



ASHLAND COUNTY COMMUNITY ACADEMY

Student-Parent Handbook 2024-2025

Our Program

Ashland County Community Academy is a community school with a dropout recovery prevention designation. ACCA is sponsored by the Ohio Department of Education and Workforce Office of School Sponsorship. The school provides alternative education program options for students in grades 7-12, primarily in Ashland, Medina, Holmes, Richland, and Wayne Counties. ACCA offers smaller class sizes, unique educational opportunities, career guidance and credentialing, and wrap-around support services. ACCA provides a Standard-Based education, guided by learner-centered curriculum, as well as opportunities to engage in work-based programs and community service programs.

ACCA's Mission and Educational Philosophy

Ashland County Community Academy strives to provide a holistic education that focuses beyond academics to meet the needs of the whole child. ACCA ensures that each student is prepared and empowered by providing a learner-centered curriculum, guided by state standards, that incorporate important 21st Century Skills, career preparation, college readiness, and social-emotional awareness. Support services and enrichment opportunities are woven into the framework of ACCA's educational climate so that students, as well as their families, can focus on their health, well-being, and safety. It is the mission of Ashland County Community Academy to give students a solid, educational foundation, equipped with career credentials and work-force readiness, in which they can build from to become healthy, productive, contributing members of society.

Core Beliefs

1. We believe that our school is the heart of the community in which it serves.
2. We believe in educating the whole child and recognize that every student learns differently.
3. We recognize that every individual is unique and different, and we will respect those differences.
4. We will provide access to services that will support the social-emotional growth, health, and well-being of our students and their families.
5. We believe that every student can learn and achieve at high levels.
6. We believe that respect, responsibility, and readiness are key to attaining achievement.
7. We will provide the necessary services, interventions, and programs to support achievement, personal enrichment, and attainment of everyday life skills.
8. We will ensure that our learning environment is both safe and conducive, and designed to provide learner-centered instruction.
9. We will provide an education program that prepares learners for career and college readiness.

As a staff, we will continue to use best practices and maintain a high level of professionalism.

As a district, we will maintain a collaborative process for decision-making and we will be responsible for the efficient and effective operation of the school system, both administratively and fiscally, ensuring that all decisions, actions, and resource allocations are made in the best interests of the district's stakeholders.

Ashland County Community Academy's 15 Core Values

1. Respectfulness
2. Patience
3. Responsibility
4. Tolerance
5. Reliability
6. Empathy
7. Integrity
8. Forgiveness
9. Readiness
10. Self-Awareness
11. Skillfulness
12. Motivation
13. Dedication
14. Ambition
15. Kindness

ACCA Staff Directory 2024-2025

Administration	Department	District Email
Dr. Donne Copenhaver	Superintendent	dcopenhaver@accacaces.com
Chris Gilbert	Dean of Students & Special Education Director	cgilbert@accaaces.com
James Hudson	Treasurer	jhudson@accaaces.com
Paula Berry	EMIS/Food Program & Student Services	pberry@accaaces.com
Administrative and/or Operations Support	Department	District Email
Jody Toms	Attendance Specialist/ Admin. Assistant to Superintendent	jtoms@accaaces.com
Susan Franklin	Guidance Counselor	sfranklin@accaaces.com
Ryan Dillard	Cafeteria Specialist/Monitor	rydillard@accaaces.com
Patrick Baker	Building & Grounds	pbaker@accaaces.com
Hailey Campbell	Administrative Assistant/Receptionist	hcampbell@accaaces.com
Instructional Staff & Support	Department	District Email
Tracy Morgan	Science Instructor	mbrown@accaaces.com
Brittany Layne	Math Instructor	blayne@accaaces.com
Hannah Smith	Social Studies Instructor	hsmith@accaaces.com
Holly Patterson	Intervention Specialist	hpatterson@accaaces.com
Brett Lepley	Intervention Specialist	blepley@accaaces.com
Dr. Jim Henery	ELA Instructor	jhenery@accaaces.com
Abigayle Takacs	ELA Instructor	atakacs@accaaces.com
Ryan Shepherd	Educational Aide/Lab Monitor	rshepherd@accaaces.com
Elizabeth Snook	Educational Aide	esnook@accaaces.com
John Griffith	Educational Aide	jgriffith@accaaces.com

Support Services Staff	Department	District Email
Dep. Shelby Hammond	School Resource Officer/DARE	shammond@accaaces.com
Alison Ross	Transitional Age Youth Coordinator	aross@accaaces.com
Teal Shriver	School Liaison	tshriver@accaaces.com
TJ Houston	Educational Technology Director	houston@accaaces.com

ACADEMIC INFORMATION

Graduation

Students who attend ACCA must meet the graduation requirements set forth by the Ohio Department of Education and the Ashland County Community Academy Board of Directors. Students must follow the graduation pathway (determined by their 9th grade cohort), outlined in their Student Success Plans which may include a Credit Flexibility Plan. Students must earn 20 credits (4 English/4 Math/ 3 Social Studies (including Financial Literacy)/ 3 Science/ 1 combined Health & PE/ 5 Electives, which must include 1 credit of Fine Arts, ½ credit of Career Exploration, ½ credit of Social-Emotional Learning/Personal and Family Living/Psychology)

Grading Scale / Report Cards

Report cards are issued four times a year at nine-week intervals. If due to an extended excusable absence a student does not complete his/her work for the grading period, they may be issued an "Incomplete". The student is expected to make up this work by arrangement with his/her teachers.

Tutoring

Tutoring is available to students who express an interest or who need extra help. If a student is identified by staff as failing or needing intervention, mandatory tutoring may be assigned.

Progress Reports

Parents have the option of utilizing ProgressBook and Odysseyware to view their child's academic information. Accounts can be created remotely by accessing the ProgressBook and Odysseyware links on the school website at <http://www.accaaces.org>. Written progress reports may also be requested from teachers. Parents/Guardians must do so in writing and submit their request to the main office.

2024-2025 IMMUNIZATION REQUIREMENTS

Students enrolled at ACCA are required to have written proof on file within fourteen days of admission that they have been immunized as set forth in Ohio Revised Code 3313.67 and 3313.671. These sections also provide for certain exemptions to immunizations. Students who are not in compliance are to be excluded from ACCA. Unless otherwise exempted, students who are enrolled in 7-12 grades shall meet the following immunization requirements.

Vaccines	2024-2025 Immunization Requirements
Polio	Grades 7-12 <ul style="list-style-type: none"> ▪ 4 doses if a combination of OPV or IPV were administered. ▪ 4 doses of all OPV or all IPV is required if the 3rd dose of either vaccine was administered prior to the 4th birthday.
MMR Measles, Mumps & Rubella	Grades 7-12 <ul style="list-style-type: none"> ▪ 2 doses of MMR. ▪ Dose 1 must be administered on or after the 1st birthday. ▪ The 2nd dose must be administered at least 28 days after dose 1.
TDaP & Meningitis	<ul style="list-style-type: none"> ▪ All incoming 7th graders (13 or older). ▪ All 12th graders. ▪ Any student in grades 8-12 who have not previously received the vaccines.

Medication Procedures

ACCA has adopted medication procedures in compliance with the Ohio Revised Code. These procedures have been designed for the safety of all students. Prescription and over the counter medications are handled in the same manner.

Administration of medication to students will be available to those who complete the following:

- Parent must complete the Release of Medical Liability (TOP of form),
- Doctor must complete and sign section II (BOTTOM of FORM),
- Medication needs to be brought to the ACCA Office in the original container by an adult.

All medications will be dispensed from the ACCA Office, with the **exception** of inhalers and epi-pens. Inhalers and epi-pens should be kept with the students for immediate use. Both inhalers and epi-pens require the same medication procedure and paperwork outlined above. Please call the School Office at (419) 903-0295 with any questions or concerns about medications at school.

Emergency Medical Authorization Forms

All students are to fill out the Emergency Medical Authorization forms. The purpose of this form is to authorize emergency treatment for children who become ill or injured while under school authority, when parents cannot be reached.

Attendance Expectations and Regulations

Students are considered habitually truant when the student is absent for at least:

- 30 consecutive hours without a legitimate excuse;
- 42 hours in one month without a legitimate excuse;
- 72 consecutive hours in one school year with/without a legitimate excuse;
- 38 hours in one month regardless of excuse; or
- 65 hours in one school year regardless of excuse

House Bill 410 requires that a school notify the student's parent/guardian within 5 days of 30 consecutive hours of unexcused absences.

Religious Expression Days Policy

Purpose: To provide guidelines for students and their families to request absences for religious expression days and to ensure that such absences do not negatively impact students' academic or extracurricular experiences.

Policy:

1. **Absence for Religious Expression:** Students may be absent from school for up to three (3) days per school year to observe religious, faith, or spiritual beliefs or to participate in religious activities.
2. **Verification of Requests:** The school will not question the sincerity of a student's request for a religious expression day absence. However, the school reserves the right to contact parents to verify the request.
3. **Participation in Athletics and Extracurricular Activities:** Students who miss school for religious expression days must be allowed to participate in athletics and other extracurricular activities on the day of that absence.
4. **Alternative Accommodations:** The school will provide alternative accommodations for exams and other academic requirements or activities that a student misses due to a religious expression day, provided the student has given proper notice.
5. **Proper Notice:** Proper notice for a religious expression day absence is written notification provided to the school within fourteen (14) days of the start of the school year or from the start of the first day of enrollment for the student if they are starting after the school year has already started. For the first year of implementation, this notice is modified to within seven (7) days of the religious expression day.
6. **Grievance Procedure:** Parents may register a complaint with the school administration regarding the implementation of this policy by contacting ACCA school administration via telephone to request a meeting.
7. **Annual Notification:** The school will provide parents with a copy of this policy annually and will post it on the school's website, along with a list of major religious holidays, observances, or festivals for the next two calendar years. This list is not exhaustive.

Disclaimer: This policy is intended to accommodate the religious expression needs of students while maintaining a high-quality educational environment. The school reserves the right to modify this policy as necessary.

24-25 Major Religious Holidays, Observances, or Festivals (US)

Date	Name	Description	Faith Tradition
Sept 15-16	Mawlid an-Nabi	Anniversary of the birth of the Prophet Muhammad.	Islamic

Oct 2-4	Rosh Hashanah	Jewish New Year	Jewish
Oct 11-12	Yom Kippur	Day of Atonement	Jewish
Oct 16-23	Sukkot	Holiday commemorating ancestors traveling to Promised Land	Jewish
Oct 23-25	Shemini Atzeret and Simchat Torah	Marks the completion and beginning of Torah reading cycle	Jewish
Oct 31	Diwali	Festival of new beginnings, good over evil	Jain/Sihk/Hindu
Dec 25 - Jan 2	Hanukkah	Commemorates rededication of Temple of Jerusalem	Jewish
Dec 25	Christmas	Celebration of the birth of Jesus Christ	Christian
Jan 1	Feast of Mary	Celebration of Mary's motherhood of Jesus	Christian (Catholic)
Jan 6	Epiphany	Celebration of Jesus as savior	Christian (Catholic)
Jan 7	Christmas	Celebration of the birth of Jesus Christ	Eastern Orthodox
Feb 28	Ramadan begins	Honors the first revelations to the Prophet Muhammad spans 30 days	Islamic
Mar 5	Ash Wednesday	Marks the first day of Lent	Christian (Catholic)
Mar 13-14	Purim	Festival commemorating deliverance of the Jewish people from Persian persecution	Jewish
Mar 25	Feast of the Annunciation	Celebration of announcement of Mary as mother of Jesus	Christian (Catholic)
Mar 29-30	Eid al-Fitr	Festival of the breaking of Ramadan fasting	Islamic
Apr 12	Passover begins	Celebration marking the deliverance of Jews from slavery	Jewish
Apr 13	Palm Sunday	Begins Holy Week	Eastern

			Orthodox
Apr 17	Holy Thursday	Commemorates the Eucharist	Christian (Catholic)
Apr 18	Good Friday	Commemorates the crucifixion of Jesus	Christian (Catholic)
Apr 20	Passover ends	See above for Passover	Jewish
May 29	Feast of the Ascension	Commemorates the ascension of Jesus to heaven	Christian (Catholic)

Withdrawal

By law, a student will be withdrawn automatically if the student fails to participate in 72 consecutive hours of learning opportunities and the absence is not excused. The school will make several attempts to contact the student and parent/guardian by making calls home, sending warning letters, assigning the student to an attendance intervention team, and/or filing truancy charges. The student's home school will be advised that the student has been withdrawn from ACCA.

Student Release

After obtaining verbal permission from the parent/guardian, any student under the age of 18 may leave the building only if parent/guardian is present to sign them out. Upon *verbal permission* from the parent/guardian, an approved designee may sign them out. A parent/designee list will be provided and included in each student's file (student's will not be permitted to leave with anyone under the age of 18). Please note that any excused/unexcused absences from school still count toward state and school attendance policies.

Students who are 18 years of age or older, with legitimate reason, have the ability to sign themselves out. However, any excused/unexcused absences from school still count toward the state and school attendance policy. These students will also be required to sign an "acknowledgement waiver" signifying their understanding they are choosing to miss instructional time that could impact their ability to earn credits, graduate, or the ability to attend this school. Once an adult student leaves the building, they will not be permitted to re-enter the building unless approved by administration.

Make-Up Work

Make-up work is the responsibility of the student. Make-up work should be completed within the number of days the student was absent. *For example, a student absent for one day has one school day to make up the work.* In cases of unexcused absences, teachers are not obligated to provide make-up work. In other words, students should not expect teachers to "re-teach" missed material or provide missed assignments because of repeated unexcused absences. Students will have an advisory period every day, where they can touch base with teachers and complete missing work (*if applicable*). After school tutoring is available for students who need extra assistance with make-up work and can be arranged by contacting the main office.

Extracurricular Activities

Students at ACCA are eligible to participate in any club, organization, or extracurricular activity sponsored by the school. This privilege is extended to any student who meets the expectations established for academic performance and conduct. These activities would include but not be limited to all clubs, student council/class organizations, athletic programs, academic competitions, honor and award programs, intramurals, dances, drama productions, and music performance events. In accordance with Ohio Revised Code, students attending ACCA are also eligible to participate in extracurricular activities

sponsored by their resident district provided this activity is not available at ACCA. Students must also meet the eligibility requirements of the district providing the activity.

Safety

In order to ensure the safety of everyone, running, carrying sharp objects, throwing items, pushing, and any other activities that may endanger students are not permitted. Additional actions are also prohibited:

- Sitting on railings or stairs.
- Possession of matches, lighters, and all flammables is prohibited.
- Possession of weapons/sharp objects/any other object that may pose risk.
- Bringing bicycles, scooters or skateboards in the building.
- Carrying medications except prescribed inhalers (with medication form on file in the office).
- Possessing/discharging spray gas (mace, stink bombs, pepper gas, etc.) is prohibited.
- Engaging in unwanted or inappropriate physical contact with staff or other students.

Be advised that all classrooms, hallways, and entrances are monitored by surveillance cameras. This is for the safety of both staff and students.

Tobacco Policy

In accordance with Chapter 3794.02 of the Ohio Revised Code, any tobacco products on school property are prohibited for students of any age. This includes all streets, sidewalks, or alleyways adjacent to school grounds. Any tobacco product, e-cig, vaping device, or lighter are subject to confiscation and disposal by the school resource officer. These items will not be returned and progressive discipline will be enforced. *Be advised that the school reserves the right to report continued offenses of this policy, which may result in fines by local authorities.*

Student Parking

Students are **not permitted** to park in front of, or next to the building. These spaces are reserved for staff and visitors. Parking for students will be provided in the lot on the corner of 8th and Union Streets. Students who continue to park next to the school will receive a verbal warning with further offenses resulting in the student's vehicle being towed at the owner's expense. The student parking area is considered school property and all rules and expectations of behavior and conduct will apply. If a student needs to park close to the school due to medical or safety needs, please notify the main office.

Cellphone/Personal Electronic Devices

Cellphones are a privilege, not a right. Students who need to bring their cell phone to school must keep their phone stored on their person or in their personal belongings. Please understand that if the use of a cell phone disrupts the learning process in any way or causes students to become distracted, ACCA staff are required to ask the student to turn their cell

phone over to administrators until the end of the day. Students must hand over their device to any staff member who asks for it. Refusal to do so or continuous infractions will result in disciplinary action.

Parents/guardians may have to personally pick up cell phones from administration. Any parent/guardian who needs to contact their child may do so by calling the main office. Each classroom is equipped with a school phone that students are welcome to use with the permission of the staff member.

Students are **not permitted** to have ear buds, earphones, tablets or any personal electronic devices out during class or while transporting in the hallways, unless authorized by staff. Wireless/Bluetooth speakers are not allowed at school. The school reserves the right to confiscate these items if they become a distraction. Confiscated items will be locked in the administrative office and may be returned at the discretion of the school. Further incidents will result in the student losing the privilege of bringing a device to school permanently. Distractions include (but are not limited to), inappropriate internet usage, loud/vulgar music, social media and other forms of non-school related media platforms. The school has adopted a “No Fault” clause with respect to student devices. In the event a student’s devices or accessories are lost, stolen, or damaged **the school is not liable nor will it use resources to investigate or replace these items as use violates school policy.**

Food and Beverages

Students will not be permitted to have food or beverages in academic areas without prior approval from staff. Breakfast items can be consumed either in the cafeteria or before school. All students will eat lunch in the cafeteria at the designated time. Students requiring water or liquids for medical reasons may be permitted to do so if a doctor’s note is provided to the main office.

Students are prohibited from having food delivered to the school at any point in the day. A Parent/Guardian may drop lunch off in the main office for students during lunch hours only. Delivery services will be turned away from the school immediately. No exceptions.

Student Dress Code

Students are expected to wear school appropriate attire at all times. Clothing that displays inappropriate language, imagery or contains references to drugs, alcohol, or tobacco items are prohibited. Clothing that exposes the mid-drift, shorts/skirts that are above mid-thigh, see through clothing, shirts or tops that are too low, or in general too tight are other examples of prohibited attire. Students wearing inappropriate attire will be asked to change, cover up, or remove the articles. The Parent/Guardian will be contacted immediately if repeated violations occur and will result in disciplinary action.

Visitor’s Pass Procedure

Visitors to ACCA must have an appointment with staff or administration in order to enter the main sector of the school. All visitors must sign in at the front desk upon arrival, and a visitor’s pass will be distributed. Visitors will wait in the lobby until the appropriate personnel is available to meet with them. Visitors may be subject to providing proper identification. All visitors will conduct themselves in the appropriate manner and abide by the ACCA Visitor Policy or they will be asked to leave.

Parents/Guardians who need to speak with their child during learning hours may sign in at the front desk and wait in the lobby. Parents/Guardians will conduct themselves in the appropriate manner, and abide by the ACCA Visitor Policy or they will be asked to leave. School staff will alert the appropriate

classroom and the student will be excused to come to the main office.

No unauthorized visitor will be permitted to enter the main sector without a pass and an ACCA Staff escort. Any person(s) violating this procedure will be asked to leave the building immediately. Based on the situation, violating this procedure could result in a “banning” from school property and/or involvement of authorities.

Investigations and Searches

To ensure a safe learning environment, ACCA administration is permitted under Ohio Law to conduct investigations and searches of students and their property if they have a *reasonable suspicion* of inappropriate behavior or possession of prohibited objects. All prohibited objects will be confiscated by ACCA administration and turned over to the School Resource Officer. Students found in possession of illegal materials/weapons/contraband will be referred to the School Resource Officer and the proper disciplinary measures will be enforced both by administration and law enforcement.

Student Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time on ACCA property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No ACCA employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

ACCA employees shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed of the prohibitions and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to administration. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Bullying and Intimidation

ACCA seeks to create and maintain an environment that promotes learning, dignity, and respect. ACCA recognizes the seriousness of harassment, intimidation, or bullying, electronic or otherwise. Therefore, the school prohibits acts of harassment, intimidation, or bullying of any student or staff member on school property, on a school bus, or at a school sponsored event. School sponsored events may be conducted on or off school property and/or in school-related vehicles that are recognized or authorized by the ACCA Governing

Authority.

Any student found responsible for harassment, intimidation, bullying, or “bullying by electronic act” will be subject to severe discipline, including ISD, suspension, and/or expulsion.

“Harassment, intimidation, or bullying” is defined as either: any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student/staff more than once and the behavior both:

(1) Causes mental or physical harm to the other student/staff and (2) is sufficiently severe, persistent, or persuasive that it creates an intimidating, threatening, or abusive educational environment for the other student/staff or is affecting the learning environment as a whole; or -violence within a dating relationship

Violations of the Anti-Harassment Policy

ACCA will also take immediate steps to impose disciplinary action on individuals, engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions:

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

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

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.

- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.
- J. Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal

conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the ACCA community are encouraged to promptly report incidents of harassing conduct to an ACCA official so that the school may address the conduct before it becomes severe, pervasive, or persistent.

Members of the ACCA community who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Privacy/Confidentiality

ACCA will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with ACCA's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated shall be maintained as confidential to the extent permitted by law.

Sanctions and Monitoring

The ACCA Governing Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant contract. In those cases where unlawful harassment is not substantiated, ACCA may consider whether the alleged conduct nevertheless warrants discipline in accordance with other policies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Unacceptable/Disruptive Behavior

Any conduct that disrupts or interferes with the discipline, good order, lawful conduct or administration of any ACCA class or activity constitutes unacceptable behavior. This conduct includes but is not limited to:

- Disruption of /or threats to disrupt classrooms, activities, and/or operations;
- Threats to the health and safety of students, employees or other persons;
- Use of obscenities or demanding, loud, insulting and/or demeaning speech; and/or
- Unauthorized entry onto school premises and grounds, as well as secure places.

There will be zero tolerance for serious threats towards students/staff/support staff, and zero tolerance for those students who engage in physical violence and aggression. Immediate disciplinary action will ensue and administration may require participation in wrap-around services for additional intervention.

Progressive Discipline

Ashland County Community Academy has instituted a Progressive Discipline Policy for student issues. ACCA incorporates Restorative Practices as a part of progressive discipline with the understanding that punitive action is not always the most effective way to correct the offending behavior, unless the behavior possesses serious risk to the health, safety, and well-being of the ACCA Community. School administrators are responsible for overseeing and enforcing discipline and behavior intervention. As part of this policy, a PBIS Committee that includes administration, staff members, and support staff may convene to review certain disciplinary issues and make recommendations for a behavior plan and disciplinary action, moving forward. Below are the types of disciplinary action that are enforced by ACCA administration and staff:

1. **Informal/Verbal Warning to Cease Behavior:** The ACCA employee shall give a verbal warning to the offending party and advise the offender that further incidents will result in formal action by the school. The ACCA employee shall contact the parent/guardian of the offending party to discuss the behavior and

possible solutions and interventions to correct it. They will also “process” with the student about their behavior in the hopes of finding the root cause and solution. The ACCA employee shall outline their expectations moving forward.

2. **Written Documentation:** After an informal/verbal warning has been issued, continued behavior will be documented in writing and submitted to school administration for review. This review may result in disciplinary action and/or parents/guardians may be notified by administration or ACCA staff. Disciplinary action is at the discretion of the administration and includes, but is not limited to the use of restorative practices, loss of privileges, recommendation of support services, community service, and peer mediation.
3. **Loss of Cell Phone Privileges:** Cell phones are a privilege and will be treated as such. Please be advised that if you send your child to school with a cell phone they have a personal responsibility to follow all guidelines set forth by ACCA staff. Students are prohibited from cell phone use, especially social-media, gaming, streaming movies/shows, and listening to music while in class. Disruption of the Educational process due to social media engagement will result in loss of cell phone privileges. Students are prohibited from filming/taking pictures while in class and especially without consent.
 - a. ACCA staff will indicate when cell phone usage is appropriate within the classroom by using the RED, YELLOW, GREEN method. RED indicates all cell phones are away and non-visible.
 - b. YELLOW indicates that cell phone usage is instructional or used for educational purposes only.
 - c. GREEN indicates that students may use cell phones recreationally, as long as they are not in breach of the ACCA technology/cell phone use policy.
 - d. Any student not following the RED, YELLOW, GREEN method appropriately will receive a verbal warning from ACCA Staff.
 - e. If the warning is ignored, ACCA Staff will require the student to turn their cell phone into the penalty box that is placed on the teacher’s desk.
 - f. If a student complies and re-engages in the learning environment without distraction, the student will get their cell phone back at the end of class with the understanding that further cell phone misuse will not be tolerated.
 - g. If a student refuses to turn the phone into the penalty box, an administrator will be called and they will confiscate the phone until the end of the day.
 - h. If further disruption ensues, the Parent/Guardian will be called to speak with the student about their behavior and administration may ban the student from having the cell phone at school for a period of time.
 - i. Students who abuse the privilege of having a cell phone in school on a

continuous basis will be required to turn them into administration at the beginning of the day or be banned from bringing them to school for a specific period of time.

- j. Parents/Guardians are expected to support the success of their child by not contacting them during class time, and are expected to advise their child not to contact the Parent/Guardian during class time.
 - k. Students may be on their cell phones during times in which they are not in class (Breaks/Lunch/Advisory) or if ACCA staff has placed the usage on GREEN, only with the understanding that they use their phones in an appropriate manner and according to ACCA policy.
4. **Redemption Room:** When previous steps in correcting student behavior have not succeeded, students will be assigned to the Redemption Room (RR), where restorative practices will be implemented and students have the opportunity to “redeem themselves”. These measures are including but not limited to: character education, conflict/resolution, completion of assigned work, reflection exercises, tutoring, and guided reading. A student may be assigned 1-5 days of RR depending on the review of the write-up(s). RR will take place during lunchtime and each student will receive lunch while completing their individualized redemption plan. They must turn in their cell phones to the RR Monitor for the duration of RR. Students placed in RR will be notified prior to the assignment. Failure to attend RR due to unexcused absence will result in mandatory make-up days. Parents will receive notice informing them of their child’s placement in RR along with a copy of all the write-ups. Any student who refuses to serve RR will be subject to further disciplinary action.
 5. **Reflection School:** When previous steps in correcting behavior have not succeeded or the infracting behavior is repetitive without resolve and constitutes more time for intervention and reflection, a student will be required to attend Reflection School. When a student is assigned to Reflection School, the Parent/Guardian will be notified by the ACCA staff who requested their placement. A written notice from administration as well as a copy of the write-ups will be sent home. Students assigned to Reflection School are required to stay on the scheduled day from 2:30-4:30, and must turn in their cell phones. Students will engage in restorative practices and interventions, including but not limited to; character education, conflict resolution, social-emotional learning, community service, restorative justice, tutoring, and self-reflection. Students refusing to serve their Reflection School date will be subject to further disciplinary action.
 6. **In-School Detention:** Students with repeated infractions or severe behavior issues will be assigned to In-School Detention (ISD). Students assigned to ISD will be expected to attend school, turn in their cell phones, complete all school work, exhibit good behavior, and eat lunch while in ISD. ISD will be monitored by ISD staff, administration, or their designee. Failure to attend ISD due to refusal will result in further disciplinary action. Parents/Guardians will be notified

immediately of their child's placement in ISD.

7. **Behavior Plan:** If the previous interventions do not lead to a successful outcome, the PBIS committee will schedule a hearing with the student, parent/guardian, staff, and any applicable support service representatives to examine the student's behavior to identify root cause(s), and implement a behavior or academic plan that best fits the student's needs and that incorporates the use of restorative practices, and if warranted the recommendation of counseling, mentoring or any other intervention necessary to support growth and improvement.
8. **Out-of-School Suspension:** When necessary, students may be suspended out of school for a period of time between 1-10 days depending on the severity of the infraction, if the behavior is repetitive without resolve, or if the behavior threatens to disrupt the educational rights of the students and safety of the school and its occupants. When ACCA administration begins the suspension process, the Parent/Guardian will be immediately notified by ACCA administration and the proper paperwork will be sent home. During this time students who are suspended must not contact students in the building during school hours and are not permitted on school grounds, unless they have prior consent from administration.
9. **Expulsion:** In cases where student behavior has continued/worsened or the offense is severe in nature, the student may be expelled from ACCA. Severe offenses include but are not limited to: *possession of weapons, drugs, assault, threats, or presenting a danger*. In these cases, a pre-expulsion hearing will be held to review the details related to the student's behavior and a decision on enrollment made. The Superintendent reserves the right to expel, place expulsion into abeyance, or request a probation plan. As part of the student's right to due process, decisions on expulsions may be appealed to the Board of Education. Appeals must be submitted in writing to the Superintendent within 5 business days of the decision. The home school will be notified of the expulsion.
10. **Police Notification:** In cases where criminal activity is found or a student behaves in such a way that they become a physical threat to staff, students, or school property, the school resource officer and/or local authorities will/may be contacted. Parents/Guardians of the offending student will be contacted by ACCA administration and the School Resource Officer.

Scope of Jurisdiction

The Student Conduct policy is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, class trips, or other school activities or programs. Appropriate discipline measures will ensue and loss of extracurricular privileges or transportation privileges may occur if the infractions are severe and/or frequent enough:

In addition, the policy applies to:

- Misconduct by a student that occurs off ACCA property but is connected to activities or incidents that have occurred on ACCA property; and
- Misconduct by a student that, regardless of where it occurs, is directed at an ACCA official or employee or the property of an ACCA official or employee; and
- Misconduct by Bus Riders who are provided transportation by the home district or the Ashland Public Transit

Closure/Delays

When weather conditions result in the delay or closure of school, ACCA will make this decision independently from area districts. When possible, notifications will be made no later than 6:30 am through the media sources listed below:

<http://www.accaaces.org>

One Call Now Automated Message System (students and parents are encouraged to provide current phone numbers to receive messages)