



Eastland Preparatory School

Student and Parent Handbook
2026-2027 School Year

2741 S. Hamilton Rd.
Columbus, OH 43232

www.eastlandprep.org

614.547.4493

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WELCOME

Welcome to Eastland Preparatory School (“EPA” or “School”)). Our staff is pleased to have you here as a student and as a supportive parent. We will do our best to help you and make your experience here productive and successful.

This **Student-Parent Handbook** has pertinent information, rules, and regulations. Therefore, it is important that **every** parent and student read and become familiar with its contents. This handbook is developed so we can have a safe and organized program and to create an understanding between students, parents and EPA.

The administration and staff appreciate your support. We hope that your child’s school year will not only be educational, but enjoyable.

Questions regarding the contents of this handbook can be directed to the School’s principal.

FOREWORD BY PRINCIPAL

[Insert Foreword from Ms. Cooksey]

MISSION, VISION, AND CORE VALUES OF THE SCHOOL

Our mission is to teach all children successfully through hard work and to develop excellent academic skills so that all students can advance beyond their expected grade level.

EQUAL EDUCATION OPPORTUNITY AND GENERAL NOTICE OF NON-DISCRIMINATION

It is the policy of EPA to provide an equal education opportunity for all students. The School does not discriminate based on race, color, creed, age, disability, religion, sex, ancestry, national origin, or other protected characteristics, or social or economic background in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Principal has been designated to handle inquiries regarding non-discrimination policies.

RELIGION IN THE SCHOOL

Religious belief and disbelief are matters of personal consideration rather than governmental authority and the students of this School are protected by the First Amendment from the establishment of religion in the schools. Accordingly, no devotional exercises or displays of a religious character will be permitted at the School in the conduct of any program or activity under the jurisdiction of the School, nor shall instructional activities be permitted to advance or inhibit any particular religion, or religion generally. However, a student may engage in religious expression before, during, and after school hours in the same manner and to the same extent that a student is permitted to engage in secular activities or expression before, during, and after school hours. The School shall also give the same access to school facilities to students who wish to conduct a meeting for the purpose of engaging in religious expression as is given to secular student groups, without regard to the content of a student’s or group’s expression.

An understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum shall be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board and School acknowledge the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use by the School. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

Religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the students of the School, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.

Accordingly, no Student shall be exempted from attendance in a required course on the grounds that the instruction therein interferes with the free exercise of his/her religion.

Consistent with the School's attendance policy, students are permitted to be absent for up to three (3) school days each school year in order to participate in holidays for reasons of faith or religious or spiritual belief systems, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Absences shall be treated as excused, and students shall not be penalized as a result of their absence. Students absent for religious expression days or religious holidays shall be permitted to participate in athletics or extracurricular activities on days in which the student was otherwise excused from attendance at school. The School shall also provide alternative accommodations in order to complete exams and other academic requirements missed due to a timely requested absence. Accommodations may include re-scheduling the alternative examination or other academic requirement for the approved student, which may be before or after the time and date that was originally scheduled.

Parents shall report absences due to religious expression or holidays in writing to the Principal in the usual manner required by the School's attendance policy. Provided however, requested absences that require accommodation for an exam or academic requirement shall be made in writing by the student's parent no later than fourteen (14) days after the start of the school year, or the date of the student's enrollment, whichever is later, in order to be deemed timely. The Principal may require confirmation of the parent's signature on any absence request, but may not inquire as to the sincerity of the student's religious or spiritual belief system.

The School also shall not prohibit a student from engaging in religious expression in the completion of homework, artwork, or other written or oral assignments. Assignment grades and

scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

For questions or grievances regarding this policy, please contact the Principal.

Grievances related to this policy will be addressed through the School's standard grievance procedure outlined in Governing Authority Policy 115.

This policy, as well as a non-exhaustive list of major religious holidays, festivals, and religious observations for which an excused absence shall not be unreasonably withheld or denied, shall be posted in a prominent location on the School's website and conveyed to parents on an annual basis.

An excused absence for any of the below religious holidays or festivals shall not be unreasonably withheld, up to a total of three (3) school days of absences per school year. This list is non-exhaustive and will not be used to deny an accommodation for an absence due to a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on this list.

Holiday
Eid ul-Fitr
Good Friday
Rosh Hashanah
Yom Kippur
Passover
Eid ul-Adha

TITLE IX COORDINATOR

EPA does not discriminate based on sex in its education program or activities and is required by Title IX and its regulations to not discriminate in such a manner. Our Title IX coordinator below is responsible for investigating any complaint alleging noncompliance with Title IX.

Regional Vice President
2741 South Hamilton Road
Columbus, Ohio 43232
614-547-4493

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail,

using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

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

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

Inquiries about the application of Title IX and its regulations to the School may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department, or both.

A specific procedure for grievances related to Title IX issues is set forth as the "Title IX Grievance Procedure."

A copy of the Title IX Grievance Procedure is available on the School's website or upon request from the front office.

SECTION I – GENERAL INFORMATION

School Day

The school day is 8:00 a.m. to 3:30 p.m.

Breakfast is served from 7:50 a.m. to 8:10 a.m. Students will be marked tardy after 8:15 a.m.

Testing and Compulsory Attendance

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

Enrollment

Families must have a completed enrollment application submitted prior to the first day of school. Applications for enrollment are available on the School's website.

Children kindergarten must be five years of age on or before the first day of instruction or qualify for early entrance under the School's policy.

There will be no discrimination in the admission of students to the School on the basis of race, creed, color, national origin, disability, or sex. Upon the admission of any student with a disability, the School will comply with all federal and state laws regarding the education of disabled students. The School will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

Early Dismissal

No student will be allowed to leave the School prior to dismissal time without a parent coming to sign him or her out before [] pm. No student will be released to a person other than custodial parent(s) (or name listed on emergency contact list) without permission.

Emergency Closings and Delays

If the School must be closed or the opening delayed because of inclement weather it will be announced on our school's Facebook page and the school website, then to local radio/television stations listed specifically under Eastland Preparatory School.

Parents and students are responsible for knowing about emergency closings and delays. If transportation is provided to you by a district that calls a delay, but the School has not called the same delay, the operating hours for the School will remain unchanged. The School day will begin at the regular time, and students will be marked tardy if not in attendance by 8:15 a.m. There may be some emergency instances, which will require the School to be closed early. It is extremely important that parents discuss with their child the emergency procedures they should follow in the event the School is closed early.

Student Fees, Fines, and Charges

The School may charge specific fees. Such fees or charges are determined by the cost of materials, freight/handling fees, cost of field trip, and add-on fees for loss or damage to School property. The School and staff do not make a profit.

Students using School property and equipment, including textbooks, lockers, chrome books, and desks, can be fined for excessive wear and abuse, or loss, of the property and equipment. The fine will be assessed at replacement cost. The School may withhold a student's grades and/or credit for failure to pay assessed fees for materials used in a course of instruction other than textbooks or electronic textbooks and for outstanding account balances.

Emergency Drills

The School has an extensive Emergency Response Plan in place and practices all necessary emergency drills in compliance with State regulations and laws.

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using the procedures provided

by the State. The School also practices all required shelter in-place/lockdown and emergency management tests and drills as required by law. Specific instructions on how to proceed with any drill will be provided to students by their teachers, who will be responsible for safe, prompt, and orderly drills.

Visitors

Visitors, particularly parents, are welcome at the School when doing so will not cause a disruption to the School's operations. For the safety of students and staff, ALL visitors **MUST** report to the office to sign in upon arrival, pick up a visitor's identification badge, and sign out before leaving. Any visitor found in the building without signing in shall be reported to the Principal, and may be reported to law enforcement and/or subject to future exclusion from the building. Visitors are not to approach students and should always be escorted by a staff member while in the building.

If a person wishes to confer with a member of the staff, he/she **MUST** call for an appointment prior to coming to the School in order to prevent any disruption or inconvenience. Any visitor, including a parent or guardian, failing to comply with the School's visitor procedure or the direction of the Principal may have restrictions placed on visiting, up to and including prohibition from the premises. The Principal may utilize law enforcement officials in the enforcement of the visitor policy and the safety and security of the School.

Students may not bring visitors to the School without first obtaining permission from the Principal.

Use of Tobacco and Smoking/Vaping Devices on School Premises

The use of tobacco and some oral, stimulants, including betel nuts, present a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the School.

For purposes of this restriction, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. Additionally, "use of betel nuts" shall mean any and all use, possession, consumption or chewing of the areca nut (commonly known as the betel nut) or substances containing the areca nut.

The School prohibits the use of tobacco or betel nuts on school property by all individuals, including parents, visitors, and students.

Student Sales

No student is permitted to sell any item or service in the School without the approval of the Principal. Violation of this policy may lead to disciplinary action. For example, trading or selling of the following items is not allowed: junk food, radios, CDs, CD Players, toys, trading cards, and other similar items. These items or others like them shall not be brought to the School unless the teacher or Principal has given specific permission.

Use of Telephones

Students are not permitted to utilize their cell phones or electronic communication devices at all times during the instructional day, except in limited circumstances consistent with the School's policies. Students are not permitted to make calls on the telephone unless the Principal or teacher gives permission. Students will not be called from class for telephone calls. Phone messages from parents to students may be given to the secretary, who will give the message to the student. It is extremely disruptive to have students called from class. No telephone calls will be forwarded to the classrooms without prior arrangement.

Note: Cell Phones and similar electronic communication devices are permitted on school grounds but are required to be put away during instructional hours, except when permitted to be used by a student consistent with a Section 504 Plan or IEP to support student learning or monitor and address a health concern. For the protection of the quality of education and safety of our students, any student who is on their cell phone for an unauthorized reason will be required to forfeit the device to the Principal or the Principal's designee (including all faculty). All forfeited cellular/wi-fi devices require a parent to pick them up at the front desk.

School Parties

Teachers may enlist the help of parents with the planning and/or treats. Watch for information from your child's teacher. The date and time of the parties will be determined at the building level. Birthday parties are left up to the discretion of the teacher. Please contact the teacher via email first before sending any celebration items to the School. It is the School Policy to not publicly pass out birthday invitations unless there is one for each member of the class.

Money and Other Valuables

If money is being sent to the School, parents are encouraged to place the money in an envelope with the child's name, the recipient's name (e.g., the teacher), and a note stating what the money is for and how much is included.

Parents are strongly discouraged from allowing children to bring significant amounts of money to the School. The School will not be liable for the distribution or recovery of any lost or stolen funds.

Students are discouraged to bring items of significant value to the School. Items such as jewelry, expensive clothing, electronic equipment, etc., are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Parent Involvement

The School encourages volunteerism in the school. Volunteers are important to our educational program. When parents volunteer in the School, they should be a positive role model for our students and follow all School rules. Volunteers may be required to provide background checks

at the discretion of the Principal or Vice Principal. Volunteers are required to sign in and out at the School office and obtain a visitor's pass each time they are volunteering in the building.

School-Family Compact

The School and all Parents and family members (family) of students, including the family of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act ("ESEA"), agree that this compact outlines how the family, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and family will build and develop a partnership that will help children achieve the State's high standards.

This school-family compact is in effect during the 2026-2027 school year.

School Responsibilities

The School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's academic standards
2. Hold parent-teacher conferences at least annually during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide family with frequent reports on their children's progress.
4. Provide family reasonable access to staff.
5. Provide family opportunities to volunteer and participate in their child's class, and to observe classroom activities
6. Treat all members of the School's family with respect and dignity.
7. Know the curriculum and state standards.
8. Establish clear rules for acceptable behavior, class participation, grades and assignments.
9. Discipline students in a fair and consistent manner.

Additional details regarding the School's commitments are outlined herein.

Family Responsibilities

You, as family, agree to support your children's learning in the following ways:

1. You will treat all members of the School family with respect and dignity.
2. You will know and understand school rules and cooperate with school personnel in the enforcement of school rules.
3. You will support the school's zero tolerance policy toward any physical aggression.
4. You will communicate our comments, questions, and concerns to the appropriate personnel.
5. You will send our child to school in accordance with the school dress code.

6. You will attend any meeting concerning the welfare and well-being of our child, including report card conferences, IEP meetings, and any other intervention meetings.
7. You will send our child to school on time and on a regular basis as required by the law.
8. You will inform the school of change of phone numbers and addresses.
9. You will support the completion of all homework and our child's reading for 15 minutes daily.
10. You will monitor the amount of television our child watches.
11. You will participate, as appropriate, in decisions relating to our child's education.
12. You will stay informed about our child's education and communicate with the school by promptly reading and responding to all notices from the school.
13. You will serve; to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the School's School Improvement Team, the Title I Policy Advisory Committee, the Policy Advisory Council, the School Support Team, or other school advisory or policy groups.
14. You will be sure that our child attends all Extended Day Educational Services, such as tutoring sessions before or after school or during weekends. We recognize that those supplemental activities are a required part of the child's educational program and the School curriculum and the failure to assure a child's attendance at such sessions could result in retention or discipline under school policy.

Student Responsibilities

I, as a student, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

1. Do my homework every day and ask for help when I need to.
2. Read at least thirty minutes every day outside of school time.
3. Give my family or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Parent's Right-to-Know

Under federal law, the School must notify parents of their right to request certain information about their child's education. We are happy to provide this information to you, and we will do so in a timely manner.

At any time, you may request information about state or school policies or procedures regarding student participation in any required assessment. This information will include the right to opt out of the assessment, if such a right applies. In addition, you may ask:

- Whether the teacher met State qualification requirements for the grade level and subject in which he/she teach,
- Whether the teacher is teaching under an emergency or provisional certificate through which the State requirements were waived, and

- Whether the teacher is teaching in the field of discipline of his/her certification.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are qualified. If you have any questions about your child's assignment to a teacher or paraprofessional or about required assessments, please contact the Principal.

Health Services

Consistent with R.C. 3313.473, the School may provide or facilitate the provision of health care services from time to time to support the needs of students. Consistent with Ohio law, notice and consent may be required prior to providing health care services. The School respects a parent's option to withhold consent or decline any specified service. Parental consent to health care services does not waive the parent's right to access the parent's student's educational or health records or to be notified about a change in the student's services or monitoring as provided in the School's policies.

The School's Wellness Policy is also available for review in the office.

Health Screenings

The School is required by law to provide various health screenings, including hearing, speech, and vision assessments. If you would like to exempt your child from these screenings for any reason, a written notice of your intent to opt-out of the screenings must be submitted to the front desk as soon as possible.

Additionally, the School does not provide required immunization services. If you are unable to arrange for these vaccinations through your health care provider, screenings may be provided at little to no cost through Columbus Public Health:

Columbus Public Health – Immunization Clinic
240 Parsons Ave. Columbus, OH 43215 Phone: 614-645-7945

SECTION II - ACADEMICS

Student Assessment

To measure student progress, students will be tested in accordance with State standards and School policy. Ohio State Testing is typically administered once or twice per academic year. Dates are subject to change by the Ohio Department of Education and Workforce. Parents will be informed prior to the State established testing dates. Unless exempted, each student will be expected to pass the appropriate Ohio Achievement Assessments. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests, such as, the Kindergarten Readiness Assessment, and iReady Math/Reading tests will be administered in the fall and/or spring to monitor progress and determine educational mastery level. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Computer Technology and Networks

Eastland Preparatory School is pleased to offer students the use of a computer network for internet access. To gain access to the internet, all students must obtain parental permission as verified by the signatures on the form at the end of this handbook.

Students are responsible for appropriate behavior on the School's computer network to the same extent as in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused.

There is no right to privacy on the School's computer network, and administrators may review communications and files to maintain system integrity and to ensure that students are using the system responsibly.

Students are expected to remain within allocated disk space and delete unnecessary materials which take up excessive storage space.

Students shall never download or install any commercial software, shareware, or freeware onto the School's computers, unless they have written permission from the Network Administrator. Students shall not copy other people's work or intrude into other people's files.

The use of profane, abusive or impolite language is not be allowed, nor shall materials be accessed which are not in line with the rules of appropriate school behavior. Students shall not view, send, or access materials that contain profane or abusive content. Should a student encounter such material by accident, the student should immediately report it to his/her teacher.

Use of Artificial Intelligence

The School is committed to supporting students and staff in the appropriate use of artificial intelligence ("AI"). The use of AI technology is encouraged when used appropriately and ethically. AI may be integrated into academic material responsibly to prepare students for the successful integration of innovative technologies. The School will strive for the implementation of AI to be human-centered and empower students and staff. If utilizing artificial intelligence technology, students and staff shall abide by all relevant and related policies.

AI shall always be used in a manner appropriate to the School's academic and moral goals, and is only permissible to be used in the academic setting when authorized by the classroom instructor. Failure to use AI technology in an appropriate manner may subject students and staff to disciplinary action.

Artificial Intelligence Technology may not be utilized for the following:

1. Violating the conditions of federal and Ohio law dealing with students' and employees' rights to privacy;
2. Creating images which may be offensive to another user; bullying, insulting, intimidating, or attacking others; or transmitting any material in violation of federal or state law.
3. Accessing or creating profanity, obscenity, abusive, pornographic, and/ or impolite language or materials; accessing materials in violation of the Student Code of Conduct; or viewing, creating, or accessing materials that you would not want instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to his or her instructors immediately.
4. Violating copyright laws by utilizing copyrighted images. All copyright laws must be respected.
5. Plagiarizing works through AI Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user. While AI Technology may be used to support a student's learning, AI generated work shall not replace a student's work.
6. Damaging Technology devices, computers, computer systems, or computer networks (for example, by the creation, introduction, or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which are defined as offering or providing goods or services or purchasing goods or services for personal use, and include, but are not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; or
 - d. any use for product advertisement or political lobbying.
8. Using AI for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.
9. Using AI to generate images or materials containing a real person without said person's permission (e.g., "deep fakes").

FERPA Notice

EPA honors families' privacy while meeting its obligation to share education-related information with the community. The Family Education and Privacy Act (FERPA) permits disclosure of "directory information" to anyone, without consent, as long as the district annually notifies parents and allows them the chance to opt-out. FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or invasive to privacy disclosure. The law allows school districts to determine and notify parents of its exact definition of such directory information.

While FERPA permits schools to adopt a policy allowing the release of Directory Information Policy under which "directory information" concerning students may be released to the public under certain circumstance, schools are not required to do so. Whereas the school has not adopted such a policy, the school's practice in compliance with FERPA is not to release education records or personally identifiable information in the absence of explicit consent from a parent or student over the age of eighteen.

Field Trips

Field trips are academic activities that are held off School grounds. Buses will transfer students to and from field trips. There are also other trips that are part of the School's co-curricular and extra-curricular programs. No student may participate in any School-sponsored trip without written parental consent.

Field trips are designed to extend curricular areas for our students. Parents may be asked to be a chaperone on a field trip. The role of a chaperone is to supervise students; therefore, siblings and non-chaperoning adults are not allowed accompanying parents on any field trip without express permission from the teacher. Students whose behavior represents safety concerns may be excluded from participation in a field trip to the extent permitted by law.

Title I Services

The School is a school-wide Title I funded school. Students can qualify for Title I services after academic performance data is analyzed. Title I services are put in place to provide support to students who struggle academically and need additional academic service to improve overall performance in Reading and Math. A quarterly data analysis is completed by administration and the Title I staff to provide proper support to meet academic needs of each student that qualifies. Students who receive Title I services are given opportunities to test out of the services if appropriate growth is recorded.

Parent's Right-to-Know:

Under federal law, the School must notify parents of their right to request certain information about their child's education. We are happy to provide this information to you, and we will do so in a timely manner.

At any time, you may request information about state or school policies or procedures regarding student participation in any required assessment. This information will include the right to opt out of the assessment, if such a right applies. In addition, you may ask:

- Whether the teacher met State qualification requirements for the grade level and subject in which he/she teach,
- Whether the teacher is teaching under an emergency or provisional certificate through which the State requirements were waived, and
- Whether the teacher is teaching in the field of discipline of his/her certification.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are qualified. If you have any questions about your child's assignment to a teacher or paraprofessional or about required assessments, please contact the Principal.

Grading Periods and Parent Teacher Conferences

Report cards are sent to the home through the mail, given directly to the parent, or sent home with the student for each grading period. See the school calendar for these dates. Copies of all report cards are placed into the student's cumulative file.

Formal parent-teacher conferences are conducted at least once a year. Conference dates are specified in the school calendar. Conference schedules will be issued through the school office but arranged by each student's teacher. Once a conference date and time have been arranged, parents should contact the student's teacher if a change is necessary. Parents may request additional meetings or conferences throughout the year.

Homework

The assignment of homework should be expected. Student grades will reflect the completion of all work, including outside assignments. It is the student's responsibility to complete and turn in homework assignments. Homework is part of the student's preparation for the standardized tests and graduation.

Promotion, Placement and Retention

Many factors are taken into consideration when a student is promoted to the next level or retained at their current grade level. Each child is treated as an individual case and will be given individual consideration. The School firmly opposes social promotion policies (i.e., going to the next grade without proven academic merit). A student is required to be retained if he/she has failed at least two (2) courses of study, unless the Principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted. The School may also choose not to promote to the next grade level a Student who does not take a required statewide achievement assessment or make-up assessment, and who is not exempt from the requirement to take such assessment. However, with the exception of the Third Grade Reading Guaranty, the

School will not utilize a student's failure to attain a specified score on any statewide achievement assessment as a factor in any decision to deny a student's promotion to a higher grade level, except that the School may use a student's failure to attain a score in at least the basic range on certain state assessments as a factor in deciding to deny a student's promotion. Teachers are to confer with the Principal concerning all retentions.

Parents will be notified in writing if a student is not on track to be promoted to the next grade. In addition, parents will have access to online gradebooks, including an array of tools to help monitor student grades.

SECTION III – STUDENT CONDUCT

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education.

The School is also concerned about helping students develop a high-quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their School careers.

Excused Absences

Students may be excused from the School for one of the following reasons and will be provided an opportunity to make-up missed School work and/or tests:

- Personal physical illness that prevents attendance at School
- Personal mental illness such that the student will not benefit from instruction
- Illness in the family necessitating the presence of the child
- Quarantine in the home
- Death in the family
- Medical, behavioral, or dental appointments
- Observance of religious holidays or expression of religious beliefs consistent with the truly held religious beliefs of the child or the child's family for no more than three (3) school days (the Principal may require confirmation of the parent's signature requesting the absence, but may not inquire as to the sincerity of the student's religious or spiritual belief system).
- College or university visits
- Pre-enlistment reporting to military enlistment processing
- Absence due to a placement in or changes to a foster care placement or any court proceeding related to a student's foster care status.
- Absences due to a student being homeless.
- Absences due to deployment activities of a parent or custodian.

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

The School reserves the right to verify statements and to investigate the cause of absence. Students with a health condition that causes repeated absences are to provide the School office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence or send a note the following day. They are to call the School office and explain the reason for the absence. If the absence can be foreseen (the cause must be approved by the Principal), the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Withdrawal

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

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

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

Disciplinary Action for Unexcused Tardiness or Absence

Repeated tardiness shall be grounds for disciplinary action. A student is tardy when they do not arrive to the school by 8:15 am. Tardiness is tracked to the nearest hour of missed instruction.

Truancy and Absence Intervention Strategies

A "habitual truant" is a child of compulsory school age who is absent without legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year. The School may take legal action against a student and parent/guardian pursuant to R.C. 3321.20 or R.C. 3321.38 if a student is not attending school. See the Attendance/Truancy/Withdrawal policy in the Board Policy Manual for more information.

A student shall be considered "chronically absent" when the student misses at least ten percent (10%) of the minimum number of hours required in the school year. Time missed from school for any reason, including excused and unexcused absences, will contribute to chronic absenteeism.

When a student misses five percent (5%) of the minimum number of hours required in the school year, the attendance officer shall notify the student's parents of the student's absences. The School will develop strategies and a plan for intervention to improve student attendance plan which may include any applicable appropriate interventions contained in this policy.

The School shall attempt to address student attendance problems through a variety of prevention and intervention strategies, which will be tiered to address conduct of increasing concern. These measures may include, but are not limited to, the following:

1. Offering counseling to the family of a student with truancy problems,
2. Requiring the parent/guardian to contact the School to discuss the student's absences,
3. Giving a student and his/her parent/guardian written warning about the possible legal consequences of truancy,
4. Requiring the student's parent/guardian to attend a parental education or training program to encourage parental involvement in compelling the student's attendance at the School,
5. Referring the matter to the Franklin County Court of Common Pleas, Juvenile Branch, for consideration,
6. Initiating automatic withdrawal from the School,

7. Filing a complaint against the student and his or her parent/guardian in the Franklin County Common Pleas Court, Juvenile Branch.

Teachers are encouraged to consult with the Principal about a student's attendance concerns and to suggest to students and their parents that more formal interventions may become necessary.

Vacations during the school year

Parents are encouraged not to take their child out of the School for vacations.

Suspension and Expulsion from School

A suspended or expelled student is responsible for completing schoolwork missed due to suspension or expulsion; however, assigned work completed during an expulsion will not automatically count for full credit towards their grade. Eastland Preparatory School uses a progressive discipline policy that provides increased student intervention and possible disciplinary action based on the number and severity of the infractions.

Student Attendance at School Events

The School encourages students to attend as many School events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

To ensure students attending evening events as participants or non-participants are properly safeguarded, a parent or adult chaperone must accompany students. Such events include but are not limited to school festivals, performances, and sporting events. The School will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students who are participants in an School activity. Students must comply with the Code of Conduct at School events, regardless of the location. Student behavior may prohibit attendance at school events.

SECTION IV - DRESS CODE

At Eastland Preparatory Academy, we believe that showing up prepared—including in clean uniforms, good hygiene, and neat grooming—helps set the tone for confidence and success. It also helps create a positive, distraction-free learning environment for everyone.

If a student is out of uniform or not properly groomed, families will be contacted.

Students are prohibited from wearing hooded sweatshirts, jeans, sweatpants, "flip-flop" sandals, and nonreligious head coverings, including hats, durags, bonnets, and scarves.

GIRLS:

- Solid white blouse or knit shirt with collar.
- Solid grey or purple knit shirt with collar.
- Solid white garment worn under blouse
- Solid black or khaki skirts knee.
- Solid black or khaki shorts to knee.
- Solid black or khaki jumpers to knee.
- Solid black or khaki long pants.
- Solid black, or white socks, tights, or hosiery.
- Shoes that promote learning and eliminates distractions
- Blouses must be tucked inside the pants or skirts.
- Proper undergarment protective clothing.

BOYS:

- Solid white dress shirt or knit shirt with collar.
- Solid grey or purple knit shirt with collar
- Solid black or khaki long pants.
- Solid black, or khaki shorts to knee.
- Solid black or white socks.
- Shoes that promote learning and eliminates distractions.
- Shirts must be tucked inside the pants at the waist.
- Proper undergarment protective clothing.

PE DRESS CODE: BOYS AND GIRLS:

- Tennis shoes must be worn on scheduled physical education days.
- NO Crocs, Sandals, Sliders, etc.

School Property, Equipment and Facilities

Damage to or loss of School equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for replacement or repair.

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other School equipment or facility.

Students will be held responsible for the proper use and safe-keeping of any property, equipment or facility they are allowed to use. If the damage or loss is caused to property, equipment, or facilities intentionally, the student will also be subject to discipline according to the Student Code of Conduct.

Outside individuals or organizations may request a Building Use Form from the School office.

Search and Seizure

Search of a student and his/her possessions (including backpacks and purses) may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is a reasonable suspicion (which is significantly less stringent than “probable cause”) that the student is in violation of the law or School rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students may be provided lockers, desks, or other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time, with or without reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Any and all property of the School, including lockers, may be subject to random or for-cause search.

Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against School policy.

All computers, labs and offices of the School are the School's property and are to be used by students, where appropriate, solely for educational purposes. The School retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the School with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

SECTION V – CODE OF CONDUCT

The Board of Directors has adopted the following Student Code of Conduct. The Code includes the types of misconduct that will subject a student to disciplinary action and the procedures for implementing disciplinary action.

The following provides examples of major areas that could result in disciplinary action. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be disciplined.

Infractions and Likely Disciplinary Action

	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet materials, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.
Bomb Threat	Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2- 4 disciplinary action.

	not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other Students or Staff, and running and/or making excessive noise in the building.			
Dress Code Violations	See Dress Code	Change into school provided uniform for the day and return it at the end of the school day. Excessive dress code violations may result in additional consequences (Levels 2-3)		
Electronic and Other Communication Devices	No Student shall display or possess any electronic devices (cellular telephones, PDA's, CD players, iPods, gaming devices, etc.) without approval on School property from the beginning of the day to the conclusion of School.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.
Firearm	Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm to an interscholastic competition, an	Level 4 disciplinary action and	Level 4 disciplinary action and	Level 4 disciplinary action and

	extracurricular event, or any other School program or activity that is located at a School or on School property.	1 year discretionary expulsion.	1 year discretionary expulsion.	1 year discretionary expulsion.
	Possessing a firearm at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the	Levels 1-3	Level 2-4	Level 3-4

	attendance of another student. See also Gang Policy.			
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.	Level 1	Level 1-2	Level 2 -3
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community. See also Dignity Policy.	Level 1-2 disciplinary action.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.

Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a subset of bullying and involves the use of information and communication technologies, including but not limited to email, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.

	if such acts affect other Students or Staff of the School. See also Anti-Bullying.			
Knife	Bringing a knife capable of causing serious bodily injury to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife capable of causing serious bodily injury at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Lying	Intentionally giving untrue communication.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarity	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious,	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.

	or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.			
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students, or public displays of affection.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Minor Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a minor safety risk include, but are not limited to: • Talking during safety drills • Running, pushing, yelling, or other	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.

	inappropriate behaviors • Any inappropriate playground behaviors • Minor insubordination to adults			
Major Safety	Behavior that creates a more severe possibility of harm to oneself or others, including but not limited to • Leaving the school building or grounds without permission • Other acts which could harm the student or others	Level 2-4	Level 2-4	Level 2-4
Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event. See also Drugs and Alcohol.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.	Level 4 disciplinary action.

Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia (including e-cigarettes, vapor-based nicotine, and lighters). See also Use of Tobacco on School Premises.	Level 1-2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 2- 4 disciplinary action.
School Property	Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to: • Defacing textbooks, library books, and other school materials • Destruction or improper use of school computers, printers, or other technology • Defacing/destruction of school property including desks, walls, lockers, etc.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.

	• Failure to respect the property of other students, teachers, school personnel, etc. • Gum chewing on school property • Improper use of restrooms and/or supplies • Stealing			
Sexual or Other Harassment	Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment. See Harassment Policies.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Tardiness	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.

Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Toys or Play Objects	School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to: • Bringing toys or distracting objects to school • Creating toys or distracting objects at school	Level 1 disciplinary action.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.
Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance	Disciplinary action consistent	Disciplinary action consistent	Disciplinary action consistent

	check-in/check-out and absence procedures. See also Truancy Policy.	with Truancy Policy.	with Truancy Policy.	with Truancy Policy.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.

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

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

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

First Level Offense

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

Second Level Offense

1. Teacher applies appropriate consequences, including longer time-outs, or alternate areas for reflection, loss of privileges, detention, etc.
2. Teacher personally communicates the problem(s) with the student's parent(s).

3. Teacher sends a written report home and a copy to the office.

Third Level Offense

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

Fourth Level Offense

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

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

Hazing

The School prohibits all acts of hazing. No person shall recklessly participate in the hazing of another. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Harassment, Intimidation, and Bullying Policy

Anti-Harassment, Intimidation and Bullying Policy The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures and standards for the School and students. Information regarding this policy must be incorporated into employee training materials. Annually, the School shall send a written statement describing the policy and the consequences for violating the policy to each student's custodial parent or guardian, either electronically or with report cards. The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or

physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of “harassment, intimidation or bullying” also includes the above described acts which are electronically generated, stored or transmitted, sometimes called “cyberbullying”.

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

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and code of conduct of the School shall be followed and shall not infringe on any student’s First Amendment rights under the United States Constitution.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See attached Form for Reporting Incidents of Harassment Intimidation and Bullying at Appendix 264.1-A). Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. To the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. All School

personnel, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

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

However, Students who deliberately make false reports of harassment, intimidation, or bullying will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to insure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

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

1. Non-disciplinary Interventions.

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

may be deemed inappropriate to address the concern at the discretion of the School administration.

2. Disciplinary Interventions.

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

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

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

The School shall incorporate training on this policy into the in-service training required under R.C. 3319.073. The School may provide training, workshops, or courses to other Staff and volunteers who have direct contact with students. R.C. §§ 3313.666, 3313.667, 3319.073 See also Policy No. 271 Student Code of Conduct; Policy No. 273 Expulsion and Suspension; Policy No. 232 Technology and Internet Acceptable Use; Policy No. 234 Electronic Communication Devices; Policy No. 261 Student Expression; Policy No. 262 Student Bill of Rights/Responsibilities; and Policy No. 264 Sexual and Other Forms of Harassment

Cyber-bullying

Cyber-bullying is defined as the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and while behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual.

Corrective Action

It is important to remember that the School's rules apply going to and from the School, at the School, on School property, at School-sponsored events, and on school transportation. In some cases, a student can be suspended or expelled from the School.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make corrective action prompt and equitable and to have the corrective action match the severity of the incident.

Alternative to Suspension (ASP)

The ASP program is designed to provide an alternative academic environment for students who are otherwise having a difficult time operating in a small or large group environment. If ASP is assigned to a student, concurrent/parallel coursework will be given that meets the same academic objectives as they are listed in the lesson plans by the teacher. ASP is not an in-school suspension and is not reported to the Ohio Department of Education.

Out-of-school Suspension

Out of School Suspension (OSS) is defined as the removal from School up to 10 days. Students subject to OSS shall also be prohibited from participating in extra-curricular activities during the period of suspension.

Expulsion/Involuntary Removal

The Principal may expel a student from the School for a period not to exceed the greater of eighty school days or the number of school days remaining in this semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended consistent with the Code of Conduct and state law (see ORC 3313.66).

Two types of corrective action are possible, informal corrective action and formal discipline.

Informal Corrective Action

Informal correction action takes place within the School. It includes (but is not limited to): counsel with student, remove certain privileges, arrangement of student and/or parent conferences, behavior contracts, changes of seating or location, recess, lunchtime, and before or after-School detention.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) days' notice. The student's parents are responsible for transportation.

Formal Discipline

Formal discipline removes the student from the School. It includes suspension for up to ten (10) school days and expulsion from the School. Expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Discipline of Students with Disabilities

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

Procedures for Suspension, Expulsion and Emergency Removal

Suspension

Suspension is defined as the denial to a student for a period of at least one (1) but no more than ten (10) school days.

After alleged misconduct becomes known to School administrators, the student shall be given written notice of the intention to suspend and the reasons for such action by the Principal or BIS, or assistant administrator. The student will be given an opportunity to appear at an informal hearing before the Principal or assistant administrator, or designee, to challenge the reasons for the possible suspension or to otherwise explain his/her actions. If suspended, the student or his/her parent, guardian or custodian may appeal the suspension to the Board of Directors or its designee within fourteen (14) calendar days of the first date of suspension.

At the conclusion of the suspension, parents and student are required to participate in a re-entry meeting to establish a student success plan.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular for a period of less than twenty-four (24) hours and is not subject to suspension or in cases where a student is removed from any extracurricular activities.

Expulsion

Expulsion is defined as the denial to the student, for a period of more than ten (10) school days but less than eighty (80) School days (except for circumstances identified below), of permission to attend School and to take part in any School function.

Prior to any expulsion, the Superintendent shall give the student and his/her parent, guardian or custodian written notice of the possibility of expulsion and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the Superintendent or designee and challenge the reasons for the possible expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the possible expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Principal or designee to hear and to challenge the reasons for the possible expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice is given unless the Superintendent grants an extension of time at the request of the student, or his/her parent, guardian, custodian or representative. If an extension of time is granted, the Superintendent or

designee shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within one school day after the time of any expulsion, the Principal shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Directors. The notice shall specify the duration of the expulsion and the reasons, therefore. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the expulsion to the Board of Directors or to its designee within fourteen (14) days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session if conducted by the Board.

The Superintendent shall initiate expulsion proceedings pursuant to R.C. 3313.66 with respect to any student who has committed an act warranting expulsion under the School's policy regarding expulsion even if the student has withdrawn from School for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the School, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from the School.

A student shall be expelled for one (1) year for bringing a firearm to the School or onto school property (any property owned, used, or leased by the School for its use, extracurricular, or school-related events). A student may also be expelled for a period not to exceed one (1) year for:

1. bringing a firearm to an interscholastic competition, an extracurricular event, or any other academy program or activity that is located at a school or on school property;
2. bringing a knife to the School, onto school property, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or in which the School is a participant;
3. possessing a firearm or knife at School, on school property, or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm or knife was initially brought onto school property by another person;
5. making a bomb threat to a school building or to any premises at which an School activity is occurring at the time of the threat.

The Superintendent is authorized to expel a student from the School for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in Division (A)(5) of Section 2901.01 of the Revised Code or serious physical harm to property as defined in Division (A)(6) of Section 2901.01 of the Revised Code while the student is at the School, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other School program or activity not located either in an School or property owned or controlled by the Board.

Any expulsion under this division shall extend, as necessary, into the school year in which the incident that gives rise to the expulsion takes place. The expulsion period may be reduced on a case-by-case basis for such reasons as the age and mental capacity of the student, the student's prior disciplinary record, the degree of remorse shown, and any other fact deemed mitigating by the Superintendent under the particular circumstances.

Whenever a student is suspended or expelled for possession or use of drugs or a firearm, knife, or other weapon, the Principal shall notify law enforcement. Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of R.C. 3321.13(B)(3).

A student may also be subject to a conditional expulsion for a period not to exceed one hundred eighty (180) school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees, even though the student's actions may not qualify for permanent exclusion under R.C. 3313.662. Upon the conditional expulsion of a student for such reason, the Superintendent shall develop conditions for that student to satisfy prior to reinstatement. The Superintendent shall provide a copy of these conditions in writing to the Board, the student, and the student's parent at the beginning of the conditional expulsion period. One of the conditions developed by the Superintendent shall be an assessment to determine whether the student poses a danger to the student's self or to other students or school employees, and may include recommendations for contingent conditions on the student's reinstatement. The assessment shall be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the School. The psychiatrist, psychologist, or school psychologist shall be agreed upon by both the Superintendent and the student's parent. If the psychiatrist, psychologist, or school psychologist is not employed or contracted by the School, the cost of the assessment shall be referred for payment to the student's health insurance. Any costs not covered by the student's health insurance shall be paid by the School. The School shall pay in full for an assessment completed by a psychiatrist, psychologist, or school psychologist that is employed or contracted by the School.

At the end of a conditional expulsion period, the Superintendent shall give notice in writing of the intent to consider whether the Student has been sufficiently rehabilitated or may otherwise be subject to continued conditional expulsion, and provide the student and student's parent or representative an opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the determination of sufficient rehabilitation, the reasons for the intended conditional expulsion or otherwise explain the Student's actions. The Superintendent, in consultation with a multidisciplinary team selected by the superintendent, shall assess the student and determine whether the student has shown sufficient rehabilitation to be reinstated. The Superintendent shall take into consideration both the assessment by the psychiatrist, psychologist, or school psychologist and whether or not the student has met the conditions developed by the Superintendent at the beginning of the conditional expulsion period. Upon the assessment of the student, if the Superintendent determines that the student has shown sufficient rehabilitation, the Superintendent may reinstate that student. If the

Superintendent determines that the student has not shown sufficient rehabilitation, the Superintendent may extend the conditional expulsion for an additional period not to exceed ninety (90) school days. The Superintendent shall notify in writing the parent of the determination within one school day.

If the Superintendent extends the conditional expulsion period, the Superintendent shall develop conditions for that student to satisfy prior to that student's reinstatement, which may be the same as those developed for the original expulsion period. The Superintendent shall provide a copy of these conditions in writing to the Board, the student, and the student's parent at the beginning of the extended conditional expulsion period. At the end of the extended conditional expulsion period, the Superintendent shall reassess the student in the same manner as required at the end of the original conditional expulsion period. There is no limit on the number of times the Superintendent may extend a conditional expulsion.

Prior to the end of the original conditional expulsion period or of an extended conditional expulsion period, if the student has met all of the conditions developed by the Superintendent, the Superintendent may reduce the conditional expulsion on a case-by-case basis.

Prior to the end of the original conditional expulsion period or of an extended conditional expulsion period, the student or the student's parent may request the Superintendent to complete an early assessment of the student. If requested, the Superintendent shall assess the student as if it were the end of the conditional expulsion period, and make a determination. A student or student's parent may request one early assessment for the original conditional expulsion period and for each extended conditional expulsion period.

The Superintendent may develop contingent conditions for a student's reinstatement. The conditions may include the conditions developed for the original conditional expulsion period and recommendations made by a psychiatrist, psychologist, or school psychologist. The Superintendent shall establish a duration under which a student must meet the contingent conditions that may extend to a student's graduation date. The Superintendent shall provide a copy of these conditions in writing to the Board, the student, and the student's parent when the Superintendent makes a reinstatement determination. If a student fails to meet the contingent conditions, the Superintendent may revoke the student's reinstatement and establish an extended conditional expulsion period under the same process as if reviewing a student for reinstatement.

Emergency Removal

Emergency Removal is defined as the denial of student instruction when the student presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the School premises.

If a student is removed under this section, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing, unless the student is in grades kindergarten through three and is permitted to return to school the following school day.

Drug-free School

In accordance with Federal Law, the EPA Board of Directors prohibits the use, possession, concealment, or distribution of drugs by students on the school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, controlled substance, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, as specified in the student handbooks, up to and including expulsion from EPA, EPA will also notify law enforcement officials.

EPA is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the EPA principal or counseling office whenever such help is needed.

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SECTION VI – RECEIPT OF HANDBOOK

Please visit EPA's website at eastlandprep.org. If you prefer, you may request a hard copy of the handbook from the school.

2026-2027 Academic Year Universal Consent Regarding Student Handbook

Complete one form for each student in your family. Please print information when appropriate.

Student's First and Last Name

Grade or Homeroom

I. Permission to Display Photograph, Audio, Video or Electronic Images:

I give consent (or do not give consent) for photographs, audio, video or electronic images of my student, to be used by EPA for exhibition, public display, publication, publicity materials, advertising, a news media story, video, audio, or other electronic media, such as the Internet, television, CD-ROM, or DVD. I understand that my student's full name may also be used with such display except that only my student's first name will be used on EPA websites.

_____ I give my consent

_____ I do not give my consent

II. Permission to Display Student Work:

I give consent (or do not give consent) for original written materials, artwork or other work created by my student during the course of instruction to be used by EPA for exhibition, public display, publication, publicity material, advertising, a news media story, video, audio, or other electronic media, such as the Internet, television, CD-ROM, or DVD. I understand that my student's full name may be used with such display except that only my student's first name will be used on the website. If consent is denied, such denial shall not apply where the student's material is incorporated into a greater or larger body of work (such as a student's voice in a choral recording).

_____ I give my consent

_____ I do not give my consent

III. Permission for News Stories:

I give consent (or do not give consent) for quoted statements given by my student, or photographs, audio, video or electronic images of my student, with possible identification by full name, to be used for the purpose of news stories or interviews about EPA or educational experiences by our area news media.

_____ I give my consent

_____ I do not give my consent

IV. Permission for Educational Correspondence:

I give consent (or do not give consent) for my student to participate in letter writing as part of the educational experience to people outside EPA (e.g.: pen pals, thank-you letters, letters to authors, or letters to public officials), and I understand these letters may include the student's full name and may include other personally identifiable information about the student.

_____ I give my consent

_____ I do not give my consent

V. Agreement to Internet Usage Terms and Policies

I give consent (or do not give consent) for my student to use internet per the procedures outlined within the handbook. I further agree that any violation of the regulations will result in the termination of Internet privileges for my student. Any violation may result in access privileges being revoked, school disciplinary action may be taken, and/or appropriate legal action. I further agree to abide by the Technology and Internet Acceptable Use Policy approved by the School.

_____ I give my consent

_____ I do not give my consent

I have received and read the School Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects; that this handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law; and that this handbook may be revised at any time, with or without notice.

Parent Name (Print):	
Parent Signature:	
Student Enrolled:	

*A signature form is required for each child enrolled at EPA. Failure to sign does not prohibit the School from fully implementing the Parent-Student Handbook and all applicable policies and procedures of the School.