



ACHIEVE

Parent/Student
Handbook
2022-2023

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Dear Parents and Students:

Welcome to Achieve, Toledo's Career Preparatory Academy, a family of learners! By choosing ACHIEVE you have shown that you **care** about education. Our dedicated staff also **cares** about education, and more importantly, they **care** about your education.

We feel education in our society has become an impersonal thing. Through **respect**, **caring**, and **achievement**, we strive to personalize learning for our students. Such an approach will take time, and it may seem as if learning and lessons are slow to come. We assure you, however, that this is necessary. Some students need to learn how to solve differences peacefully. They need to learn how to share their feelings so they can learn to **care** about others and so others can learn to **care** about them. Once we have established a **caring, respectful** community, then all students will feel safe. When they feel safe, they will be able to **achieve**.

When they begin to **achieve**, they will learn the most important skill one can learn: they will learn to think. This is really the one and only subject we have at Achieve. We will help the students use writing, reading, science, math, history and career skills as they learn to think. We believe critical thinking and pro-social behavior are the skills that will serve them all their lives.

So, thank you for **caring** about education and for choosing Achieve Academy. We ask you to be patient with our journey. We may from time to time have to adjust our course, but our principles, mission, and vision will always guide us. Our destination is the life-long success of our students. When we reach that destination, Achieve will be a success. On behalf of the entire staff, we wish you and ACHIEVE students complete success.

Sincerely yours,

[Olivia Anderson](#)
School Leader

Vision

ACHIEVE Career Preparatory Academy is recognized for a standard of excellence that models caring, reflection and educational competency to prepare the whole person for a successful life. Achieve's vision is to prepare literate, responsible and thoughtful students.



ACHIEVE

Mission

ACHIEVE Career Preparatory Academy's mission is to ensure that its graduates receive the education, skills, work experience and confidence required to pursue their career goals and compete in a technical and global society.

OUR C.A.R.E. VALUES

- **Citizenship**
 - **Honesty**
 - Always tell the truth and be trustworthy. Be the kind of person others depend on.

- **Responsibility**
 - Take responsibility for your actions.
- **Service**
 - Be helpful to others and to the school.
- **Rule-abiding**
 - Find out what the rules are and follow them. Do what you are told the first time you are told. Be in complete uniform every day.
- **Achievement**
 - **Quality**
 - Do your best work and your best thinking always!
 - **Performance**
 - Always do your class work and homework. Come to school every day on time. Bring to class all that you need to be successful.
 - **Progress**
 - Strive for mastery of every subject. Ask good questions when you don't understand. Know how you are doing and work hard to improve every day.
 - **Effort**
 - Recognize that getting to college takes hard work and lots of time – give it all you've got! Your education is the most important thing you will do for yourself right now!
- **Respect**
 - **Teachers and Adults**
 - Treat them like platinum! Never talk back, roll your eyes, suck your teeth, or get an attitude with them. Be polite to all adults, even when you are frustrated.
 - **Classmates**
 - Treat them how you would like to be treated. Never laugh at, tease or put down your fellow scholars. Encourage your peers daily!
 - **Learning**
 - Treat ACHIEVE like Oxford! Always walk the halls with dignity and grace, respecting your own right to learn and your classmates' right to learn. Treat books and computers with the greatest care.
 - **Yourself**
 - Believe you can pass every class. Believe you can earn your high school diploma. Believe you can earn a college diploma. Believe you are someone special! Now, talk the talk and walk the walk of that special, respectable scholar!
- **Enthusiasm**
 - **Attitude**
 - Bring a positive, A+ attitude every day. Be excited to climb the mountain to college! Never pout, whine, or act out when things don't go your way.
 - **Focus**
 - Commit two eyes, two ears, and one hard working brain to every lesson. Participate actively in class. While in school, be focused on school, not home, friends, or pop culture.
 - **Trust**
 - Believe that your teachers are highly qualified and know what they are doing to get you to succeed. Know that all the adults in the school will keep you safe and on track for college. Trust that practice of skills will help you master those skills.
 - **Determination**
 - Keep climbing the mountain to college and never give up the struggle. Be determined to make a difference through education!

CONTACTING AN ADMINISTRATOR

Appointments with members of the administration can be made through the main office (419-243-8559) unless otherwise instructed. All appointments will be made according to the availability of the administration.

CONTACTING A TEACHER

Please feel free to contact the office (419-243-8559) to schedule a conference with your child's teacher(s). Appointment will be scheduled according to the availability of the teachers.

CONTACTING THE BOARD OF DIRECTORS

If you want to contact the board members, you may write to them in care of the school. The school administration will forward mail to them. If you wish to speak at a board meeting, you will need to request time by writing to the Secretary of the Board of Trustees. The Board of Trustees meets monthly. Please call the school or check the school website for the current meeting schedule

VISITORS

The parents/guardians/caretakers are always welcome to drop in at the school for visits. Because some days might be distracting to the students (during assessments, for instance), we ask that you telephone the office or the teacher to find out the best time to visit. We ask that all visitors check in the office when you arrive. This protects your children and provides an opportunity for us to become acquainted. Students are not to bring outside students or younger relatives with them to school.

VOLUNTEERS AND PARENT/GUARDIAN MONTHLY MEETINGS

Family members are welcome to volunteer their services in individual classrooms, the office, the cafeteria, hallways, or other areas of interest. If you would like to become involved with our Volunteer Program, contact Olivia Anderson for details and requirements. We will be happy to utilize your talents.

Our monthly Parent/Guardian meetings help inform families of school activities. Please support our school by attending these meetings. Contact Olivia Anderson for the new school year meeting schedule.

NON-DISCRIMINATION POLICY

Achieve Career Preparatory Academy does not discriminate in its admission of students to the school on the basis of race, color, religion, national origin, gender, sexual orientation, intellectual ability, athletic ability, learning disability, handicap, or measurement of achievement or aptitude.

ADMISSION GUIDELINES

The school will accept applications from all eligible students residing in the State of Ohio. Students must be eligible to apply to enroll in grades 9-12. We enroll students up to age 22. Students who are eligible to enroll in our dropout recovery program must be ages 16-22, at least 1 year behind in credits, and have a personal risk or crisis, and/or academic performance based on STAR Assessment given at the time of enrollment. The school maintains at least 51% of the student body in the dropout recovery program. The school determines dropout prevention and recovery eligibility based on examination of school records showing prior retention or credit deficits, student survey of risk and crisis, and results of academic testing (STAR testing) at the time of enrollment.

If the number of applications exceeds the number of available student spaces, then all applications will be placed in a lottery and drawn at random until all spaces are filled. Priority will be given to students enrolled and attending for the previous year and siblings of those students. The school will make every effort, within reason and within the law, to attract a racially balanced student body.

The best time to start your schooling at ACHIEVE is the first day of a semester. However, we will admit students into the school after the beginning of the semester until the end of the fourth week of the first quarter of the semester, and during the first two weeks of the second quarter of the semester. Exceptions to this policy can be applied for to the Administration.

Immunization records, birth certificate, and proof of residency must be received prior to enrollment. High school students will also need to present evidence of credits earned at previous high schools prior to enrollment. **The school may require proof of custody by the 16th day of enrollment as well.** ACHIEVE will request these records from your child's previous school, but it is the parent or guardian's responsibility to clear up any barriers to the timely delivery of these records (such as fees owed to the previous school). **Should any of these records not be received by the 16th day of enrollment, the student will not be allowed to continue attending school until the records are presented to ACHIEVE Academy.** All special education forms, IEP and MFE, must be received prior to enrollment for special education services to be delivered.

For students entering the 11th and 12th grades (and/or students within one month of their 18th birthday or older), we must receive previous school records prior to enrollment. Students must have enough credits to graduate before they turn 21 years old, or 22 if special education services are delivered.

SCHOOL HOURS OF OPERATION

Doors Open	7:40 a.m.
Breakfast Served Until	8:05 a.m.
Classes Begin	8:10 a.m.
Dismissal	3:36 p.m.
School Office Hours:	8:00am - 3:30pm

WEATHER RELATED AND EMERGENCY CLOSINGS

In the event that snow, storm or other emergency conditions result in the closing of the school, such closing announcements will be made on the following television stations:

- Toledo Channel 13 ABC

If the school must close early after students have already been in attendance due to an emergency or severe weather, we will also notify the above station and report the early release. Releasing students to take the TARTA bus home will depend on the nature of the emergency or the severity of the weather.

SEVERE WEATHER WARNINGS (TORNADO)

If the National Weather Advisory issues a Tornado Watch, the school administrators will prepare for the possibility of more severe weather. If the sirens sound, or the weather is deemed severe enough, the students and personnel will take shelter in the designated areas of the building for safety. The following will also occur:

- Incoming phone calls will not be received
- School will not be dismissed until it is deemed safe by the administration
- Outdoor activities will be canceled
- Radio stations will be monitored
- After school activities will be canceled

Parents/guardians are asked not to come to the school to pick up their students early.

ATTENDANCE POLICY

It is expected that for students to achieve their full potential at ACHIEVE Academy, regular and timely attendance is essential. In order to comply with attendance requirements of the State of Ohio related to the number of contact hours to award credit and/or promotion to the next grade

level, the following guidelines have been established to deal with attendance issues.

An Out-of-School Suspension (OSS) is considered an unexcused absence. Students serving out-of-school suspensions may receive credit for work missed during the suspension time. **Any student who receives more than 7 unexcused absences in a given quarter must meet with the *Truancy Officer*.**

An accumulation of more than 12 absences from school or a class per quarter, excused or unexcused, may result in failure for the quarter unless a physician's statement is provided to document the reason.

Absences and tardies must be reported by telephone to the school office by 8:30 a.m. each morning. A written note from a doctor's office should follow any absence or tardies as documentation for an excused absence. However, the EMIS coordinator can document the phone contact as proof of the absence as long as she believes the call to be from the parent or guardian and not the student. **This does not mean the absence is excused.** If a note or legitimate phone call is not received within 5 days after the student returns to school, the absence may be considered unexcused.

ACHIEVE Academy, in accordance with Ohio Law and Board policy also reserve the right to report any signs of excessive absences, whether excused or unexcused, to the proper authorities.

In accordance with Ohio law, a student will be automatically withdrawn from the school if the student, without a legitimate excuse, fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the student. The school shall report as soon as practical to the Ohio Department of Education each time a student exceeds the threshold of absences.

Tardiness is harmful to the learning process. No student will be allowed in the building after 9:00 am without proper documentation (ei. court paperwork, doctors' appointments). Therefore, the following will apply:

- Each time a student accumulates four unexcused tardies to a class, it will be counted as one unexcused absence. Teachers may give other consequences earlier in an attempt to encourage timeliness.
- A student who is unexcused tardy by more than 15 minutes to a class may be considered unexcused absence.
- Periodic Lockouts will be conducted for students. Students who are out of placement when a lockout is called will be sent home or placed in a lockout area until the following period.
- Excessive tardiness will result in further disciplinary action.

Anticipated absences or tardies that fall into one or more of the following categories and that are reported in accordance with the Administration's established procedures shall be recorded as "*Excused*":

- illness or injury
- natural or family disasters
- serious injury or illness in the family
- verifiable extreme weather conditions

- reportable vehicle accidents
- public transportation failure
- Other reasons as may be approved by the School Leader or Dean of Students

Anticipated absences or tardies that fall into one or more of the following categories and that are reported in accordance with the Administration’s established procedures shall be recorded as “*Excused*”:

- Family Learning Leave* approved by the Administration
- family and religious obligations (weddings, funerals, religious holidays and services);
- court appearances;
- Medical, dental, or professional appointments (when every effort was made to schedule such appointments during quarterly breaks or after school hours).

Anticipated absences and tardies should be reported as soon as possible by phone or written notice. This allows teachers to assign homework or independent study work in advance if appropriate.

Any absences or tardies that fall into the following categories may be recorded as “*Unexcused*”:

- all absences or tardies (regardless of reason) that are not authorized by notes from parents/legal guardians or a medical office in advance or upon return to school
- a previously approved Family Learning Leave* when a student fails to complete the learning project obligations satisfactorily
- personal vehicle failure
- oversleeping or resting up from strenuous or late night activities
- work
- any trips or anticipated absences not approved by the Administration in advance

A Family Learning Leave is defined as an absence from school for one or more days to attend a family or other significant event. The parent must inform the school in writing at least **five school days in advance. The student must work with his/her teachers and the Administration to establish a project or activity related to the event that qualifies as educational in nature. This project must be completed and submitted or presented upon return from the authorized leave or within the timeframe approved by the Administration at the time of the application for Leave. Doing this will excuse the absences but not the missed work from school. **The student is still responsible for any missed work.***

EARLY RELEASE/DISMISSAL

A student may be released early from school for the following reasons:

- onset of illness during the school day
- medical appointment - previously arranged if 18 or over
- court appearances - previously arranged if 18 or over
- other reasons approved by the Administration

Emergency Contact Sheet must be filled out at registration bearing the names of those who are permitted by the parent, guardian or caretaker to pick up a child, or give permission for dismissal from school. Any adult not listed on the emergency contact sheet will not be permitted to

release or take a child from school. Proper ID must be presented when signing out any student. Should a parent or otherwise permitted adult not be able to enter the building to pick up a student, an adult will escort the child out of the building to the waiting adult. We ask that contact be made to the main office when the adult has arrived for pick up. Documentation of the excused release must be provided within five days.

Students 17 years old and younger **may not** sign themselves out unless authorized and previously arranged with administration only. Documentation of appointments will be necessary to verify a valid reason. If a student leaves without permission, disciplinary action will occur, and the missed time will be recorded as unexcused. If students live with their parents, the parents will be contacted if unexcused absences or early releases become excessive.

Students will not be released early to fulfill employment obligations.

HEAD LICE

We reserve the right to send a student home who we suspect to either have lice or be carrying lice eggs. Students who have been infected with lice may not attend school until the infestation has been treated. This will be treated as an excused absence from school.

Head lice information sheets are available in the main office. This information guide will help you in identifying lice and eggs and will also guide you in the treatment process.

TRANSPORTATION

Achieve Academy does not provide students transportation at this time. However, students who live over a mile from the school may complete the transportation form in the enrollment packet in order to receive Trinity “yellow bus” transportation. Trinity transportation is limited to a first come first serve basis.

PARKING

Students who may be granted a permit to park in the school parking lot must meet the following requirements:

- Must have a valid driver's license
- Must be in good standing academically and behaviorally
- Must apply for a parking permit in the office

Spaces are limited and students will be granted a permit on a first-come-first-serve basis. Parking permits are issued in the Dean's office. Cars parked in the lot without the appropriate parking permit may be towed by the academy at the owner's expense.

Any Achieve student driving to school **MUST** park in the student parking lot. Street parking is not allowed.

EXPECTATIONS AND DISCIPLINE

It is the intent of The Board of ACHIEVE Academy to make discipline a part of the learning experience, with the goal of helping students become self-disciplined and responsible. The school has implemented a Positive Behavior Support program that will reinforce positive and productive behavior. Discipline is not done *to* a student, but rather, *for* a student. With this in mind, the following are the expectations for all students:

1. Students are expected to behave respectfully toward each other, themselves, and adults.
2. Students are expected to seek experience and sophisticate their skill set. The PBIS program is designed to aid students in understanding their transition into the adult world of both the work-force, professional conduct and behavior expectations.

All employees will help students understand these expectations by modeling respect and an enthusiasm for learning. From time to time the faculty and administration may need to establish rules when they feel it is necessary to help students meet the expectations. However, these rules will be stated clearly, will reflect the Mission and Philosophy of the school, will be consistent, and will be posted and made known to the students.

In addition to a few rules, the Board has also established policies to ensure a safe learning environment. These policies and certain rules are discussed in the following pages.

DRUG, ALCOHOL, AND TOBACCO POLICY

ACHIEVE Academy strives to provide all students with a safe and drug-free learning environment. To that end:

1. The unlawful manufacture, distribution, possession, or use of an illegal or controlled substance, or any substance made to look like an illegal or controlled substance on school premises or while attending school-sponsored events or while conducting school-related tasks off-premises are prohibited.
2. Consuming alcoholic beverages on school premises, or while attending school-sponsored events off-premises, or attending/performing school-related functions or tasks (including attending school) while under the influence of alcohol or illegal substances is prohibited.
3. Students, regardless of age, are prohibited from smoking on school premises, or while attending school-sponsored events off-premises, or performing school-related tasks during school hours. During school hours, students may not leave school premises for any reason without permission, but especially not for the purpose of smoking or engaging in activities related to illegal substances. No containers of any kind of liquid consumable vessel will be allowed into the building. All containers that enter ACPA, unless by lunch services or academic services, will be empty to deter individuals from the temptation of filling containers with school prohibited substances.
4. Possession of paraphernalia related to the use of drugs, tobacco, and alcohol including but not limited to pipes, bongs, and tobacco in any form is prohibited.
5. Being convicted of a drug, tobacco or alcohol related offense outside of school hours

- may result in disciplinary action.
6. Students are not allowed to distribute or administer any over-the-counter medications or remedies to other students or employees.
 7. Violations of this policy will result in disciplinary action, up to and including expulsion, and may have legal consequences.
 8. Students may not carry lighters or matches with them on school premises. Such items, if seen or found will be confiscated. Repeated violations of this rule may result in more serious consequences.

The consequences for violating this policy may include out-of-school suspension or immediate expulsion from school.

SEXUAL AND OTHER HARASSMENT POLICY

The Mission, Philosophy, and Guiding Principles of ACHIEVE Academy have at their core respect for students and others. It is the policy, therefore, of the school to maintain a learning environment that is free from harassment.

ACHIEVE Academy expressly prohibits any form of harassment, and explicitly harassment based on race, color, religion, gender, national origin, age, handicap, sexual orientation, or intellectual ability. Interference with the ability of our students to learn is not tolerated. Any student who is found, after appropriate investigation, to have engaged in harassment will be subject to prompt disciplinary action, up to and including expulsion. This policy applies to conduct at the school, through social media, at school-sponsored functions, and to all students, employees, and volunteers of the school.

Generally, sexual harassment is unwelcomed sexual behavior. Any individual can be guilty of sexual harassment.

With respect to sexual harassment, prohibited behaviors include, but are not limited to:

- A. Unwelcomed sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where
 - i. submission to such conduct is made either explicitly or implicitly a term or condition of student achievement;
 - ii. submission to or rejection of such conduct is used as the basis for decisions affecting an individual's status as a student; or
 - iii. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive learning environment.
- B. Verbal abuse, offensive gestures or leering, sexually degrading words, offensive comments, jokes, innuendoes, sexual content added to learning-related conversations, and other sexually oriented statements when such words, comments, jokes, innuendoes or statements are not expressly part of the study of approved curriculum materials such as Shakespearean plays, etc.
- C. Graphic, degrading, condescending, or suggestive comments about an individual's (or group of individuals) body.
- D. Unwanted flirtations, propositions, or physical contact or any threats of undesired

- contact, or repeated invitations when the recipient has indicated that he or she is not interested.
- E. Improper questions about a student's or an employee's private life.
 - F. Circulating, downloading, displaying, viewing, distributing, or disseminating material, electronically or otherwise, that ridicules a gender or that is sexually suggestive, regardless of whether it is directed at specific individuals.
 - G. Retaliation against an employee or student for complaining about prohibited behaviors.

Students who feel they are being harassed should first tell the harasser, using a serious and firm voice, to stop the behavior. However, a person may be guilty of harassment even if the victim does not tell the harasser to stop. If the behavior continues, the student must inform the school leader or other staff member immediately. All such reports will be treated, to the extent possible, as confidential and investigated thoroughly, promptly, impartially, and efficiently.

SAFE SCHOOLS ACT

In accordance with Ohio Revised Code and Board Policy, ACHIEVE will enforce the Safe Schools Act regarding disruption to the learning process, violence, possession of weapons and unruly behavior.

- a) No person shall assault, strike, threaten, or menace a teacher, instructor, professor, person in charge of a class of students or any employee of any school, college or university, while in the performance of his duties, or disrupt, disturb or interfere with any activity conducted in a school, college, or university building, or upon the campus grounds thereof, or in any public place, or improperly and unlawfully assault, strike, threaten, menace, follow, pursue or lay hands upon a student or other person in a school, college or university building, or upon grounds or campus thereof, or upon the way to or from any school, college or university or on the way to or from any school, college or university sponsored activity.
- b) Whoever violates this section is guilty of a misdemeanor of the first degree. Code 17-8-110; Ord. 919-73

DRESS CODE POLICY

The dress code will be strictly enforced. It is our belief that it is your choice to enroll in Achieve and, therefore, you are choosing to follow our dress code. The dress code is established to enhance school safety, support learning, good behavior and to prepare our students for the future. There are so many options and questions concerning dress, we have found it easier to approach this topic based on "WHAT IS NOT APPROPRIATE"

What is NOT appropriate:

- Clothing with any illustrations or promotion of drugs, alcohol, tobacco, sex or gangs
- Symbols or language referring to hate or oppression
- Clothing that is disruptive to the educational process, such as
 - Undergarments showing
 - Halter tops
 - Bare midriffs (crop tops)
 - Spaghetti Straps

- Sheer shirts
 - Hats
 - Hoods
 - Head scarf
 - Pajama (flannel) pants
 - Short dresses, skirts or shorts (5 inch above the knee or shorter)
 - Doo rags
 - Bonnets
 - Bandanas
 - Gloves
 - Shoes without strap on
- Visible cleavage is not allowed at any time
 - Hair rollers, hair curlers, and picks in the hair are not permitted
 - Sunglasses are not to be worn inside the school building

All dress code policies are subject to administrative discretion.

Footwear MUST be worn at all times. All footwear must be adequately secured to the feet with all shoes having a back or strap. Footwear NOT ALLOWED: Slides, Slippers, cleats, shoes with retractable skates, and footwear with flexible, soft soles such as flip flops or beach shoes.

The appropriateness of any dress, if questionable, will be decided by the School Leader or her designee.

If any staff member detects any materials with suspected gang writings or symbols, the materials will be confiscated. Materials may be turned over to the police.

It would be impossible to cover every possible option of dress. It will be up to the discretion of the Administration or their designee to determine if specific items meet the spirit of the dress code.

ELECTRONICS

Personal electronics, not school issued, should not be seen during instructional times. Those personal electronics will be taken and returned to the student by the end of the school day should this rule violation occur. A second violation will result in the parent/guardian or legal adult if age applicable, being required to pick up the item from school administration.

If a student refuses to hand over the device, the student will be sent home. A second violation in the refusal to give over a device will result in more severe disciplinary action.

LYING, CHEATING, AND PLAGIARISM

Students are expected to always tell the truth when questioned by an adult. Students caught lying may suffer more severe consequences.

Students are expected to do their own work on assignments, assessments, and exams. Students caught cheating may earn zero credit for the work.

Students are expected to do original work. Students caught copying work from another source or student may earn zero credit for the work.

PUBLIC DISPLAY OF AFFECTION

Students must avoid the public display of affection during school operating hours, including after-school activities. It is not appropriate for students to engage in courting rituals in the school. This is to remain an environment for learning the academic skills necessary to graduate. Although holding hands is acceptable, students should not linger in each other's personal space. Keep an arm's length distance, please.

Students may not engage in any sexual activities on school premises. Violations of this policy will result in suspension and may involve the police.

WEAPONS

ACHIEVE Academy is a **weapon free zone**. Violation of this policy will result in an immediate expulsion.

No students, visitors, or staff may possess, with the exception of law enforcement, handle, transmit, conceal, or use any dangerous weapon or instrument capable of harming another individual, or any item that looks like a dangerous weapon or instrument up close or from a distance. Pepper spray or like substances may be turned into the office when entering the building and will be returned when leaving the building.

ARSON AND EXPLOSIVES

Students are not permitted to burn property nor cause property to be burned.

Students are not permitted to possess fireworks, any other explosive devices, or any substances that may be used as an explosive within school property, or while attending school sponsored activities, or while traveling to or from school or school sponsored activities. Stink bombs are considered an explosive.

EXTORTION, ROBBERY AND THEFT

Students may not obtain or attempt to obtain another person's property or services by threat or coercion either expressed or implied.

Students shall not take another person's property by theft or force.

TAMPERING WITH FIRE EQUIPMENT

Students may not tamper with any fire equipment or alarms except in the event of an emergency.

TRESPASSING

Student/parent/visitor parking is in the South parking lot, to the left of the Main Office. Students, parents, guardians and visitors are to enter through the main entrance on Martha Avenue. Students should see Mr. Mothershed for parking permits. This entrance and parking area are well marked.

- ❑ Students must enter the building at the Main Entrance Door on Martha Avenue.

- ❑ Students may not enter a classroom before or after school without an employee present or without permission from the teacher of that room. Students may not be in a classroom without the teacher present during the teacher's planning period or when a class does not meet in that room without permission.

- ❑ Students who are serving an out-of-school suspension or expulsion are not permitted on school grounds. Students who are trespassing during a suspension or expulsion are subject to an extension of the suspension/expulsion and/or further disciplinary action.

SKIPPING SCHOOL OR CLASSES

- ❑ Students are expected to follow their schedules, be on time, and be prepared for all classes. If a student fails to show up to class (or an assembly) and has no validated pass or approved reason to be out of class, the student is considered to be skipping class.

- ❑ Students may not leave a class, the school space, the school building or grounds without permission. If a student leaves class before the bell or leaves school before dismissal, he/she will be considered skipping.

- ❑ It is the student's responsibility to get a late slip from the office if he or she arrives late to school.

PASSES

Students are expected to stay in classes the entire class period. If students need to conduct business in the office during breakfast and lunch only (not allowed during class change). The following rules for passes have been established.

- ❑ When a student needs to leave class for a physical reason (illness) or for restroom use, they must have the hall pass with them. This does not include emergency

situations.

- ❑ It is up to the classroom teacher to determine the issue of passes.
- ❑ Students may only go to the location indicated on the pass and should return as soon as possible to class.
- ❑ In general, students will only have restroom passes available during instructional time. Students should not attempt to speak with staff during instructional time outside their assigned classroom. Staff appointments can be made during a student's lunch period or before or after school.
- ❑ **Students should not request passes or use time between classes to speak to Administrative Staff.** Instead, they need to complete and submit an Appointment Request Form at the office. The appropriate staff member will contact them when they are available.

Teachers may place other restrictions on passes as they see fit. Teachers are not obligated to issue a student a pass. Students who violate this policy may have their pass privileges taken away for a period of time. Excluding restroom use, continued abuse of pass privileges will result in more serious consequences.

STUDENT PARENTS AND THEIR CHILDREN

ACHIEVE Academy acknowledges that we may have young mothers and fathers as part of our student body. At this time, we have no day care facilities at the school. We do, however, have some partnerships with day care facilities that are willing to drop off and pick up at Achieve. We expect student parents to find childcare for their children. However, in order to help our teen parents with regular attendance, and because we understand that occasionally the regular child care provider may need a day off for emergency reasons, we are willing to work with the teen parent and provide assignments at the discretion of the teachers.

TECHNOLOGY USAGE

ACHIEVE Academy has provided computers with Internet capabilities in a computer lab as well as chromebooks to assist students with research for academics. ACHIEVE uses special software designed to block sites inappropriate for young adults. Certain rules apply when using school technology:

Students must receive permission from teachers each time they wish to use any computer. The computer lab monitor will establish sign-up sheets for students.

- ❑ Students are expected to use the computers for school projects and school-approved activities.
- ❑ Students may not use computers to surf the World Wide Web for personal reasons.
- ❑ Students may not change the configuration of the desktop, the screen saver, the

- names of files, or make any other such changes without express permission to do so from a teacher.
- ❑ Students may not download games or other programs from the Internet or install information from software they bring from home without express permission to do so from a teacher.
 - ❑ Students may not bring music CD's and play them on the CDROM Drives without permission from a teacher.

Any misuse of any computer will result in disciplinary action, up to and including suspension or expulsion, and may result in a student's parent, guardian, or caretaker being expected to pay for damages.

The 3D lab has extended expectations for students due to the costly equipment. Students will be assigned a pair of glasses at the cost of \$75 per pair. Students will be responsible for returning these glasses at the end of each class period.

LANGUAGE

Students are expected to use appropriate and respectful language at all times. Students who use inappropriate language, including but not limited to swearing, gang activity, and explicit sexual innuendo, are subject to disciplinary action.

DISCIPLINE PLAN

Faculty, administrators and other authority figures will speak respectfully to students when the need arises to redirect students' behavior. Those in authority will attempt to always keep the emotional state of the student in mind while redirecting the student's behavior.

Mild, temporary consequences may be issued to students who choose not to comply with an authority figure's request. These include, but are not limited to, a student being given a few minutes away from the learning group to compose himself; a parent contacted; a privilege being temporarily revoked; a natural consequence being issued, such as cleaning up a mess created when the misbehavior occurred. The purpose of these consequences is to help the student regain self-control so he or she can stay in the classroom.

A faculty member or administrator may choose to conference with the student or students. When a dispute arises, the goal will always be to help the students resolve their differences in a non-violent manner. Conflict resolution methods will be practiced.

Students unwilling to comply with suggestions from authority figures, or students whose initial misbehavior warrants it, will be referred to the office for disciplinary action. Parents may be notified when a student is referred to the office for disciplinary reasons either by telephone or by mail. Parents should notify the office if they would like to be notified of every occurrence. Many times a student may conference with an administrator or staff member regarding the incident and return to the next class. Any student referred to the office will most likely not return to the class, be charged with an unexcused absence from that class, and may have any or all of the following consequences given to him/her:

1. Sent home for the remainder of the day or warned about further incidents.
2. If a student is not picked up or given permission to leave before noon, they will have an Out of School Suspension (OSS) the next day.
3. Administrative conference/parent meeting if the student is under 18.
4. Placed on a behavior plan or contract
5. Placed in the Corrective Action Room (CAR) with the Dean of Students
6. Suspended or expelled – snow days are not counted as a suspension or expulsion days.

Because the consequences are more serious when a student is referred to the office, students need to cooperate with teachers and staff so they will not be sent to the office.

SUSPENSIONS AND EXPULSIONS

Enrolling in ACHIEVE Academy is a choice parents and students make. For students to remain in the school, they must be willing to comply with the policies, rules and C.A.R.E values. If they are not willing to comply, then we feel they are choosing to be dismissed from the school.

The following conduct or actions by students will generally warrant immediate suspension, police involvement, and/or expulsion:

- Any unlawful activities including but not limited to: theft, extortion, use or possession of explosives, use or possession of guns or other weapons, including any knife, releasing pepper spray or a like substance, razor blades, etc., or any “toy” that looks like a real weapon from a distance or up close, bomb threats, bullying, false fire alarms, assault/fighting, arson and violation of the Safe Schools Act.
- Violation of the “Sexual and Other Harassment” policy or the “Drug, Alcohol, and Tobacco” policy.
- Pranks or malicious acts causing destruction to school or personal property.
- Involvement in a gang or gang-related activity.
- Repeated infractions of rules, policies or procedures.
- Open uncontrolled acts of threats, defiance or disrespect toward any school personnel, visitor, or other student.

Obviously our wish is for all students to choose to remain at ACHIEVE Academy. However, we will enforce our rules and policies to ensure a safe environment for those students who actively strive to meet the expectations.

Parents of suspended or expelled students are entitled to a hearing to challenge the reasons for the expulsion or otherwise explain the student’s actions. For suspensions, parents/guardians will be notified of the intended suspension*, and then need to request a hearing. For expulsions, a hearing date will be scheduled not earlier than three nor later than five school days after the notice is given and the date will be listed on the intended expulsion notice sent home to the parents. It is up to the parent to reschedule if that date and time is not convenient, but the request for a rescheduled meeting must occur on or before the assigned hearing date.

(*We retain the right to remove a student from the school premises immediately for an expulsion or a suspension when the student's behavior is volatile, threatening, violent, or otherwise unruly and/or disruptive to the learning process.) If a student is expelled and taking college courses, credit will not be awarded for credits earned during the expulsion.

DISCIPLINING STUDENTS WITH SPECIAL EDUCATION NEEDS

In matters relating to the disciplining of students with special needs (identified and having an Individual Education Plan – IEP), the school will abide by Federal and State laws regarding suspension and expulsion.

The school may remove a student with special learning needs for up to ten (10) school days, and for additional removals of up to ten (10) school days, for separate acts of misconduct, as long as there is not a pattern of removals.

The school may request a hearing officer to remove a student for up to forty-five (45) days if keeping the student in his or her current placement is substantially likely to result in injury to the student or others. The school will assess a student's troubling behavior, develop positive behavioral interventions to address the behavior, and follow Federal guidelines for determining whether the behavior is a manifestation of the student's disability. The school will not long-term suspend or expel a disabled student from school for behavior that is a manifestation of his or her disability.

The school will continue to provide services for children with disabilities who are suspended or expelled from school as long as the student is still enrolled in the school, except that the school need not provide services during the first ten (10) school days in a school year that the student is removed. During any subsequent removal that is for less than ten (10) school days, the school will provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of his or her IEP. If the removal is for ten (10) school days or less, school personnel and the student's special education teacher make the service determination.

If the removal is long-term for behavior that is not a manifestation of the student's disability, the school will provide services to the extent determined necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of his or her IEP. Such service must include at least 5.5 hours of instructional contact per school week. In cases involving removals for behavior that is not a manifestation of the student's disability, the student's IEP team makes the service determination. Only if the long-term removal is the result of court placement in a correctional institution, for a period of time, which exceeds the age of allowable public instruction, will the student be permanently removed. Service may still be provided by the resident district (Toledo Public, for example) as per their policy.

Behavioral Assessments and Behavioral Interventions

Meetings of a student's IEP team to develop a behavioral assessment plan, or (if the student has one) to review his or her behavioral intervention plan, are only required when the student has first been removed from his or her current placement for more than ten (10) school days in a school year, and when commencing a removal that constitutes a change in placement. If other subsequent removals occur, the IEP team members will review the student's behavioral intervention plan and its implementation to determine if modifications are necessary, and only meet if one or more team members believe that modifications are necessary.

Interim Alternative Educational Placements/Interim Alternative Educational Setting

A student with a disability may be removed to an interim alternative educational placement for up to forty-five (45) days if the student brought a gun or any dangerous weapon to school or to a school function. A disabled student may also be removed to an interim alternative educational placement for up to forty-five (45) days for knowingly possessing illegal drugs or for the sale or solicitation of the sale of controlled substances.

Change of Placement; Manifestation Determinations

A change of placement will occur if a student is removed for more than ten (10) consecutive school days or is subjected to a series of removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another. Manifestation determinations will be required only if the school is implementing a removal that constitutes a change of placement. The school will follow the Federal guidelines for determining whether the behavior is a manifestation of the student's disability.

DUE PROCESS PROCEDURES

The school recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to disciplinary procedures.

To better ensure appropriate due process is provided to a student, the Board establishes the following guidelines:

1. Students subject to suspension:

A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to appear and respond to the charges against him/her prior to the suspension, except when it is determined that the student should be removed immediately due to safety concerns. An appeal may be addressed to the School Leader who is the Board's Designee and whose decision will be final.

2. Students subject to expulsion:

A student (if over 18) and/or his/her parent or guardian must be given written notice of the intention to expel and the reasons therefore, and an opportunity to appear with a representative before the School Leader who is the Board's Designee to answer the charges. The decision of the Board's designee will be sent in writing to the student and his/her parent/guardian within one school day of the hearing.

A parent's signature or acknowledgement of the suspension or expulsion notice is not required by law.

A formal hearing will be scheduled within five (5) business days from the date of the notice to expel. Parents will be mailed information within one (1) school day after the time of a student's expulsion or suspension, which informs them of:

- (1) The time and place of the meeting;
- (2) The reason(s) for the intended expulsion;
- (3) The right to challenge the expulsion; and

- (4) The right to be represented at the expulsion hearing by a representative of their choosing.

The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure. The Board's designee shall act on any appeal to an expulsion. The hearing may be private, but the Board must act publicly.

A Student and/or Parent Guardian may request an Appeal Hearing before the Board or an Executive Committee appointed by the Board.

HEALTH AND SAFETY

It is the policy and intent of ACHIEVE Academy to provide a safe and healthy environment for students and staff. The following provisions have been made to help ensure that this environment exists.

IMMUNIZATIONS

In accordance with the laws of the State of Ohio, students attending ACHIEVE Academy must provide proof of having been given all immunizations recommended for school age students. Documentation of the appropriate immunizations must be provided before enrollment. Those students whose families have declined immunization for religious reasons must provide a statement of such to be filed in place of the required immunization record.

The immunization summary for school attendance can be found using the following link:
https://drive.google.com/file/d/1bZjKldmuHz3fgneMoSmCmmBJMyRMFA_/view?usp=sharing



Ohio Immunization Summary for School Attendance

VACCINES	FALL 2022 Immunizations for School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<p>K-12 Four or more doses of DTaP or DT, or any combination. If all four doses were given <i>before the fourth birthday</i>, a fifth dose is <i>required</i>. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.*</p> <p>Grades 1-12 Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 years and older with the first dose being Tdap. Minimum spacing of four weeks between doses 1 and 2, and six months between doses 2 and 3.</p> <p>Grade 7 One dose of Tdap vaccine must be administered on or after the 10th birthday. ** All students in grades 8-12 must have one documented Tdap dose.</p>
POLIO	<p>K-12 Three or more doses of IPV. <i>The FINAL dose must be administered on or after the fourth birthday, regardless of the number of previous doses and there must be six months spacing between doses 2 and 3.</i> If a combination of OPV and IPV was received, four doses of either vaccine are required.</p>
MMR Measles, Mumps, Rubella	<p>K-12 Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.</p>
HEP B Hepatitis B	<p>K-12 Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>
VARICELLA (Chickenpox)	<p>K-12 Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p>
MCV4 Meningococcal	<p>Grade 7 One dose of meningococcal (serogroup A, C, W, and Y) vaccine <u>must be administered prior to seventh grade entry. All students grades 8-11 must have one documented dose of MCV4.</u></p> <p>Grade 12 Two doses of MCV4 at age 16 years, with a minimum interval of eight weeks between doses. If the first dose was given on or after the 16th birthday, only one dose is required. ****</p>

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger or the Catch-up immunization schedule for persons aged 4 months-18 years who start late or who are more than 1 month behind*, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through www.cdc.gov/vaccines/schedules/index.html.
- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the [Ohio Revised Code 3313.67](#) and [3313.671](#) for school attendance and the [ODH Director's Journal Entry](#) on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- **Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.**

* Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.

** Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age 7-9 years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.

*** The final polio dose in the IPV series must be administered at age 4 years or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight weeks between the first and second doses. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required. If a pupil is in 12th grade and is 15 years old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

Last updated 3/24/2022.

MEDICATION

If medication needs to be administered to a student by school personnel, an Administration of Medication form must be completed, signed by a physician and provided to the school along with an adequate supply of the medication. These forms are available in the main office. This applies whether the medication is prescription or over-the-counter. The office will make reasonable efforts to notify the student or parent when the supply is depleted, but it is ultimately the responsibility of the parent to ensure that sufficient medication is available.

If the student needs to take medication during the day and the parent feels that the student is sufficiently responsible to self-administer the medication, the parent must submit a signed medication waiver to be filed in the student's record. This includes asthma inhalers, Tylenol, Advil, antacids, cough drops, or over-the-counter medication or remedy. School personnel are not permitted by law to administer any general medications to students. Students may not share any medication at any time. Any student found sharing medication with another student would be in violation of the school's drug policy. Such violation may be grounds for disciplinary action including but not limited to suspension or expulsion.

Students may not carry medication with them during school.

NUTRITION AND MEAL OPTIONS

Because ACHIEVE Academy's emphasis on brain-based inquiry learning encourages good nutrition, we have adopted the National School Lunch and Breakfast Program to provide nutritious meals to all students regardless of financial situation. We are required by law to follow all of the regulations and procedures provided by the USDA in the administration of this program.

Applications for Free or Reduced Priced Meals are available in the office. All parents must complete an application during registration, even if they feel they would not be eligible. Students are not eligible for lunch until the application is received and approved by the administration.

We will offer breakfast to all students without charge daily. The breakfast will ***only*** be served to students who arrive on time. When breakfast ends, no students will be served late for any reason. Students are NOT permitted to take outside food for breakfast. Students are allowed to say "no thank you" to the breakfast.

Breakfast consists of two servings of a bread or cereal, milk and juice.

Lunch consists of a meat/meat alternative, two fruits or vegetables, bread and milk.

Students are also permitted to bring a healthy, nutritious sack lunch, and/or supplement their meal with various *al a carte* items if they wish. Please note that it is not our intent that students make a meal of the *ala carte* selection. **Students may not order food from outside restaurants or have friends or family members bring them food from outside restaurants.**

Due to our policy that all students will receive a free lunch, if a student forgets his or her lunch, a family member may not bring food from home.

We at ACHIEVE Academy promote a healthy diet for all of our students. Studies have shown that students who eat healthy throughout their day generally work better in the classroom. We ask that parents not allow their students to bring or purchase items that may be harmful to their concentration such as chips, items high in sugar or salt, soda, and other junk foods.

THE EDUCATIONAL PROGRAM

PARENT-TEACHER CONFERENCES

Conferences are held twice a year. Students may be present during the conferences and they will lead the discussion. We expect all our parents/guardians to attend conferences. Conferences are scheduled at the end of the 1st Quarter and the end of the 3rd Quarter. Contact the school to check the specific times and dates or refer to the current academic calendar on the website.

GRADES, CREDITS AND ASSESSMENTS

Students earn the following marks for their classes and assignments: **A** (100 – 90%), **B** (89 – 80%), **C** (79 – 70%), **D** (69% - 60%) and **F** (below 60%). A passing score is **D** or higher.

For High School students, each semester grade is given based on marks for 1st and 2nd quarter and the semester exam. Students earn credit for the semester for all marks except F. All students are required to take their semester exams. An average of all three marks will make up the semester grade, where the quarters are worth two and the exam worth one.

For example:

1st Quarter student earns D

2nd Quarter he earns C

Semester Exam he earns A

$$69\% + 69\% + 75\% + 75\% + 96\% = 384/5 = 76.8\% \text{ or C}$$

1st Quarter student earns B

2nd Quarter she earns D

Semester Exam she earns C

$$88\% + 88\% + 62\% + 62\% + 72\% = 372/5 = 74.4\% \text{ or C}$$

1st Quarter student earns D

2nd Quarter she earns C

Semester Exam she earns C

$$65\% + 65\% + 71\% + 71\% + 72\% = 344/5 = 68.8\% \text{ or D}$$

1st Quarter student earns D

2nd Quarter student earns D

Semester Exam student earns A

$$69\% + 69\% + 69\% + 69\% + 95\% = 372/5 = 74.4\% \text{ or C}$$

As you can see, it is possible for a student to **not be passing** Proficient level both semesters, but still earn credit for the semester by doing very well on the final exam. Students who fail a quarter due only to attendance (he would have passed if he hadn't had too many absences) receive a percentage of 69%. Students should continue to do their best even when they fail due to absences.

Even if a student passes one quarter and passes the exam there is no guarantee that he will pass the semester because the grade will be based on an average of both quarters and the exam score. However, teachers or the Administration may pass a student who has shown progress over the semester even if the average would not be passing.

TESTING

All students will be expected to participate in state testing.

CPR and AED Curriculum

Beginning with the 2017-2018 school year, each public school that offers grades 9-12 must provide instruction in CPR and the use of an automated external defibrillator (AED) to all students; all students in the class of 2021 will receive instruction.

LEADER'S LIST

Students who meet the following requirements per quarter will make the prestigious Leader's List for that quarter:

- ◆ Pass all classes A's B's and no more than one C
- ◆ Have no more than 3 absences
- ◆ Receive no more than 1 referral for misbehavior
- ◆ Receive no suspensions
- ◆ Have no more than 3 tardies to school

GOOD-ATTENDANCE AWARD

Students who meet the following requirements per quarter will receive a Good-Attendance Award for that quarter:

- ◆ Pass all classes
- ◆ Have no more than 3 absences
- ◆ Received no more than 3 referrals for misbehavior
- ◆ Receive no suspensions
- ◆ Have no more than 3 tardies to school

Students who are named to the Leader's List will receive a special award for the quarter. It is

our way of saying Great Job! Keep up the good work!

GRADUATION REQUIREMENTS AND GUIDANCE

Students attending Achieve Academy will need to complete the following course requirements, fulfill their obligations for career service (volunteer hours), and, depending on their original high school enrollment date, pass the Ohio Graduation Test or one of the three pathways to college and career readiness outlined below in order to earn a High School Diploma. This may not include students with disabilities who may have modifications based on their individual educational plan. Eighth grade students who are placed in courses that are more advanced (such as Algebra), may be given high school credit for completing such courses. Students should work closely with their advisors and the Guidance Department to understand what they need to take to earn their diploma.

Credits Required of all Students at ACHIEVE

English Language Arts - 4 years

Mathematics - 4 years

Social Studies - 3 years, 1 year of U.S. History, 1 year of American Government, and 1 year of Economics/Financial Literacy, (and in the future, one year of World Civilizations)

Health/Phys Ed. - 1 year Phys Ed, 1 semester of Health (total of 1 credit combined)

Science - 3 years with at least 1 year of Biological Science, 1 year of Physical Science and 1 year of an Advanced Science

Careers - 1 year Careers

Electives - Electives units must include 1 unit or 2 half units in Business, Technology, Fine Arts or Foreign language.

Total must equal 21 credits, including required courses listed above.

Students must also complete one of the 3 Pathways to Graduation for their beginning high school class:

- **those who began high school prior to Fall 2014** have in the past understood they must pass 5 OGT tests with a 400 score on each test; OR they have had this:
 - **Alternative Way to Meet the Testing Requirements for OGT**
A student may meet the testing requirements for passing all five Ohio Graduation Tests if he or she meets ALL of the following criteria:
 - Passes four of the five tests and has missed passing the fifth test by no more than 10 points;
 - Has a 97 percent attendance rate, excluding any excused absences, through all four years of high school;
 - Has not been expelled from school in any of the last four school years;
 - Has at least a grade point average of 2.5 out of 4.0 in the courses of the subject area not yet passed;
 - Has completed the high school curriculum requirement;
 - Has participated in any intervention programs offered by the school and must have had a 97 percent attendance rate in any programs offered outside the normal school day; and
 - Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed. NOTE: As specified in the Ohio Revised Code (Section

3313.615), this alternative way to meet the testing requirement applies only to students graduating after Sept. 15, 2006.

○ **Testing Options for Students Required to Take the Ohio Graduation Tests (OGT)**

New graduation requirements: Students who began ninth grade on or after July 1, 2014, must meet their course requirements and one of the following options for the testing requirement:

- A total of 18 Graduation Points across all end-of-course tests;
- A remediation-free score on the ACT or SAT; or
- A composite score of 13 on the WorkKeys and an approved industry-recognized credential.

Students who began ninth grade before July 1, 2014, must meet their course requirements and their current testing requirements, the Ohio Graduation Tests (OGT), to graduate. However, new options will allow students additional ways to meet graduation requirements. This means that students who must pass the Ohio Graduation Tests (OGT) may:

1. **Current:** Use old graduation requirements (OGT);
2. **New:** Use new graduation requirements (see the three options above); or
3. **New:** Use new testing options to fulfill old graduation requirements (see table below for the new options for these students).

SUBJECT AREA	PREVIOUS OPTIONS	ASSESSMENT OPTIONS – MINIMUM SCORES
Math	Proficient on Math OGT	Proficient on Math OGT
		3 points on Algebra I, Geometry, Integrated Math I or Integrated Math II Test
		Score of 22 on the ACT Math or 520 on the SAT Math*
Reading	Proficient on Reading OGT	Proficient on Reading OGT
		3 points on English Language Arts I or English Language Arts II tests
		Score of 22 on the ACT Reading or 450 on the SAT Critical Reading*
Writing	Proficient on Writing OGT	Proficient on Writing OGT
		3 points on English Language Arts I or English Language Arts II tests
		Score of 18 on the ACT English or 430 on the SAT Writing*
Science	Proficient on Science OGT	Proficient on Science OGT
		3 points on Biology test
		Passing grade in College Credit Plus course in Biology
		Score of 2 on Advanced Placement (AP) Biology test
		Score of 2 on International Baccalaureate (IB) Biology test
Social Studies	Proficient on Social Studies OGT	Proficient on Social Studies OGT
		3 points on American History or American Government tests
		Score of 2 on Advanced Placement (AP) U.S. History or Advanced Placement (AP) U.S. Government and Politics tests
		Score of 2 on International Baccalaureate (IB) History test
		Passing grade in College Credit Plus course in U.S. History or U.S. Government

- **Those who began high school in the Fall of 2014 or after** must meet one of the following criteria listed below, in addition to obtaining credits:

1. Ohio's State Tests (known as AIR End of Course tests)

Students **earn a cumulative passing score of 18 points**, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are:

- Algebra I and geometry or integrated math I and II
- Biology
- American history and American government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. Industry credential and workforce readiness

Students earn 12 points through a State Board of Education-approved, **industry-recognized credential or group of credentials** in a single career field and achieve a **workforce readiness score** on the **WorkKeys** assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

3. College admission test

Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

Graduating Classes of 2014 and Beyond

Students must meet both State testing requirements and State curriculum requirements in order to earn a diploma. These requirements apply to students entering their freshman year in 2010 and beyond. See the two checklists below for more information about these two diploma requirements. The third section provides information about an alternative way to meet the testing requirements.

I. Curriculum Requirements

CURRICULUM STATE DIPLOMA MINIMUM REQUIREMENTS

- English Language Arts - 4 units
- Health - ½ unit
- Mathematics - 4 units - Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
- Physical Education - ½ unit - The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its

place.

- Science - 3 units
- Social Studies - 3 units - Economics and Financial Literacy Requirement met in 9th grade class/grade level.
- Electives 5 units - required 1 unit Career Choices*, Fine Arts Requirement met in 10th grade class/grade level.

The school provides ongoing counseling and support services for students throughout the high school experience via a curriculum requirement for a minimum of 1 full credit of a Career Choices Class. Most students take two years (in their Junior and Senior years), but we require a minimum of one year for those who enroll as seniors.

ASSESSMENT STATE REQUIREMENTS

Passing end-of-course exams combined scores of 18, or by completing the requirements of one of the 3 college and career ready pathways. (see above)

COLLEGE CREDIT PLUS

Achieve is a participant in the College Credit Plus program and has an agreement with Owens State Community College. Information about this program will be mailed home to parents later in the year, posted in the hallways, and on our website. If you would like to participate in this program, please contact the school leader.

CAREER COUNSELING SERVICES AND HOLISTIC STUDENT SERVICES

Individual Career Plan (ICP)

By the end of the first semester of Career Choices course, the students will have completed an Individual Career Plan that details their Career goals and the steps they are taking/will take to achieve these goals. According to each student's enrollment, earlier completion is desirable; preferably during freshman year. This would be a part of the enrollment process and re-enforced in ELA classes with resume-writing skills. This plan should help students focus their goals toward Ohio's Individual Career Pathways of Industry Certification, Apprenticeship, a 2- or 4-year college, or other goal. This Career Plan will be re-visited on an individual basis at least twice per year through the rest of each school year, and until graduation, whether in the Careers class or not, by the student and at least two of the following:

- Career Advisor
- Transcript Auditor
- Dean of Students
- School Leader
- Outside Mentor (if student is participating in the extracurricular mentoring

program)

Career counseling is ongoing throughout the Careers Choices course as provided through daily class interactions with the teacher and career coordinator who provides experiential interactions with career role models and experts. Guest speakers, video clips, field trips, and research projects are some of the many activities that assist students in focusing on their goals. The Academy partners with Pathways, a community career and workforce program for young adults providing job placement and career counseling. The Academy works with the Ohio Means Jobs program to get our students involved and connected with job training and career training. In addition, a mentoring program is available for them after school, through which adults in various fields volunteer their time to acclimate students to the intricacies of a considered field.

Through these Plans and counseling services, students are personally introduced to individual role models/mentors who are able to keep in contact with them as they explore their chosen or potential field of interest. These have included military contacts, Job Corps, 2- and 4-year state college institutions, certificate and diploma programs at post-secondary colleges, or on-the-job training at a variety of job experiences. Some of our students have been introduced to mentors from fields such as psychology, barbering, accounting, and animal care. Through spending time with them, students have been able to focus on a career plan that matches their own interests and passions. The academy provides students the opportunity to interview with several companies and businesses onsite for open positions, internships and summer job placements.

Finally, the Academy utilizes ViaQuest to provide onsite services to any student who may benefit from mental health counseling services. The academy also has partnerships with Zeph and Harbor Behavioral Health to provide behavioral, career readiness and educational services to eligible students. The academy has trained staff members who will assist students 18 and over in obtaining health insurance, food stamps and other state benefits through the Benefit Bank application program. There is an onsite Wellness Room where students can go to receive needed breaks, work on a virtual counseling and behavioral software program, or speak privately with a staff member. At times, we will have outside agencies available to work with students.

The Positive Behavior Intervention and Support program offers students the ability to earn points to shop in the PBIS store, as well as win larger, more expensive awards for the highest points. The points are earned in each class by attending and participating in classroom activities and lessons.

The Academy offers breakfast and lunch to all enrolled students, as well as a flexible schedule to attend classes between the hours of 8:10 a.m. and 2:52 p.m.

PROMOTIONAL REQUIREMENTS

High school students need to earn 5 credits per year (semester classes are worth .5 credits) to pass into the next grade level.

21 credits are needed to graduate.

ACPA participates in Ohio's Credit Flexibility. Credit Flexibility has five additional pathways that a student may earn credit.

1. Work Based Learning
2. Distance Learning
3. Experimental Educational Options
4. Testing Out
5. Courses Offered at Other Schools

All students are eligible to participate in credit flexibility. Students must complete the Education Options Application for approval and a plan to be created for academic success. Please see the website below for additional information on credit flexibility.

<http://education.ohio.gov/Topics/Ohio-Education-Options/Credit-Flexibility-Plan>

EXTRA-CURRICULAR ACTIVITIES

The activities we will create will greatly depend on the students' desire and willingness to participate, and on the cost of such activities. We may organize intramural basketball, Drill Team, and volleyball programs. Students may apply for such clubs/groups as Student Council and Drama Club. We offer C3E—Culture through Education, Experience, and Enrichment—a club for students wanting to learn more about film, music, drama, art, and different cultures by attending plays, operas, concerts, etc.

EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY RULES

In these rules the word “practice” refers to any after school activity including competitions, meetings, fundraisers, dances, etc. (not including tutoring)

1. In order to participate, students must be present in school the day of practice for at least 7 full periods/hours. If a student was present, but had to leave early for an appointment, the student may participate as long as the student did not leave school ill.
2. Students may not lie around the office ill, and then participate in practice.
3. If a student leaves for the day, they may not participate.
4. While a student is suspended, they may not participate in practice. If a student is suspended for more than 10 days in a quarter, they cannot participate in any extracurricular activity for that quarter (or the next quarter if the suspension occurs at the

end of the quarter). If a competition occurs in a week when a student has been suspended (but was not suspended on that day), the student may not compete, or attend. If the student is suspended over a weekend (for instance, Friday, Monday and Tuesday) the student may not attend a weekend event.

5. Students who are assigned tutoring may only participate in extracurricular activities if they fulfill all of their tutoring obligations and complete their assignments for each of their classes. These students will need to have a Weekly Eligibility Sheet signed by all their teachers and by their tutors to continue participation.
6. It is left to the discretion of the Faculty Advisor for each Sport/Club whether to allow a student to participate in practice. Each advisor may want to establish a “3 tardies and you are out” policy. Tutoring may not be counted as tardy.
7. Any student who violates any school policies during practices or competitions will be subject to disciplinary action and may lose the privilege of participating in any extracurricular activities.
8. Faculty Advisors may restrict a student’s participation in practice due to inappropriate behavior. If a restriction is for more than a week, the Administration must be notified.
9. Students must be enrolled and in attendance at Achieve to participate in activities. They may not attend practices or participate in activities.

COMMUNITY SERVICE

If a student has an idea for community hours, he or she should talk with the school leader or administrator.

Students can check with non-profit organizations such as museums, schools, churches, hospitals, the Humane Society, libraries, the zoo, and Metro Parks to volunteer. Bring documentation to your advisor so your time can be recorded. After you have volunteered for 60 hours, you can receive a semester credit for Service Learning. Ask your advisor or the Administration how you can earn credit.

REGISTRATION FEES

There is no registration fee to attend ACHIEVE Career Preparatory Academy. There may be fees assigned for outside course work or activities throughout the school year.

LAB FEES

No fees. There may be an extra activity your student would like to participate in for an additional fee.

SUPPLIES

It is appreciated but not expected, for parents/guardians to purchase various required supplies and items for their students. These supplies include, but are not limited to, agenda, books, paper, pencils, pens etc.

NON-PAYMENT

The school will withhold transcripts, records, and diplomas from students who owe any fees. ACHIEVE Academy reserves the right to contact collection agencies and/or credit reporting bureaus to collect any unpaid debts.

LOCKERS

Lockers will be assigned to each student. For the safety and welfare of all students and staff, students MUST use school assigned locks and lockers so that periodic locker searches may be conducted. Students will be expected to keep their lockers free from contraband, stale food products, and general disarray. Lockers are considered to be school property and, therefore, may be searched at any time. If a student withdraws from school, the lock must be returned to the office. Any student that loses a lock will be charged a \$10.00 replacement fee. If a student forgets his combination, he should request assistance from the office. If the office finds that a student has placed a lock on an unassigned locker, we maintain the right to break the lock off and confiscate all belongings.

Students may not share lockers for any reason. If contraband is found in a locker the student assigned to the locker will be held responsible. Any items missing from a locker that is shared will not be investigated by administration.

Students may not interrupt classes to get items stored in another student's locker, nor will office staff give the combination of another student's locker, regardless of relation, to gather materials someone is holding for them.

WORK PERMITS

High school students who wish to seek employment and need work permits may request them in the main office. Once the form is completed it must be submitted to the main office for processing. Work permits are only issued twice a week. Please schedule your request in advance.

NEW POLICIES AND POLICY REVISIONS

From time to time, it will be necessary to implement new policies and procedures as well as to change those that are in effect. When such changes are made, parents and students will always be given the new policies in writing.

