

REACH ACADEMY

Parent and Student Handbook

2017-2018

Dawn Milner
School Leader

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Toledo, Ohio 43605
419-691-4876

www.ReachAcademyToledo.com



This hand book is the property of

Welcome to REACH Academy!

A message from the School Leader

This handbook is provided to you so that all students and families enrolled at REACH Academy have full access to information that will help allow for a successful school year. All students and parents should read the handbook and become familiar with the rules, policies, and procedures described within. We are happy to answer any questions you may have.

We look forward to working with you and your family throughout the year!

Mrs. Dawn Milner, School Leader

Board of Directors

Rachel Rodriguez - President
Marjory Goodloe -Vice President
Daniel Montrie - Treasurer
Crystal Harris-Darnell - Secretary
Charles Allen - Member

Educational Service Provider

The Leona Group, LLC
3911 Martha Avenue
Toledo, OH 43612
419-474-3235

Sponsor

Buckeye Community Hope Foundation
3021 E. Dublin-Granville Rd.
Columbus, Ohio 43231
Phone: (614) 942-2020
<http://buckeyehope.org>

Our Mission

At REACH Academy, learning is our highest priority and ALL students can learn. Students achieve their fullest potential through effective instruction, high standards and expectations, and learning personal responsibility and accountability for their actions. We believe that our school, families, and community are partners in education and share the collective responsibility of educating today's youth for tomorrow's challenges.

Our Vision

Responsible
Educated
Accountable
Community of
Helpers

Notice to Parents

REACH Academy is participating in an effort to identify, locate, and educate all children who may have disabilities. For more information regarding assistance for students with disabilities, or if you suspect a child may have a disability, please contact the school leader.

Enrollment

REACH Academy follows all requirements outlined by Buckeye Community Hope Foundation, in addition to the state and federal guidelines relating to applications and enrollments.

In late winter, enrollment opens for current students to re-enroll for the next school year. Preference is given to returning students and their siblings. During the spring's advertised open enrollment period, any local and/or state resident may apply. Available spaces are filled on a first come, first served basis as determined by the date that all required documents and forms are submitted to the office. Once available spaces are filled, a waiting list will be created. Current students who have not re-enrolled by the spring open enrollment period could lose their space for the next school year.

Daily Schedule

7:20-7:50 a.m.	Breakfast
7:45 a.m.	Classrooms Open
7:50 a.m.	School Begins
10:50-11:30 a.m.	First Lunch Block (K-2)
11:20 a.m. -12:00 noon	Second Lunch Block (3-5)
2:35 p.m.	Dismissal

School Hours

Our school hours are from 7:50AM-2:35 PM. Children who are in the building prior to 7:45 a.m. MUST report to the cafeteria, whether or not they are eating breakfast. Classrooms open at 7:45a.m. Students arriving at 7:45 a.m. or after may report directly to their classrooms.

For the safety of REACH Academy students and staff, all entrances will be locked between 7:50 a.m. and 2:35p.m., and then again at 3:00 p.m. To enter the school during these hours, please report to the main entrance and ring the buzzer. All guests are required to report to the office and sign in and out. Visitors will be required to wear a "Visitor" identification badge at all times.

Whenever a student is leaving the school building during the school day, for ANY reason, the person picking up the student MUST come to the school office to sign the student out of the building. The student will be called from the classroom by office personnel. No student will be allowed to leave the building without this procedure being followed.

Students are welcome on school grounds between 7:20am and 2:45pm. All school rules, policies, and expectations will apply to students while they are on school grounds.

When a student is late to school, the student must report to the school office to get a late pass before going to class. Parents are required to call the school office to inform the school of the child's late arrival. Excessive tardies may be reported as truancy (see Attendance).

Parent Visitation and “Open Door” Policy

REACH Academy has an “Open Door” policy where parents are allowed and encouraged to visit their child(ren) at any time they please, provided they follow the established guidelines.

Visitors should be limited to parents or other family members that are listed on the emergency contact form. The school reserves the right to limit the number of visitors to a classroom due to the potential for disruption. For the safety of all students, REACH Academy reserves the right to refuse admittance to any visitor who does not have a clear purpose for being in the school. Visitors to the school are expected to refrain from causing disruptions to the classroom activities, and are expected to display proper behavior and follow all school rules at all times. We ask that parents and visitors refrain from using foul language while visiting the school. Parents will not be permitted to question, interrogate, or be left alone with a student who is not their child or a child for whom they are listed on the emergency contact form. Parents should not expect to be able to meet with their child’s teacher during the school day unannounced. If you wish to have a meeting with your child’s teacher, this will need to be scheduled to take place after school hours.

Visitors who fail to follow these guidelines will be asked to leave the school premises. Individuals who fail to follow these guidelines can be charged with a misdemeanor according to Toledo’s Safe Schools Act.

Non-Emergency Contact with Students

In an effort to minimize disruption of instructional time, all parent messages and/or drop offs for students will be left in the school office.

Attendance, Truancy, and Automatic Withdrawal

Attendance at school is key to achievement. Students are expected to attend school regularly and on time. Parents/guardians are encouraged to partner with the School to ensure attendance and timeliness. Parents/guardians are required to notify the school of any absence prior to the start of the school day. Similarly, parents/guardians are required to notify the school in writing in advance of early pick-up.

After 8:00am, students who are not present will be marked absent. It is the parent’s responsibility to call the school when their child will be absent. Please call the main office at 419-691-4876 to report your child absent for the day.

An Out-of-School Suspension (OSS) is considered an unexcused absence. Students serving out-of-school suspensions may receive credit for work missed during the suspension time.

Parents/guardians are encouraged to make any doctor, dentist, etc., appointments for times other than school hours. In accordance with Ohio law, a student will be automatically withdrawn from the school if the student, without a legitimate excuse, fails to participate in one hundred five (105) consecutive hours of the learning opportunities offered to the student. The school will act in accordance with all applicable truancy laws, including but not limited to referring parents/guardians to Juvenile Court or other appropriate authorities for possible prosecution.

Habitually truant is defined as being absent without legitimate excuse for thirty or more consecutive hours, forty-two hours or more in one school month, or seventy-two hours or more in a school year.

No student shall be suspended or expelled based solely on the number of unexcused absences.

REACH Academy, in accordance with Ohio Law and Board policy, also reserves the right to report any signs of excessive absence, whether excused or unexcused, to the proper authorities. Tardiness is harmful to the learning process. Therefore, excessive tardiness will result in further disciplinary action. Anticipated absences and tardies should be reported as soon as possible by phone or written notice. This allows teachers to assign homework or independent study work in advance if appropriate. A written note from a doctor’s office should follow any absence or tardies as documentation for an excused absence.

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> ● Death in the family ● Family Illness - an emergency situation requiring the student to be absent, 1 day ● Quarantine of the home by Health Officials ● Head Lice ● Personal Illness - doctor's note MUST be provided for absences of 3 or more consecutive or non-consecutive days ● Long term personal illness, with proper medical documentation, only ● Court or court ordered activities- school must be provided with proper documentation 	<ul style="list-style-type: none"> ● Child or family overslept ● Doctor's appointments (entire day) ● Lack of transportation or missed the bus ● Vacations ● Personal illness lasting 3 or more days without a doctor's note ● Long-term personal illness without proper medical documentation ● 5 or more absences in a quarter without documentation from a medical professional

After five (5) unexcused absences, parents should expect to receive a warning letter from the school concerning truancy laws and the need for better attendance. It is the responsibility of the school to report all attendance concerns to the Juvenile Division of the Lucas County Prosecutor's Office. Attendance information is included on each student's interim report and grade card, which are sent home regularly throughout the school year. Students who have 10 or more unexcused absences and/or tardies at any point during a school year may be reported to the Juvenile Court system. Students who are habitually truant from school are at risk of being retained in their current grade at the end of the school year, per Board policy.

Withdrawing from REACH Academy

In order to withdraw, a parent must fill out a withdrawal form and return it to the school's main office.

Early Dismissal

The school day ends at 2:35 p.m. Parents are strongly urged to refrain from habitually picking their child up from school early, as this causes disruption to the classrooms. If a situation arises where you cannot avoid picking up your child early, please call the office earlier in the day so we can have your child ready.

Illness/Injury while at School

If a student should become ill or is injured during school, he/she should notify their teacher or supervising adult immediately. If a student becomes physically ill at school, vomiting, rash, fever, etc., they must be picked up and taken home. Students must be signed out at the office prior to leaving.

Parents should report all communicable diseases to the office to minimize their spread among the student body. Examples of illnesses to report to the school include, but are not limited to, pink eye, head lice, ringworm, chicken pox, flu, etc. The school reserves the right to insist that any child with a fever, rash, or other clear sign of a communicable disease not return until symptoms are gone for 24 hours AND provide the school with a doctor's note that indicates when the child can return to school.

Gum, Candy, and Cough Drops

Students are NOT permitted to chew gum or eat candy at school or on the bus at any time. Candy, in reasonable amounts, packed in school lunches will be permitted. Cough drops must be given to the child's teacher. The student may then request a cough drop when they feel they need one. Repeat violators of any of these policies will be subject to discipline per the Student Code of Conduct.

Release of Student Photos/Media Interviews

During the year, Reach Academy may have the opportunity to photograph and videotape students in a variety of school-related activities. Student recognition programs, academic, and fine arts programs are a few examples of these activities. As such, these personally identifiable photographs and/or videotape footage may be used in communication tools such as the Leona newsletter and calendar and in communicating with the media, such as allowing interviews or photographs with students. The Academy reserves the right to deny media requests for student interviews at any time. Highlighting achievements in our school is an integral part of reporting responsibly to our community and is a way of sharing in the success of our school and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the school office, within two weeks after the first day the student is enrolled in a school year, directing Reach Academy not to release the information as listed above.

School's Right to Search

Desks, lockers, or other storage areas provided for student use are, and remain at all times, property of REACH Academy. These areas and their contents, therefore, are subject to search at any time, pursuant to board policy. Administrators and their designees are authorized to conduct reasonable inspection of school property, or of students and items brought on school grounds, when there is reasonable cause to believe that there is a need to do so.

School Closings and Delays

During hazardous weather, or other unforeseen reasons for school closure, REACH Academy uses television Channels 11-NBC and 13-ABC to inform you regarding school delay or closure. Our school's name, REACH Academy, will appear on the screen. We do not necessarily follow TPS for school closures and delays.

Additionally, we subscribe to an automated call system that will send out phone calls to parents regarding school closures or delays. Parents/Guardians will need to ensure that the school has up-to-date contact information in order to make this system effective.

In the event of a - hour delay, students should report to school at 9:50 am. Breakfast will not be served on a delay day.

Student Code of Conduct

The goal of the school staff is to develop self-discipline, emotional regulation, and positive self-esteem in all students, while ensuring a positive and safe learning environment for all.

ALL school rules apply while on school property, school buses, or any school activity at or away from the school. Additionally, students may be subject to discipline due to events that happen outside of school between students, especially in the event that such events carry over to the school environment. Students will be given due process before any disciplinary action is taken.

All students at REACH Academy will be held accountable for the following expectations:

- All students are SAFE:
 - Be aware of your surroundings and be careful to prevent danger
 - Be sure your actions will not cause harm to yourself or others around you
- All students are RESPECTFUL:
 - Treat others with respect and courtesy as you would want to be treated
 - Respect other's belongings; do not take, use, or damage other people's things
 - Respect yourself at all times; do not bring harm to yourself verbally, physically, and mentally
 - Use only appropriate language, actions, and attire

- Be positive in your actions, words, and behaviors
- Be sure to involve yourself only in activities that are respectful
- All Students are RESPONSIBLE:
 - Attend school regularly
 - Be on time and prepared for class
 - Participate in class
 - Take responsibility for your words and actions
 - Regularly turn in work on time

Violations of the Student Code of Conduct may result in disciplinary action including, but not limited to, the following:

- Lunch Detentions
- In-School Suspensions (ISS)
- Out of school suspensions (OSS)
- Court Referral
- Expulsion from school
- Compensatory payment of damages
- Loss of bus privileges
- Loss of credit for work or tests
- Assigned work related to the offense
- Failure to continue field trip privileges

NOTICE: video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive a disciplinary referral and/or consequences as a result of what was recorded, regardless of whether the incident was or was not witnessed by a staff member. Due to student privacy laws, only staff members may view video footage, with very few exceptions.

Below are possible suspension lengths for violations of the Student Code of Conduct and school rules for REACH Academy.

Violation	Suspension; typical length	Expulsion Possible?
1. Disruption of School/Disorderly Conduct	1-10 days, depending on number of prior offenses	Yes, for repeat or severe cases
2. Harassment	1-10 days, depending on number of prior offenses	Yes, for repeat or severe cases
3. Bullying	1-10 days, depending on the severity of the offense or number of previous offenses	Yes, for repeated or severe cases
4. Threats	1-10 days, depending on number or severity of offenses	Yes, for repeat or severe cases
5. Use of obscene language/materials	1-10 days, depending on number and severity of offenses	Yes, in severe cases
6. Failure to obey instructions, insubordination, disrespect, false	1-10 days, depending on number and severity of offenses	Yes, as this often becomes a Disruption of school issue

identification, or information		
7. Forgery	1-5 days, depending on severity	
8. Cheating and Plagiarism	1-5 days, depending on severity	
9. Fighting	1-10 days, depending on severity, student age, and number of prior offenses	Yes, for repeat or severe cases. Police may also be contacted under some circumstances.
10. Physical Assault and Harassment	1-10 days, depending on severity, student age, and number of prior offenses	Yes, in severe or repeat cases. Police may also be contacted under some circumstances.
11. Sexual Assault and Harassment	5-10 days, depending on severity and student age	Yes, in severe or repeat cases
12. Inappropriate display of affection	1-5, depending on severity	
13. Damage of property, vandalism, and serious vandalism	1-10 days, depending on severity, student age, and prior offenses	Yes, in severe cases
14. Theft/Robbery	1-10 days, depending on severity, student age, and prior offenses	Yes, in severe cases. Police may also be contacted under some circumstances.
15. Breaking and Entering	5-10 days	Very Possible. Police likely to be contacted.
16. Trespassing in unauthorized or unsupervised areas	1-10 days, depending on severity, student age, and prior offenses	Yes, in repeat or severe cases. Police will be contacted in the event a student leaves school grounds without permission.
17. Inciting	5-10 days, depending on severity	Yes, in severe or repeat cases
18. Narcotics, alcoholic beverages, and drugs	5-10 days	Very Possible. Police likely to be contacted as well as Children's Services.
19. Tobacco	5-10 days	Yes, in severe or repeat cases
20. Hazing	1-10 days, depending on severity	Yes, in severe or repeat cases
21. Explosives, false fire alarm, or bomb threat	10 days	Expulsion is the most likely outcome
22. Arson	10 days	Expulsion is the most likely outcome
23. Dangerous Weapons or Instruments	10 days	Expulsion is the most likely outcome
24. Dress Code	1-10 days, depending on severity and number of prior offenses	
25. Computers	1-10 days, depending on severity and number of prior offenses	
26. Violation of Bus Rules	1-10 days, depending on severity and number of prior offenses. "Bus only" suspensions may be given, which revoke a student's riding privileges for a set number of days, but do not	Revoking of bus privileges entirely is possible after repeat offenses

	excuse them from school.	
27. General Misconduct	1-10 days, depending on severity	
28. Gross Misconduct		Expulsion is the most likely outcome for a student who continually violates the Student Code of Conduct.

Detailed descriptions of Violations:

1. **Disruption of School, Disorderly conduct:** Students shall not, by the use of violence, force, coercion, threat, harassment, insubordination, or other means, cause disruption or obstruction to the normal operation of the school, including classroom instruction.
2. **Harassment:** Students shall not harass other students, school employees, persons that are guests of the school, or persons conducting business for the school. This category applies to dating violence, remarks or actions of a race, color, creed or religious affiliation, ethnicity or national origin, disability, age, gender, sex, or sexual orientation. This includes any unwanted advances in oral, physical, spoken, symbolic, or written format.
3. **Bullying:** Students that purposely and knowingly cause another student to feel afraid, intimidated, isolated, embarrassed, or singled out, repeatedly over a period of time will be charged with bullying.
4. **Threats:** Students shall not, through verbal, written, technological, or any other means make statements stating that physical or emotional harm may come to another person or to an institution.
5. **Use of Obscene language and materials:** Students shall not, verbally or by written word use obscene, vulgar, or profane language, make inappropriate gestures, or possess vulgar materials.
6. **Failure to obey instructions, insubordination, disrespect, false information and false identification:** No student shall fail to comply with the lawful instructions or requests of teachers, student teachers, school leaders, or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested. No student shall misrepresent their identification.
7. **Forgery:** Students shall not misrepresent a signature on any document.
8. **Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Repeated violations may result in failure of academic subjects.
9. **Fighting:** Students shall not physically fight with another person. The police may be called to manage students who physically fight on school grounds, at the discretion of the School Leader or designee.
10. **Physical Assault/Harassment:** Students shall not knowingly or recklessly cause or attempt to cause physical harm to another person.
11. **Sexual Assault/Harassment:** A student shall not sexually assault another person, in any way including, but not limited to: touch, verbally, or in written or any other form.
12. **Inappropriate display of affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss, sit on each other's laps, or demonstrate other similar displays of affection. Students shall maintain appropriate personal space.
13. **Damage of property and vandalism:** Students shall not cause or attempt to cause damage to school property. Students shall not touch or handle another person's (including teachers and other staff) property without their permission. Students may be required to pay for damages they cause to school equipment, materials, or facilities, and also may be subject to additional disciplinary action. Serious vandalism is vandalism that causes damage to property in the value of \$150 or more.
14. **Theft/Robbery:** Students shall respect the personal ownership rights of others and not take what does not belong to them. The school leader or designee may exercise the prerogative of reporting thefts to the authorities.

15. **Breaking and Entering:** A student shall not forcibly enter the school building or any other building on school grounds, or any vehicle on school grounds. The school leader or designee may exercise the prerogative of reporting breaking and entering to the authorities.
16. **Trespassing, unauthorized, and unsupervised areas:** Students may not be in areas for which they have not been authorized or areas where they are not supervised. This includes leaving class without permission. A student shall not be on school premises while under suspension, expulsion, or any other removal situation.
17. **Inciting:** No student shall intentionally incite problems between other students, either in word, writing, gesture or otherwise, in a way that intentionally provokes those students, and may or may not result in those students violating the student code of conduct.
18. **Narcotics, Alcoholic beverages, and drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase or use the aforementioned items immediately prior to, during, or after or at school functions. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. The school leader or designee will most likely contact the police regarding alcohol and drugs.
19. **Tobacco:** Tobacco, in any form, shall not be carried or used by any student or adult on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products, including E-cigarettes and vaping, are included. Per Senate Bill 218, Administrators will refer violators of the tobacco policy to Juvenile Court.
20. **Hazing:** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity in order to avoid harm.
21. **Explosives, false fire alarm, or bomb threat:** A student shall not possess, handle, transmit, conceal, or use any fireworks, explosive device, or substance that can be used as an explosive. A student shall not cause a false fire alarm to sound, nor shall a student falsely communicate or cause to be communicated that a bomb is located in the building or on the premises. A student shall not damage or otherwise tamper with a fire alarm system or equipment. Violation of these rules will likely result in expulsion from school.
22. **Arson:** A student shall not burn property nor cause property to be burned. Violation of this rule will likely result in expulsion from school.
23. **Dangerous weapons and instruments:** Students shall not possess, handle, transmit, or conceal any dangerous weapon or instrument on school property, in a school vehicle, or any school-sponsored activity. Firearms (including starter pistols, air soft guns, and BB guns), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade), are considered dangerous weapons. Other instruments or devices may be defined as a “dangerous weapon” depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or at a school sponsored activity and NOT report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator (Ohio Revised Code 2923.122)
24. **Dress Code:** refer to dress code policy
25. **Computers:** see computer usage policy
26. **Violation of Bus Rules:** Students must follow all rules as outlined. Failure to do so will result in disciplinary action up to and including revoking all bus riding privileges. See Transportation.
27. **General Misconduct:** Students shall refrain from throwing objects, being disruptive, abusive, or excessively noisy in their behavior. Students must respect the rights and feelings of others.
28. **Gross Misconduct:** Repeated violations of the Code of Conduct will be considered Gross Misconduct. Such students likely face expulsion from school.

Disciplinary Measures Explanations

- **Detentions-** Detentions assigned will take place during the student’s lunch period. Students will report to the assigned room for the entire lunch period.
- **In-school suspensions-** students receiving in-school suspensions will be permitted to make up and receive credit for assignments during the day of their in-school suspension. Students are to bring work, or will be assigned work, by their teacher. Students are expected to complete the assigned tasks. Parents will be notified of in-school suspensions.

Students whose behavior worsens, are non-compliant, or refuse to complete assigned tasks, may be given additional consequences as a result.

- **Out of School Suspensions-** Parents will be notified of an out of school suspension and in many cases students will be immediately sent home. The student will not be permitted to attend school for the duration of the suspension, including attending any after school or other events, and are not permitted on school grounds. Work that is missed during an out of school suspension can be completed by the student while on suspension; any completed work will count for credit. It is the student's responsibility to turn in the work upon returning from suspension.
- **Court Referral-** Referral to the Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. Parents will receive a warning notice that they may be referred and another notice if they are referred.
- **Expulsion-** If all attempts to modify student behavior are unsuccessful, or a serious violation of the Student Code of Conduct is committed, the student may be recommended for expulsion from school, per Ohio Revised Code, Section 3313.662. If a student is expelled, the length of the expulsion may be up to 80 days and may extend into the following school year. School work missed as a result of an expulsion may not be made up.
- **Loss of bus privileges-** school bus drivers will issue consequences for unsafe bus behavior that include loss of bus privileges for one or more days, up to permanent removal from the bus.
- **Loss of credit for assigned work or tests-** Students may lose credit for assigned work or tests as a natural consequence of their behavior, such as in cases of cheating or plagiarism.
- **Assigned work related to the offense-** Students may be assigned work relating to their offense as a natural consequence for their actions. For example, a student who throws food in the cafeteria may be required to sweep the cafeteria. A student who vandalizes the restroom may be required to scrub the graffiti clean.
- **Failure to continue field trip privileges-** REACH Academy reserves the right to refuse participation on any field trip to any student whom the supervising staff feel would present a safety concern while on their trip. Parents will be notified of this and given the option to chaperone their child directly while on the trip so that the student in question can still participate in the activity. If no parent or adult family member is available to chaperone, the student will stay at school during the trip. The student will be supervised by staff at school and will be assigned work to complete. Failure to attend school that day will be an unexcused absence.

Anti-Harassment, Anti-Intimidation and Anti-Bullying Policy

Reach Academy takes a comprehensive approach to solving issues of bullying. As part of our character education programs, we teach students to be kind and respectful to one another. We also teach our students what bullying is, what it is not, and what students can do if they are bullied or witness someone being bullied. Students who engage in bullying behavior face consequences as outlined in our Code of Conduct. Reach Academy's board-approved Anti-Bullying Policy is on the academy's website. You may access it by using the link below:

http://www.reachacademytoledo.com/uploads/4/3/9/7/4397552/anti-harassment_anti-intimidation_anti-bullying_policy.pdf

Positive Behavior Intervention Support (PBIS)

Students at REACH Academy are supported and encouraged in multiple ways to be able to make positive behavior choices. Classrooms and the school as a whole are structured in such a way that prevents much misbehavior from occurring in the first place. Classroom teachers use procedures, routines, and effective classroom management strategies in order to prevent student misbehavior. Hallways, the cafeteria, and dismissal are staffed in order to ensure proper supervision during these times.

Students enjoy frequent recognition and rewards for making positive choices, including:

- Earning a "purple" card in their classroom, indicating their behavior has been above and beyond that day

- Earning tickets for their school team for displaying positive, pro-social behaviors, as well as displaying behaviors that are specific to the character trait of the month
- Monthly award parties for the school team that has earned the most tickets for positive behavior that month
- Weekly opportunity to earn “dress down” on Fridays (or last day of the week), as decided by the classroom teacher.

Students at REACH Academy are also taught character education using a teacher-created curriculum that revolves around a different character trait each month. The monthly character traits are:

September: Trustworthiness
 October: Responsibility
 November: Gratitude

December: Fairness
 January: Strength and Perseverance
 February: Respect

March: Generosity
 April: Citizenship
 May: Caring

In most cases of student misbehavior, students are simply redirected by staff and reminded what the expected behavior is. Should misbehavior continue, or the behavior is more severe in nature, students may be assigned consequences by any staff member.

The Academy works with the student, transition team, probation, family members, and other outside agencies as necessary to transition students back into the school from the juvenile justice center. Once the student has transitioned to school, The Academy continues working with the transition team to ensure the success of the student. The “You Got This” document provided by the U.S. Department of Education is used as a resource.

The Academy accepts full and partial credit(s) for academic work and graduation requirements that a student may earn while in a juvenile justice center.

Breakfast and Lunch

Good nutrition is essential to learning. REACH qualifies as a “Community Eligible” provider; thus, all of our students are automatically eligible for free breakfast and lunch. REACH Academy contracts with Preferred Meals for our meal service. Breakfast and lunch menus are distributed monthly, and can also be found on our website. Lunch counts are submitted daily to the office by 8:30 a.m. If your child will be arriving after 8:30 a.m., please call and inform the office, or bring a packed lunch for your child.

Breakfast Procedures:

1. Students wishing to eat breakfast must arrive at school between 7:20 and 7:45
2. All students arriving to school prior to 7:40 MUST report to the cafeteria, even if they will not be eating breakfast. No students are permitted in the upstairs hallways or classrooms prior to 7:40.
3. Students reporting to the cafeteria in the morning should use the Consaul Street entrance (under the steps).
4. Students who wish to eat may get in the food line located in the hallway between the cafeteria and gymnasium.
5. There are no assigned seats at breakfast; only assigned tables by grade. Students are to sit at their grade level’s assigned table
6. Students are expected to throw away their trash and clean up their area when they are finished eating. No food will be allowed to be taken out of the cafeteria.
7. Students are to remain in the cafeteria until 7:40. As students finish their breakfast, they will report to their classrooms.
8. Breakfast service ends at 7:45 and students are encouraged to quickly finish so that they may get to class on time

Lunch Procedures:

1. All students will be brought to the cafeteria by their classroom teachers for lunch.
2. All classrooms have assigned tables and all students have assigned seats within those tables.
3. Classrooms should be able to immediately get into the lunch line upon arriving in the cafeteria. Students are required to take ALL components of the school lunch, including milk. A “share table” is set up so that students may drop off meal components they do not wish to eat. Other students may visit the share table in order to pick up shared items they wish to eat.
4. Students should sit in their assigned seat for the entire duration of the lunch period and must request permission prior to visiting the restroom.
5. Staff will direct students to throw away trash and clean their area shortly before their teacher is scheduled to arrive to gather the class. Students are expected to clean up after themselves at meal times.

Dress Code Policy

REACH Academy is committed to helping students develop the skills necessary to be successful contributors to their community. Students are expected to be in school-approved dress code daily. Parents will receive advance notice of any exceptions to this rule. Repeated violations of the school dress code will result in disciplinary action, per the Code of Conduct.

To assist parents with the costs of school clothing, REACH Academy will issue each student two T-shirts that may be worn to school. One shirt will be a REACH logo royal blue shirt, and the other is their team shirt that will be one of the following four colors: yellow, green, purple, or orange.

Tops:

- Polo shirts/blouse with a collar, as well as turtlenecks, sweaters, or cardigans. Any color or pattern, no graphics or text.
- School issued REACH logo T-Shirt (Royal Blue) with “REACH Rockets” on the back
- School issued REACH logo team T-shirt (either green, orange, yellow, or purple)
- NO HOODED sweaters or sweatshirts will be permitted to be worn during school hours. Students may wear hooded sweatshirts/sweaters outside as outerwear, however.

Bottoms:

- Black, navy, brown, gray, or khaki pants, jumpers, skirts, or shorts. Shorts are permitted when outside temperatures warrant shorts. Bottoms may be of various fabrics (twill, knit, uniform-colored denim).
- Shorts and skirts must be long enough that they pass the fingertips when hands are held to the sides.
- Overly tight pants are not appropriate for school. Leggings may not be worn as pants.
- Belts are needed for pants that will not stay at the waist without constant adjustment.

Shoes:

- Athletic shoes are the best choice for Elementary Students. If students wear non-athletic shoes, they need to be closed toe, closed back, and have a hard bottom.
- Sandals, house shoes, flip-flops, winter boots, or high heels that are judged by REACH staff to be unsafe or disruptive to the learning environment will not be permitted.

Accessories:

- No hats should be worn indoors
- Sunglasses will not be permitted indoors, except for a documented medical reason
- Students may wear modest jewelry in moderation

- Any accessory that causes a distraction to classroom or school functions will need to be removed.

“Dress Down/Jeans Days”:

- Parents will receive advance notice if their child has earned a “dress down” or “jeans day”
- Occasionally, the school may allow students to dress down for fundraisers or other purposes. Parents will also receive advance notice of this.
- All clothing worn on dress down days must still be school appropriate, and not distract from classroom and school activities.
- No spaghetti or thin strap tank tops.

Transportation

REACH Academy is proud to offer FREE yellow bus transportation to our students living a mile or more away from the school. We understand what an important role reliable transportation plays in the life of our students. In addition to transportation to and from school daily, ALL school field trips will utilize buses for transportation as well. REACH Academy contracts with an outside vendor to provide our yellow bus service for our students. Transportation forms may be picked up in the main office.

Bus Rules

Due to the potential hazards involved, bus safety rules are STRICTLY enforced. Student misbehavior on the bus will not be tolerated.

In addition to the bus rules listed below, the Student Code of Conduct and all school rules apply to students while riding the school bus. The following rules are in accordance with the Ohio Revised Code, Section 3301-83-08 under “Pupil Transportation Management Policies”:

1. No eating or drinking on the bus. This includes to gum and candy as well.
2. Riders must stay seated and face forward at all times. Bus drivers and other supervisory personnel reserve the right to assign seats to students or to move a student’s seat as needed.
3. Students must comply with and follow all directions from the bus driver and/or other supervising adults at all times.
4. For safety reasons, all riders must keep all parts of their body inside the bus at all times
5. No objects are to be thrown from the bus windows at any time
6. Riders must keep hands, feet and objects to themselves at all times
7. Talking is permitted; shouting, yelling or screaming is not permitted since they can be a distraction to the driver. Complete silence is required at all railroad crossings.

Students who violate bus rules are subject to disciplinary action ranging from a written warning, up to removal of bus privileges. The transportation bus drivers are primarily responsible for using their discretion in bus discipline and consequences. The School Leader or designee may also assign consequences as warranted.

Please note the following regarding bus transportation:

- **ALL phone calls concerning dismissal changes for a student who rides a bus (ie, a student who normally rides a bus being picked up that day), MUST be made prior to 2:00pm.** We cannot guarantee that a change can be made if you call after this time. The office must be notified of all changes in bus ridership.
- The REACH Academy main office is NOT able to make bus route assignment changes upon parent request. All bus routing and scheduling is made by our busing vendor, Trinity Transportation. Our main office must put all changes through Trinity Transportation and changes take time. Parents may need to allow up to 2 weeks for route changes due to moving, change of custody, etc. Parents MUST inform our office immediately if your family or your child moves and is in need of a new bus pick-up or drop-off location.

- Students are assigned to a bus and route, and may NOT ride another bus unless their route assignment is completely changed. For example, your child may not ride a friend's bus in order to spend the night there.
- Ridership on the bus routes is counted on a monthly basis. If your child has not been riding the bus for some time, they will be removed from the ridership list and will not be able to ride again until ridership is re-established. Bus transportation is reserved for students and families who have a consistent need for transportation, not for students who only wish to ride the bus every once in a while.
- Occasionally, changes are made to bus assignments and routes. For example, if a certain route has too many riders, the route may need to be split. If this happens, parents will be given notice that pick up locations, times, and bus drivers will be changing.

Field Trips

Field trips are an important extension of any school's curriculum. In order for students to participate in these activities, they must display appropriate behavior. Poor behavior at school may result in field trip privileges being revoked. Parents may be asked to accompany their child when behavior is a concern.

Students will travel via yellow school bus to all field trips.

Please note that field trips will be taken in all weather conditions and may include outside activities. Be sure your child is dressed appropriately! Please note that the school will not be able to provide sunscreen or bug spray to your child. If necessary, please apply at home. If your child is not able to participate due to various weather conditions, please notify your child's teacher and alternative arrangements will be made for your child that day.

Field Trip Dress Code: School logo shirts are required to be worn on all field trips. Students who are not appropriately dressed will not be allowed to participate in the trip. The school will not provide appropriate clothing. Students are expected to come prepared that morning and will not be permitted to tie up the school's phones to call home for forgotten items.

Field Trip Chaperones

Chaperones are vital and appreciated volunteers. All chaperones will be expected to remain in compliance with the school rules and represent the school in a positive and professional manner. No tobacco may be used by chaperones while on school trips. Chaperones will need to ensure that they will be available to stay for the entire length of the trip.

Parent Involvement Opportunities

As a school, REACH Academy strives to involve our families and community in education in as many ways as possible. There are many ways you can be involved in our school community as a parent of a REACH student.

Parent/Teacher Organization

REACH Academy desires for parents and teachers to work together to provide the best educational environment possible. The PTO meets regularly and notices are sent out regarding the time and date of meetings. Time and locations may vary in an effort to have as many parents participate as possible.

Parent Volunteers

Parents are a vital part of the school environment. To be successful, many activities that we do as a school require additional adults. Parents can volunteer to assist with coaching sports, help in the library, fundraisers, and many other activities. If you are interested in volunteering in these or any other ways, please indicate this to your child's teacher during Open House. You are encouraged to share your talents and interests throughout the school year. Your help is always appreciated.

School Celebrations

Periodically, REACH Academy students will be celebrating in their classrooms, and parents are always invited to attend! This year's celebrations, dates and times are:

- October 31st - Halloween, 1:00 p.m.
- November 21st - Celebrate Gratitude, 1:00 p.m.
- December 15th - Holiday Celebrations, 1:00 p.m. Vote for the ugliest Christmas sweater in the annual REACH staff Ugly Sweater competition, and be on the lookout for caroling staff members!
- February 14th - Valentine's Day celebrations, 1:00 p.m.
- March 29th - Spring celebrations, 1:00 p.m.

Family Fun Nights

Back by popular demand are our Family Fun Nights, combined with our popular Data Binder Nights. These events are held quarterly, and feature information for parents, "make & take" activities, games, food, and the opportunity to review your child's academic data binder. Your child's teacher will be available to speak with you during this time. Information will be sent home throughout the school year.

Parent/Teacher Conferences

Formal Parent/Teacher conferences are held in the Fall and Spring. Fall conferences are scheduled for November 9th from 4-7 pm, and November 10th from 9:00 am - 3:00 pm. Spring conferences are scheduled for April 13 from 4-7 pm, and April 14th from 9:00 am - 3:00 pm. Teachers will contact parents to schedule conferences ahead of time.

Annual Awards Assembly – Grades 1 through 4

REACH awards students for academic improvement, good attendance, positive behavior, and displays of good citizenship. Parents are encouraged to attend our annual awards ceremony on June 6, 2018, at 9:00 a.m.

Kindergarten Graduation

A graduation ceremony is held annually for our Kindergarten classes, complete with caps, gowns, and lots of awards and recognition for our youngest REACH students. Parents and extended family will definitely not want to miss this one! Kindergarten graduation is scheduled for June 5, 2018, at 9:00 a.m. in the Gymnasium.

5th Grade Recognition

At the end of each school year, we recognize our 5th Grade students with a ceremony just for them. Parents and extended family are invited to attend as our 5th graders complete their elementary school days, and enter life as Middle Schoolers. 5th Grade Recognition is scheduled this year for June 5th at 5pm in the Gymnasium.

Community Involvement

Our mission as a school revolves around community involvement and instructing students on how to be productive, community-minded members of society. The students and staff of REACH Academy are involved in many community based activities and projects throughout the school year. Below are some of the events Reach students participated in during the 2016-2017 school year:

- The Birmingham Ethnic Festival
- REACH's annual Turkey Bingo
- Fundraiser for the Leukemia and Lymphoma Society of NW Ohio

Students and parents can expect similar monthly community-based activities and projects for the 2017-2018 school year. Check the school's Facebook page or website for an updated listing of events and projects for the upcoming school year.

School Community Partnerships

REACH has partnered with the following entities to help in providing a well-rounded education for our students:

- | | |
|-------------------------------------|-------------------------------------|
| ● The Lucas County Public Library | ● Lucas County Health Department |
| ● The Birmingham Festival Committee | ● Toledo Fire Department |
| ● The Girl Scouts of America | ● The Leukemia and Lymphoma Society |
| ● The Boy Scouts of America | ● Beech Brook |
| ● Girls on the Run | |

Communication with Teachers

Effective communication is a critical element as we work together for your child's success. REACH Academy teachers welcome opportunities to meet and talk with parents in positive ways. It is expected of both parties that this communication be respectful, constructive, and relevant to the student. Such contact may take the form of notes, emails, phone calls, text messages, home visits, or conferences.

Telephone messages for teachers can be left in the office. Messages will be returned in a timely manner. Please note that calls for teachers will not be put through to classrooms during the school day. Please arrange for conferences outside of school hours. Teachers are not available to meet during the school day unannounced.

Be sure to also regularly check our school website at www.ReachAcademyToledo.com for updates and forms, as well as "like" us on Facebook so you can view messages and photos posted.

Complaint Procedure

Complaints must follow the order stated below. Only if the complaint is unresolved can the next level be pursued. Please talk to the teacher or staff involved before initiating this process.

1. Always begin with the classroom teacher when there is a concern about your child's education. Teachers are available after school hours and can be reached by calling the school office.
2. Submit a written complaint to the direct supervisor of the teacher or staff involved. In most cases this is the School Leader. If the complaint is with the school leader, the complaint should be written to the supervisor of the School Leader, Kerry Keese, at The Leona Group, 3911 Martha Avenue, Toledo, OH 43612.
3. The complaint can be written to the Board of Education. Letters to the Board should be sent to the board in care of Kerry Keese. The Board will investigate the complaint and implement a plan of action for resolution.
4. If unsatisfied with the plan of action, a request for reconsideration must be submitted within 10 days.
5. The board will revisit the complaint within 30 days.

Instruction

REACH Academy's curriculum is based on the Common Core standards for Reading/Literacy and Math, and State of Ohio standards for Social Studies and Science. Many materials and tools are used to deliver the curriculum to students, including:

- Teacher-created curriculum maps and pacing guides which are frequently revised
- Reading Streets
- Stepping Stones math
- Teacher-created character education curriculum
- Various supplemental materials, including: BrainPOP, Accelerated Reader, Reading A-Z, and others

Grading

The true purpose of grades is to communicate clearly to students and parents how a student is progressing through the material covered within the grade level.

All student work will be judged based on a 5-pt. system that will indicate to what degree the student is mastering each of the major content strand areas.

5 Point Grade system:

- 4- Advanced; student is performing well above grade level standards
- 3- Proficient; student is performing at grade level standards
- 2- Basic; student is approaching and working towards grade level standards
- 1- Limited; student is working well below grade level standards
- 0- Student is not attempting in this area

Please note that with the 5 point grade system, a score of "3" is the expected level for the majority of students. Many students will be working at a level 1 or 2 for a large part of the school year, with the goal being to achieve a "3" by the end of the school year. Students who begin with a "2" or a "3" will have the goal of achieving a goal of a "4" by the end of the school year.

Homework

All K-5 student homework will consist of a requirement for students to read for 20 minutes per night. Students will be provided reading calendars by their classroom teacher and will be responsible for tracking how many minutes they read each night. Students will be visiting our school library weekly, as well as many classrooms taking walking visits to the Birmingham Branch Library. Students also have access to "book boxes", located in their classrooms, from which they can borrow books to read at home.

School-wide Assessments

REACH Academy students take all tests mandated by the State of Ohio for those grade levels. These include Reading and Math tests in each grade level 3-5, and Social Studies and Science tests at required grade levels. In addition, all REACH Academy students are assessed at regular, "benchmark" intervals using these STAR assessments:

- STAR Early Literacy- Assesses literacy levels for students in grades K-2
- STAR Reading- Assesses reading level for students in grades 3-5, and Grade 2 for students who demonstrate a minimum required "cut score" on the STAR Early Literacy test
- STAR Math- Assesses mathematics level for students in grades 1-5

AIMSweb assessments are also used to benchmark assess students in grades K-5.

School Wide Intervention Program

REACH Academy has a well-developed system for addressing the need for student academic intervention. The following is a brief description of how our intervention program works:

1. ALL students take “benchmark” assessments to determine their current level of academic functioning in Reading and Math. These assessments are given in the Fall, Winter, and Spring.
2. Each grade level is assigned an “Intervention Block” time during the regular school day. Intervention blocks are 50 minutes long.
3. Students who score below grade level on their benchmark assessments are given additional help during their grade level’s Intervention Block. Some students may be pulled out of their regular education classroom to work in a small group with a member of the Title 1 Team. Or, students may remain in their classroom and receive classroom-based interventions from their teacher.
4. Additional assessments are administered on a weekly basis to students receiving pull-out Title 1 intervention services, to ensure that the student is making enough progress.

Students who receive Pull-Out interventions by a member of our Title 1 Intervention staff will receive an additional Intervention report each quarter, along with their grade card. Parents will be notified if their child is receiving this sort of intervention.

Third Grade Reading Guarantee

Per State Law, REACH Academy complies with the Ohio Third Grade Reading Guarantee, which requires schools to retain 3rd grade students who have not met a minimum cut score on the required state assessment, with few exceptions. If, based on academic level, your child is in danger of having to repeat the 3rd Grade, you will receive notice from the school. Your child will have multiple opportunities to take and pass the required assessment.

Retention and Promotion

“Retention” refers to the practice of keeping a student in their same grade level for another year. Students are retained for one or more of the following criteria:

1. Consistent lack of mastering the expected skills and concepts at his or her grade level. Students with mostly 0-2’s in two or more core subject areas (Reading, Math, Social Studies, or Science) on their report cards at the end of the academic year are in danger of retention.
2. Students who are “habitually truant”, defined as absences totaling 10% or more of the school year, are in danger of being retained.
3. Third Grade students who do not meet the requirements of the 3rd Grade Reading Guarantee MUST be retained, per Ohio Law.

REACH Academy uses the following protocol for retention decisions:

1. Teachers are required to submit names of students who fit the retention criteria to the School Leader by March 29.
2. Teachers inform parents at spring conferences that their child is being considered for possible retention at the end of the school year.
3. Retention meetings will be held on June 7, 2018, to review each possible case of retention in committee and make final decisions before report cards are issued.
4. Parents are informed of the final decision.

“Promotion” refers to sending a child to the next grade level at the end of the academic year.

Computer Usage Policy

Students are permitted to use school owned computers and internet connections for teacher-assigned educational work and assessments. Students using the school's computers are expected to abide by the following rules:

1. Students may only access the internet with permission
2. Students may not intentionally seek information on, obtain copies of, modify files, data or passwords belonging to others, or misrepresent other users on the network
3. REACH Academy reserves the right to filter any internet sites
4. Students may not download programs from the internet or any portable device. Students may not install or delete programs on school computers
5. Students may not download music, videos, pictures, or files that are not authorized by the teacher
6. Students may not utilize the internet to engage in "hacking" or other unlawful activities
7. School staff may review computer files or messages that are created by students. Material may be reviewed for grading or for appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection, and/or vulgar or obscene content.
8. Students may not eat or drink while using computers
9. All copyright laws are to be enforced
10. Students are not to change any screen settings
11. Students are not to change any programs toolbars, settings, or add or delete icons on the desktop or start menu
12. Students are not to remove, modify, damage, or destroy any computer or networking equipment
13. Students are to advise staff when they observe any violation of the computer usage policy
14. Students are to advise staff when their computer malfunctions in any way

Violation of these rules may result in disciplinary action per the Student Code of Conduct. Violations may also be reported to the authorities as deemed appropriate.

Library

All students are encouraged and entitled to use the school library, located in the Launchpad, to borrow books. All classrooms have a weekly "library" time. Books may be borrowed for a period of up to 3 weeks. Materials must be checked out and are expected to be returned without damage beyond normal wear and tear. Students may check out a maximum of 2 books at a time. REACH Academy reserves the right to deny a student the opportunity to check out books until all previously borrowed materials have been returned in good condition. All students are encouraged to obtain a public library card in order to access the wealth of materials available through Lucas County Public Library's extensive collection.

Child Find Policy

REACH Academy identifies, locates and evaluates all children in the school who may have disabilities. For more information regarding assistance for students with disabilities, or if you suspect your child may have a disability, please speak with your child's teacher.

Inclusion Policy

REACH Academy embraces the philosophy of full inclusion, believing that special education students can be best educated in the regular classroom. Our teachers accept responsibility for all students in their classroom and modify, accommodate, and adjust teaching techniques and class activities to meet the learning abilities of all children. Special Education staff and paraprofessional staff support the regular education teacher with this process.

Student Records

REACH Academy keeps students permanent records. The parent or guardian has the right to see the student's records and have it explained. Administrators, secretaries, counselors, and teachers are responsible for supervising, instructing, or helping a parent to have access to that student's records.

Rights of Homeless Children

According to the McKinney-Vento Homeless Assistance Act, children who are homeless have the right to attend school, have access to comparable services, and be treated with respect. Assistance for families in homeless situations is available from the school homeless liaison, Ms. Ashley Harding, or by calling the National Center for Homeless Education, 1-800-308-2145.

Child Abuse

Ohio Revised Code chapter 2151.421 requires school personnel to report suspected child abuse or neglect to the appropriate law enforcement agency. Failing to do so is a Class B misdemeanor, and can result in the individual's teaching credentials being revoked. State law also requires that schools cooperate with law enforcement officers and court orders that allow officials to investigate claims of suspected child abuse or neglect.

Lost and Found

It is important that your child's belongings are marked with his/her name. All unmarked lost and found articles will be located within the Main Office, where parents or students may look through them. Unclaimed and lost articles are presented to the student body weekly at our Monday morning assemblies, and students are encouraged to claim items that they recognize as belonging to them. Unclaimed items will be donated to a charitable organization monthly.

Student Personal Belongings

Students are not permitted to bring personal items to school. This includes toys, electronic devices, or other items of value to the student. The school does not take responsibility for lost, stolen, or damaged items that are brought to school. Repeated violations of this policy may subject the student to consequences per the Student Code of Conduct.

Student Cell Phone Policy

We understand that some parents have provided their children with cell phones for various reasons. However, when abused, cell phones can pose many problems and distractions within the school setting. Therefore, REACH Academy reserves the right to enforce a strict policy when it comes to student cell phones. Students are expected to adhere to the following:

- Cell phones may not be used by students while on school grounds, on any school bus, field trip, or other school sponsored event without the consent of a member of the staff. This includes streaming music or videos, accessing social networking sites, texting, taking or transmitting pictures or video, and the like. A member of the staff will immediately confiscate the cell phone of any student violating this policy.
- Cell phones must be set to silent
- All cell phones **MUST** be given to their classroom teacher each morning. It is the student's responsibility to get their phone back at the end of the day.
- Students who repeatedly fail to follow this policy will have their phone confiscated, and a parent or guardian will be required to come to school to get the phone back. Students are also subject to discipline under the Student Code of Conduct for violations of this policy.

Student Telephone Use Policy

Telephones located in the classrooms, school office, and other locations in the building are property of REACH Academy and are **NOT** intended for student use. Students may only use school telephones with staff permission.

Health Information

All medications that students are required to take during the school day **MUST** be brought to the Main Office by the parent or guardian. No student should transport their medication to or from school. All medications must be in the original prescription container. In accordance with Ohio Revised Code, Section 3313.713, ALL medications must be kept locked in the school office and will only be administered by school personnel. A medication form must be filled in by parents and a copy of the prescription must be provided. *By law, the school is NOT permitted to dispense medication to your child unless this procedure has been followed.* Cough drops, pain relief medications such as Tylenol or Advil, mouthwash, and topical anesthetics are all considered medications. *Epinephrine pens and asthma inhalers are the only medication allowed to be in the student's possession (with proper documentation).*

In the case of emergency involving your child, it is the policy of the school to render first aid treatment while contacting the parents for further instructions. In a non-life threatening situation, we will make every reasonable effort to reach the parent before contacting a doctor. In a life threatening or extreme situation, 911 will be called. Parents **MUST** provide up to date home, work, and emergency contact phone numbers to assist us in contacting you.

State of Ohio Immunization Requirements for School Attendance 2017-2018 School Year

Students must have the following immunizations completed before starting school, as required under Ohio Law. Exceptions are provided for under the law. This can be discussed with the school leader.

No student shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission that the below requirements have been met.

VACCINES	FALL 2017 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>K</u> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required. * <u>1-12</u> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.
POLIO	<u>K-7</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***
MMR Measles Mumps, Rubella	<u>K-12</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>K-7</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

School Safety

The safety of each REACH Academy student and staff member is taken very seriously. Many precautions are taken to ensure the physical safety of students and staff.

- ALL exterior school doors are locked at all times
- All visitors to the school building must be “buzzed” in, and report to the Main Office. Security cameras located by the buzzer help staff in identifying visitors.
- Visitors who will be staying must wear visitor’s passes
- There is extensive video surveillance in place throughout the building and school grounds
- All staff are ALICE trained in effective ways to deal with a violent intruder event
- School safety drills are practiced periodically throughout the school year, as outlined in Ohio Revised Code
- Students and staff are trained in a leveled lockdown system .

Emergency Drills

REACH Academy performs all drills for fire, tornado, and safety, in accordance with state law.

Fire Drills: One such drill will be conducted within the first 10 days of school and approximately monthly thereafter. Teachers are required to follow protocol that includes following a prescribed evacuation route and ensuring that every child in their care is accounted for.

Tornado Drills: One such drill will take place in the fall, and then monthly during tornado season (April-July), as required by law.

Safety Drills: All REACH Academy staff is ALICE trained to provide protection in the event the school comes under threat in any way. Safety drills take place throughout the year in accordance with state law.

Conceal and Carry

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey, a deadly weapon or dangerous ordnance into a school safety zone.

Dismissal and Arrival Procedures

REACH Academy follows carefully designed dismissal and arrival procedures to ensure that each student is accounted for, gets to school safely, and arrives home safely.

Bus Rider Arrival:

- Bus riders will be dropped off on Consaul Street in front of the main building. All bus riders will then enter the building through the downstairs cafeteria entrance.
- Students will have the opportunity to eat breakfast, or wait until it is time to report to classrooms at 7:50.

Bus Rider Dismissal:

- Dismissal for bus riders begins at 2:25 daily
- All students remain in their classroom and listen for their bus route to be announced over the Public Address system
- When students hear their bus route called, they are to walk to the bus dismissal location. All bus riders are dismissed through the first floor Consaul Street doors, located by the Kindergarten classrooms.
- From there, students will be escorted outside to their bus by a member of the school staff. Each student’s name is checked off of the ridership list as they board the bus by school staff.

General Arrival:

- Students arriving prior to 7:45 a.m. by foot or car may report to the cafeteria via the downstairs Consaul Street entrance.
- Students arriving after 7:45 may report directly to their classroom, and use the Main Office entrance.
- Parents who drop students off in the morning are **STRONGLY** urged to use the Eastbound lane of Consaul Street to do so. Students will not have to cross the street this way, and our Security Guard is stationed there each morning.
- *Parents are prohibited from driving their car behind St. Stephen's church and parking or turning around in the playground lot at the rear of the main building. The many blind spots in this small area cause an unsafe situation. A barricade is set up each morning to deter parents from doing this. It is asked that you respect our attempt to protect the safety of all of the students at the school.*

General Dismissal:

- Students who walk home, as well as students who are picked up, will be escorted by a teacher to the general dismissal area at 2:35 a.m. The courtyard outside the Main Office serves as the dismissal area during cooperating weather. In winter or inclement weather, the general dismissal area is the Gymnasium.
- Parents are strongly encouraged to **WAIT** in the general dismissal area for their children instead of going to classrooms at the end of the day. This avoids additional crowding and confusion in our hallways during an already hectic time of day.

All students must be picked up or leave school grounds by 2:45. Only students enrolled in after school activities may remain on school grounds past this time. Students who have not been picked up by 2:45 will be dropped off in the main office by their teacher and every attempt will be made to contact parents or the student's emergency contact. If no parent or emergency contact can be made and the student has not been picked up by 3:00, a call will be placed to the Toledo Police Department.

100% Tobacco Free School Campuses

In an effort to protect and promote the health and well-being of all students and staff, increase awareness of the serious health risks associated with the use of tobacco products to users and non-users, and in recognizing that the district personnel and school visitors serve as role models to students, REACH Academy adopts this 100% Tobacco-Free School Campus policy.

Definition: For the purpose of this policy, "tobacco" is defined to include spit and spit-less tobacco and all lighted or unlighted cigarette, cigar, pipe, or other smoking products.

Tobacco Use Prohibited: No student, staff member, volunteer, or school visitor is permitted to use tobacco in any form at any time including non-school hours or on REACH Academy school property, including in any building, facility, or vehicle owned, leased, rented, or chartered; or on school grounds, athletic grounds, or parking lots. Additionally, no student is permitted to possess tobacco products or tobacco paraphernalia on any school property.

Tobacco Promotion Prohibited: Tobacco advertising is prohibited on school grounds and in or on all school property, including school vehicles, in all school-sponsored publications, at all school-sponsored events, and any other publication or event under the control of REACH Academy.

Notice: Appropriate signage indicating that tobacco use is not permitted may be posted throughout REACH Academy's school property and campuses including entrances and other appropriate locations on all school buildings, administrative offices, administrative spaces, athletic fields, parking lots, and school vehicles. Students are provided notice of this policy through the student handbook, and staff is provided notice through the staff handbook.

Educational Reinforcement: Tobacco use prevention education should be coordinated with the other components of the school health program.

Disciplinary Enforcement: Disciplinary measures taken against students or staff for violations of this policy need to comply with requirements of Ohio Law, related district policies, and contractual agreements. Disciplinary actions may be taken against school visitors found to be in violation of this policy and may include a verbal notification of the policy for the first offense, and removal from the school property or school activity if off-campus for a subsequent offense. Ohio Revised Code: 3313.20; 3313.47; 3313.751; 3791.031; 3794.01