



**Education Built Around You**

**ACE Academy  
Student-Parent Handbook  
2020-2021**

Business Office:  
1130 E. Albert St.  
Lima, OH 45804

Tutoring Site:  
1045 Dearbaugh, Suite 2  
Wapakoneta, OH 45895

Phone: (419) 738-4572

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Twitter: ACE\_Academy

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## **Welcome**

Dear Students:

Whether you are a newcomer to our school or have previously attended, we hope you will find this school year to be a memorable and exciting one. Cooperation is, of course, the key, and to that end we suggest that you read this handbook thoroughly. It will tell you exactly what we expect of you and what services and benefits you may expect from the school. We are looking forward to helping you have a successful and rewarding year.

## **Mission:**

It is our mission as educators to provide a meaningful educational alternative for those students that don't fit within the brick and mortar type school. This will be made possible by the use of curriculum and instruction that are accessed through technology within the students' environment.

## **Vision:**

ACE Academy will be recognized as a leader for increasing student growth through technology.

## **Motto:**

Education Built Around You.

## **Office Hours:**

8:00 a.m. – 4:00 p.m. Monday – Friday

## **Tutoring:**

Tues, Wed, and Thurs – 8:30 – 11 a.m. OR 12:00 – 2:30 p.m.

## **Sponsor: Buckeye Community Hope Foundation**

### **Mission Statement**

The Mission of Buckeye Community Hope Foundation is to establish strong public community schools by adhering to quality authorizing practices, ensuring responsible oversight, and setting high standards for school performance.

### **Board of Education**

Mr. Oliver Fisher (President)

Mr. Randy LaMarr (Vice President)

Mr. Craig Brown

Mrs. Heather Mahaffey

Mrs. Erica Preston

### **ACE Onsite Staff:**

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Extension</b>
Jen Korte	Director	<a href="mailto:jkorte@aceva.org">jkorte@aceva.org</a>	1141
Lisa Jordan	Dean of Students	<a href="mailto:ljordan@aceva.org">ljordan@aceva.org</a>	1158
Amy Will	Math Teacher	<a href="mailto:awill@aceva.org">awill@aceva.org</a>	1187
Patricia Houseworth	Intervention Specialist	<a href="mailto:phouseworth@aceva.org">phouseworth@aceva.org</a>	1123
Jill Holthaus	IS/Mentor	<a href="mailto:jholthaus@aceva.org">jholthaus@aceva.org</a>	1159
Deb Kraft	Secretary	<a href="mailto:dkraft@aceva.org">dkraft@aceva.org</a>	1118
Lisa Howell	Student Services Advisor	<a href="mailto:lhowell@aceva.org">lhowell@aceva.org</a>	1122
Jo DeMotte	ELA/Mentor	<a href="mailto:jademotte@aceva.org">jademotte@aceva.org</a>	1117

## **2020-2021 School Calendar**

**1<sup>st</sup> Quarter: August 17 – October 16** 45 days total

Aug 17: Student Success Series #1 – **all students on-site**

Aug 18-20: Fall MAP Testing, Grades 6-12

Sept 7: Tutoring site closed; students work at home

Sept 25: Student Success Series #2 – **students on-site**

Oct 2: Internet Bills due (July-Aug-Sept)

Oct 12-16: Qtr 1 Intensive Week - Week 9

**2<sup>nd</sup> Quarter: October 19 – December 18** 45 days total

Nov 16-20: MAP Testing, Grades 6-12

Nov 23 & 24: Fall Test Prep Bootcamps

Nov 26 & 27: Tutoring site closed; students work at home

Nov 30-Dec 18: Fall End of Course exams & re-takes, Grades 9-12 (as needed)

Dec 14-18: Qtr 2 Intensive Week

Dec 21-Jan 1: Christmas Break

Jan 8: Internet bills due (Oct-Nov-Dec)

**3<sup>rd</sup> Quarter: January 4 – March 5** 45 days total

Jan 8: Student Success Series #3 – **students on-site**

Jan 18: Tutoring site closed; students work at home

Jan 24-29: National School Choice Week

Feb 15: Tutoring site closed; students work at home

Mar 1-5: Qtr 3 Intensive Week - Week 27

Mar 26: Internet bills due (Jan-Feb-Mar)

**4<sup>th</sup> Quarter: March 8 – May 7** 45 days total

Mar 9, 11, 16, 18, 23 & 25: Spring Test Prep Bootcamps

Mar 29-Apr 1: State Testing for English Language Arts (ELA), grades 6-12

Apr 2 & 5: ACE Office Closed/No tutoring; students work at home

Apr 6-9: State Testing for Math, Grades 6-12

Apr 12-16: State Testing for Science & Social Studies, Grades 6-12

May 7: Student Success Series #4 – **students on-site**

May 10-14: Intensive Week (not counted in calendar days)

June 18: Internet bills due (Apr-May-June)

May 19: Graduation Celebration at 4:00 pm

### **Equal Education Opportunity**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students. ACE Academy provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school should immediately contact the Dean of Students.

### **Individuals with Disabilities**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. A student can access special education services through proper evaluation and placement procedures. Parent involvement is required by the Individuals with Disabilities Education Improvement Act of 2004 (I.D.E.I.A.) and state law. By law students on 504 Plans or on IEP's may not have more than 10 days of Out of School suspension in a school year. If a student is in this situation, a Manifestation Determination must be held.

### **Child Find- Help ACE Academy Identify Children with Disabilities, Including Students Eligible for Protection Under Section 504**

Child Find is the process of locating, evaluating, and identifying children with disabilities who may be in need of special education and related services and/or may be entitled to protection from discrimination based on his/her disability. Parents, relatives, public and private agency employees, childcare providers, physicians, and concerned citizens are encouraged to help the school district find any child, age birth-21, who may have a disability and is in need of special education and related services. If you suspect a child may have a disability, help is available. Contact the ACE Academy Director at 1045 Dearbaugh Ave. Ste. 3 in Wapakoneta, phone 419-738-4572, or visit [www.go2ace.org](http://www.go2ace.org).

### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students at 419-738-4572.

## **Student Responsibilities**

As a student, you are expected to be aware of and to accept your individual responsibilities in the following areas:

### **The Teaching-Learning Process**

You deserve the best instruction that our school is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Like farming and medicine, teaching is a cooperative art because it involves cooperation with nature to help it produce results. Teachers help the activity of learning that goes on in the minds of the students. Learning is a natural process and unless students work at gaining knowledge and understanding, "...no genuine learning ever occurs, no matter what teachers try to do to make it occur," (Adler).

### **Respect for the Rights of Others**

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others and their rights must be balanced against yours. The purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be modified. That is why our society has laws and why a school has rules. However, if you are one of those students who wants to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of the others, we will support and help you.

### **Responsibility for Your Own Actions**

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen. If you choose to follow bad examples set by a few of the other students, you will be held responsible for your actions and your actions only. The decision will be yours and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions.

### **Care of Property**

The Board of Education believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings.

The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature.

A reward may be offered by the Board for the apprehension of any person who vandalizes school

property.

The Board will assume no responsibility for any personal property that students bring on to District premises.

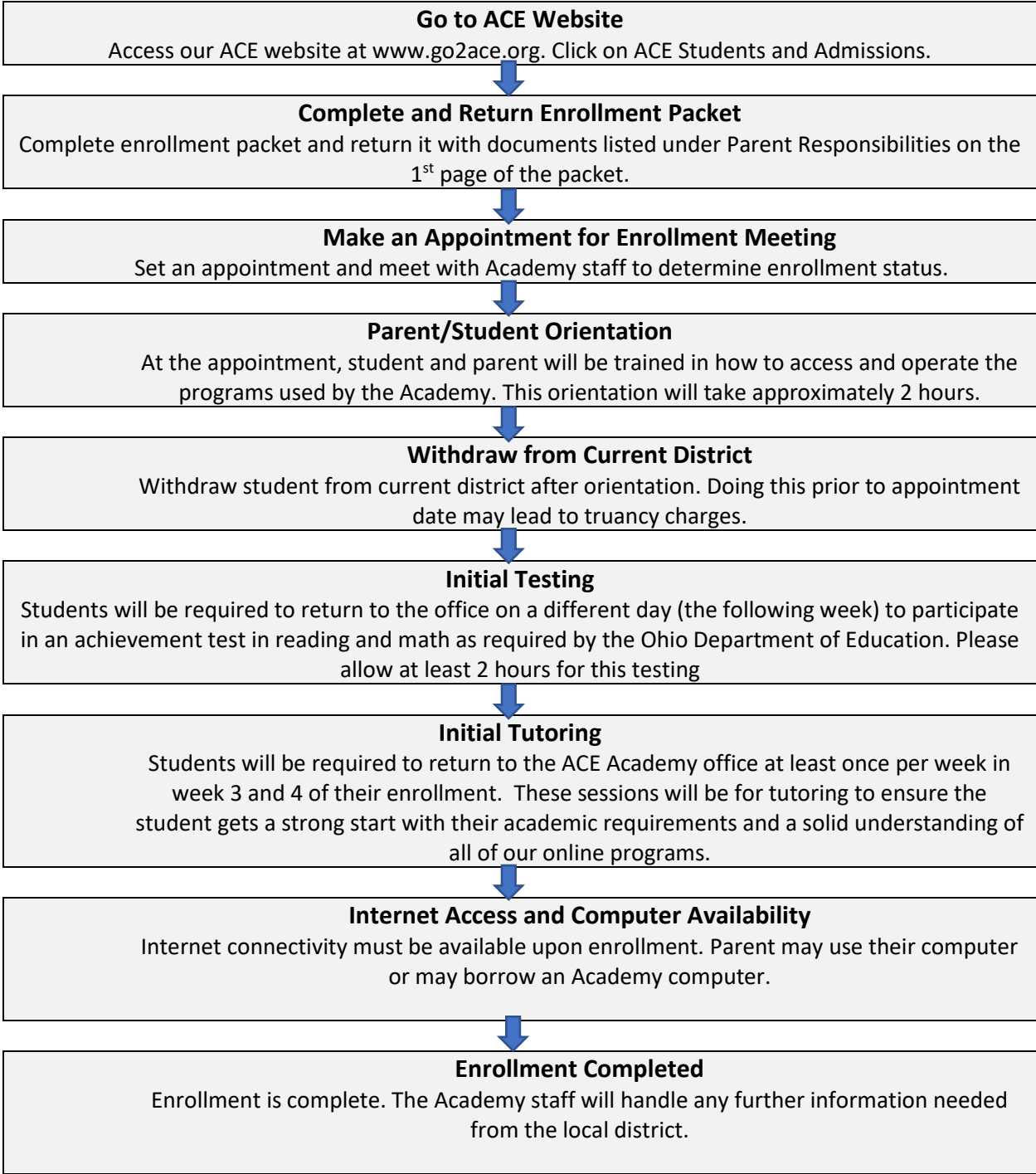
**Academic Integrity (see Student Code of Conduct)**

We believe the students, staff, and community are stakeholders in the climate and culture of our school. The school was founded on the belief that all students can and must learn in order to achieve success in our society. The community and staff further believe that success begins with personal and academic integrity, which are grounded in honesty, trust, fairness, respect, and responsibility.

**Enrollment/Withdraw Procedure**

A student must remain enrolled in their current school district until the Academy staff approves their enrollment in the Academy. Any other procedure may cause the parent and student to appear in court for truancy.

**ACE Academy Student Enrollment**





## ACE Academy Student Withdrawal

**New District Enrollment**  
Enroll in new school district.



**Withdrawal from ACE Academy & Equipment Return**  
Complete ACE Academy withdrawal form and return all technology equipment. If the equipment is not returned, student transcripts will not be released. Parent will be billed for any missing items.

### **Student Directory Information**

Personally identifiable information is considered directory information and may be released to any one upon request: student's name, parents' names, address, date of birth, place of birth, telephone number, major field of study, dates of attendance, date of graduation, extracurricular participation, achievement awards and honors. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

Parents must inform the Dean of Students of any of the items they do not want released about their child(ren). This must be done in written form each school year prior to September 15<sup>th</sup>, or within two weeks of receipt of this handbook. No information will be released for profit-making activities.

### **Student Privacy & Parental Access to Information**

ACE Academy respects the privacy rights of parents and their children. No student shall be required, as a part of the school program, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- a. Political affiliations or beliefs of the student or his/her parents;
- b. Mental or psychological problems of the student or his/her family;
- c. Sex behavior or attitudes;
- d. Illegal, anti-social, self-incriminating or demeaning behavior;
- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building Dean of Students receives the request.

### **Confidential Records**

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's records that originates from an outside professional or agency may be released to the parent through the originator and parent should keep copies of such records for their home file. Parents may also provide the school with copies of records made by nonschool professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. To review records, please submit written request stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

### **Emergency Medical Forms**

The blank form given to all students at the beginning of each school year should be completed and returned within the first week of school. Parents/Guardians must keep the school informed of "daytime" telephone numbers where they or a designated adult may be reached. "Emergency Contacts" must be able to come to school within 45 minutes of a call to pick up a sick or injured child.

### **Attendance Policy**

The Ohio School Attendance Law requires that all children ages six to eighteen to attend school for the full time that school is in session. Generally, active participation in learning is key to achievement. Students are expected to participate in 920 hours of learning opportunities annually. Students should log, on average, 26-32 hours of online work each week and must make adequate academic progress. Parents/guardians are encouraged to partner with the School to ensure active participation.

Parents/guardians are encouraged to make any doctor, dentist, etc. appointments for times other than school hours.	No student shall be suspended or expelled based solely on the number of absences.	The School shall institute intervention strategies as needed including, but not limited to: mandated tutoring, absence intervention plans, parent education, and involvement with the juvenile court system.
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**Vacations:** If a family vacation must be during school, a week's prior notice must be given to the teacher. Only a vacation with a student's family (parent/guardian) may be excused. Arrangements must be made with each teacher to ensure all work is completed in a timely

manner.

**Injury and Illness**

All injuries must be reported. If the injuries are minor, the student will be treated and may 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 parent.

A student who becomes ill while at the school should notify the teacher. The teacher or administrator will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**Reporting Absences**

In our online environment, illness and other interruptions do not automatically mean a student will miss school. Hours may be made up/worked in a flexible manner that allows the student to complete all requirements despite the illness/interruption. IF a situation does arise that keeps the student from logging in for more than 24 hours, the parent/guardian should report this absence to the school. Please call the office and/or email to report such circumstances. Any doctor excuses should be faxed or emailed also.

**Excessive Absences**

A student shall be considered excessively absent when the student is absent (with or without legitimate excuse) 38 or more hours in one school month or 65 or more hours in one school year.

When a student is excessively absent from school:

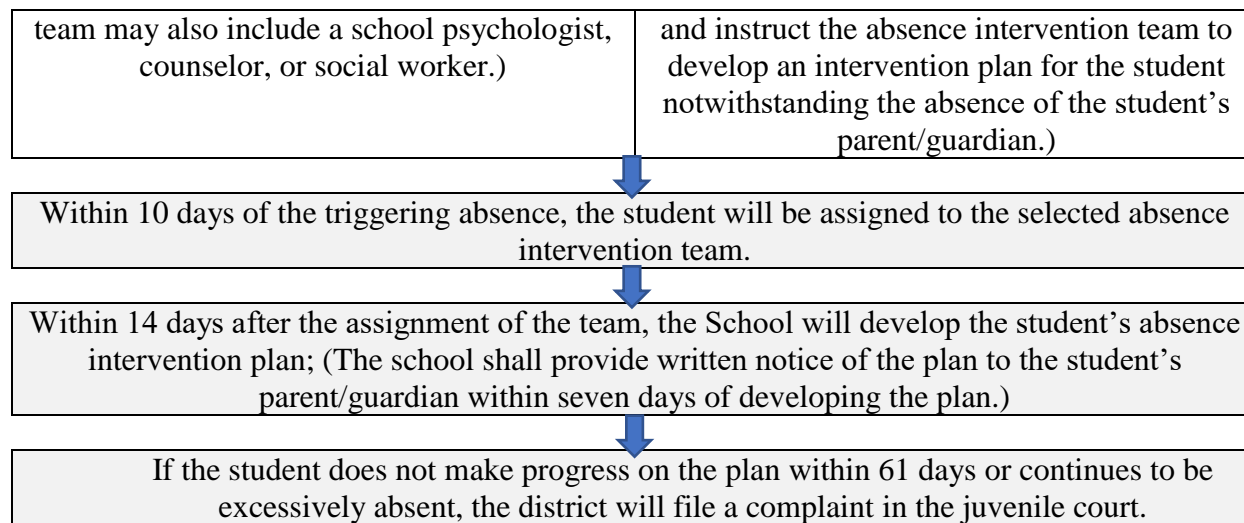
1. The School will notify the student’s parents in writing within seven days of the triggering absence;
2. The student will follow the School plan for absence intervention; and
3. The student and family may be referred to community resources.

**Habitually Truant**

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.

**Procedures for Habitual Truancy**

Within seven days of the triggering absence, the School will:	
Select members of the absence intervention team.  (The team should be based on the needs of each individual student, but the team shall include two representatives from the School, one of whom who knows the student, and the student’s parent/guardian/custodian. The	Make three meaningful attempts to secure the student’s parent or guardian’s participation on the absence intervention team.  (If the parent/guardian fails to respond, the School will investigate whether the failure to respond triggers a mandatory reporting to the public children services agency for the county



### **Reporting**

The school shall report as soon as practical to the Ohio Department of Education each time a student exceeds the threshold of absences, the date a notice was sent to parents, the date when a student qualifies as habitually truant, when an adjudicated unruly child violates a court order, and when an intervention plan has been implemented.

If the student is violating a court order regarding the student's adjudication as an unruly child for being habitually truant, the Board hereby authorizes the school's administrator or his/her designee to inform the student and parent/guardian of the violation and to notify the Juvenile Court.

### **Withdrawal**

When a student of compulsory age withdraws, the School shall ascertain the reason for the withdrawal. If the reason for the withdrawal is for a reason other than a change in residence and is not enrolled in another program, the School shall notify the registrar of motor vehicles and the juvenile judge in the county in which the school is located. The notice shall be given within two weeks after the withdrawal and failure to enroll in another program permitted by law.

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 consecutive hours of the learning opportunities offered to the student.

### **Educational Activities**

Attendance is defined as student participation in monitored and recorded educational activities completed both on the computer and off the computer. Educational activities will be recorded on the computer's log and in the student's activity log.

Students may work longer hours one day and fewer the next. They may also log hours on the weekends or during scheduled holidays. Due to the fact the student's access to a classroom is limited; tracking attendance will be accomplished with the computer log and activity log.

### **Tutoring & Mandatory Tutoring**

Tutoring will be provided according to the schedule posted on the website. Additional tutoring

times may be available by appointment. Tutoring times are available for students to obtain additional assistance as needed.

### **Mandatory Tutoring Q&A**

<b>Who is required to attend mandatory tutoring?</b>	Students who do not complete their assignments in the designated week, are not passing the course, are working below grade level, or do not meet the 26-32 hour minimum per week may be mandated to be in attendance for tutoring.
<b>What if a student wants to attend but cannot be onsite?</b>	If a student wants/needs to attend tutoring but cannot be on-site, he/she must contact a mentor or other member of the office staff. Other arrangements may be made to help accommodate the student.
<b>What if a student is sick?</b>	Students who are unable to attend due to illness or emergency must notify the school and make arrangements to attend another day. Doctor notes for illness will excuse a student from attending tutoring but are not an excuse for not completing the assigned work for that week.
<b>What do students do with their personal items during tutoring? Can students listen to music?</b>	Students may be asked to place all personal belongings into a locker upon arrival at tutoring sessions. Items include purses, wallets, phones, MP3 players, iPods, etc. Students will not be allowed to listen to personal music products as they will need to use the earphones to hear the class videos for the subjects they are taking.
<b>Can students work through the 11:00-12:00 lunch hour?</b>	Teacher lunch time will occur daily between 11:00 a.m. and 12:00 p.m. Students will NOT be permitted to remain onsite during the lunch hour without expressed permission from the director or the dean of students.
<b>What happens if students miss required tutoring sessions without a valid reason?</b>	If a student misses mandated tutoring sessions without a valid excuse, it may lead to unruly charges with the juvenile court system.

### **School Closings & Delays**

If the school will be delayed or closed due to bad weather, an announcement will be made on the front page of the Academy Website as well as within Edgenuity. Delays and cancellations are a reason for students to miss mandatory tutoring sessions, but are not an excuse from doing work from home. Exceptions to this rule may occur in extreme weather conditions such as ice storm taking out power for a few days, and will be made at the direction of the Director. Please note that we follow Wapakoneta School District's delay/closing schedule.

**Custodial & Non-Custodial Parents, Step-Parents**

**Rights & Responsibilities – Custodial Parent, Non-Custodial Parents, Step-Parents**

<b>Custodial Parent</b>	<b>Non-Custodial Parent</b>	<b>Step-Parent</b>
It is the responsibility of the custodial parent or guardian to provide the school with copies of official court decrees and/or custody papers. The school will refuse to release a child to a natural or adoptive parent where the custodial parent has provided these documents.	A non-custodial parent has the right to obtain copies of school records, progress reports, and cumulative file materials, and to participate in parent-teacher conferences unless the courts have specifically revoked his right. A non-custodial parent may not contact nor communicate with a child at school without the consent of the custodial parent.	Step-parents may have access to student records and reports and the student at school if the custodial parent has given written authorization. This is done on the emergency contact filled out by the parents each year.

**Grades, Report Cards, Promotion and Credits**

Parents will receive a progress report every nine weeks. Parents may check progress at any time on Edgenuity and/or ProgressBook using the student login.

The percentage grading scale adopted by our district is listed below:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- 59 and below = F

In order to pass a course, the student’s final average for the course must be 60% or better.

Your percentage grade for the quarters and final exams are averaged to get your grade average in each class. This means that a student who chooses not to complete assignments, study for tests, etc. will end up with a lower final grade than the student who tries but has trouble.

Retention: Middle School students failing two or more core courses (Math, Science, English, Reading and History) for the year will be considered for retention in the same grade.

**High School Class Status/Grade Placement:**

0 – 4.9 Credits earned	Freshman
5.0 – 9.9 Credits earned	Sophomore
10.0 – 14.9 Credits earned	Junior
15.0 – 20.0 Credits earned	Senior

The minimum student course load is 6 credits per year. Students earning the required number of credits at the beginning of 2<sup>nd</sup> semester will be placed in the appropriate grade level.

**Graduation Requirements/State Testing Requirements for High School:**

A student must successfully complete all graduation requirements in order to participate in graduation and receive a diploma. This includes successfully completing all local and state requirements. To be eligible for graduation, all required credits must be completed and you must successfully meet the specific co-hort graduation requirements.

As a student who entered grade 9 between July 1, 2016, and June 30, 2017, you have multiple pathways to earn a high school diploma so that you can move on to your next steps in education or a career.

State law introduced new, permanent graduation requirements that are available for the classes of 2021 and beyond. Students entering ninth grade between July 1, 2017, and June 30, 2019, have the option to meet the [new requirements](#) outlined for the class of 2023 and beyond or meet the requirements of the [original three pathways to graduation](#).

State law introduced new, permanent graduation requirements for students in the class of 2023 and beyond. Students entering ninth grade after July 1, 2019, must meet the [new requirements](#) outlined in state law.

All details can be found on the Ohio Department of Education’s website under [graduation requirements](#).

Per the state of Ohio the following credits must be met in order to earn a high school diploma.

Subject	Credit
English	4.0 credits
Social Studies (including 0.5 credits Economics and Financial Literacy; 0.5 credits World History; 0.5 credits American Government; 1 credit American History)	3.0 credits
Science (Physical, Biological, and Advanced)	3.0 credits
Mathematics (Must include 1 credit of Alg II)	4.0 credits
Health	0.5 credit
Physical Education	0.5 credit
Fine Art	1.0 credit/2 semesters
*Electives (includes Fine Art requirement)	5 credits
	<b>TOTAL 20.0 credits</b>

\*An elective is any course chosen beyond those specifically listed under the graduation requirements.

Ohio's State Tests mandated by the Ohio Department of Education. Review the link on the Ohio Department of Education's website under [end-of-course exams](#) for specific test requirements for your graduation co-hort.

Tested Subjects:

ELA 9
ELA 10
Algebra I or Integrated Math I
Geometry or Integrated Math II
American History
Biology
American Government
TOTAL

**State Testing for Middle School Students:**

Students in grades 6 through 8 are given Ohio's State Assessments annually to check their progress as a student and how they rate with their peers in school and across the State. These tests are given during one week in the spring and are mandated as to which test is to be given on which date. Students that miss a day of testing due to illness or emergency will be given a chance to make up that test as long as it is done within the time period allowed by the State for make-up testing.

All students will be notified by mail as to when/where they must arrive in order to complete the State Tests.

**Standardized Testing/MAP Testing**

The Ohio Department of Education requires all 9th-12<sup>th</sup> grade students in Community Schools to be tested annually to check their grade and age equivalence on testing. The test this school uses is the MAP (Measures of Academic Progress) test. Through standardized testing ACE Academy staff can check that the student is gaining achievement each school year and also watch for difficulties if a low area is detected. Testing scores will be kept in the student's file and a copy will be sent to parents. Students will complete mandatory testing upon enrollment and again during the 4<sup>th</sup> quarter of the school year. Failure to complete testing may result in mandated tutoring eventually resulting with un-enrollment.

Student in the 11<sup>th</sup> grade who entered high school on or after July1, 2014 are required per state law to take the ACT in the Spring. Specific dates for this test will be listed on the school calendar and posted on the school web site as they are made available to the school. Failure to complete this testing may result in withdrawal from ACE Academy.

Some assessment may be required for physical education.

**Test Security**

Students taking competency, achievement, ability, and other standardized tests need to be aware of the following:

1. Testing materials may not be removed from the testing location;



2. Giving or receiving unauthorized assistance from anyone is not permitted;
3. Revealing or discussing actual test questions is not permitted;
4. Instructional materials may not be brought to the testing location unless students are directed to do so;
5. Looking at someone else's answer sheet is not permitted; and
6. Questions or parts of the test booklet may not be copied.
7. Students may not have cell phones, iPods, or any other unauthorized technology on them. An interruption (cell phone ring) is considered against the rules.

Failure to follow these rules may result in the invalidation of the student's test score and disciplinary action that may include suspension or expulsion.

### **Course Offerings/Requirements:**

Please see the ACE Academy Course Catalog for a specific listing of courses offered as well as a sample Course Layout. In addition to ACE Academy's course offerings, students may also earn credit for Work Study, Flex Credit/Independent Study, and/or College Credit Plus. Each of these additional requirements carries its own set of guidelines, policies, and procedures available for review in the Course Catalog.

### **Work Permits/Work Study Credit:**

Students who are sixteen (16) and wish to have a work permit should contact the ACE office. Requirements for a work permit include a physical examination and a certified copy of their birth certificate. The office has forms for the student, physician, and employer to complete. Under state law an employer cannot pay a minor without first having a work permit on file. Students may earn up to three credits per year from work credits. Sixty hours of work will earn 0.5 credit. The maximum amount of credits per year that can be earned through work hours is 3 credits (360 hours). There are related requirements that must be completed in order to earn credit from work hours. Credit will be issued at the discretion of the ACE Academy Staff/Teachers.

### **Intensive Weeks:**

At the end of each 9 weeks, students who are behind on academic requirements may be required to attend onsite sessions known as "Intensive Weeks". Selection of students for attendance at Intensive Week is determined by the ACE Academy staff. Factors taken into consideration include effort and attitude put forth by students (as determined by the staff), number of weeks enrolled in relation to the number of weeks in the course, number of tutoring sessions attended, etc. Students who wish to work ahead to complete more credit for the year may be included in the end of year intensive week at the ACE Academy staff discretion.

### **Vocational Schools:**

Following Ohio Revised Code, ACE Academy students are eligible to attend the vocational school serving the district of residence.

### **Counseling Services**

Counseling services are available through the on-site teachers, director, the Intervention/Prevention Services, or with the school psychologist. Services may be requested through contact with the ACE Academy staff. Individual, group, crisis, college and career counseling are available to all students on an as needed basis.

### **Fees & Fines**

Unpaid fees and fines from a previous school may prevent an official transcript from arriving at ACE Academy and may delay a student from getting the needed classes to apply towards

graduation credit.

Once a student graduates or withdraws, all equipment and books must be returned to ACE Academy prior to a student receiving their diploma, or an official transcript being forwarded on to their next school location.

### **18 Year-Old Students**

Under state and federal law, persons who have attained the age of eighteen (18) are considered adults and have all the rights accorded to adults. The adult student is responsible for complying with all attendance and discipline policies. Adult students have the right to write and sign their own excuses to school. Recognizing that the adult student normally continues living with parents at home until graduation, the school reserves the right to continue to verify absences with parents and other sources as necessary.

### **Parent/Student Authorized Technology and Communications Use Policy**

Thank you for your interest in enrolling with the Auglaize County Educational Academy (ACEA). It is ACEA's intent to provide all students with a comprehensive learning experience that meets or exceeds all state educational requirements. While we are confident that we are taking precautions necessary to prevent access to objection materials, ACEA cannot warrant against or accept liability for such occurrences and insurance concerns dictate that this form be signed by each student and a parent or guardian of each student.

Parental involvement plays a critical role in the learning process at ACEA. The parent hereby agrees to fully cooperate with the ACEA educational staff in order to facilitate their children's education. *It is important for the parent to acknowledge that the parent, not ACEA, is responsible for his or her child's behavior. ACEA has no centralized school facility and its most effective means of control is through policies such as this.*

ACEA offers each student tools and equipment necessary to access ACE Academy. ACEA offers laptop PC's to each student. ACEA makes no guarantee that the functions or the services provided by or through ACEA will be error-free or without defect. ACEA will not be responsible for financial obligations arising through the unauthorized use of ACEA or services used to connect with ACEA.

Use of this service is a privilege, and it is the responsibility of each user to utilize these services appropriately. By connecting a computer to the ACEA network, all users (student, teachers, and staff) are required to adhere to all city, county state and federal regulations, in addition to the following terms of acceptable use. Parent and student understand that the violation of the following policies relating to this computer equipment is prohibited and could lead to disciplinary actions from the loss of nonessential computer functionality up to and including expulsion from ACEA. ***ACEA MUST MAINTAIN HIGH EXPECTATIONS AND CONSEQUENCES FOR SIGNIFICANT VIOLATIONS OF ACEA'S POLICIES!***

### **ACEA SYSTEM USE MASTER POLICY**

**While the policies that follow may appear to be complex, the intent behind them is fairly simple. ACEA access is provided for the sole purpose of educating students. Use or misuse of the ACEA and/or ACEA-provided computer equipment for any other purpose is a violation of policy that could result in personal liability of parent and/or student and furthermore may result in disciplinary action up to and including expulsion. The following policies detail the basic system use master policy:**

1. AGREE TO ACCEPT FUTURE POLICIES AND FOLLOW INSTALLATION GUIDE. Student and parent agree to read, follow, and sign acknowledgment of receipt of all policies of ACEA. Parent and student furthermore agree to follow the Installation Guide provided upon delivery of the computer equipment and sign any Home Computer Use Subordination and Waiver agreements required by ACEA's vendors to define ownership rights of ACEA provided equipment.
2. RESTRICT ACTIVITY AND MONITOR INFORMATION. *The ACEA-provided computer equipment is **not the property of the Student or Parent** but is on loan as long as the Student is enrolled with ACEA.* ACEA reserves the right to monitor at any time any computer connected to the network for the gathering of statistics, to ensure reliable operation of ACEA, and to maintain the safety and privacy of its users. This does not include unauthorized reading of data content, but by necessity, does include examining said data when an apparent or suspected breach of the policies set forth in this document has occurred. ACEA may delete any files or programs at any time with or without warning.
3. INSTALLATION OR DOWNLOADING OF ANY SOFTWARE OR EXECUTABLE FILES ON ACEA-PROVIDED COMPUTER IS NOT PERMITTED. The existence of any non-ACEA provided software or executable files on a student computer unit shall be considered as evidence of a violation of this policy and may result in disciplinary action up to and including expulsion from ACEA
4. Installing ACEA computer equipment (including monitor or printer or other components) to non-ACEA provided computers or networks are not permitted.
5. Student and parent may not move ACEA equipment from their residence. *It is the responsibility of both student and parent to notify ACEA with as much advanced notice as possible of any changing of residence.* Students must formally withdraw from ACEA in writing when moving out of the state of Ohio. Parent and student are responsible for the cost of relocating phone lines.
6. ACEA EQUIPMENT SHALL NOT BE ABUSED/MISUSED/DISASSEMBLED AND/OR NEGLECTED. It is not acceptable to modify the equipment in any way. You may not open any of the cabinets, or add or remove any internal or external hardware component. You may not download or install any software application. Any unauthorized modifications, removal or additions to the installed software based on the computer system as supplied to the student will be considered a violation of this policy. Parent and student hereby accept responsibility for damages resulting from abuse, misuse, neglect, or disassembly of this equipment.
7. Student and parent agree not to use ACEA to search for or to send for or send to anyone, any material that is profane, obscene, or pornographic, that advocates illegal acts, or that advocates violence, harassment, or discrimination toward other people or any other unauthorized non-educational or objectionable material. What is appropriate is to be determined at the sole discretion of ACEA. Parent and student shall hold ACEA harmless of any and all liability associated with any activity of student or parent relating to searching for, finding, sending, or viewing any such material encountered. Parent and student agree to report any objectionable material encountered in ACEA immediately. ACEA is not responsible for outside materials transmitted from one student to another or

from a non-student to a student.

8. **FOR INTENDED USE ONLY. ACEA IS NOT RESPONSIBLE FOR PRINTER SUPPLIES.** All use of ACEA by student must be in support of completing the educational tasks presented to student. Student or parent use of computer equipment in a manner other than as described herein is prohibited. Specifically, use of this equipment is restricted to functions necessary to perform ACEA assigned work. ACEA may make an operational determination that particular uses are or are not consistent with the purposes of ACEA. Since ACEA is not in control of student printer use volume, parent and student are responsible for supplying all printing supplies.
9. **HACKING AND OTHER FORMS OF MISUSE.** IT is against ACEA policy to use ACEA for illegal purposes. It is not acceptable to use ACEA to transmit, access, request or download libelous, disturbing, pornographic or harassing materials, through e-mail or any other medium. Receipt of any such unwanted materials should be reported to ACEA, and appropriate disciplinary action will be taken. It is not acceptable to send or receive objectionable files or documents, or to store same documents on any equipment supplied by ACEA. IT is not acceptable to use ACEA so as to interfere with or disrupt network operations, networked resources, information or communications traffic. Disruptions include, but are not limited to, propagation of computer “worms” and “viruses”. Purchasing of goods or services, downloading of files or software, sending of non-ACEA e-mail, participating in non-ACEA chat rooms, or attempting to subvert ACEA computer of internet security measures are strictly prohibited. Parent and student are solely liable for any and all damages arising from such actions.
10. **USE OF E-MAIL, E-GROUPS, CHAT, MESSAGE BOARDS AND SIMILAR ELECTRONIC COMMUNICATION.** ACEA students have certain access from communications with other students and teachers. Should student-to-student e-mail become available, this would be a privilege and is not an essential component necessary to receive an ACEA education. Violation of e-mail or chat policy could result in the loss of this privilege, possibly for all students.
  - a. Student and parent agree to not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
  - b. Students agree to check e-mail frequently, delete unwanted messages promptly, and stay within e-mail quotas.
  - c. Student and parent agree to not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. This applies to public messages, private messages, and material posted on web pages.
  - d. Student and parent agree to not post information that could cause any form of damage or a danger of disruption.
  - e. Student and parent agree to not engage in personal attacks, including harassing, prejudicial, or discriminatory attacks.
  - f. Student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. All requests by a recipient to

stop sending messages to them must be honored.

- g. Student will not knowingly or recklessly post false or defamatory information about any person or organization including ACEA.
  - h. Student and parent will not repost or forward a private message without written permission of the person who sent the message. This policy does not apply to the forwarding of objectionable or disturbing correspondence or postings to an ACEA staff member for reporting purposes.
  - i. Student and parent will not attempt to gain unauthorized access to ACEA or to any other computer system through ACEA or to go beyond your authorized access. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing".
  - j. Student and parent will not use ACEA to engage in any commercial or illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
  - k. Student and parent will not post or otherwise communicate private information about any person.
11. **PERSONAL SAFETY AND ACEA SECURITY.** Student will not post personal contact information about themselves or other people. Personal contact information includes address of residence, telephone, school address, work address, etc. Student shall not agree to meet with someone they have met on-line without parent or guardian approval. Parents should accompany students to this meeting. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use that account. Parent and student are fully responsible for the actions of all non-authorized users. Under no conditions should passwords be provided or made available to anyone other than ACEA personnel.
12. **STOLEN OR PROBLEMATIC EQUIPMENT.** Should student computer equipment be stolen, parent and student hereby agree to notify ACEA immediately and cooperate in the filing of a police report with the local law enforcement agency. Student and parent furthermore agree to notify ACEA of any problems with software or hardware as soon as detected.
13. **RETURN OF EQUIPMENT.** In the event that a student transfers to another school district, withdraws, graduates, moves out of state, drops out, is expelled or otherwise leaves ACEA, *parent and student are responsible to return all equipment in working order.* Please call 419-738-4572 to arrange for computer return/pickup. *Parent and student are responsible for the replacement cost, (or repair costs, whichever is less) for all ACEA computer equipment not returned within 10 days of separation from ACEA or which is returned damaged.* Please note that this equipment is paid for with State provided funds. *All equipment not returned in accordance with this policy shall be reported to the appropriate authorities. Parent hereby authorizes ACEA to obtain credit reports on the Parent (or student if over 18 years of age) should an ACEA student move without notification or fail to return all ACEA provided equipment upon withdrawal (or*

*request) from ACEA.*

14. **INTERNET SERVICE PROVIDER.** High speed internet must be secured for each ACE Academy student/family. Reimbursement for a portion of this cost is provided by ACEA. Students will have access to Internet World Wide Web information through ACEA. This access is limited to sites approved by ACEA.
15. **PLAGIARISM AND COPYRIGHT INFRINGEMENT.** Student and parent may not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Student and parent must respect the rights of copyright owners. Copyright infringement occurs when work is inappropriately reproduced that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the expressed requirement should be followed. Students and parents unsure whether or not they can use a work should request permission from the copyright owner.
16. Use of this service is a privilege, and it is the responsibility of each user to utilize these services appropriately. Routine maintenance and monitoring of ACEA may lead to discovery of violations of ACEA policy or the law. An individual search will be conducted if there is reasonable suspicion of a violation of any ACEA policy or the law. The investigation will be reasonable and related to the suspected violation(s). ACEA will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through ACEA. Any actions that are deemed a violation of these policies may result in termination of services, suspension of expulsion, and/or monetary fine and/or referral to the proper authorities. Users are subject to any applicable school and/or criminal sanctions and procedures.

### **Code of Conduct**

This Code of Conduct is the established rules and regulations of the school. A violation of any section or rule of this code may result in disciplinary action including suspension or expulsion. The ACE Academy Administration follows progressive levels of discipline for each infraction. However, the Administration reserves the right to skip levels of progressive discipline depending upon the severity of the offense.

### **Aiding or Abetting Violation of School Rules**

If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **Alcohol**

The use, concealment, possession, sale, transmission, or being under the influence of alcoholic beverages by students on school grounds or any school activity shall not be tolerated.

### **Arson**

Setting a fire in the school building or on the grounds is hazardous to the total school population. Those who set fires will face suspension or expulsion and will be turned over to the police for prosecution.

### **Cheating and Plagiarism**

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of tests shall be considered cheating; this also includes electronic

downloading of information. Likewise, make it possible for another student to cheat makes you as guilty as the student you help. It is the responsibility of the student to maintain an honorable posture and his/her integrity.

Honesty requires that ideas or material taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. Any student who fails to give credit for ideas or material that he/she takes from another is guilty of plagiarism and is subject to consequences from his/her teacher.

Websites like Brainly, Mathway, Flashcard and Quizlet will be blocked on all school computers. Students attempting to access those sites will be disciplined and may be required to take all quizzes, tests and exams on site.

Depending on the nature and severity of the situation, the administration reserves the right to file charges in court. Penalties may include: failing grade for the assignments involved, failing the course involved, mandatory quiz, test and examination taking on site.

Administrators receive Go Guardian Alerts when students are attempting to access inappropriate sites or topics on school owned computers will be disciplined accordingly; including and not limited to charges being brought in Juvenile Court.

### **Computer Etiquette**

1. Keep food or drink away from the computers
2. Treat the machine as it was your own.
3. Screens can be cleaned with a window cleaner such as Windex.
4. The black casing can be cleaned with rubbing alcohol or window cleaner.
5. Do not use dusting spray as it builds up and will need to be cleaned off with rubbing alcohol.
6. Keep the computer parts off the floor as most household dust comes from the floor area.

### **Dress Code**

Students are to wear appropriate clothing to school which includes tops that cover the stomach and top of the pants area, no short-shorts, and no low cut shirts showing bras, or cleavage. While sitting, other students and educational personnel are not to be subject to overexposed areas, or underwear hanging out of the pants. Shoes must be kept on the feet at all times and walking barefoot in the school environment is not permitted. This dress code will be enforced anytime a student is onsite for testing, tutoring, etc. The administration reserves the right to send the student home to change.

### **Drugs/Counterfeit, Controlled Substances**

A student shall not possess, use transmit, sell, conceal, or be under the influence of any alcoholic beverage or intoxicant or any of the drugs of abuse defined by Ohio Revised Code Section 3719.011 on school grounds, while on property immediately adjacent to school district property, within the line of sight of school district property, while on school-provided transportation, at school-sponsored or related functions or activities off the school grounds or at any other time the student is subject to the authority of the school. This prohibition also includes any substances substantially resembling an illegal or controlled substance. Any substance or equipment will be turned over to the legal authorities.

If a building administrator has a reasonable individualized suspicion of drug or alcohol use,

he/she may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis by law enforcement. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test.

If a student refuses to take the test, he/she will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **Electronic Communication Devices**

No electronic communication devices (i.e. pagers, cell phones, cd players, iPods, and radios) with or without earphones, are not to be used during the school day unless they are part of the educational plan. If used, they may be confiscated and disciplinary action may result. Cell phones must be turned off and left at the front office with the school secretary. Cell phone usage of any kind is not allowable during the school day.

Use of lewd, vulgar, profane, or harassing language as a method to offend, intimidate, or insult others that results in a substantial disruption to school operations will not be tolerated. This includes the use of text messaging and/or the creation of modification of a social networking site or electronic account that specifically results in a substantial disruption to school operations.

### **Expectations**

Students are expected to:

1. Check daily messages and announcements on the school website.
2. Be responsible and let the ACE staff know of any information changes such as change of address, phone number, etc.
3. Message your class teacher if you have any problems or questions about assignments.
4. Plan/schedule/budget your time for the week ahead to get your school work done within the scheduled time period. You should plan to spend 26-32 hours per week on your assignments. A week is from Sunday 12:01 a.m. through Saturday 11:59 p.m. Teachers may grade assignments prior to this deadline.
5. Answer *all* parts of writing assignments/questions in complete sentences. Some will require essay responses which should be 2-3 paragraphs in length with 4-6 sentences per each paragraph.

### **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

### **Fighting, Instigating, or Abetting a Fight**

Engaging or abetting a physical confrontation with another person on school grounds, during school or at a school activity will not be tolerated. Punishment will be determined by the severity of the offense and will result in suspension. In instances of unprovoked attack, only the attacker will be disciplined. In the event of any fight, local law enforcement authorities may be notified and may intervene.

### **False Alarms / Bomb Threats**

The pulling of false alarms, the stealing or discharge of fire extinguishers, the threat of a bomb and/or inducing panic is in direct violation of Ohio law. The superintendent also has authority to expel a student for up to one year for making a bomb threat to a school building or any premises



at any school activity occurring at the time of the threat. Violators may be suspended or expelled from school and may be prosecuted to the fullest extent of the law.

### **Forgery**

Forgery involves false documents, signatures, etc used to deceive a recipient. Forgery is not allowable in any form within the confines of our school. Violators will receive a warning and disciplinary action as warranted.

### **Gambling**

Gambling is forbidden on school grounds or at any school activity. Violators will receive a warning and disciplinary action as warranted.

### **Gang Involvement**

An individual gang member refers to anyone who threatens to cause or causes harm to another or his or her family or property for the purpose of solicitation or causing membership in any association or organization. A gang is any combination, confederation, alliance, network conspiracy, understanding or similar conjoining, in law or in fact, of three persons with an established hierarchy that, through its membership or through the agency of any member, engages in a course or pattern of criminal activity. The school prohibits the wearing and displaying of gang apparel. Any student in violation will receive a warning and disciplinary action as warranted.

### **Harassment / Sexual Harassment / Bullying**

The harassment and/or bullying of other students or members of staff, or any other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Individuals engaging in such conduct will be subject to disciplinary action.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- a. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- b. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- c. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Any student who believes he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the school, or by third parties should contact the Principal.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the principal, teacher, or superintendent. Complaints against the Dean of Students should be made to the superintendent. Complaints against the superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student.

### **Hazing**

Hazing is defined as doing any act of coercing another, including the victim, to do or initiate any act to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing activities of any time are inconsistent with the educational process and are prohibited at all times.

The Board of Education encourages students who believe that they have been subjected to or have witnesses hazing to promptly report, either orally or in writing, such incidents to the building administrators. The administrator will prepare a written report summarizing the findings of the investigation and recommending the disposition of the complaint. If the investigation results in the substantiated finding of hazing, the administrator shall administer appropriate disciplinary action for all parties involved. If circumstances warrant, a report may be filed with the appropriate local authorities.

### **Insubordination**

There is to be no disrespectful behavior or willful disobedience of the requests and direction of the adults in charge (principals, teachers, substitutes, secretaries, educational assistants, custodians, bus drivers, or other school officials). Violation may result in suspension or expulsion.

### **Parking Lot / Automobile Regulations**

*Careless or reckless driving (speed limit is 10 mph), not adhering to parking regulations in the parking lot or leaving school grounds without permission may result in the loss of parking privileges.*

Parking in violation of city ordinances will result in ticketing by the local municipality.

### **Profanity and Vulgarity**

Students may not use physical gestures or verbal expressions that carry obscene or disrespectful connotations. Students are prohibited from making slanderous remarks which may be interpreted as vulgar or offensive. Violations may result in suspension.

### **Search & Seizure**

ACE Academy Staff or its designee reserves the right to search the desks, person, personal belongings of a student (wallet, purse, book bag, automobile, or another other container), and conduct K-9 searches on school grounds or at any school activity when it is reasonable necessary for the maintenance or order, discipline, and safety, and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. The following steps will be followed:

- a. If the student refuses permission, the student will be subject to suspension for insubordination.
- b. In some cases, the police may be called and the matter turned over to the legal authorities.

At the beginning of the school year, students will be advised that their persons, and personal

belongings are subject to search for contraband, and/or harmful or dangerous substances. The presence of a staff member or adult witness is required in all instances of a search or seizure of the property of a student. All contraband seized will be safeguarded and disposed of appropriately or turned over to the proper authorities.

### **Smoking, Vaping and/or Possession of Tobacco Products**

The possession, transmittal, or use of any tobacco or tobacco-related product is prohibited in the school district building, on school district grounds, while on property immediately adjacent to school district property, within the line of sight of school district property, while on school-provided transportation, at school-sponsored or related functions or activities or at any other time the student is subject to the authority of the school. This prohibition includes such items as cigarettes, cigars, pipes, lighters, matches, vaping pens, e-cigarettes of any form, and chewing tobacco. Items such as these are not to be on a student's person or in their belongings. Violators will be subject to suspension.

### **Student Drop-Off / Pick-Up**

ACE Academy shares its parking lot with multiple programs and businesses. Please drive slowly and do not play loud music while waiting for your student. Parking spots are designated and we would appreciate your cooperation in adhering to this very important safety issue.

### **Suspension and Expulsion Policies**

ACEA recognizes that exclusion from the educational program of any school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and cannot be imposed without due process.

Students in a digital classroom are not hampered by time and space. They do not have to be in a classroom at a specific time in order to complete their work. They can work during the times that are most convenient for them. However, ACEA students must maintain progress in their academic endeavors and communicate regularly with their teachers. Although much of the school year will be spent in a digital environment, there may be occasions during which a student will be in the presence of other students and staff members at school-related activities. Our rules and regulations are necessary to assure positive learning environment; they are in place to protect every student's opportunity to learn. Whenever behavior interferes with the learning environment, consequences will result. Reasons for suspension and possible expulsion may include the following:

1. Any repeated offenses for which the student has been previously suspended
2. Excessive absenteeism
3. Truancy
4. Misuse of or vandalizing school property
5. Disruption of school or school-related activities
6. Threatening or intimidating students or staff
7. Sexual harassment
8. Removing or altering official school documents or records
9. Assault
10. Immoral acts
11. Calling in bomb threats
12. Violation of the school Acceptable Use Policy
13. Possession of deadly weapons at school-sponsored functions
14. Cheating or plagiarism
15. Violating Computer usage contract

## **Definitions:**

**Suspension** - Duration of greater than 24 hours, but less than ten (10) days.

Temporary exclusion of a student from all school-related activities, accompanied by disabling the student's computer.

**Expulsion** – Duration of greater than ten (10) days.

The withdrawal of a student from all school-related activities, accompanied by disabling the student's computer.

## **Suspension Procedures:**

1. The student and the student's parent/guardian will receive a suspension warning notification by the U.S. Postal mail stating the intent to issue suspension and the reason for the possible suspension.
2. The student will be notified of the reason for the intended suspension and the proposed days of suspension.
3. The student or the student's parent/guardian will have an opportunity to challenge the suspension by the date and time specified by his/her suspension notification.
4. Students who wish to challenge the suspension will begin serving their suspension as indicated in their suspension notification.
5. In the event that, in the opinion of the Superintendent of the school, a student's presence at any school event presents a danger to other persons or property or seriously disrupts the functions of the school, the student may be removed from classes without formal suspension procedures.

## **Expulsion Procedures**

1. In the event the school decides to expel a student, the student and the student's parent/guardian will be notified by certified mail and by the phone of the intent to expel.
2. A student and his/her parent/guardian will also be notified of his/her right to appear in person for a formal hearing to challenge the expulsion
3. Notice of a request for a formal hearing must be received by the date specified in the intent to expel notification.
4. If requested, a formal hearing will be scheduled within five (5) business days from the date of request.
5. Parents/guardians will be notified of the time and place of the hearing and the right to be represented at the expulsion hearing by a representative of their choosing.
6. The Superintendent or his designee shall select a three-member panel to hear the appeal.
7. The hearing in front of the Board will be private, but the Board must act publicly on the outcome.
8. In the event that, in the opinion of the Superintendent of the school, a student's presence at school presents a danger to other persons or property or seriously disrupts the functions of the school, the student may be removed from classes without formal expulsion proceedings.
9. A student may be expelled for one (1) year for bringing or possessing a firearm, knife, or other destructive device on school property or to any school-sponsored activity, event, or field trip, at a school building or other public facility being used by school personnel for school activities.

10. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile.
11. A destructive device included, but is not limited to, any explosive, incendiary, or poison gas, bomb, or other similar device.
12. A knife is defined as any cutting instrument consisting of at least one sharp blade.
13. The specific circumstances under which the Superintendent may modify a one (1) year expulsion may include: a recommendation from the Special Needs Coordinator that is knowledgeable of the student's educational needs in accordance with the policy regarding suspension and expulsion of disabled students.

### **Suspension of Driving Privileges**

Students between the ages of sixteen (16) and eighteen (18) who have a valid Ohio driver's license are subject to having it suspended by the State for the following reasons:

1. When a student drops out of school, the school system is required to notify the Registrar of Motor Vehicles;
2. When a student is suspended/expelled for the use or possession of alcohol or drugs, the school system may notify the Registrar of Motor Vehicles;
3. When a student is excessively absent without legitimate excuses for either ten (10) consecutive days or a total of fifteen (15) cumulative days during a semester, the school system may notify the Registrar of Motor Vehicles.

### **Theft**

Any student found involved in theft of personal or school property or found to be in possession of stolen personal or school property may be subject to suspension or expulsion and may be prosecuted. Restitution will be required.

### **Trespassing**

A student shall not enter upon school grounds or premises of the student's regularly assigned school building after school hours unless the student is present to participate as a member of an extracurricular activity or to attend a school sponsored event where students from his/her regularly assigned school have been invited to attend.

A student already under suspension, emergency removal or expulsion shall not enter upon the ground or premises of the student's regularly assigned school building without the express permission of the principal.

### **Unauthorized Touching / Abusive Language Toward a School Employee, Student or Other Person**

- Abusive language toward a school employee - A student shall not use vulgar, profane or abusive language or gestures toward any school employee.
- Abusive language toward a student or other person – A student shall not use vulgar, profane or abusive language or gestures toward any other student or person.
- Assault toward a school employee – A student shall not cause or attempt to cause physical injury or behave in such a manner as to threaten to cause physical injury to a school employee.
- Assault toward a student or other person – A student shall not cause or attempt to cause physical injury to another student or person.
- Suspension/expulsion and/or legal prosecution may result from this behavior.

### **Unauthorized Use of School or Private Property**

Students must obtain permission to use any school property or any private property located on

school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

### **Vandalism/Theft, Damage, Destruction**

1. A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property.
2. A student shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property either on the school grounds or during a school-sponsored or related activity, function, or event off school grounds.
3. Willful marking or defacing any part of the building or destroying school or personal property is the joint liability of the student and parent. Persons responsible will pay for the repair or replacement of damaged property and may be suspended, expelled, and/or prosecuted.

### **Weapons**

ACE Academy is committed to providing an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the schools. Because the school 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 the staff. Failure to report such knowledge may subject the student to discipline.

The definition of a firearm shall include any weapon or look-alike weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. Students are not permitted to bring any toy or look-alike firearms, knives, or other simulated weapons onto school property.

A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions or events off school grounds or at any other time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm and any object which is made to look like a weapon or dangerous instrument.

If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, or to any other school program or activity that is not located in a school or on property owned or controlled by the district, the superintendent may reduce this requirement on a case-by-case basis in accordance with State law. The reasons for reducing the term of the expulsion may include but are not limited to the age of the student, school record, disability and/or individual circumstances.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. If a student brings a knife on school property, in a school vehicle, or to any school-sponsored activity, the superintendent may expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use a dangerous weapon, which is defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Ohio Revised Code requires the superintendent of schools, in certain specifically defined cases, to expel a student from school for up to a period of one year for possessing a firearm or knife, as defined in Ohio law. Additionally, the superintendent has the authority under Ohio law to expel a student for up to one year for violent conduct occurring at school, on other school property, at extra-curricular events, or at any school program or activity if the act will be a criminal offense committed by an adult and if the act results in serious physical harm to persons as defined in Ohio law. Specific guidance regarding one-year expulsions and permanent exclusion may be found in Policy 5610.

## Parent and Student Compact

The purpose of this compact is to set expectations for ACE Academy parents and students. Your agreement with and action on the following statements are vital to student success at ACE Academy.

- I believe my student/I have the ability to learn and grow academically.
- I understand that parent/guardian involvement is essential for my student's success.
- We will uphold all policies as outlined in the ACE Student-Parent Handbook.
- We will maintain or have access to continuous Internet service so my student has daily access to ACE Academy.
- I understand that the ACE Academy program includes the curriculum in Edgenuity, tutoring (both onsite and online), and various state and local assessments.
- I will actively ensure that my student participates in all required ACE Academy learning activities.
- We understand the ACE Academy is a public school that adheres to all state compulsory attendance regulations. As such, we understand that students in grades 1-12 must attend school a minimum of 920 hours a year, which is a minimum of 5-6 hours per day. We understand that middle and high school students may need to be academically engaged for up to 8 hours per day to be successful.
- I understand that as the parent/guardian, I am legally responsible for ensure my student meets minimum attendance standards or be subject to truancy/unruly action which may require legal intervention and/or withdrawal from ACE Academy.
- We agree to participate in all required state and local assessments.
- We will interact with school personnel on a regular basis by checking and responding to email, Schoology messages, voicemail, and/or text messages daily.
- We will work professionally and respectfully with all ACE Academy staff members to ensure the success of students.



## **Teacher Compact**

ACE Academy is proud of its talented, committed, highly qualified teachers. ACE Academy teachers agree to the following responsibilities to their students and to their students' families:

- We believe that all students are capable of learning and growing academically.
- We believe that academic progress and success should be measured in multiple ways: state and local assessments, progress in the curriculum, and engagement in regular communication with teaching staff.
- We will remain actively engaged in building positive relationships with our students and their families/support systems.
- We will communicate clearly and regularly with our students so that we can best meet our students' learning needs.
- We will keep accurate records of our students' participation and performance in all learning opportunities.
- We will work as a team with our colleagues, students, and our students' families/support systems to ensure that all students reach their maximum learning potential.

# SIGNATURE SHEET

## ACE Academy Student-Parent Handbook

I have received, read and understand the rules and regulations that are stated within this handbook. I understand that failure to follow these rules and regulations could lead to suspension, expulsion or withdraw from the Auglaize County Educational Academy.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Release of Student Directory Information & FERPA**

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (“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 education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the ACE Academy receives a request for access.

Parents or eligible students should submit to the ACE Academy Dean of Students a written request that identifies the record(s) they wish to inspect. The ACE Academy Dean of Students 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 right 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 ask the ACE Academy to amend a record should write the ACE Academy Dean of Students, clearly identify the part of the record they want changed, and specify why it should be changed. If the ACE Academy decides not to amend the record as requested by the parent or eligible student, the ACE Academy will notify the parent or eligible student 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 privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to ACE Academy officials with legitimate educational interests. A ACE Academy official is a person employed by the ACE Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the ACE Academy Board; a person or company with whom the ACE Academy has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another ACE Academy official in performing his or her tasks.

An ACE Academy 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 ACE Academy discloses education records without consent to officials of another ACE Academy in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for the purposes of the student's enrollment or transfer.

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the ACE Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
United States Department of  
Education 400 Maryland Avenue,  
SW Washington, DC 20202-8520

The District shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English. The District shall also provide for the need to effectively notify parents or eligible students identified as disabled.

#### REQUEST TO DENY PUBLIC ACCESS TO DIRECTORY INFORMATION

FERPA and the State of Ohio require that the ACE Academy, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. ACE Academy, however, may disclose appropriately designated "directory information" without written consent, unless the District has been advised to the contrary by a parent or eligible student in accordance with the ANNUAL OPT-OUT OPTIONS FORM.

- A. **Student Data/Directory Information:** Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information is public data under federal and state law and can be disclosed to outside organizations and individuals without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or public yearbooks.

ACE Academy has designated the following information as directory information:

- Student's name
- Postal address;

- Photograph;
- Date and place of birth;
- Major field of study;
- Dates of attendance;
- Grade level;
- Enrollment status (full-time or part-time);
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors and awards received; and
- The most recent educational agency or institution attended.
- It also includes the name and postal address of the student’s parent(s).

The primary purpose of designating certain data as directory information is to allow the ACE Academy to include such information in certain ACE Academy publications.

Examples include, but are not limited to:

- Social media;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members; and
- Marketing material, including advertising websites, e-newsletters.

If a parent or eligible student does not want ACE Academy to disclose directory information from a student’s education records without prior written consent, they must notify the District by returning the ANNUAL OPT-OUT OPTIONS FORM printed below each ACE Academy year.

**B. Armed Services Data** - grades 11 and 12 only: In addition, federal and state laws require ACE Academy receiving assistance under the Elementary and Secondary Education Act of 1965 (“ESEA”) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents or students have advised the ACE Academy that they do not want their student’s information disclosed without their prior written consent.

Similarly, in accordance with the State of Ohio statutes schools must release to military recruiting officers the names, addresses and home telephone numbers of students in grades 11 and 12, UNLESS the parent/guardian or student has checked “2” in the ANNUAL OPT-OUT OPTIONS FORM and has signed, dated and returned the form.

C. ANNUAL OPT-OUT OPTIONS FORM

If you wish to allow all of the student data as defined in “A” and “B” to be published/distributed, you do not need to return this form.

*Options 1, 2, and/or 3: Place a check in the applicable box(es) and provide a signature at the bottom before returning this form*

- 1. Deny student data as defined in “B” from distribution to the armed services:
- 2. Deny student data as defined in “A” from publication or distribution:
- 3. Deny only the following student data as defined in “A” and/or “B” from publication or distribution:

[PLEASE LIST THE SPECIFIC DATA FROM SECTION “A” and/or “B” THAT YOU DO NOT WANT RELEASED]

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If you checked any of the boxes under options 1, 2, or 3, you MUST complete and sign section “D” below and return this completed form to the Westonka Educational Service Center by Friday, Sept. 8. Doing so will EXCLUDE student data from being published or released. If you have any questions, please contact ACE Academy staff at 419-738-7452.

D. **SIGNATURES:** If you opt to deny student data from publication and release, this form MUST be signed by the parent/guardian or adult student (18 years-of-age or older, with the exception of Option 1).

Student Name

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Grade

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School

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Parent/legal guardian signature of minor student, Date

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Student’s signature (if 18 years or older, unless Option 1)

NOTE: This request remains in effect for the current ACE Academy year only. This completed form must be returned to ACE Academy at the beginning of each year.