergency removal, removal from a school vehicle, suspension from school and expulsion from school.

#### **1. Informal Discipline**

1. Detention/Friday School Detention (when available):

Detention will be issued by school officials as necessary.

Detentions may be given for violation of school or classroom rules.

Detentions will be served at the discretion of administration.

Students are required to arrive for their detention with written assignments. Students arriving late or without work to do will not be permitted to serve detention.

Students will be afforded at least 24 hours notice to make necessary arrangements to serve their detention. However, neither employment requirements nor personal commitments will constitute exemption from detention.

#### **2. Wednesday, Friday/Saturday School**

Wednesday, Friday/Saturday School may be assigned for, but not limited to the following:

- Three or more minor classroom or school-wide infractions recorded in the main office.
- Seven or more tardies in a semester.
- At five infractions students may be assigned 2 Saturday School sessions.
- One-time major infractions listed under Code of Conduct Categories on page 13 of the Student Handbook or instances deemed by the Director as major infractions and/or infractions that are repetitive in nature.
- Missing an assigned session. (May result in multiple sessions to be served)
- A Saturday School unsuccessfully served by violation of guidelines listed below.

Wednesday, Friday/Saturday School notification:

- The Director or school designee will notify students of their Wednesday, Friday/Saturday School assignment after review of discipline occurrence(s).
- Parents will be notified of the Saturday School assignment by:
  - o Notification sent home that needs to be signed and returned to school
  - o Attempt to reach parent via phone call
  - o Letter sent home in mail
- Students/Parents may only reschedule Saturday School once per term.
- Absence from school on Friday, does not excuse a student from Saturday School.

Wednesday, Friday/Saturday School Guidelines:

- Saturday School is held on specific Saturdays from 8:00 a.m. until 12:00 p.m. Wednesday/Friday sessions will start promptly after school (2:30 p.m. – 4:30 p.m.). No latecomers will be permitted.
- No electronic devices are allowed. This includes, but not limited to iPod, cell phone, and student issued laptop.
- If you do not attend an assigned session, the Director will be notified and additional sessions will be assigned.
- Breaks are held from 10:00 a.m. until 10:15 a.m. sharp for Saturday School and there will be no assigned breaks for Wednesday/Friday sessions.
- Students will not be allowed to leave an assigned session early.
- For student safety and supervision, students will only be allowed to go to the restrooms, their lockers, etc. during designated breaks.
- Students will be required to bring and complete schoolwork during each assigned. Instructors will work ahead of time to assign work in which student issued laptops are not required.
- Students will not be allowed to sleep or appear to be sleeping (head on desk).
- Students will not be allowed to talk to other students.
- School rules and Dress Code apply (business casual). A student not complying will be asked to leave, resulting in an unsuccessful completion of session.
- If you cannot attend assigned session, notify Mrs. Kohlbacher or Mrs. Keener in the Main Office with a note to be reassigned. Students may only reschedule one session.
- Students must remain in the building. If a student leaves, they will not be permitted back to serve the remainder of that Saturday School session.
- Skipping a Wednesday, Friday/Saturday School will result in two sessions that will need to be served.
- If a student does not arrive on time, fails to meet guidelines, or leaves early at any point, the session will be considered unsuccessful and will have to be rescheduled and made up.

#### **3. Isolated Learning Environment (ILE)**

Students assigned to ILE should report to the appropriate room by 7:45 a.m. and meet the Assistant Director or school designee.

Students: 1) are to have sufficient learning activities and materials for the period of their restriction; 2) are not to communicate with each other unless given special permission to do so; 3) are to remain in their designated seats at all times unless permission is granted to do otherwise; 4) shall not be allowed to use the telephone; 5) shall not be allowed to put their heads down or sleep; 6) shall have no electronic devices, cards, magazines, or other recreational articles in the room; 7) shall consume no food or beverages while in the room. Students who fail to work on school assignments and/or fail to cooperate with ILE monitor will be dismissed from ILE and appropriate discipline will be enacted. Students will not be permitted to sleep and/or just sit, etc. NOTE: Each ILE assignment that a student fails to serve/complete satisfactorily could result in the student being suspended out of school. Students in ILE are considered IN SCHOOL. This means that no unexcused absences will be issued and no grades effected.

Generally, ILE assignment will provide time for the student to secure work to take to ILE. It is the student's responsibility, not the teacher's, to secure needed work to stay current in classes. The Director or school designee can only assign ILE.

#### **4. Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Suspensions and expulsions carry over to participation of activities at the student's district of residence, including sports and other extra-curricular's.

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

#### **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

##### **1. Suspension from School**

When a student is considered for a suspension, an administrator will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After an informal hearing, the administrator will make a decision whether or not to recommend suspension. If a student is suspended his/her parent(s)/guardian(s) will be notified, in writing within one day of the reason for and length of suspension. The suspension may be appealed by scheduling an appointment with a Director. The Director must receive a written appeal request within ten (10) days after the receipt of the suspension notice. During the appeal process the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas. When a student is suspended, s/he may make up work missed while on suspension without credit. Any learning that cannot be made up such as labs, field trips, skill practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

##### **2. Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents/guardians. Students being considered for expulsion may or may not be removed immediately. A formal hearing is scheduled with the Director, during which the student may be represented by his/her parent(s)/guardian(s), legal counsel and/or by a person of his/her choice. Within ten (10) days after the Director notifies the parents of the expulsion, the expulsion can be appealed, in writing, to the Governing Board. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Governing Board. Again, the right to representation is available. Expulsion for certain violations may result in revocation of a student's driver's license or permanent exclusion from school. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

##### **3. Permanent Exclusion**

When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that s/he may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Any possession or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents/guardians. The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Director.

##### **4. Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) of Section 504 of the Rehabilitation Act of 1973.

#### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Governing Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Search dogs may be brought in for assistance. Students may be provided cubbies, lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. Surveillance cameras may be used on campus and students may be disciplined on the basis of the video.

#### **STUDENT RIGHTS OF 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 school guidelines.

##### **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. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Director 24 hours prior to display. Other restrictions may apply based on the Clark State Community College guidelines.

**STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is for the benefit of the students. The staff is to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to a Director. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Suggestions, concerns, and grievances may be directed to a Director. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

**EMERGENCY REMOVAL**

This emergency is defined where a student whose presence poses a continual danger to persons or property, or poses an ongoing threat of disruption to the academic process taking place either in the classroom, somewhere on the school property, or at a school activity. The Director may remove the student from curricular or extracurricular activity or from the school premises. A teacher may remove a student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one school day. If the emergency removal exceeds one school day, then a hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reasons for the removal and any intended disciplinary action will be provided to the student as soon as practical prior to the hearing. If the student is subject to an out of school suspension, those protocols for due process will be followed.

**SECTION VI: ACCEPTABLE USE OF TECHNOLOGY**

At Global Impact Stem Academy, our students have access to many valuable instructional technology tools as well as Internet access in our media center, technology labs, and classrooms. Our goal is to teach students to utilize these electronic resources to enhance our school's instructional goals.

1. Student use of instructional media must be in support of grade appropriate GISA Instructional Technology Competencies.
2. Students will use respect and show proper care and handling of all equipment. Any student found to be intentionally damaging any software or hardware will be cited for school property abuse.
3. Students are expected to respect and not attempt to by-pass security in place on computers. Changing or attempting to change a computer's settings is a violation of acceptable use of our equipment.
4. Students will observe software copyright laws. No students will bring software from home to copy on school workstations, nor will students copy school software for personal use.
5. When using the Internet, students will be held responsible for information viewed, received, and sent.
6. Students are expected to respect the work and ownership rights of students, staff, and people outside the building.

The Board recognizes that electronic media, including the Internet, provides access to a wide variety of instructional resources in an effort to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Board and for the purpose of instructional support. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The purpose of these guidelines is to ensure that all GISA technology users share the GISA technology resources in an effective, efficient, ethical and lawful manner. GISA technology should be used for legitimate educational reasons only, and not for personal use.

Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of the GISA network and/or other electronic informational services including electronic mail (e-mail). Users must respect intellectual property rights and understand that school system data accessible over the network, regardless of the computer or device being used, constitutes property. All electronic, telephonic, and communications transmitted by, received from, or stored in these systems are property of the Global Impact STEM Academy. Users of such systems should have no expectation of privacy. Student e-mail use for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GISA e-mail private or confidential in any way.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover on an electronic resource. Global Impact STEM Academy personnel will make every effort to educate and guide all users in the proper use of electronic media, including the Internet. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users) must understand that neither the Global Impact STEM Academy nor any district staff member controls the content of the information available on these other systems. Some of the information available is controversial and sometimes may be offensive. Global Impact STEM Academy DOES NOT CONDONE the use of such materials. Therefore, it is imperative that the user be held accountable for the appropriate utilization of this technology.

Use of the District's Technology Resources to access or transmit obscene, pornographic or violent materials or to transmit materials likely to be threatening, offensive or objectionable is prohibited. Such prohibited materials include, but are not limited to, "hacking" materials; "cyberbullying" activities; racist material or hate literature; terrorism instructions/directions or other dangerous information; profane or vulgar materials; threatening or inflammatory language; false or defamatory materials; disparagement of others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation; and any materials that advocate violating other's rights. In the context of educational purposes, the District may allow research or investigation of some objectionable materials to allow students to be better prepared to recognize social harms and improve their ability to deal effectively therewith.

ACCESS IS A PRIVILEGE - NOT A RIGHT! Inappropriate use will result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the policies and procedures of Global Impact STEM Academy. All students are expected to treat this learning tool with respect. GISA technology and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work or use a computer to steal property.
- Gain unauthorized access to other people's files or resources by using someone else's password.
- Make changes to the hardware or software configurations or installations of any machine.
- Improperly using the network. This includes introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

iTunes use is allowed through a school assigned account. Syncing school assigned accounts with personal accounts is prohibited. Vouchers or iTunes pre-paid cards can only be used on school assigned accounts. Apps purchased through a school assigned account, regardless of funding source, are the property of the

Global Impact STEM Academy.

**Legal parent/guardian permission is not necessary for student participation in Ohio Department of Education required online testing. (Pending state and federal laws, rules and regulations.)**

All students must promptly report to a teacher any inappropriate information or material they encounter when using the Internet or which they believe may be available based on Internet usage by other individuals. Any student who receives a comment, through any school related Technology Resource, that makes him/her feel uncomfortable or that is not respectful must tell his/her teacher, administrator or principal immediately. (The student should not respond to the comment.)

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Director/designee will develop a program to educate students on these issues.

## **SECTION VII: SAFETY**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation, fire, tornado, lock-down, and other applicable safety drills. In the event of an emergency or a serious threat to safety parents and/or guardians will be notified via "robo call."

If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School Office.

Students with specific health care needs should deliver written notice about such needs, along with physician's documentation, to the School Office.

There are vast amounts of equipment and supplies used in the programing at Global Impact. It is our goal to match as closely as possible actual business and industry work situations as well as advance science labs. For their personal safety and for the safety of others, students must follow all instructions of Global Impact staff. Some equipment and supplies could cause injury if proper procedures are not followed. It is absolutely essential that all students observe the safety requirements of their programs. Disregarding any of the requirements will result in corrective action.

All injuries must be reported to the teacher and to the office. If injuries are minor, the student may be treated and return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents or guardians.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will speak with the student. The child's parent may be contacted at that time. No student will be released from school without the proper parental permission.

### **GENERAL PROCEDURES**

- (A) Students are responsible for the proper use of equipment and being safety compliant.
- (B) Do not operate any unfamiliar equipment or use any unfamiliar supplies.
- (C) Reference procedures described on the (MSDS) Material Safety Data Sheets when using supplies.
- (D) Students will seek permission from instructor before operating equipment.
- (E) Students will receive permission from Director before using school equipment outside of labs and classrooms.
- (F) Report any faulty equipment or unsafe conditions to the instructor.
- (G) Report any injuries to the instructor and seek first aid treatment immediately from the school designee.
- (H) Keep the work area clean.

### **SECURITY**

- All visitors must report to the office when they arrive at school
- All visitors are given and required to wear a building pass while they are in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass.
- Students and staff are expected to immediately report to teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Students are required to carry and wear their student ID's at all times when they come available.
- District employees will wear ID's as directed by administration

## SECTION VIII: COMPLIANCE

### PUBLIC NOTICE

#### NON- DISCRIMINATION POLICY

Global Impact STEM Academy affirms that equal opportunities are offered without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, handicap, marital status, or veteran status. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail in all Board policies concerning school employees and students. The compliance officer may be reached by contacting the Board Office.

#### TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES AND PREAMBLE

Alleged Discrimination Grievance Procedure:

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Right (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that Global Impact or any school official has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 (disability, e.g., Special Education and Orthopedic), or the Age Discrimination Act of 1975, as amended, 20, U.S.C. Et. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint which shall be referred to as a formal grievance.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the Director level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed.

**STEP 1:** An alleged formal discrimination grievance complaint should first be made to the Director within ten school days of date incident occurred. This complaint is to state the date, time, place, and people involved. It can be made verbally or in writing.

**STEP 2:** If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator within five school days.

TITLE IX/Section 504 Coordinator

Compliance Officer: Jamison Truebenbach

Global Impact STEM Academy

PO Box 1344

Springfield OH 45501

(937) 328-6600

**STEP 3:** If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erievuew Plaza, Room 300, Cleveland, Ohio 44114-1816.

NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the director. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

## SECTION IX: PUBLIC RECORDS

Global Impact follows the guidelines of the Family Rights to Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) regarding the release of directory information. The school will make directory information available upon receiving a legitimate request from colleges, universities and military recruiters. Parents, guardians and emancipated students who do not want directory information released should notify the Global Impact Student Services Coordinator. Under Ohio law, directory information includes the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

While participating in school-sponsored activities, students' images and voices may appear on videos, printed materials, and the Global Impact web site. School staff and administration will monitor all media activities. Parents/Guardians who do not want their child's image and/or voice used, should notify the Global Impact Student Services Coordinator in writing by October 1st of the school year or within 30 days of enrollment at Global Impact STEM Academy.

**NOTIFICATION OF RIGHTS UNDER FERPA:** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school 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 the records may be inspected.
2. The rights to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. 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 educational 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 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his

or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another 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 Global Impact 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 20202-5920*

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):** PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Global Impact STEM Academy will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Global Impact will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Global Impact will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Global Impact will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents 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. 20202-5920*

**STUDENT BASED COMMERCIAL SERVICES:** Global Impact collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, school jewelry, and graduation products. Parents/Guardians who do not want their child to participate in this activity should notify the Global Impact Student Services Coordinator in writing by October 1st of the school year or within 30 days of enrollment at Global Impact.

## SECTION X: PARENT RIGHT TO KNOW

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I Funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may ask for the information by contacting the school's main office. Or you may fax or e-mail your request to the below listed fax number or e-mail address.

Be sure to give the following information with your request:

Fax: 937-328-6655

Email: [kkohlbacher@globalimpactacademy.org](mailto:kkohlbacher@globalimpactacademy.org)

Please include with your request:

Child's full name

Parent/guardian full name

Address

City, state, ZIP

Teacher's name

Sources: Office of Federal Programs

Key Words: Parent, Teacher Qualifications

RE: No Child Left Behind (NCLB) Act, Section 1111 (h)(6)(Q)

## SECTION XI: PARENT / TEACHER / STUDENT COMPACT

The Global Impact STEM Academy's mission is to develop the following values within the students it serves:

### ***My Life:***

*-Independent Student -Accountable Individual*

*Students are encouraged to grow independently as advocates of their own education, becoming informed, responsible citizens and lifelong learners.*

### ***My Choice:***

*-Educated Risk-Taker -Effective Collaborator*

*Students are given the opportunity to choose a pathway best suited for them: one designed to promote real-world application and mastery learning.*

### ***My Impact:***

*-Resourceful Innovator -Responsible Decision Maker*

*Students are involved in promoting and sustaining a culture that develops both global and self-awareness creating conscientious, adaptable individuals.*

### ***Teacher Compact Includes:***

- *Provide a safe and caring learning environment where each child will learn to be responsible for his/her own behavior and learning;*
- *Follow the curriculum designed to meet the needs of the children and make this curriculum known to parents;*
- *Take into account individual strengths in children;*
- *Help children follow the school and classroom expectations;*
- *Keep parents informed of their child's progress on a regular basis;*
- *Communicate to the parent the expectations for the student and the parent; (homework, behavior, mastery)*
- *Schedule parent/teacher conferences to accommodate parents' schedules the best we can;*
- *Attend school functions;*
- *Teach in all areas of intelligence;*
- *Assign work and review/record the return of that work.*

### ***Parent Compact Includes:***

- *Supervise the completion of my child's work and progress according to the teacher's guidelines;*
- *Follow progress via the learning management system;*
- *Attend at least one parent/teacher conference either at the regularly-scheduled conference or at a convenient time to be arranged between the parent and teacher;*
- *Communicate expectations for my child's education to the teacher and notify the teacher of any significant events or changes in my child's life;*
- *Monitor both the amount of time my child spends with school and non-school related technology;*
- *Ensure that my child has Internet access at home or another location to engage with instructors after school and cancellations.*

### ***Student Compact Includes:***

- *Attend school regularly and return completed work and revisions in a timely manner;*
- *Keep my parents informed of school activities, projects, and events;*
- *Follow school and classroom expectations;*
- *Respect my instructor, fellow students, and other people at the school and in the community, embracing the values adopted by Global Impact.*