

Hamilton Alternative Academy

STUDENT HANDBOOK

2016-2017



*“Improving Achievement through
Total Accountability and
High Expectations”*

Hamilton Alternative Academy

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Director's Message

Welcome to the Hamilton Alternative Academy! We are looking forward to working with you and wish you success as you continue your academics in our supportive environment.

Please read this handbook carefully as it will explain our policies and procedures that you need to follow while enrolled in our program. The faculty and administration of the Hamilton Alternative Academy are available daily to instruct and provide intervention in any area of study in which you may need assistance.

Feel free to contact us with any questions!

Best wishes for a successful year,



Allyson Price, Director
Hamilton Alternative Academy

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Hamilton Alternative Academy 2016-2017 Calendar

JULY 2016						
S	M	T	W	TH	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016						
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SEPTEMBER 2016						
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OCTOBER 2016						
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NOVEMBER 2016						
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DECEMBER 2016						
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1st GRADING PERIOD Aug. 17 - Oct. 13
(41 days)

AUGUST
17 First day for students

SEPTEMBER
5 NO SCHOOL - Labor Day
22 Parent/Teacher Conferences

OCTOBER
14 NO SCHOOL - COTA/DAPSE
17 NO SCHOOL - Teacher Professional Mtg Day
2nd GRADING PERIOD Oct. 14 - Dec. 21
(46 days)

NOVEMBER
23 NO SCHOOL - P/T Conference (Comp)
24-25 NO SCHOOL - Thanksgiving Holiday

DECEMBER
1 Parent/Teacher Conferences
21 Two-Hour Early Dismissal
22 - 30 NO SCHOOL - Winter Break

3rd GRADING PERIOD Dec. 22 - Mar. 10
(47 days)

JANUARY
2 NO SCHOOL - Winter Break
3 NO SCHOOL - Teacher Professional Mtg Day
12 Parent/Teacher Conferences
16 NO SCHOOL - Martin Luther King Day

FEBRUARY
20 NO SCHOOL - Presidents' Day

4th GRADING PERIOD Mar. 11 - May 24
(48 days)

MARCH
13 NO SCHOOL - Teacher Professional Mtg Day
27-31 NO SCHOOL - Spring Break

APRIL
14 NO SCHOOL - P/T Conference (Comp)
17 NO SCHOOL
20 Parent/Teacher Conferences

MAY
25 Last day Students-2 Hr Early Dismissal

JANUARY 2017						
S	M	T	W	TH	F	S
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FEBRUARY 2017						
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MARCH 2017						
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APRIL 2017						
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MAY 2017						
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JUNE 2017						
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25	26	27	28	29	30	

LEGEND

- ➡ First/last day of school
- ★ No School
- ▲ Progress Reports
- End grading period
- ◆ Report Cards
- LA Late Arrival
- ◀ Parent/Teacher Conferences
- Testing Weeks
- *** MAP Testing Fall & Spring

Approved August 2016

School Hours

The Alternative Academy office is open from 8:00 a.m. to 3:30 p.m. Monday through Friday. Our teachers are present from **7:00 a.m. to 2:30 p.m.** Additional instruction time can be scheduled with the teachers or through the office. **Students and parents should plan for dismissal by 2:30pm.**

Alma Matter

Oh Hamilton,
We love your green and gold.
Oh Hamilton,
We're here to say
We know you'll fight
'Til you have victory
And all your enemies have gone away.
Our loyalty is yours forever more.
Our voices sing to you with loudest cheers
And as we onward go to victory,
We'll sing your name a thousand years.
Ralph Juniper - Faculty Member 1946

Enrollment

Hamilton Alternative Academy is a dropout prevention and recovery community school designed to serve primarily at-risk high school students who are not learning effectively in a more traditional school environment. Students within the Hamilton Local boundaries as well as those school districts that are adjacent to this area are permitted, upon approval, to enroll. Parents/guardians must complete an application packet and are required to submit the following documents: Birth Certificate, Social Security Card, Proof of Residency (Lease/Mortgage and 1 Current Utility), IEP/ETR Documentation; Immunization/Medical Information; Custody information; Emergency Medical Information, etc. Students must be on-site within 2 school days to meet with an instructor and complete a Student Learning Plan, which drives the student's course and schooling requirements. In addition to the Learning Plan, students will be required to complete an Individual Career Plan to help plan for their future success after high school.

*For students earning their diploma through the Alternative Academy, be aware that the military and some colleges/universities may require additional coursework or requirements.

Transportation

The Alternative Academy **does not** provide transportation to or from the building. Parents and/or students must provide their own transportation.

Directory Information

The Hamilton Local School Board of Education defines the following data in the student records as directory information: name; address; date and place of birth; extracurricular participation; achievement awards or honors; weight and height of members of athletic teams; dates of attendance, and date of graduation. Directory information will be released without the consent of the student or the parent unless the school has been notified **in writing** not to release such information.

Photographic Notification

Periodically, candid group photographs of student activities are taken. If parents do not wish to have a student included in such photographs, please notify the school office.

School Web Site

Hamilton Local Schools operate and maintain a web site as valuable information resources for students, parents, staff, and community members. Please visit our website at www.hamiltonrangers.org. From there you can access the Hamilton Alternative Academy web pages, as well as individual Hamilton Local building web pages.

Textbooks

Textbooks have been adopted and purchased by the Board of Education to be used in implementing the approved graded courses of study. Students will have the opportunity to use the textbooks by receiving one for personal use for

the length of the course. The student becomes responsible for any textbook assigned and/or used by him/her during the length of the school year. The cost of repair or replacement will be assessed against the student responsible for the lost or damaged book. Records, grade cards and transcripts will be withheld from students who do not meet such obligations.

Students keep all textbooks and materials until confirmation of completion of the course. At that time, all materials must be returned to the Alternative Academy.

Textbook and Exam Replacement

The following guide will be used to cover repair and replacement cost of damaged and/or lost textbooks.

Replacement Exams	\$5.00
Replacement Textbooks	\$50.00 minimum
***Individual books cost between \$100.00 - \$300.00	

Emergency Cards

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian and filed in the office. **A student may be excluded from class until this requirement has been met.** Parents are responsible for informing the school of emergency medical treatment they desire for their child. This includes the name of the doctor they wish to treat the child and the hospital they wish to care for the child in an emergency. This card also has the names of alternate persons for the school to notify if an emergency occurs here at school.

Contact Information Changes

Please inform the office immediately in writing of any changes in phone number or address. This information is required by the Ohio Department of Education as well as is necessary to maximize student success. Students moving outside the district boundaries may not be permitted to remain in the program without prior written approval.

Proof of residency must be maintained at all times with a mortgage or lease statement as well as a current utility bill.

Accidents and Illness

If a child has an accident or becomes ill at school, a parent will be notified to come and get the child. If a parent cannot be contacted, the alternate person on the emergency card will be notified. Any student who has a fever of 100 degrees or greater, vomiting, diarrhea, or signs and symptoms of a possible communicable disease will be sent home. Please keep students with a possible or known communicable disease home until they are symptom-free or have been treated for at least 24 hours. **Only the persons whose names appear on the emergency card will be permitted to pick up or release a child from school because of injury or illness. Before we will release a child, a photo ID must be presented and the name should match what is on the emergency card.**

Immunizations

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless he/she presents written evidence that they have received the required immunizations by such means as approved by the Department of Health, pursuant to the powers granted by the Ohio Revised Code or unless such student presents a written statement from his parents or guardian objecting to such immunization because of medical or religious grounds. However, if an outbreak occurs, the student will be excluded from school. All new students entering from a foreign country are required to have a TB test. Immunization clinics are provided by the Franklin County Health Department and the Columbus Health Department for a nominal fee.

Outside Building

Students are not permitted outside the building or on other school building properties during school hours unless accompanied by a staff member or have written permission from staff or administration. Be reminded that Hamilton Local Schools is a smoke free campus and smoking is not permitted on school grounds. Students awaiting pickup should remain inside the classroom until their transportation arrives. **All students being picked up must be dismissed from the school office by an authorized person according to their emergency contact information.** Any person signing a student out of school, must be listed on the student's Emergency Medical Form and provide a photo I.D.

School Visitors

All adult members of our community are welcome to visit the school. However, an appointment must be scheduled and approved prior to the visit. **State law requires that any person visiting the school report directly to the office.**

Once the visitation has been approved, each visitor must sign in. Each visitor will then receive a school pass that must be worn and visible during the visit. This procedure will assist in providing a safe environment for all of our students. Parents are encouraged to keep open communication with our office.

Child Custody/Divorced Parents

The school wants to cooperate with the parents of our students, but we must do so according to Ohio laws. If custodial arrangements, which have been court ordered, restrict access to the child or his/her records, a copy of that order must be on file in our office. This court-issued document directs the school, not necessarily the wishes of one parent or the other. Parents have an obligation to inform the school anytime the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody.

Non-Custodial Parent Records Access

A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Stepparents have no legal rights to records, reports, or conferences unless the custodial parent grants these rights.

School Fees and Fines

In accordance with board policy, report cards, records and diplomas will be withheld for those students who have not met financial obligations and/or have not returned all school/district property.

THE STUDENT SUPPLY FEE OF \$50.00 HAS BEEN WAIVED BY THE BOARD OF EDUCATION FOR THE 2015-2016 SCHOOL YEAR.

Pay to Participate Activity Fees (Middle and High School)

*****FEES ARE WAIVED FOR THE 2016-2017 SCHOOL YEAR ONLY.**

Students who choose to participate in the following activities are required to pay, in accordance to each family situation, the appropriate amount. The following activities require a \$75.00 per season activity fee. *****Students must be in good standing to participate.**

- District-sponsored Athletic Teams
- Cheerleading (one time yearly fee)
- Drama-School Play
- Band-Competitive Marching

There will be a \$225.00 maximum per student per year and a family maximum of \$450.00 per year

All activities related to the course of study and those that meet predominately during the school day, are not affected by the "Pay to Participate" program. If you need further details concerning our Pay to Participate Activity Fees, you may contact the Office of Athletics at 491-8044 ext. 1808 or the Director of Bands/Drama at 491-8044 ext. 1842. The Pay to Participate Activity Fee form can be found on our website.

Fund Raising and Selling in the School

Students may participate in only school-approved fund-raisers when soliciting within the school. Items are not to be brought into the school to be sold. Money and/or merchandise are not to be exchanged between students unless it is part of an approved fund-raiser.

Fund Raising and selling may be approved for school related activities only. Fund raising, selling or buying without principal approval is prohibited.

School Telephone

Student use of the school phone is allowed only after approval by a teacher, secretary or director and will be kept to a minimum. The school reserves the right to refuse the use of its telephone for unnecessary calls. **Before arriving each day, students need to determine their way and time home. Phone calls for these purposes will be only in the event of an emergency.** The school secretary will place all approved student initiated calls. Any charges for directory assistance, line interruption, etc., will be billed to the student's parents/guardian.

Medications

Students needing occasional medications, such as penicillin, for colds, earaches and sore throats, are to take those medications at home, if possible. However, if a physician indicates that it is necessary for your child to take medications during school hours, the following procedures must be followed:

1. The parent/guardian and the prescribing physician or other licensed professional must complete their required section of the Medication Consent Form. A consent form for each medication, prescription or non-prescription (Tylenol, Advil, Tums, Cough Drops, etc.) must be completed and returned to the school before trained school personnel will administer any medication. This form can be obtained in our school's main office on our website under the Important Forms & Links or Student Registration sections.
2. All prescription medication must be sent to school in a properly labeled container from the pharmacy with the child's name on the container. Non-prescription medication should be sent in its original container.
3. The medications and signed forms must be brought to school by parent/guardian. Students are not permitted to carry or transport medication.
4. Parents are responsible for picking up unused medications at the end of the school year. This will not be sent home with the student.
5. New request forms must be submitted each year and whenever there is any change in the medication order by the prescribing physician or licensed professional (i.e. an increase or decrease in dosage).

Volunteers

On behalf of Hamilton Local Schools, we appreciate all of our volunteers that work with us. We recognize that parents are our partners and that our goals are shared ones. Please understand, an approved volunteer does not have open access to school buildings. The volunteer must have approval from an administrator of the building for any activities they will participate in. To volunteer, the following must be completed and approved by administration.

1. Volunteer information sheet.
2. An employment/volunteer application.
3. Photocopy of current driver's license
4. Volunteer release and indemnification agreement
5. Bureau of criminal identification and investigation (BCI)

CURRICULUM, GRADING AND GRADUATION REQUIREMENTS

For students graduating in 2014 and beyond:

Twenty and one-half units of credit (~~20.5~~) and proficient in all areas of the state graduation test shall be required for graduation. The minimum requirements shall include the following:

English..... 4 units

Math..... 4 units (1 unit of Algebra II or its equivalent)

Social Studies..... 3 units (1 unit of American History, 1 unit of Government)

Science..... 3 units (1 unit of Physical Science, 1 unit of Life Science, 1 unit of Chemistry, Physics or other physical or space science, or Advance Biology)

Health..... ½ unit

Physical Education..... ½ unit

Electives..... 5 units (selected from any one or combination of the following:

Foreign Language, Fine Arts, Business, Career Technical Education, Family and Consumer Sciences, Technology or additional English, Math, Science, or Social Studies Courses not otherwise required.

All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career technical pathway are exempted from the fine arts requirement.

Career and Community Service Project.... 1/2 unit (or the equivalent of 0.5 credit)

GRADUATION REQUIREMENTS

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high schools compare favorably with other high schools in the State that are recognized for excellence.

The requirements for graduation from high school are as follows.

<u>Minimum</u>		<u>Ohio Core</u>	
English Language Arts	4 units	English Language Arts	4 units
History and government, including one-half unit of American History and one-half unit of American Government	1 units	History and government, including one-half unit of American History and one-half unit of American Government	1 unit
Social Studies	2 units	Social Studies	2 units
Science, including one unit each in Physical Science and Biology	3 units	Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3 units
Mathematics	3 units	Math, including one unit of Algebra II or its equivalent	4 units
Health	1/2 unit	Health	1/2 unit
Physical Education	1/2 unit	Physical Education	1/2 unit
Electives	6 units	Electives	5 units
Total	20.5 units	Total	20.5 units

The minimum requirements for graduation also include:

1. Student electives of at least one unit or two half units, from the areas of business/technology, fine arts and/or foreign language;
2. Units earned in english language arts, mathematics, science and social studies shall be delivered through integrated academic and technical instruction and
3. Passing all state required examinations.

The Ohio Core requirements for graduation also include:

1. Student electives of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core;
2. Units earned in social studies shall be integrated with economics and financial literacy and

3. Passing all state required examinations.

Criteria for Grade Level Placement*

For official records, student class placement will be determined based on the following number of credits*:

Freshman = Students having **0 to 4.9 credits**

Sophomore = Students having **5 to 9.9 credits**

Junior = Students having **10 to 14.9 credits**

Senior = Students having **15 to 20.5 credits**

College Credit Plus

Ohio's new College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university through College Credit Plus is free. That means no cost for tuition, books or fees. If students choose to attend a private college or university, they may have limited costs. Students can choose to take College Credit Plus courses from any college that offers a course that would benefit their future. Talk to one of your teachers or Miss Price if interested.

Credit Flexibility

The staff at Hamilton Alternative Academy offers students the opportunity to show what they know and that they are ready to move by learning in ways that are not limited solely to seat time in our school building.

Ohio Senate Bill 311 allows our students to earn credit in the following ways:

Option A: Complete coursework as has been done in the past

Option B: Test out or otherwise show mastery of course content

Option C: Pursue an educational option such as senior project, distance learning, postsecondary coursework, internship, service learning, or research-based project.

Credit flexibility acknowledges that students learn at different rates while responding differently to varying instructional strategies. Credit flexibility allows students to demonstrate their understanding and skills according to their unique learning styles and experiences.

More information about Credit Flexibility can be found by following the "Credit Flexibility" link on the school website.

Ohio Core Opt Out

Students ~~entering ninth grade on or after July 1, 2010, and before July 1, 2014, in the graduating classes of 2014-2019~~ may qualify for participation in the Ohio Core Opt Out program. Eligible students may graduate without having completed the Ohio Core curriculum prescribed by State law. Students wishing to participate in this program must have attended high school for two years and completed the minimum requirements.

A student wishing to participate and his or her parent(s) or guardian(s) must sign and file written consent to the student's graduating without completion of the Ohio Core curriculum and acknowledgement that one consequence of failure to complete the Ohio Core curriculum is ineligibility to enroll in most State universities in Ohio without further coursework.

Grade Point Average

To calculate grade point average, assign the following point value to all grades earned*:

93-100% = A (4.0)

90-92% = A- (3.75)

87-89% = B+ (3.25)

83-86% = B (3.0)

80-82% = B- (2.75)

77-79% = C+ (2.25)

73-76% = C (2.00)

70-72% = C- (1.75)

67-69% = D+ (1.25)

63-66% = D (1.00)

60-62% = D- (0.75)

0-59% = F

To determine grade point average (GPA) add the total of all points earned and divide by the number of classes enrolled.

* Students enrolled in the American School of Correspondence Diploma Program follow a different GPA set.

Post-Secondary Enrollment

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under this section of the Ohio Revised Code counts toward the graduation requirements and subject area requirements of the Academy.

Progress/Grade Reporting

Reports on progress are sent home twice during each of the four grading periods for all students, once in the middle of the nine weeks and once at the end. Progress Reports will be sent home on the following dates for the **2016-2017** school year:

Grading Period 1 – 9/16/16 and 10/21/16

Grading Period 2 – 11/18/16 and 1/6/17

Grading Period 3 – 2/10/17 and 3/16/17

Grading Period 4 – 4/13/17 and 5/25/17

Parent Teacher Conferences – 4:00 to 7:30pm

September 22, 2016 – 4:00-7:30pm

December 1, 2016 – 4:00-7:30pm

January 12, 2016 – 4:00-7:30pm

April 20, 2016 – 4:00-7:30pm

ATHLETICS

Eligibility/Extracurricular

Hamilton Alternative Academy students are potentially eligible to participate in athletics sponsored by Hamilton Local Schools. Hamilton Township High School is a member of the Ohio High School Athletic Association. Ohio High School Athletic Association policies are the policies adopted and adhered to by Hamilton Local Schools. **Enrollment into five (5) academic units of credit** during the school year is required to compete in High School sports. **Students must have received passing grades during the previous grading period in subjects that earn a minimum of five (5) credits per year toward graduation.**

Students who are not current with their work may not be eligible to participate in sports.

Athletic Conduct Code and Due Process

All students will receive a copy of the Athletic Conduct Code and Due Process when trying out and participating in a sport with Hamilton Local Schools.

Sportsmanship

Extracurricular activities are privileges as well as part of the total educational process and the same level of responsibility and behavior is expected at practices and competitions as is expected in the buildings. Should an individual student act in a manner detrimental to the school and student body at any extra/co-curricular activity, either as a contestant or a fan, he/she will lose the right to attend contests and events involving other students and schools and may be subject to further disciplinary action. In addition, all Hamilton Township High School Students at home games are to sit on the home team side of the stadium or gymnasium while attending athletic events.

ATTENDANCE POLICY

The State of Ohio Revised Code (O.R.C.) 3321.04 of Chapter 3321 School Attendance states that, “Every parent of any child of compulsory age (6 – 18 years) who is not employed under the Age and School Certificate must send such child to a school or special education program that confirms to the minimum standards as prescribed by the State Board of

Education. The child must attend full time when the school program is in session.”

Except in cases where a pupil has been properly excused, his/her parent or guardian has the primary responsibility for requiring school attendance (O.R.C. 3321.04/3321.07) and the failure to send a child to school may result in a fine of up to \$500, community service of up to 70 hours, or, if repeated, a jail sentence for the offending parent (O.R.C. 3321.38, 3321.99).

Ohio Revised Code 3313.609 prohibits the promotion of a student to the next grade level if the student has been truant for more than 10% of the required attendance days (178) of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

Under legislation enacted in 1990, high school students who fail to attend school without a legitimate excuse may be required to forfeit their driving privilege until such time as they reach the age of eighteen or receive a diploma.

All Hamilton Alternative Academy students are expected to be enrolled in school and to meet attendance/work requirements as stated in the attendance policy and contract. Any attendance pattern contrary to this will be investigated. Parents or guardians of students who are truant or habitually tardy from school may be required to attend a parental education or training program. The failure of a parent or guardian to attend such program constitutes "parental educational neglect" under the Ohio Criminal Code, which is punishable as a fourth degree misdemeanor. School attendance is closely related to school success; therefore the following attendance regulations will be in effect:

After arriving on school property, a student may not leave without permission. Excessive absenteeism to school or class may result in disciplinary action under the Student Code of Conduct.

THE ADMINISTRATION OF THE HAMILTON ALTERNATIVE ACADEMY RESERVES THE RIGHT TO WITHHOLD PROMOTION FROM A STUDENT MISSING MORE THAN EIGHTEEN (18) DAYS OF ATTENDANCE PER YEAR OR NINE (9) PER SEMESTER.

2016-2017 ATTENDANCE EXPECTATIONS

Participation and enrollment in our program requires that each student:

- 1) Document with a Student Work Log 25 hours a week of time spent on educational activities related to the expectations of their learning plan. We recommend 5 hours a day (weekdays); the hours can be recorded Monday morning through Sunday night.
 - 2) HAA recommends attending the Alternative Classroom for your 25 hours every week.
 - 3) Completion of time logs is expected daily and should be submitted every Monday.
 - 4) **Completion and submission** of work/units/exams is expected weekly (coursework equivalent to 25 hours spent on educational activities).
 - 5) Participation in all MANDATORY Testing
 - Ohio Graduation Tests: October and March
 - State Tests - End of Course Exams
 - MAP Testing – 2 Sessions per year in Reading and Math
 - ACT or SAT Testing as required
- Students are required by Ohio Revised Code 3314.04 (A) (6)(b) to **be withdrawn from the Alternative Academy upon 105 consecutive hours of unexcused absences/non-attendance– TRUANCY charges will apply.**
 - **Students may be removed from the Alternative Academy upon reaching 30 Days of Unexcused Absences – TRUANCY CHARGES WILL APPLY.**

- **Students may be removed from the Alternative Academy upon reaching 10 weeks of not submitting any coursework.**
- **Students will be counted absent unless the above requirements are met.** Documentation on time logs and sign in sheets will determine student's attendance. Students will be counted absent for hours that do not equal up to 25 hours.
- **High School age students may risk losing their driver's license after the 10th day of absence.**
- **Truancy charges may be filed upon reaching the 15th day of unexcused absence.**

Notification of absence from school

In the event that a student cannot meet the weekly requirements of participation, the parent or guardian is required to contact the school, either by phone or in person as soon as possible. Absences of students, which are not verified by parent contact with the office within three (3) days, will be viewed as unexcused. A student's absence from school is excused by parent notification for a maximum of ten (10) days. Once a student reaches (10) absences excused or unexcused, doctor verification is required for additional absences to be considered excused.

All other absences from school require doctor verification in order to be considered excused.

Excused absences will be given for the following reasons:

1. Personal illness
2. Illness in the student's family
3. Required court attendance with official documentation provided
4. Quarantine for a contagious disease
5. Death in the family
6. Observance of a religious holiday
7. Traveling out of state to attend a Board-Approved enrichment activity or extracurricular activity (applies to absences of up to four days)

Make up of missed work

Students with ~~excused~~ absences will be expected to complete any work missed while absent. ~~The final decision as to the acceptability of an excuse will rest with the administration.~~

Doctor or dentist visits or appointments

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours. If the student consults a doctor he/she must supply a statement to that effect immediately upon returning to school.

Unexcused absences

If absences are not resolved in three (3) school days, the absence will be recorded as unexcused. The student may be referred to the Academy and/or Franklin County Truancy Officer for investigation after any truancy or unverified absence. A student's absence from school is excused by parent notification for a maximum of ten (10) days. Once a student reaches (10) absences excused or unexcused, doctor verification is required for additional absences to be considered excused. **The final decision as to the acceptability of an excuse will rest with the administration.**

Parent notification of absence

When the student reaches five (5), ten (10), and fifteen (15) days of absences, an Absence Notification Letter will be mailed home to the parent or guardian. Phone calls to parents are made at 10 and 15 days as well.

Student Pickup

All students being picked up must be dismissed from the school office by an authorized person according to their emergency contact information. Any person signing a student out of school, must be listed on the student's Emergency Medical Form and provide a photo I.D. Any student walking home can do so only by written, date

specific permission from parent/guardian. Students and plans should plan for transportation by 2:30pm as there may not be transportation afterwards.

Vacations

Vacations are defined as an extended absence from school with the immediate family. Vacations will be limited to five (5) days per year, unless specific approval is given by building administration. Approved vacation requests will count as parent notified absences and are limited to ten (10) days per year. Vacation request forms must be obtained in the office. These forms must be completed and returned to school no later than three (3) days prior to the scheduled vacation. Additionally, vacation requests will not be approved during exam/short cycle weeks or during mandated state testing.

Student withdrawal from school

If it becomes necessary to withdraw your son or daughter during the school year, please notify the school office at least five days in advance. This gives the school an opportunity to prepare documents necessary for transfer. It also allows for school loaned materials to be collected. Upon withdrawing from the Alternative Academy a withdrawal form must be completed. A withdrawal/release form should be completed prior to leaving. Record requests from the students' new school can be faxed to us at: 614-491-5564. **PLEASE NOTE:** Student withdrawals are not official until a request for records from another school has been received and confirmation of enrollment is shown.

Truancy

Ohio Law creates two categories of truancy: habitual and chronic.

- **Habitual truant** – A child who has been absent without excuse for five consecutive days, seven days in a month or 12 days in a year without excuse. Habitual truancy is an unruly offense, unless a child has been previously ruled a habitual truant; then the offense is a delinquency.
- **Chronic truant** – A child who has been absent without excuse for seven consecutive days, 10 days in a month or 15 or more days in a year. Chronic truancy is a delinquency offense. The penalties applicable to delinquent offenses are greater than those imposed for unruly offenses.

~~The law expands the jurisdiction to juvenile courts in dealing with parents of truant students and allows the court to order school districts to place a child in an alternative school setting.~~

Loss of Driving Privileges

Under Ohio law, high school students who fail to attend school without a legitimate excuse may be required to forfeit their driving privileges until they reach the age of 18 or receive a diploma. Whenever a student under the age of 18 has ten consecutive days, or a total of 15 days, of unexcused absences during any school year he/she will be considered "habitually truant".

Therefore, as per Board Policies JED and JECE, along with sections 3321.13 and 4510.32 of the Ohio Revised Code, the Superintendent shall give notice of the habitual absence to the Registrar of Motor Vehicles for the State of Ohio and the Franklin County Juvenile Judge. **The registrar shall suspend the driver's license or temporary permit of the student. If the student has not yet been issued a license or permit, the Registrar must deny such issuance.**

The suspension will remain in effect until the student attains the age of 18, is issued a diploma, or until the Superintendent informs the Registrar that the student has completed at least one semester since the notification and is no longer considered "habitual truant".

School closings and delays

Occasionally the office is closed due to inclement weather or unexpected emergency. We follow the Hamilton Local Schools determination (**i.e. if Hamilton Local is closed, we will be closed as well**). Hamilton Local Schools utilizes an automated phone notification system to inform our students/parents/guardians of closings, cancellations, unexcused absences, and any other emergency alert information concerning our buildings or property.

Our automated notification system, utilizes a call list generated by importing each student's primary contact phone number linked to his or her student record. At any time, if a child's primary contact number is changed please make certain our building secretary is made aware of the new contact number so they can update the record to display current, valid contact information.

Once it has been determined that we will be closed or operating on a two-hour delay, our automated notification system will call the primary phone contact within minutes.

Should school be cancelled or delayed for two (2) hours due to inclement weather, utility outage, or illness the following local television stations will carry the announcement:

TV Stations

WCMH – NBC 4, WSYX – ABC 6, WBNS – 10TV, and WTTE – Fox 28

Radio Stations

WTVN – 610 AM	WBNS – 1460 AM	WCOL – 92.3 FM	WLZT – 93.3 FM
WSNY – 94.7 FM	WBNS – 97.1 FM	WNCI – 97.9 FM	WRKZ – 99.7 FM
WJZA – 103.5 FM	WBWR – 105.7 FM	WRXS – 106.7 FM	WCKX – 107.5 FM

You can also visit our Web site at www.hamiltonrangers.org for school closing and delay information.

Parents should have a plan worked out with their child as to what the child should do if they arrive home and no one is there. ~~During inclement weather or utility outage a note should be placed in the child's backpack, reminding the child of the plan, and authorizing bus drivers or another adult to deliver the child to a destination other than their own address.~~

The district may make up calamity days by utilizing one of these options: Increasing the length of the school day, providing access to online lessons, or distributing blizzard bags.

DRESS AND GROOMING POLICY

The Hamilton Local School District recognizes that each student's manner of dress and grooming is a manifestation of personal style and individual preference. The District will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the education program of the District. This dress and grooming policy has been developed to promote a safe and healthy school setting and to enhance the educational environment. The Academy expects each student to dress cleanly and neatly, and practice good personal hygiene while in any building or property of Hamilton Local Schools.

The administration reserves the right to evaluate and rule upon any dress or grooming that is not consistent with a safe, non-distracting educational program that may or may not be contained in this policy. This would include, but is not limited to, new trends or fads in fashion which may be unknown at the time of the development, approval, and printing of this policy

General Guidelines

No article of clothing, accessory, or appearance shall:

1. Distract from the educational process.
2. Discriminate on the basis of race, color, national origin, gender, disability, age, sexual orientation, or religion.

Unacceptable Clothing, Accessories, or Appearances

Items that are not permitted include, but are not limited to the following:

1. Hats, head dresses, bandanas (Except with permission from the Director)
2. Shorts/skirts shorter than mid thigh, regardless of what is worn underneath (e.g. leggings or tights)
3. Form fitting yoga pants, leggings, tights or spandex unless worn with a shirt that is longer than mid-thigh
4. Sunglasses or non-essential eyewear (Unless prescribed by a physician and/or approved by the principal)
5. Sleepwear or loungewear
6. Slippers, house shoes, or shoes with wheels
7. Chains or chain-like items
8. Bare midriffs (shorts/pants must rest/hang at or above the hips)
9. Sleeveless shirts, tanktops, spaghetti straps, tube tops, **or low necklines**
10. Mesh, sheer, lace, or see-through clothing

11. Hairstyles and/or hair colors that distract from the educational process
12. Visible undergarments (**which includes no sagging pants**)
13. Coats worn inside the building during the school day
14. Tears or holes in clothing above mid-thigh that reveal skin or clothing worn underneath
15. Associations with tobacco, alcohol, drugs, obscenities, profanities, sex related, weapons, or violence
16. Defamatory toward any person, school, community or nation
17. Gang related or affiliated

Students will be expected to comply with these dress code requirements during school hours or while on school property or during participation in any educational programs that consider standards of dress and grooming as parts of their programs (Examples: field trips, athletic squads, work programs, etc.).

Students found to be in violation of the Dress and Grooming Policy will not be permitted to return until they are in compliance with the Dress and Grooming Policy.

Absence from school or class due to Dress and Grooming Policy violations will be deemed as unexcused. Repeated violations of the Dress and Grooming Policy will not be tolerated. Such repeated offenses may result in more severe consequences up to and including out of school suspension and/or recommendation for expulsion.

CONDUCT POLICY

By order of the Hamilton Alternative Academy Board of Education in compliance with Ohio Revised Code 3313.66 and 3316.661: All violations of school rules and regulations, during the time a student is properly under the auspices of school personnel or involved in any school activity, may result in disciplinary action. This includes, but is not limited to, school buses and property under the control of district authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

The administration of Hamilton Local Schools including Hamilton Alternative Academy reserves the right to prohibit and discipline any behavior or conduct that is not consistent with a safe, non-distracting educational program that may or may not be contained in this policy.

In addition, this Conduct Policy includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The right of every Ohio resident between the ages of six and twenty-one to a free public education has been undeniably established time and time again by Ohio law and the Ohio courts. Irrespective of race, color, creed, or sex, all youngsters are entitled to equal opportunities to obtain an education conforming to minimum standards prescribed by the State Board of Education. At the same time, however, the courts have also held that each student in the Ohio Public School System has the responsibility to act in such a way as not to interfere with the rights of others in their same educational opportunities. A student may forfeit his rights when his conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights. It is the philosophy of the Hamilton Alternative Academy Board of Education and the administrative staff to provide students with their rights and require they accept responsibility for their actions. The intent is not to list all rules and acts of misconduct, but to provide guidelines that must be followed to maintain a quality educational program. The disciplinary actions to be taken are believed to be fair, but may be prudently altered by the administration to meet the specific needs of each individual student. Teachers may have specific rules pertaining to their classroom that are approved by the administration and must be adhered to by the students under the direction of the teacher.

Conduct Policy Violation Consequences

Consequences for any violation of the Student Conduct Policy may result in the following, but are not limited to:

- Community Service
- Detention
- Emergency Removal
- Expulsion
- Extended Day (s)

- Forfeiture of Property
- In-School Suspension
- Parent-Director Conference
- Parent Involvement Program
- Parental Contact
- Referral to Guidance Counselor
- Referral to Law Enforcement Agencies
- Student-Director Conference
- Suspension
- Verbal or Written Warning or Reprimand

Repeated violations of the Conduct Policies will not be tolerated. Such repeated offenses may result in more severe consequences up to and including out of school suspension and/or recommendation for expulsion.

Conduct Policies

Academic Dishonesty/Cheating: Presenting someone else's work, as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other's assignments, quiz or test answers, plagiarism, and unauthorized access. Allowing others to copy work is also a violation covered in this policy. Students who violate this policy will receive zero credit for assignments or work involved. The parent will be notified that an offense may bring automatic suspension from school and/or removal from class/course.

Attendance Policy: Students shall not violate the Hamilton Alternative Academy Attendance Policy as detailed in the Attendance Policy section of this handbook.

Cellular Phones: Cellular phones are permitted **only upon special permission**. *These devices must be silenced and stowed away during the instructional day.* Unauthorized use of such devices shall be grounds for confiscation and disciplinary action. Use is interpreted as using any device function, feature, and/or application.

Students bringing these devices to school campuses, buses, at school-sponsored activities and while under the supervision and control of school employees do so at their own risk. The Academy assumes no investigative or financial responsibility if the devices are lost, damaged, traded, or stolen.

Deception/Withholding Information: A student shall not withhold, distort, forge or falsify any information to a school official relevant to an event, which falls within the jurisdiction of the school.

Displays of Affection: A student shall not participate in displays of affection (kissing, embracing, holding hands, etc.) on school grounds or at school activities.

Disruption of School/Class: A student shall not cause any kind of disruption to fellow students, staff or administration. Proceedings may result in immediate removal from the property and/or expulsion.

Dress and Grooming Policy: Students shall not violate the Dress and Grooming Policy as detailed in the Dress and Grooming Policy section of this handbook.

Drugs and Alcohol Abuse: Any student who intentionally sells, purchases, gives, possesses, uses, or is under the influence of illicit drugs, counterfeit drugs, narcotics, steroids, alcohol, or drug paraphernalia in or on school property, including buses, may be (1) suspended or expelled from school and (2) reported to the appropriate law enforcement agencies for possible legal action. Written or verbal communication concerning drugs or alcohol and/or the use thereof is also prohibited.

The prohibitions above include prescribed and non-prescribed medicines, chemical preparations, inhalants, plants, seeds, or derivatives thereof, as well as hallucinogens, barbiturates, or amphetamines. These prohibitions also include any substance or counterfeit for the aforementioned substances.

Electronic Equipment: Electronic equipment with headphones/ear buds is permitted at times designated by the building administration. This equipment is permitted in areas designated by the building administration. The use of this equipment must be non-disruptive and appropriate for school. This includes, but is not limited to, music or entertainment devices, PDAs, and games. Unauthorized use of such devices shall be grounds for confiscation and disciplinary action.

Students bring these devices to school campuses, buses, at school-sponsored activities and while under the supervision and control of school employees do so at their own risk. The Academy assumes no investigative or financial responsibility if the devices are lost, damaged, traded, or stolen.

Ethnic Intimidation: Harassment or intimidation of a person or group through the use of profanity, racial or religious remarks, obscene gestures, and other conduct of this type is not permitted. Other forms of ethnic intimidation might be, but is not limited to, fighting, vandalism, threats, etc.

Extortion: No student will obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation and/or attempt to sell any property on school grounds.

False Alarms: The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe or emergency situation without cause is not permitted.

Fighting: A student shall not attempt to resolve a conflict through active physical means.

Fire, Unauthorized use of: The unauthorized use of fire on district property or while in attendance at any district sponsored activity is not permitted.

Gambling: A student shall not gamble for money or valuables, buy, sell, or trade items, or exchange money with other students while under the jurisdiction of authorized school personnel. No student, while involved in any portion of the school day and/or school activity, shall possess or use any gambling devices.

Harassment /Verbal Abuse: A student shall not harass, persecute, or participate in any act that injures, degrades, or disgraces any student, staff, or school employee. A student shall not display, possess or use words, phrases, or illustrations, which are offensive to any ethnic, racial, or religious group. Also, students shall not make reference to sexual activity, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent, or lewd.

Harassment (Racial/Ethnic): Racial/ethnic harassment may be any behavior, verbal or physical, which is imposed by a student, because of race or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcomed and which causes or contributes to a racially/ethnically hostile environment is not permitted. A copy of the Racial/Ethnic Harassment Policy ACC and complaint procedure can be found on the web page at www.hamiltonrangers.org.

Hazing/Bullying: Hazing/Bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal or physical act that a student has exhibited toward another person more than once. The behavior causes both mental and/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. The intentional act also includes violence within a dating relationship. Permission, consent, or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the prohibition in this policy.

Indecent/Lewd Behavior: A student shall not by any means, including verbal, written, gesture, or dress/appearance behave in a manner, which could be considered immodest, lustful, indecent, or lewd while under the jurisdiction of the district.

Inducing Panic: A student shall not by any means create an atmosphere to provoke fear or endanger the safety and welfare of any student, staff member, or any other person.

Insubordination/Disrespect: No student shall willfully disobey a reasonable request or be disrespectful to any employee of the Hamilton Alternative Academy or Hamilton Local School District. Also, no student shall fail to comply with discipline, punishment, or consequences issued by teachers or administrators.

Intimidation/Aggressive Behavior/Bullying: A student shall not by means of physical contact (touching or pushing), invasion of personal space, loud voice, or aggressive language attempt to influence the behavior or attitude of a fellow student, school employee, or any other person.

Language - Profane, Obscene, or Inappropriate: A student, while on school property under the authority of school personnel, shall not use profane, obscene or inappropriate language, either written or oral. This would include obscene gestures, signs, pictures, or publications.

Loitering/Unauthorized Areas: A student shall not be in any unscheduled or unauthorized area of the school building or grounds without the express permission of a member of the school staff or administration. Nor shall a student loiter (Remain in an area for no obvious reason, hang around or lag behind) in any part of the school building (i.e., restrooms, hallways, etc.) or on school grounds at any time.

Media, Recording or Transmitting: A student shall not record or transmit audio/video/photographs of any student, employee or other person without the express written permission from the student's parent, the employee, or other person.

Personal Property: The school will not be responsible for any items lost, stolen, traded, or damaged that a student brings to school. Parents/guardians must supervise what their student brings to school. All personal property should be marked with your child's name.

Physical Assault: A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student, school employee, or any other person.

Physical Confrontations: A student shall not engage in fighting, physical confrontation, or acts of violence. An individual whose deliberate behavior directly leads to a physical confrontation or act of violence between other parties shall be considered a participant, and may receive disciplinary action.

Pornography: A student shall not, by any means, possess pornographic materials in any form. This shall include, but is not limited to, writing, reading, electronic, or drawing pornographic material. This policy includes sexting (the act of sending sexually explicit messages or photos electronically, primarily between cell phones).

Reckless Behavior/Negligent Injury or Damage: A student shall not behave in a reckless or negligent manner, which could reasonably be anticipated to result in injury to himself or herself, another person, or property.

Repeated Violations: Repeated Violation of the conduct policy may result in more severe consequences.

Selling or Buying: Selling or buying without principal approval is prohibited. Authorized items for selling and/or buying shall include but are not limited to lunch items sold in the school cafeteria, school store, school supply machines provided by the office, approved fund raisers, and activity concessions.

Stolen or Lost Property, Possession of: A student shall not be in possession of any property belonging to anyone other than himself or herself without the specific permission of the owner.

Tobacco: Ohio law prohibits the smoking, use or possession of tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the District or at any activity supervised by any school within the District. This ban extends to all items commonly utilized in the use of tobacco products, which includes, but is not limited to lighters, matches, as well

as “look a likes,” counterfeits, **alternative nicotine products, electronic cigarettes**, etc. Students may be suspended out of school for not abiding by this law.

Technology, Improper use of: All students are required to complete an “Acceptable Use Policy” agreement prior to using school computers. The agreements signed by students while attending Hamilton Local Schools carries over to the Alternative Academy. Improper use of computer technology includes equipment and its use. The school has the right to review any material stored in files to which all users have access, and will edit or remove material, which is considered unlawful, abusive, or otherwise objectionable. The school has the right to revoke a student’s privilege to use the Internet and electronic mail (e-mail) for abusive conduct by the student. Such conduct includes, but is not limited to, sending, receiving, or storing illegal, obscene, abusive, or otherwise objectionable programs, text, graphics, video, or audio files on the school network system. **This includes altering any part of the student email account or profile.**

Theft: A student shall not steal or attempt to steal or have unauthorized possession of stolen property, any school or private property, or the personal property of other students or school personnel, either on school grounds or during a school-related activity, function, or event off the school grounds.

Threat/Coercion: A student shall not by threat of violence, force, intimidation, or fear attempt to influence the behavior or attitude of a fellow student, school employee, or any other person. This includes, but is not limited to, verbal or written threats.

Truancy and Tardiness: Students must comply with attendance policies. Refusal or failure to comply with state and local attendance laws and policies, including late arrival to school, will result in disciplinary actions.

Vandalism and Property Damage: The school building and equipment cost the taxpayers to construct, purchase, and maintain. A student will not cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

Weapons or Dangerous Instruments: Any student, who possesses guns or knives, sells or uses weapons or other devices which may inflict bodily harm on school property may be suspended or expelled from school and reported to appropriate law enforcement agencies for possible legal action. This ban includes any object that is indistinguishable from a firearm. This ban extends to all “look a likes” and counterfeits of dangerous weapons or instruments and includes all toys and replicas of such devices.

Other Violations: It should be noted that other examples of conduct reaching the gravity of the above examples might also serve as grounds for disciplinary action.

Search, Seizure, and Forfeiture

The administration of the Hamilton Alternative Academy and the Hamilton Local School District reserves the right to search the assigned person, and personal property of a student on district grounds, in district vehicles or at any district activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. Be informed that persons and personal belongings, including but not limited to, purses, athletic bags, and articles of clothing in the locker, are subject to search for items prohibited by Conduct Policy or Dress and Grooming Policy, contraband, harmful or dangerous substances.

Contraband - Property that is illegal for a person to acquire or possess under statute, ordinance, rule, policy, or that the District determines to be illegal to possess by reason of the property’s involvement in an offence shall be considered “contraband.” Such contraband is subject to forfeiture under the Conduct Policy and applicable Ohio Revised Code.

The Board of Education and administration authorizes the use of trained canines in detecting the presence of drugs or drug paraphernalia. The canines may be used to patrol the district facilities and grounds, including the lockers and parking areas. Use of trained canines may be unannounced and random. If a trained canine alerts to a particular

vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

Out-of-School Suspension (OSS)

Students may be suspended from school for violations of the Student Code of Conduct Policy. Students are not allowed to be present on school property, participate in or attend any school activities or contests, or be present at activities or on property controlled by the school until the day following the last day of the suspension. In addition, the student must be in the custody of his/her parent or guardian during school hours. Students are required to obtain, complete, and return all assignments missed during an Out-of-School Suspension. Suspensions/Expulsions can be applied to the following school year. **Excessive suspensions may result in expulsion.** If necessary, we reserve the right to carry student suspensions or expulsions into the following school year.

Expulsion

Expulsion is the removal of a student for more than ten days but not more than one year. At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student Conduct Policy. Only the superintendent or his designee may expel a student. Students are not allowed to be present on school property, participate in or attend any school activities or contests, or be present at activities or on property controlled by the school until the day following the last day of expulsion. Only the superintendent or his designee may make exceptions to this policy.

Prohibition of Discrimination

The Board of Education, administration, faculty, staff and students are responsible for assuring that the Hamilton Alternative Academy maintains an environment for work and study, which is free from sexual harassment or discrimination. Prompt corrective measures will be taken to stop sexual harassment or discrimination whenever it occurs. Any student who believes that he or she has been sexually harassed or discriminated against (or a parent/guardian who believes that his or her child has been harassed) should immediately report it to a responsible school official. This could be a teacher, counselor, faculty member, office staff or administrator. It is a violation of Board Policy to retaliate against anyone bringing forth an honestly perceived complaint of sexual harassment. Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the suspension/expulsion procedures.

COMPREHENSIVE SAFETY PLAN

The protocols in our Comprehensive School Safety Plan are the result of a procedure designed to comply with Ohio Revised Code 3313.536. This plan contains protocols for emergency situations that may develop in our school.

Each staff member is issued a Comprehensive School Safety Plan at the beginning of each school year. These plans are located in each classroom and throughout the building. Administrators, staff, and students are instructed on the various procedures to follow in the case of an actual emergency.

Our Comprehensive School Safety Plan includes the following protocols:

- | | |
|------------------------------|-------------------------------|
| 1. Emergency Phone Numbers | 9. Medical Emergency |
| 2. Suicide/Death | 10. Secure Building |
| 3. Weapons | 11. Child Abuse |
| 4. Hazardous Materials | 12. Building Security |
| 5. Fire/Emergency Evacuation | 13. Unauthorized Person |
| 6. Hostage Situation | 14. Student Runaway/Abduction |
| 7. Tornado/Severe Weather | 15. Student Disorder |
| 8. Medical Problems | 16. Utility Emergency |
| | 17. Bomb Threat/Explosion |

Homeland Security Red Alert Information

As defined by the U.S. Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for substantial amount of time.

If Red Alert is issued before or after school hours:

If the Franklin County Red Alert School Team determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

Then, normal school operations will cease based upon the Red Alert School Team’s recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be cancelled until notified by the Red Alert School Team.

If a Red Alert is issued during school hours:

Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.



HAMILTON ALTERNATIVE ACADEMY

Allyson Price, Director

775 Rathmell Road Columbus, Ohio 43207

Phone: 614-491-8044 Fax: 614-491-5564

2016-2017 STUDENT HANDBOOK

I have received a copy and reviewed the student handbook for Hamilton Alternative Academy.

Student Name: _____

Student Signature: _____ Date _____

*Parent/Guardian Signature _____ Date _____

Please return this sheet to the Office of the Alternative Academy.