



RICHLAND ACADEMY SCHOOL OF EXCELLENCE

Sandra Sutherland
Superintendent/ Director of Instruction

Shellie Gorman
Dean of Students

Dear Parents,

Richland Academy School of Excellence values excellence in education and the integration of fine arts into the daily lives of our students. RASE, as we are most commonly known, provides an exceptional core academic education using optimum, research-based practices while immersing children in music, art, and dance. Those practices, accompanied by a structured framework, afford our students the best possible elementary and middle school education.

This handbook has been prepared for parents and students in order to acquaint you with the programs, policies, and procedures at our school.

We welcome your support and input as we work together for the best possible educational experience for your child!

Sincerely,

Sandra L. Sutherland
Superintendent

Shellie Gorman
Dean of Students

RICHLAND ACADEMY SCHOOL OF EXCELLENCE

VISION STATEMENT

The Richland Academy School of Excellence meets the high academic standards required of 21st Century learners, with the integration of visual and performing arts, preparing them for an “excellent” transition into their future.



MISSION STATEMENT

The Richland Academy School of Excellence is committed to providing the best academic core curriculum blended with the visual and performing arts to build capable, educated, confident students prepared to be future community leaders.

RICHLAND ACADEMY SCHOOL OF EXCELLENCE

GOVERNING AUTHORITY

The Board of Trustees (hereinafter “Board”) of the School is a diverse group of committed citizens who have dedicated their experience and credibility to the school. Board members include community leaders, organizers, and business leaders. Below is a list of Board members and their current affiliations.

Al Sigg, President

Century Link, Principle Planner, retired

Karen Bierly, Vice-President

Retired Director of CACY

Mark Haddock

Retired VP of Sales & Marketing Mansfield Plumbing Products

Cheryl Logan

Teaching Faculty at The Ohio State University (Mansfield)

Fred Boll

Executive Director, Little Buckeye Museum

David Badnell

Attorney, Badnell & Dick Co., LPA

Richland Academy School of Excellence, (hereinafter “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 the Ohio Achievement tests and other examinations prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for the purpose upon their enrollment in a community school. For more information about this matter, contact the Superintendent/Director of Instruction or the Ohio Department of Education.

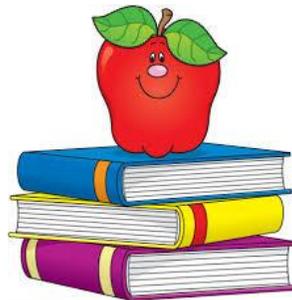
RICHLAND ACADEMY SCHOOL OF EXCELLENCE: Title I FUNDING

Public comment is welcome on the proposed use and budget of all federally-funded programs. Title I is currently being used to improve student performance in reading and math for Richland Academy School of Excellence, Inc. Title II –A funding promotes professional development for district staff in the academic areas. IDEA-B federal funds are used for educational supported students with disabilities.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326 –W, Whitten Bldg., 1400 Independence Avenue SW, Washington DC 20250-9410, or call 202-720-5964(voice and TDD). USDA is an equal opportunity provider and employer. Civil Rights compliance Officer, Superintendent ,Sandra Sutherland, Richland Academy School of Excellence at 419-522-7273 (RASE).

Comments and suggestions on the federal programs can be directed to the Superintendent of Instruction, Sandra Sutherland, at 419-522-7273 (RASE) or by mail at 75 N. Walnut Street, Mansfield, Ohio 44902.

The process for resolving complaints involving Federal Programs will be directed to and reviewed by the Office of Federal Programs. The NCLB complaint coordinator is: Kathleen Botley (614)752-1597.



PARENT INVOLVEMENT ACTIVITIES

Title I Parent Policy

Parents of participating Title I children have an opportunity to be involved in the planning, design, review and improvement of the Title I program through the following activities:

- An annual meeting to explain the Title I program.
- Parent-teacher conferences and other informal meeting times, to discuss student placement and progress.
- Support for parental involvement including timely information about programs and activities in a language and from that parents understand.
- Coordination, where possible, with other parent involvement methods used in other programs (e.g., Head Start).
- Jointly develop/revise a Parent-Student-Teacher Partnership.
- Participate in surveys and round-table discussions.
- An annual evaluation of the Title I Program and Parent program, and use of these findings to revise and improve parent involvement.
- Timely responses to parent's questions.

Improving America's Schools Act of 1994, Title I, Sections 1118

Parents/guardians have the opportunity to be involved in their child's education

We welcome and encourage you to participate in any or all of these events and be part of the educational process through the following activities:

1. Open House
2. Orientation Night
3. Family Nights (grade levels)
4. Parent Volunteers
5. Title I parent meetings

Resources available for information on parent involvement at the state level:

Ohio Parent Involvement Resource Center (OPIRC) www.ohiopirc.org

Talicia McNealy, Manager
Talicia.McNealy@uwgc.org
2400 Reading Road
Cincinnati, OH 45202

(513) 762-7118
1-888-674-4729



CORE VALUES

Core Value 1: All students have the ability to achieve academic excellence.

We understand that many students enter the School perhaps, with as many as two to three grade levels ahead or behind their peers. It is our duty to propose the expectations, structures, and supports that will allow them to efficiently and effectively strengthen any academic weaknesses and advance forward.

The Expectations we provide:

- All students will be “college and career ready.”
- We expect students to behave well and work hard.
- We expect students, families and staff to be accountable to each other for maintaining high expectations.
- We expect families to attend annual family orientations and particularly in parent conferences throughout the year.
- We expect students to arrive at school on time, attend classes prepared to work and learn and complete homework assignments carefully and on time.

The Structures we provide:

- All students participate in a highly disciplined school environment based upon respect and accountability for one’s actions.
- We allow for each student’s individual learning style to be enhanced through the integration of visual performing arts.

The Supports that we provide:

- All students receive extended class instruction in literacy and math with after school tutoring sessions available upon request.
- All students receive integrated arts instruction in music ,art, and dance, fostering their artistic talents.

The School will support its teachers:

- Teachers will have professional development training in those areas related to the Ohio Common Core Standards and assessments, as well as Formative Instructional Practices.
- Meetings between the Director of Instruction and the teachers will be held on a regular basis.
- Building Leadership Team meetings and Teacher Based Team meetings will be convened on a monthly basis as part of the Ohio Improvement Process.
- Planning time will be incorporated into each teacher's daily schedule.
- The School will ensure that all students meet national and state standards as required by law.



II. SCHOOL ENTRANCE REQUIREMENTS

Eligible Students

Any child who is five years of age on or before August 1st, has not completed first grade, and is living within the attendance area designated for Richland Academy School of Excellence by the RASE Board of Directors, is eligible to attend Richland Academy School of Excellence, Inc. Mansfield, Ohio. These include Ashland, Crawford, Know, Morrow, and Huron counties.

Kindergarten

A child must be five years of age on or before August 1st. He/she must also have a doctor's physical examination and proper proof of vaccination and immunization. All kindergarten classes are full-day, and follow the same school day schedule as Grades 1-8. **See Board adopted policy "Kindergarten Entrance Requirements."**

Verification of Birth

State law requires that a birth certificate or a copy of a certified birth certificate must be presented to the office when the child is enrolled.

Social Security Card

A valid social security card is also required.

First Grade Entrance

A first grader must be six years of age by August 1st and must have attended Kindergarten. Students must have a doctor's physical examination and the required immunizations before entering first grade. Proof of immunization must be presented when enrolling.

Entrance by Transfer from Another School/Home School Transfer

Entrance by transfer from another school is based on the student's record from the previous school. Students who have been home schooled and wishing to enroll at Richland Academy School of Excellence, will be tested as to their achievement level(s) by designated school personnel before a student is placed in a grade level.

Visitors to School

The school always welcomes and encourages visitors into our school both from within and outside of our school community. However, in order to assure the safety and well-being of all students and staff, ALL visitors-including parents and guardians are required to report directly to the Main Office, sign in and receive a Visitor's Pass. (Ohio Revised Code 3313.20). Any visitor who does not report to the office or is found in the building without proper authorization and a visitor's pass, will be asked to leave immediately. No visitations will be granted during periods of academic testing. Visitation for non-custodial parents/guardians shall be determined by the constraints of legal custody agreements authorized by the court.

The Richland Academy School of Excellence Governing Authority shall establish entrance requirements for students which are consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible students.

KINDERGARTEN ENTRANCE REQUIREMENTS

Kindergarten:

A child is eligible for entrance into Kindergarten if he/she applies for entrance. A child under age six (6) who enrolls in Kindergarten will be considered of compulsory school age.

The Board will designate the necessary standards and testing programs required for early admission. Parents wanting to enroll a child that attains the age of 5 after August of the year in which they apply for entrance will be evaluated by a Board designated school psychologist prior to the enrollment date.

The following multiple criteria will also be employed. They include:

- 1) Superior ratings on individual intellectual measures and no significant deviation in specific cognitive or perceptual areas.
- 2) Social maturity at least equal to the child's mental status.
- 3) Sound and well developed personality as judged by the examiner and from case history material obtained during the parent interview.

Immediately following the evaluation, parents are counseled regarding their child's particular strengths and weaknesses and his/her chance for entrance.

The Board will admit to Kindergarten any child who has not attained the entrance age requirement for this District, but who was properly enrolled in an approved public or private school kindergarten before transferring to this District.

Media Release & Other Information

Each year R.A.S.E. will periodically create publications to highlight student achievement, school life, and school events and may maintain a regular website with this information. These publications and websites will be developed for the purpose of admissions, public relations, fundraising, and other uses that promote

the school. From time to time, the school may also get media requests to highlight the school and its students.

During the registration process, each parent/guardian will be provided with a Student Photo Information Release form. The school will make a good faith effort to honor these forms, such that student photographs will be included in publications, only if the parent/guardian has granted permission.

Distribution of Published Materials or Documents

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the Superintendent. Such items may include school poster, brochures, murals, etc. The school yearbook will be available to students.

Unless a student obtains specific, prior approval from the Superintendent/Director of Instruction, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated or distributed at school, on campus, or while participating in school activities. Materials displayed without this approval will be removed.

Commerce

Students may not sell any articles on school property or while participating in school activities without the permission of the director. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of school.

Student Emergencies

In case of an emergency, parents or guardians should contact the Main Office at **419-522-7273 (RASE)** either by phone or in person. Under no circumstances, including during after-school activities, should parents or guardians contact students in their classrooms or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Office.

Closed Campus

The school has a “closed campus”. School hours are between 7:30 am-3:00 pm during which all students must remain on the campus as defined by the school, unless supervised by a staff member. The school doors will be open at 7:30 a.m. and breakfast will be served until 7:50 a.m. Students who are excused at dismissal time may leave campus if they do not have other obligations. When on campus, students must always be in class and under supervision of an adult.



III. ATTENDANCE POLICY

We believe that good attendance and punctuality are important for every student enrolled in our school. The Laws of the State of Ohio and the Missing Children’s Act bind our school attendance policy. Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class.

Students who arrive after 8:00 a.m. are considered tardy and should report to the Main Office before reporting to their classroom.

Students who are excused from school after lunch are considered absent one-half day if they leave more than one and one-half hours before the final school bell (3:00 p.m.).

Students who have medical appointments and arrive late to school (less than 90 minutes) may have their tardy excused by the principal if the following proper documentation of the appointment is presented to the principal upon entering school on the day of the appointment. Such documentation should include one of the following, but is certainly not limited to the following: An excuse signed by the doctor or one of his staff; a signed excuse from a clinic or a hospital or one of their staff members; or a signed excuse from a medical professional who provided medical services for your child. Each situation will be reviewed by the principal and judged on an individual basis. Lastly, if a student arrives at school after 10:15 a.m. regardless of the reason, he/she will be considered absent one-half day from school.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests. The Board considers the following factors to be reasonable excuses for time missed at school: illness, recovery from accident, required court attendance, death in the family, observation or celebration of a bona fide religious holiday, or such good cause as may be acceptable to the Superintendent. “Excellence in Attendance” in recognition to those students who have **NO MORE** than one (1) tardy and/or one (1) day absence.

Written excuses are required for all absences

Valid, clear, and exact reasons must be given if the absence is to be excused by the Director of Instruction. Phone calls must be made to the school by 9:00 a.m. on the day of the absence to explain why your student is absent. If you cannot call, written excuses are due immediately when the student returns to school. Otherwise, if no excuse is provided, the absence will be unexcused.

Make-up Work Due to Excused Absences

Work missed when a student is absent should be completed to the satisfaction of the teacher as soon as the student returns to school. As a general rule, you have the same number of days you were absent, plus one extra day to complete make-up work.

Truancy

Unexcused absence from school (truancy) is not acceptable. A student will be considered” **habitually truant**” if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one school year.

Furthermore, a student will be considered “**chronically truant**” if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in (1) month, or fifteen (15) or more school days in one (1) school year. If a student is habitually or chronically truant and the student’s parent fails to cause the student’s attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law. Habitual or chronic truancy can also result in:

- A referral to Children’s Services
- A hearing before a judge in juvenile court
- A report to local authorities of failure to send a child to school and /or possible educational neglect on the part of parents/guardians.
- Grade retention if the truancy exceeds ten percent (10%) of the required attendance days for the school year, and fails two (2) or more required subjects.

TARDINESS:

- Your child’s academic success is very important to us. Having your child at RASE by 8:00 a.m. will insure that your child is ready to begin their academic day. If your child arrives after 8:00 a.m. they will be considered tardy and after 5 unexcused tardies, the parents will be called and the Tardy Policy will be activated as outlined below.
- **TARDY POLICY:**
- Parents who have students who have 5 tardies without a medical excuse (doctor, dentist, ER), will be notified by phone call or letter that any further tardies will result in a ½ day of unexcused absence. After an accumulated total of 5 days of unexcused absence, notification will be sent to The Truancy Awareness Program (TAP) and parents will be required to attend the program. Failure to attend this program would then result in an informal court conference.

IV. MISSING AND ABSENT CHILDREN

The RASE Board of Directors believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify missing children and notify the proper adults or agencies.

Student Attendance Accounting

A pupil, at the time of his/her initial entry to the Richland Academy School of Excellence, shall present to the person in charge of admission, a copy of his original certificate of birth and any information provided by the school that he most recently attended.

Richland Academy School of Excellence will initiate contact with the sending school within 24 hours requesting the student's official record. Records must be received within 14 calendar days of student's admission to R.A.S.E. If the sending school indicates no record of the student, or after the 14 day waiting period, no records are received, the principal of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil reside, of the possibility that the pupil may be a missing child, as defined in Section 2901.30 of the Ohio Revised Code.

The primary responsibility for supervision of a student rests with the student's parents or guardian. **Parent(s)/guardians MUST notify the school on the day a student is absent unless previous notification has been given, in accordance with school procedure for excused absences.** If the parent(s) or guardian(s) have not notified the school **by 9:00 a.m.** on the day of the absence, the principal or his designee will notify the student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone, whenever possible. In situations where this is not possible, either the Juvenile officer will personally visit the home, or written notification will be sent to parent(s)/guardian(s). Parents or other responsible persons shall provide the school with their current home and /or work telephone number(s) and home address(es) as well as emergency telephone numbers.



V. GENERAL INFORMATION

Registration Information

A registration sheet listing the student's legally correct name, social security number, address, telephone number, birth date, parent information and other pertinent date, is made out for each student enrolled in school. **Parents are asked to keep this up to date by reporting any changes to the school secretary.**

Student Records

The school maintains important information files on each student. Parent(s)/guardian(s) and students may review those records with reasonable advanced notice given to the school. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information is CONFIDENTIAL except for "**Directory Information**". Directory information includes the student's name, date of birth, dates of attendance, and other honors awarded.

Change of Custody

Parents are to inform the school anytime the custody of a child changes. School officials will need to see and copy court orders pertaining to a child's custody. Questions in regard to proper procedures will be handled through the school office.

Emergency Medical Forms

Each child is required by state law to have an emergency medical authorization form on file in the school office. These are used only when parents cannot be contacted and a medical emergency arises involving a child.

Change of Address/Phone

In order for school records to be kept current, and in the event it is necessary to contact parents for emergency purposes, **the school office must be notified of any change in a student's address and phone number as soon as they occur.** It is especially important that the parent's work phone numbers and emergency phone numbers be kept up-to-date and current as well. Notification of these changes should be submitted in writing.

Withdrawal From School

The student who fails to participate in one hundred five hours(105) 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 giving proper notification to the Director.

The school appreciates knowing in advance if a student is moving to another school or school district. This enables the school to have the student's materials ready and to get the school's book and materials returned and credited to him/her. Parents must sign a release form before a child's records are sent to a new school.

Medical Appointments

Students who have medical appointments and arrive late to school (less than 90 minutes) may have their tardy excused by the principal if the following proper documentation of the appointment is presented to the principal upon entering school or the day of the appointment. Such documentation should include one of the following, but is certainly not limited to just the following:

- An excuse signed by the doctor or one of his staff; a signed excuse from a clinic or a hospital or one of their staff members; or
- A signed excuse for a medical professional who provided medical services for your child. Each situation will be reviewed by the principal and judged on an individual basis. Lastly, if a student arrives at school after 10:15 a.m. regardless of the reason, he/she will be considered absent one-half day from school.

Policy Concerning Dispensation of Medicine

Some students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. All medication should be given by the parent at home. All medication should be given by the parent at home. However, in circumstances where this is not possible and the health and well-being of the child requires the immediate administering of medication, it will be done in accordance to the following:

1. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. Each drug delivered to the school for possible dispensation must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
2. Written permission must be received from the parent or guardian of the student requesting that the district comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement, which complies with Ohio Revised Code, Section 3313.713, and which is signed by the physician who prescribes the medication.
4. The parent, guardian or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the physician changes.
5. No employee who is authorized by a Board of Education to administer a prescribed drug and who has a copy of the most recent physician's statement would be liable in civil damages for administering or failing to administer the drug unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."

1. No person employed by the Board of Directors will be required to administer a drug to a student except pursuant to requirements established under this policy.
2. In order for the school to dispense any type of medication, a medical form, which can be obtained in the office, must be completed and turned into the child's school prior to dispensing the medication.
3. Non-prescription drugs should be given at home rather than at school, if at all possible. This would include cough drops, aspirin, and cold and allergy medication. If it is necessary for your child to take these medications, please send a note with your child indicating time and amounts and return to the school office.

Homebound Instruction

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

Library Visits

Our students will be walking to the public library from time to time as the daily schedules allow, to check out books.



School Property

The school expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment (including computer hardware, software, network systems and any other technology), books and other material possessions of the School. Intentional actions to damage or harm school property may lead to suspension and/or expulsion hearing. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and /or completing community service and /or completing community service determined at the discretion of the school .

Textbooks

Students will be provided with school textbooks. Students must maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the student and must be paid for based upon an amount assessed by the school. Report cards may be held if book fees are not paid.

Personal Property

All property brought to school is brought at the owner's risk. The School does not assume responsibility for any property belonging to students. Distracting or inappropriate objects will be taken from a student and returned at the end of the day. Repeated violations will require a parent conference. Students should not bring large sums of money to school. In accordance with the provisions of the Policy, student's personal property and school locker may be subject to search at the School's discretion.



Lost and Found

The school's lost and found is located in the main office. Items not claimed within a month are donated to a charitable organization.

Vacations

If it is necessary to take a vacation other than the scheduled ones during the school year, it will be necessary to request approval in writing and give to the Director of RASE. Vacations during the first full week of October and during the weeks of OAA testing (April) **will not be approved.**

Volunteers

Parents will have the opportunity to volunteer for helping in the school or classroom. Volunteers will be required to have a BCI check before working in the classroom.



School Closings

When an emergency arises that could possibly cause a school delay or cancellation of school, the school closing will be reported on WMFD, other television stations, and WVNO 106.1 FM. You may also sign up for text messages to your phone by going to www.wmfd.com and clicking on “Closings and Delays.” Scroll down and put a check by Richland Academy School of Excellence.

The school will also notify parents/guardians using the **‘REMIND’ text messaging system for closings and delays**. The school will provide information on the APP which may be installed to receive that service.

****Be sure to consult your phone provider and your current messaging plan to determine if charges would be assessed for those text messages. RASE will not be responsible for charges.**

Fire/Tornado/Emergency Situations

Our staff is prepared to take prudent actions should an emergency arise during the school day. Fire and tornado drills are conducted monthly to give students an opportunity to practice procedures. Drill instructions are posted in each room and are discussed by teachers. During a drill, students are to follow directions by the staff member in charge; quietly and in an orderly manner to the designated area. Once students are at their designated safety location, they are to remain there until the all clear has been signaled.

Emergency Evacuation Drill

As required by Ohio law, students will practice an evacuation drill in which they will leave the property and report to another site. Arrangements will be made with the evacuation site in advance and parents will be notified of the date and time of the drill. This drill will be practiced at least once at the beginning of the year so that in the event an emergency arises, staff and students will be well aware of the procedures. Once the drill has started, parents will not be allowed to pick up their child until the conclusion of the drill.



I. GRADING PROCEDURES/TESTING

Report Cards

Students receive a report card for each quarter, which includes a summary of their academic work. Report cards are provided to parents/guardians at the parent conferences for the first and second quarter. *Parent/Guardian attendance at the Parent Conferences is required to receive the report card.*

Grading Procedures

Students will receive a number from 1-4 with 1 being a limited understanding and 4 being advanced –working above grade level for each completed standard in (Reading, Writing , Math, Science, Social Studies, etc.) This number represents a performance descriptor and is assigned to the quality of work a student completes, **not on conduct or responsibility habits**. The following grades describe a percentage of successful work from each student :

Scale	Description of knowledge gained
4.0	The student can demonstrate a complete understanding of simple and complex topics introduced in class and is able to apply knowledge to situations not mentioned in class or working on a higher grade level standard. (Advanced - working above grade level)
3.0	The student can demonstrate a complete understanding of simple and complex topics introduced in class. (Proficient – working and mastering grade level standards)
2.0	The student can demonstrate a complete understanding of simple topics, but needs assistance with the more complex topics. (Basic - working toward mastering grade level standards)
1.0	The student can only demonstrate understanding of simple topics with assistance. (Limited – needing assistance with simple topics and achieving below grade level standards)

Interim Reports/Grade Cards

Interim Progress reports for all grades will be issued at the end of the 5th week of each grading period. These will go home on Friday after the grading period ends, as indicated on the school calendar. Parents are encouraged to contact the school office if they have any questions or comments concerning grades or their child’s progress. Grade cards will be issued after the end of each 9-week grading period.

Parent Conferences

Parent/Teacher Fall Conferences will be held in the fall and spring. All parents will be notified of a conference time with their child's classroom teacher. Grade cards will be given at that time. Parents are always welcome to call and schedule other conference times with classroom teachers.

Diagnostic Tests

Kindergarten students will be given KRA (Kindergarten Readiness Assessments) in the Fall of each school year. In addition, Kindergarten students will be given the Ohio Diagnostic Assessments in the Fall and the Spring.

All students in Grades K-2 will be given Ohio Diagnostic Assessments in Reading, Math, and Writing. Grade 3 students will be given a state approved Reading Diagnostic Assessment (Terra Nova) before September 30th of the given school year and in February and April of each school year.

Students in Grades 4-8 will be given the Terra Nova Assessment in September and May and the PARCC Assessments in February and April of each school year

RASE will give the Diagnostic Assessments within the first two weeks of school in order to benchmark present levels of achievement as students enter school. Other formative assessments will be given throughout the year in order to ensure that students are learning the required Ohio Common Core Standards.

NATIONAL/STATE TESTING

All students, whether in public, private or charter schools are required to take the Ohio Diagnostic tests and the PARCC Assessments as prescribed by Ohio Revised Code.

Academic Classes

Reading:

Reading proficiency is essential to the mastery of all other academic subjects. Students of the school will graduate reading at or above grade level. Throughout their education students will read classical texts from diverse cultures in fiction, nonfiction and poetry. Students will receive intensive fluency and vocabulary instruction to meet the needs of students who are reading below grade level.

Writing:

Written expression is closely linked with success in higher education and career choices. Students will master the writing of 5-paragraph essays in all five genres; expository, narrative, persuasive, literary response, and correspondence. Students will master grammar and mechanics through guided practice writing instruction, independent practice opportunities as well as numerous writing application exercises throughout the curriculum.

Mathematics:

Mathematics is considered the universal language. No matter the student's life goals, math will be intimately involved. To this end, the school will place a strong emphasis on all children being ready for an advanced math track upon arrival at high school.



Science:

Students will study an intensive curriculum of the scientific method, earth, physical, and life sciences and will design, execute, write and present their own independent experiments. All science classes will include the Earth Science, Biology, and Physical Science contents included in the Ohio Common Core Curriculum.

Social Studies:

To insure that graduates of the school have the critical research, thinking, and writing skills necessary for success in a multi-cultural world, all students will study a wide range of historical and cultural content and research.

Arts Integration:

Music, Art, Dance and Theater will be infused into the curriculum so that student's learning is enhanced and enriched helping them take the abstract concepts from the core curriculum to a concrete active reality.

Promotion, Placement, Retention Policy

The Board of directors recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to meet their individual needs at the various stages of developmental growth.

Reading ability shall be the major guide for promotion in the elementary grades which include K-8. Teachers will benchmark students' literacy skills and provide those interventions necessary to elevate student's reading level and fluency. Retention may be considered if a student has not made significant gains in reading level and/or literacy skills. Parents should be notified by April 1st of the respective year that their child may be retained.

Determination of retention shall be made by the Director of Instruction after input from the classroom teacher and/or any other pertinent information. The Director of Instruction makes final decisions regarding promotion and retention.

The previous requirements do not necessarily govern grade level placement for students who are determined to have learning disabilities.

VII. SCHOOL DAY PROCEDURES

Food Service

The School provides breakfast and lunch for students. The school participates in the National School Lunch Program which provides free and reduced priced breakfasts and lunches as well as free milk to eligible students. Tables describing eligibility and applications to participate in the program will be provided at the time of registration.

Lunch is served daily in the school cafeteria. Students are not permitted to use the vending machines at any time. All students are expected to eat lunch and are responsible for cleaning the cafeteria before being dismissed for their next class. Students who do not qualify for free or reduced lunches are expected to pay for lunch weekly (or monthly if desired). Speak to the Director regarding questions about lunch purchases. Students may not use the vending machines during school hours.

Cafeteria Regulations

All students eat their lunches in the cafeteria. Those children who pack may purchase milk drinks with their lunch. Students buying their lunches are expected to carry it from the service line to the tables, and when finished eating deposit the silverware to the cleaning area and dispose of trays and garbage in the containers provided in the cafeteria. **Parents are asked not to bring in lunches from McDonald's etc.,** and no carbonated beverage is to be included in lunches. The administrator/cafeeteria personnel supervise the lunchroom. Cafeteria prices are as follows:

Lunch	\$2.85
A la Carte Milk	\$.50
Breakfast	\$1.50
Reduced Breakfasts	\$.35
Reduced Lunches	\$.40



RASE Cafeteria Behavior and Consequences are addressed in the Appendix.

Recreation Periods

Supervised play periods occur at noon and designated periods during the day. All students are expected to be with the group unless excused by the teacher or an approved request from the parents. A written excuse is needed to excuse a child from Physical Education or outside activities due to student sickness or other health problems.

Injuries/Sickness/Head Injuries

Every effort will be made by the school to contact parents in case of injury or illness. The school will administer first aid, but if an injury or illness is serious, a parent or his/her designated emergency person will be contacted. The school supplies no medication. To assist parents, the school will administer medication provided by the parent. The medicine must be in the original container. The parent must provide written permission signed by the parent and physician requesting the medicine be given. The name of the child, name of the medicine, dosage, times to be given, and physician's name must be on the container. Following any injury to a student's head, every effort will be made to contact the student's parent or a responsible party designated by the parent on the emergency medical form.

Leaving School During the Day

The school secretary and the teacher should be notified beforehand in writing, if parents expect to pick up their child during the school day. The school will only release the child to the parents or a member of the immediate family, unless otherwise authorized by the parents. The student will be released from the office and parent/guardians must sign out the student.



VIII. DISCIPLINE

Discipline

The purpose of disciplinary consequences is to ensure that both individual students and the school community maintain complete focus on learning and growth. Inappropriate student behavior not only impacts the individual, but also exacts a cost on teachers, other students and the larger school community. Through discussion and practice of good behavior, we give our students a chance to learn and practice self-control. It is important to remember that school rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Our school staff works together on helping students see the need for reasonable standards of conduct. Prompt resolution of problems and student/family solutions to inappropriate behavior is expected.

- Discipline may be informal or formal in nature.

Informal Discipline takes place within school and may include but is not limited to the following:

- ❖ Verbal direction or reprimand
- ❖ Change of seat or location
- ❖ Loss of privileges
- ❖ Parental conference

The administration and teachers may detain a student before or after school or during lunch giving the student and his/her parents one day's notice. The student's parents are responsible for transportation.

Formal Discipline will be administered in the office by the Dean of Students which includes the following but is not limited to:

- ❖ In School Suspension/ After school detention
- ❖ Suspension
- ❖ Recommendation for Expulsion
- ❖ Permanent Expulsion

Violations

A violation of any of the following rules will result in disciplinary action that may include before or after school detention, In-School suspension, or suspension of up to ten (10) days and/or expulsion.



MEMORANDUM TO PARENTS
REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by student on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered “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, in accordance with the due process and as specified in the student handbooks, up and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The School is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school Superintendent/Director of Instruction or Principal whenever such help is needed.

NOTE: The administration reserves the authority to use appropriate discretion (based on Ohio Revised Code and Board Policy) in determining consequences for any misconduct not specifically listed within these pages.

Counterfeit/Look-Alike Drugs/Prescription Medication

There have been certain changes made in the laws of the State of Ohio that students are to be made aware of. These laws pertain to “Counterfeit Controlled Substances” known by their more common name as “Look-A-Like Drugs”.

A controlled substance is defined as a drug, compound, mixture or substance such as amphetamines, depressants, and hallucinogens, as well as other types of drugs.

Provisions of the bill that must be explained to students deal with O.R.C. Sections 2925.37 reading the making, selling and possessing of counterfeit drugs and related tools, and the respective penalties involved with each infraction.

Counterfeit Controlled Substance is defined in the following ways:

1. Any drug or drug container or label that bears a trademark, or trade name or other identifying mark used without the owner of the right to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed by a person other than the people with legal rights to manufacture, process, pack or distribute it.
3. Any substance other than a controlled substance in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered sale.

The following penalties relate to the making, selling, and possession of counterfeit drugs:

4. Possession of a counterfeit controlled substance, misdemeanor of the first degree; if second offense, a felony fourth degree.
5. Making, selling, offering to sell or delivering of any known material to be used to print or reproduce a trademark upon counterfeit(drug trafficking), a felony of the third degree, and a felony of the second degree for subsequent offenses.
6. Representing a counterfeit controlled substance as a controlled substance by describing effects as if it were a controlled substance (promoting and encouraging drug abuse), a felony of the third degree, and a felony of the second degree for subsequent offenses.
7. Falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising), a felony of the fourth degree, and a felony of the third degree for subsequent offenses.



Anti-Hazing Policy

Hazing activities (discrimination, harassment, bullying, intimidation, disparagement) of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. **Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.** Permission, consent, or risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school shall be particularly alert to the possible situations, circumstances or events that might include hazing. If hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be reported to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, student, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

BULLYING AND AGGRESSIVE BEHAVIOR POLICY:

In order to comply with the **Jessica Logan Act/H.B. 116**, the “Bullying and Aggressive Behavior” policy for Richland Academy School of Excellence needs to comply with the **following legal requirement which must be in place and adopted by November 4, 2012:**

- 1. Provide for the possible suspension of students who engage in cyberbullying.**
- 2. Expand existing anti-bullying policies to cover incidents of harassment, intimidation and bullying that occur on school buses;**
- 3. Include a means by which a person may report an incident anonymously;**
- 4. Include strategies for protecting other persons from harassment or retaliation after a report is made;**
- 5. Include disciplinary procedures for students who make false reports;**
- 6. Include an explanation of the seriousness of cyberbullying to students and their custodial parents/guardians;**
- 7. Explain the school’s anti-bullying policy and consequences for violating the policy in a manner that is sent home to each student’s custodial parent/guardian annually (Family Handbook).**
- 8. Specifies that a student’s custodial parent/guardian must be notified of and access to reports of a bullying incident.**
- 9. Require school districts to provide training on anti-bullying policies as part of their in-service training required for all teachers, administrators, counselors, school psychologists, etc.**
- 10. Require school districts to provide age appropriate instruction that includes a discussion of consequences for violating the school’s anti-bullying policy, to the extent that state and federal funds are appropriated for this purpose.**



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Harassment

Behavior that targets an individual because of their race, color, religion, gender, age, national origin, disability or any other protected status as defined by federal, state or local laws is strictly prohibited. Harassment is such verbal or physical conduct that unreasonably disrupts or harms another at the School has the right to be free from improper or offensive conduct while at the School or while participating in School activities.

Harassment includes but is not limited to: communications, comments, innuendoes, notes, pictures, symbols, gestures or other conduct that offends or show disrespect to others based upon race, color, religion, national origin, gender, sexual orientation or disability.

Sexual Harassment:

Sexual Harassment includes but is not limited to: sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Acceptance of or submission to such conduct is made either explicitly or implicitly as a term or condition of education.
- The individual's response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting a student.
- Such conduct interferes with an individual's education or participation in extra-curricular activities.
- The conduct creates an intimidating, hostile, or offensive work or school environment.

Grievance Procedure

Complaints under this Grievance Procedure must be filed within 30 school days of occurrence of the alleged event. The complaint must be in writing. The Director or any person of the grievant's choosing may assist the grievant with filing the complaint. The written complaint must include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the grievant (complainant).
2. The name (and address and the telephone number if not a student or employee of the grievant representative, if any).
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be solved.

Grievance-Where to File a Complaint

Individuals who believe they have been subjected to harassment under this policy may file a complaint with the Director of the Dean of Students. If the Director is the person who is alleged to have caused the harassment, the complaint may be filed with the Board.

Mandatory Reporting

All school employees will comply at all times with all laws that require the reporting of certain information to various authorities. No provision in any School policy or procedure shall be read or interpreted in a way to be in conflict with a law relating to mandatory reporting.

Timeliness of Reporting and Response

The Code requires that Staff responds immediately and consistently to incidents of bullying, harassment, intimidation, substance abuse, and/or violence or any other violation of the Code or other policy or procedure of the School that impacts negatively on students in a manner that effectively addresses incidents, deters future incidents, and affirms respect for individuals.



Long Term Expulsion:

If a student commits an offense that calls for a long term suspension (more than 10 days) or expulsion, the following steps are taken:

1. If necessary, the student is immediately removed from class and /or school
2. The parent/guardian is notified by the Director or their designee.
3. The School sets a hearing date. The student and /or their parent/guardian are notified in writing of the following.
 - I. Charges and statement of the evidence
 - II. Date, time, and place of hearing
 - III. Notice of the right at the hearing to:
 1. Be represented by legal counsel (at the parent's own option and expense.)
 2. Present evidence and question witnesses.

Pursuant to Ohio State Law Section 3313.66, a director is vested with the authority to suspend or expel:

- Any student who is found on school premises, school sponsored activities or scholarship related events, in possession of a dangerous weapon including but not limited to a gun or knife.
- Any student who is found on school premises or at school sponsored or school related events including fine arts activities, in possession of controlled substance, including, but not limited to; marijuana, cocaine, heroin, and ecstasy.
- Any student who assaults a Director, Principal, teacher or other educational personnel on school premises or at a school sponsored or school related event including fine arts activities.
- A student charged with or convicted of a felony.

When a student is expelled under the provisions of Section 3313.66, no school or school district within the State of Ohio shall be required to admit the student or to provide educational services to the student. If the student does apply for admission to another school or district the Superintendent of the school or district to which the application is made may request and shall receive from the school a written statement of the reasons for expulsion.

Student Code of Conduct

Richland Academy School of Excellence (hereinafter the “School”) expects its students to abide by a strict code of conduct. The Student Code of Conduct is as follows:

1. Students will treat fellow students, staff, and school property with respect.
2. Student must arrive at school in the School uniform every day.
3. Students are required to attend school every day. Absences are excused only for illness, religious observance, or family emergency, and must be verified in writing by a parent /guardian.
4. Students must always arrive on time for class and be prepared for work.
5. Students will obey adult directives at all times.
6. Students will not chew gum or eat or drink anything other than water during class.
7. Students will not bring portable games, iPods or any other electronic devices of any kind to school. Cell phones must be turned off and kept in book bags, and the School assumes no responsibility for lost or stolen cell phones.
8. Student will not behave in any way that is disruptive to their learning or the learning of another student; talking out of turn, leaving assigned seat, etc.
9. Students will not engage in play-fighting or touching another student. Keep hands to themselves at all times.
10. Students will not talk back or use profane or otherwise inappropriate language.
11. Students will not engage in intimidating or threatening behavior or language to include but not limited to bullying, harassment, temper tantrums, or insubordination.
12. Students will not be in possession of weapons (including sharp objects or toys that look like weapons) at any time while on School property or while participating in School activities.
13. Students will not engage in fighting, violence, or behavior threatening violence.
14. Students will not possess, sell or be under the influence of any drugs, alcohol, tobacco, or illegal substance of any kind while on School property or while participating in School activities.



CODE OF STUDENT CONDUCT

DUE PROCESS

PROCEDURE

Suspension and expulsion from school shall be used as a means of discipline for serious offenses against the welfare of the school or for violation of the rules of the Board of Education and only in cases where other forms of discipline are judged not to be sufficiently effective. For a violation of rules concerning drugs or alcohol, counseling may be required.

A. SUSPENSION

The Building Administrator or Superintendent may suspend a pupil from school for a period of time not to exceed ten (10) school days. (The number of days of the suspension should be related to the seriousness of the offense.) The Building Administrator or Superintendent shall utilize the following procedures in order to invoke suspension:

1. Verify that there are sufficient grounds for suspension by contacting the complaining teacher, pupil, or other school personnel. Interview any witnesses identified by the complaining person.
2. Give the pupil written notice of intention to suspend him/her and the reason(s) therefore and have the student acknowledge in writing receipt of the notice. If the pupil refuses to sign the notice, the Building Administrator or Superintendent should note such refusal on the receipt and if a witness is available, obtain the witness's signature on the receipt indicating the pupil's refusal to sign.
3. Permit the pupil an informal hearing before the Building Administrator to refute the charges against him/her through his/her own testimony and/or witnesses on his/her behalf.
4. If at the informal hearing, the pupil fails to disprove the charges to the satisfaction of the school official conducting the informal hearing, he/she shall be given a letter of suspension to be given to his/her parent(s), guardian, or custodian. The letter shall state:
 - a) The reason(s) for the suspension and its duration.
 - b) That the student or his parent(s), guardian, or custodian have the right to appeal such suspension to the Superintendent of Schools.
 - c) That the student has the right to be represented at the appeal hearing before the Superintendent of Schools.
 - d) That the student, parent, guardian, or custodian has the right to request that such hearing be held in an executive session.
5. Attempt to contact the parent(s) by phone to inform them of the suspension.
6. Send the pupil home at the close of the school day, if possible.
7. Hand deliver or mail a copy of the letter of suspension to the parent(s) and the Superintendent of Schools within twenty-four (24) hours from the time of the suspension, through the postal service at the time of the mailing.

1. If it is probable that the pupil may be subject to suspension:

- A. Notify the pupil in writing by hand delivery or mail (if mail is used, obtain proof of mailing from the postal service if available) of the reasons(s) for and the time and place of hearing as soon as practical, but in any event, prior to the hearing provided for hereafter:
- B. Permit the pupil an informal hearing within seventy-two (72) hours of the informal removal. Said hearing to be conducted in accordance with the procedure set forth in Section A (3).
- C. Thereafter, follow the procedures set forth in Section A-4 through A-7.

2. If it is probable that the pupil may be subject to expulsion:

- A. Notify the pupil and his/her parent(s), guardian, or custodian in writing by hand delivery or mail (if mail is used, obtain proof of mailing from the postal service if available) of the reason(s) for the time and place of hearing as soon as practical, but in any event, prior to the hearing provided for hereafter.
- B. Permit the pupil and his/her parent(s), guardian, or custodian a hearing within seventy-two(72) hours of the initial removal. Said hearing to be conducted in accordance with the procedure set forth in Section B (3).
- C. Thereafter, follow the procedures set forth in Section a-4 through b-6.

Removal by Teacher

A teacher may remove a pupil whose conduct is disruptive of a curricular or co-curricular activity under his/her supervision. Under such circumstances, the teacher shall notify Principal that the pupil is being removed from the class and/or activity and being sent to the office. The teacher shall notify the Principal in writing by the end of the school day the reason(s) for the removal. If the principal returns the pupil to the teacher's classroom activity without having conducted a hearing in which the teacher has participated, the Principal shall submit in writing to the teacher the reason(s) for such action. If the removal is upheld by the Principal, the procedures for notice and hearing outlined in Sections C-C-2, as appropriate, shall be followed.

3. At any hearing regarding removal under this Section C, any person, including a teacher who ordered, caused or requested the removal, shall be present.

D. REMOVAL FOR LESS THAN TWENTY-FOUR (24) HOURS

Removal of a student from curricular or co-curricular activities for a period of less than twenty-four (24) hours is permissible without the necessity of following any of the above prescribed procedures.



Richland Academy School of Excellence Student Dress Code Guidelines

Adopted August 2010

Revised July 2015

The Richland Academy School of Excellence has a mandatory uniform dress code policy. We believe that students have the right to attend a safe and secure school where the focus is on academics. It is the intent of the school program that students be dressed and groomed in an appropriate manner that will not interfere with, or distract from, the school environment or disrupt the educational process.

Campus Wear Attire

- **One school sweatshirt must be purchased by every student.**
- Acceptable attire must be appropriately sized and fitted.
- No baggy, sagging, or excessively tight fitting clothing is permitted.
- Clothing that is distressed or that has rips/holes in it is not to be worn.
- Judgment of an administrator in matter of dress and appearance is final.

Tops

- Approved colors for all tops are **solid white, true red and navy.**
- **Solid white, navy, or true red** collared polo (no more than 4 buttons) or a collared, button front shirt must be worn at all times. Either long or short sleeves are permitted.
- Turtlenecks are permitted (**same colors as polo or button front shirt**). All shirts must be worn tucked in.
- Cardigan/crewneck or V neck sweaters of the above approved colors are optional, and must be worn over solid colored polo/or button front shirt.
- No hooded tops are permitted.
- Plain long or short-sleeved white t-shirts or cammies may be worn under polo/or button front shirts. Colored cammies may be worn in the **approved colors** under shirts.
- No low cut tops are permitted.

Bottom

- Pants, shorts, capris, and skirts are to be in **khaki or navy**.
- All lower body attire must be worn around the waist. It must be fitted and hemmed.
- Length is to be to the top of the heel, not dragging the floor.
- Bottoms are to be not more than one size larger than waist size and a classic cut leg. No denim, jean, sweat, or windbreaker style of pants shall be worn.
- Skirts must be no more than 2 inches above the knee. Any back slit is to be no more than 4 inches above the knee.
- Shorts must be no more than 2 inches above the knee.
- Corduroy material in **solid khaki or navy** is acceptable.
- A belt should be worn.
- Leggings are permitted under shirts/dresses, but are not to be worn as pants.

Footwear

- Heels are permitted to a 2 inch height.
- The entire foot must be covered at all times. (No flip-flops).
- All laced shoes must be tied and shoe sizes are to be no more than one size larger than the foot.
- Athletic/tennis shoes are preferable for safety reasons.

Jewelry/Make-up/Hair Styles

- Unnaturally colored hair (blue, green, red, purple, orange, etc.) that is distracting to the educational process is not permitted.
- No chains or heavy metal of any type is allowed. This includes over-sized belt buckles.
- Visible body piercing other than the ears is not to be worn at school or school activities.
- No tattoos are to be visible on the face, arms, hands or legs.

Emblem/logo

- A single manufacturer's emblem/logo (that is sewn into the material) no more than 1 ½ inches is permitted with the exception of logos that depict drugs, alcohol, tobacco or other inappropriate items.
- School related activity insignia, labels, logos, or emblems are allowed.

Writing

- Students are not to write anything on their clothing, their person, or anyone else's clothing or person.

Student's Personal Belongings

All of the items listed below must be placed in lockers or hung up in the appropriate place:

- Jackets/coats
- Gloves (any hand covering)
- Hoodies, all outerwear
- Headwear of any type. This includes hats, sweatbands, hoods, handkerchiefs, and sunglasses.
- Book bags are to be hung up in the appropriate place, not to be carried around with the student.
- Book bags and purses will be subject to random searches.

The above Campus Wear Policy is meant to serve the best interests of all students at the Richland Academy School of Excellence. Where you purchase Campus Wear items is a family choice, as long as the above mentioned specifications are met.



Richland Academy School of Excellence

**BULLYING-HARASSMENT-INTIMIDATION
COMPLAINT FORM**

PLEASE PRINT CLEARLY

Name of Complainant: _____ Date of incident: _____

Name of alleged student victim: _____

Name of alleged perpetrator: _____

Where (exactly) did the incident occur? _____

What occurred? (Describe in as much detail as possible the circumstances and what happened during the incident). Use an additional sheet if necessary:

Name of witnesses (if any): _____

Identify and attach copies of evidence, i.e., letters, photos, etc.

By signing below, I hereby certify that the information listed above is true and accurate. I understand that I must deliver this complaint to the school principal who will conduct the initial investigation. I also understand that I will be subject to discipline and /or penalties for knowingly filing a false complaint.

Signature

Date

Signature of Person Assisting Complainant

Relationship to Complainant

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