



Parent/Student  
School Handbook

**2024-2025**

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## STANDARDIZED TEST SCHEDULE

- **Third Grade State Reading Assessment will begin October 2024.**
- **Grades 3-6 will participate in Assessments gauging Reading, Math, and Social Studies competency will begin April 2025.**

## INTRODUCTION

### **From the Administration:**

On behalf of Superintendents Dr(s). Calvin and Tashlai Burney, members of the Board of Directors, faculty, and staff; we would like to welcome you to RISE AND SHINE ACADEMY a K-6 school that makes your child our #1 priority.

Rise & Shine Academy champions a positive learning and teaching environment that is conducive to serving students from diverse: economic, educational, social, and cultural backgrounds. It is our goal to provide our students with a purposeful and comprehensive learning experience that is rooted in modern learning and technology concepts. We have designed our parent/student handbook to discuss school policies and procedures that will allow for an enjoyable learning experience here at Rise & Shine Academy.

*Have a Great Year!*

## I. GENERAL INFORMATION

### **Dress Code**

Parents are responsible for ensuring that students are neatly groomed and dressed in “school uniform attire” at all times unless specified by School Administration.

<b>Boys:</b>	Polo Shirt (short/long sleeves)	any color
	Pants	any color
<b>Girls:</b>	Blouse/ Polo Shirt	any color
	Uniform Skirts/Jumper	any color
	Pants	any color

### **Rise & Shine Academy Allowed Websites:**

Rise & Shine Academy seeks to expose its students to the most current forms of technology. All forms of technology requiring student internet access will be accompanied with website restrictions. Members of administration possess the autonomy to modify permitted websites, which may be subject to change throughout the school year.

### **Building Hours:**

Rise & Shine office and building hours are 7:45 a.m. to 3:30 p.m. School hours are from 8:15 a.m. to 3:15 p.m. Students are permitted to arrive at the Rise & Shine campus beginning at 7:45 a.m. and must exit school premises no later than 3:30 p.m.

Students are required to enter the building immediately upon arrival at the Oakland entrance during the building hours and should leave the grounds after the end of their designated day. Students are not permitted to leave the building or premises during school hours unless granted permission from the school office. In the event of an approved early student release during school hours, properly identified parent/guardian or another previously designated adult must pick up and sign the student out through the office located at Rise & Shine Academy’s front entrance of before the student is allowed to leave the premises.

### **Cancellation or Delay of School:**

Please watch or listen to the local news or RSA’s social media pages, or phone calls or text messages that will provide information regarding school cancellations and delays.

It is necessary to note that Rise and Shine Academy is not affiliated with Toledo Public Schools and decisions concerning cancellations or delays does not coincide with the decisions of Toledo Public Schools.

### **Arrival Policy:**

Rise & Shine Academy feels it is in the best interest of the students to be transported via school bus or driven or walked to the school by their parent/guardian. Students should enter at the rear of the building (Oakland Street).

### **Fees and Fines:**

Rise & Shine Academy students will provide the necessary educational materials, and equipment for courses of instruction without cost. However, in accordance with state law, Rise & Shine Academy may charge specific fees for activities and materials used in the course of instruction when applicable.

All students using school property and equipment are required to take care of those items or may be subjected to fines. Failure to pay fines or charges may result in the withholding of transcripts, diplomas, and notification to collection agencies.

### **Search Procedure:**

The right of inspection of students' personal belongings on school grounds is granted by Ohio Law when deemed necessary and will be exercised to assure parents that appropriate measures to protect the well-being of students, teachers and staff.

### **Safety and Security Drills:**

Fire and tornado drills instructions are posted in each classroom. Regularly scheduled safety drills will occur throughout the school year. During drills students are expected to adhere to staff instruction while remaining orderly and quiet.

### **Free and Reduced Lunches:**

Rise and Shine Academy is a participant in the National School Lunch Program and has Community Eligibility Program (CEP) Designation. This designation allows Rise and Shine Academy to offer all enrolled students access to free breakfast and lunch. Free and reduced lunch forms may be obtained electronically or in the main office. *NO students should sell their lunches or any form of food or snacks.*

### **Lunch and Beverages:**

No student will be allowed to leave the school to obtain a lunch. Additionally, students are not allowed to have meals delivered to the school food delivery services are prohibited, i.e. door dash, uber eats, or any additional delivery methods. If a parent desires a student to have a meal from an outside source delivered it is the parents' responsibility to purchase the meal and drop the meal off to the student via the main office. The cafeteria serves as the designated area for student meal consumption unless alternative instructions are provided by authorized staff. Students may bring a lunch from home each day if they so desire. However, all students have the opportunity to receive a locally catered breakfast or lunch each day.

School lunches must be ordered no later than 9:00 a.m. If your child does not have a lunch from home or the school has not received a notification prior to 9:00 a.m. a school lunch will be ordered for students accordingly.

### **Individuals with Disabilities:**

The American's with Disabilities Act (ADA) and section 504 of the Rehabilitation Act prohibits any form of discrimination on the basis of a disability. Rise & Shine Academy extends this protection to all persons who have access to the District's programs and facilities. Moreover, Rise & Shine Academy offers special education services to its students that can be accessed through the proper evaluation procedures.

Parent involvement in this procedure is important and required by the Federal Individual with Disabilities Education Act (IDEA). Contact an administrator to inquire about evaluation procedures and programs.

### **Monitoring of Students:**

Rise & Shine Academy interior and exterior areas, excluding restrooms, are monitored by digital cameras. Students are advised to be on their best behaviors at all times.

### **Student Records:**

A student's permanent record contains his or her health and immunization, proof of residency, identification, academic records, and standardized test scores. Permanent records are on file with the secretary and are accessible to school staff per Ohio Revised Code. Parents may schedule an appointment with an administrator to view permanent records or request a copy for their records.

## **II. ATTENDANCE**

### **Attendance:**

Students are required to attend school during normally scheduled hours. Parents and guardians are held responsible by state law for their child's attendance. Furthermore, school attendance is compulsory for juveniles under the age of eighteen.

### **Early Release of a Student:**

Rise and Shine Academy requests its parents to refrain from picking up their child prior to the conclusion of the school day to ensure their child does not receive a deduction in instruction time. Rise and Shine reserves the right to verify any request for dismissal to ensure a student's safety. Students leaving school prior to dismissal must:

- (a) Provide a written request signed by the parent or guardian; or
- (b) Students must have a parent or guardian present in the main office to request the release of a student.
  - a. Students will not be released to a person other than a custodial parent or guardian without verbal or written permission from the custodial parent(s) or guardian.
- (c) Retrieve student prior to 2:45 p.m.
  - a. Students will not be released early to parents after 2:45 p.m. unless for a family emergency, which will require proper documentation supporting the rationale/request for early dismissal.



- b. All students who are not retrieved prior to 2:45 p.m. will be sent back to class and will be dismissed with the student body during the school identified dismissal time of 3:15 p.m.
- (d) Habitual early dismissal results in a deduction of classroom instruction time, which can negatively impact a student's scholastic pursuits and as a result we are requesting that parents/guardians refrain from participating in early dismissal. Additionally, all unapproved early dismissal of students will result in students' dismissal time (minutes/ hours) accruing into the student's truancy time.
  - a. Students who are picked up 30 minutes prior to the close of school every day will equate to 90 hours of missed instruction and will result in retention.

### **Excused Absences:**

- a) **Personal Illness.** Rise & Shine Academy recognizes personal illness with the presentation of a doctor's note.
- b) **Illness in the Family**
- c) **Quarantine of the Home.** Rise & Shine recognizes this form of absence with proper documentation from the health authority.
- d) **Death of a Relative.** Students are excused for three consecutive days unless reasonable cause is shown for an extension beyond the mandated three days. Students are required to submit a copy of the obituary or the funeral program.
- e) **Work at Home.** Students are excused from school and permitted to work from home due to illness.
- f) **Observance of a Religious Holiday.** Rise & Shine Academy will excuse a student for an observance that is consistent with their creed with proper religious documentation.
- g) **Inability of the Parent or Guardian to Employ Help.** Rise & Shine must receive a notarized statement to validate this form of absence.
- h) **Emergency or Set of Circumstances.** Members of the administration have the autonomy to determine if a particular circumstance justifies school absence.
- i) **Home Instruction.** A student must receive approval from Rise & Shine's Superintendent to participate in home instruction.

### **Procedures for Excessive Unexcused Absences:**

The following steps may be taken for excessive unexcused absences:

- Warning Conference with Student and Parent/Guardian
- Certified Letter to Parent/Guardian
- Legal Action

### **Tardiness:**

Students are expected to attend and be in class on time at the beginning of each day (8:30 a.m.). Students that are tardy will receive a verbal warning for being late to school. Students who are tardy more than twice may be required to recover instruction time after school. Rise & Shine Academy's administration or designee will notify a parent if their child is required to recover lost instruction time. Refusal to recover lost instruction time could result in the student being written up for excessive tardiness, which will equate to a school absence.

### **Truancy:**

Truancy is defined as the student failing to be present in school without parent or school permission, skipping an assigned class, leaving a classroom without permission or being in a non-class area without permission. Truant students who miss 90-hours of instruction time irrespective of grades or behavior are at-risk of retention. Truant students are subject to school discipline. Additionally, truancy can result in a referral to the Toledo Police department and/or County Juvenile Court.

### **Students Habitually Truant or Chronically Truant:**

- A. Students are deemed *habitually truant* when the student is absent without legitimate excuse for five or more consecutive school days, or seven or more school days in one month, or six days in one semester, or 12 or more school days in a school year.
- B. Students are deemed *chronically truant* when the student is absent without legitimate excuse for seven or more consecutive school days, or 10 or more school days in one month, eight days during the span of a semester, or 15 or more school days in a school year.
- C. State law requires an academic institution to official *un-enroll* any student who is absent without an excuse for 19 consecutive days.
- D. The school administration will file complaints in the County Juvenile court against students who are habitually or chronically truant. The school administration may also file complaints in the County Juvenile Court

against the parents or guardians of students who are habitually or chronically truant.

### **Unexcused Absence:**

If the school does not receive notification of a student's absence by 9:00 am, the school will make every attempt by phone to contact the parent/guardian as soon as possible.

If no excuse is provided, or no contact is made with the parent/guardian, the student's absence will be recorded as unexcused until the parent/guardian provides a written excuse for the day.

Administration requires medical documentation to excuse a student's illness, which result in absences beyond six (6) days in a semester. Exception to this policy may occur if the County Health Department declares a "flu" epidemic.

### **Vacations – Family**

Rise and Shine Academy requests that parents/guardians when possible refrain from scheduling vacations when school is in session to avoid negatively impacting the student's education and grades. If a family vacation must be taken during the school term, a parent or guardian should sign an advanced absence form one week prior to the vacation. Such vacations should be limited to no more than five (5) school days during the year, unless approved by building administration.

## **III. ACADEMICS**

### **Home Instruction:**

Home Instruction will be determined on an individual basis by the Superintendent or designee of the Rise & Shine Academy for medical reasons only. Students approved for Home Instruction are required to complete and master a specific number of daily and weekly lessons. Failure to satisfy the requirements of home instruction will result in the student's discontinuance and subsequent return to school.

### **Honor Roll:**

Rise & Shine Academy awards the Honor Roll during each nine (9) week grading period to students who achieve academic excellence. Students are named to the honor roll if they do not have pending incomplete course work and have a GPA of 3.2 or better.

### **Report Cards/Progress Reports:**

All students will receive report cards and/or progress reports. Progress reports and report cards will be sent home with the student at the end of each nine week period. If you have questions concerning your child's report card or progress report, please call your child's teacher.

### **Promotion:**

Each Rise & Shine Academy student can proceed at his/her own academic pace. Students can advance one or more grade levels within one school year with appropriate staff or administrator approval.

### **State Testing:**

All students of the Rise & Shine Academy are required to take all state mandated tests. Rise & Shine Academy will distribute an official testing schedule.

## **IV. HEALTH SERVICES**

### **Controlling Student Communicable Diseases:**

The overall wellness and safety of the student body and organizational staff serve as Rise & Shine Academy's number one priority. Staff members are permitted to take precautionary measures during the contagious phase of an illness to ensure wellness and safety that include:

1. Removing an ill student exposed to a infectious or communicable disease or highly-transient pest.
2. Imposing student isolation on a student exposed to an infectious, communicable disease or highly-transient pest.

Rise & Shine academy identifies the following as communicable diseases:

- ❖ diphtheria,

- ❖ scarlet fever,
  - ❖ strep infections,
  - ❖ whooping cough,
  - ❖ mumps,
  - ❖ measles,
  - ❖ rubella,
  - ❖ Covid-19
  - ❖ influenza
  - ❖ pink eye
    - Student's diagnosed with pink eye must visit a physician and obtain a physicians note permitting them to return to school.
- Rise & Shine identifies head lice as a type of transient pest. Student's dismissed for head lice seeking re-admittance must obtain clearance from his/her physician or the County Health Department .

### **Illness:**

A student who becomes ill during the school day should request permission to go to the main office. A staff designee in conjunction with a parent/guardian will determine whether the student should be dismissed or remain in school. Student dismissal is predicated on Rise & Shine's reception of proper parental permission.

### **Injury:**

All injuries must be reported to a staff member or to the main office. Minor injuries will be treated on site and the student will be permitted to return to class. Non-life threatening injuries requiring medical attention require staff to:

1. Contact the students' parent(s)/guardian(s)
2. Contact emergency response if deemed necessary by staff member and parent/guardian.
3. Place student in school designated treatment area.

### **Medication:**

Students required to take medication during school hours must have a parent/guardian or physician to complete and submit a Student Medication Authorization Form. Students are permitted to carry their inhalers; however, these students must have a Student Medication Authorization Form on file in the main office. Rise & Shine Academy will only accept medication in its original packaging with accompanying instructions. To ensure student and staff safety all medications will be secured in a locked drawer in a designated area.

## V. STUDENT DISCIPLINE

### **Introduction:**

Rise & Shine Academy seeks to create an environment that champions learning. A positive learning environment is integral to a student's academic success. For this reason, it is imperative that student's refrain from interfering with teacher instruction or a student's opportunity to learn.

### **Code of Conduct:**

Rise & Shine Academy's *student code of conduct* is in effect from the time a student arrives to the Rise & Shine campus at the beginning of the day and at all times when students are participating in school-sponsored activities until the student is dismissed and leaves the Rise & Shine campus. This Code of Conduct is meant to stop problems before they start; if students misbehave, they must accept the consequences, penalties, or loss of privileges. We will maintain contact with parents and guardians to make sure the policies and consequences of the Code are understood and successfully carried out.

### **Rights**

1. Be respected by teachers, students, and other staff.
2. Have access to school materials and equipment (computers, books, playground facilities, etc.)
3. Be safe in the school environment.
4. Be listened to by teachers, and other staff.
5. Be treated kindly.
6. Attend school in a clean environment without unnecessary distractions.
7. Not be bullied or teased by others either with hands or with words.

### **Responsibilities**

1. Show respect for adults and students.
2. Show proper use of those items.
3. Behave in a way that does not affect the safety of themselves and others.
4. Listen to adults and each other respectfully.
5. Use "I Care Rules".
6. Be clean and dress in a manner that is not distracting.
7. Respect one another and treat others the way they would like to be treated.

## **Disruption of School:**

Rise & Shine Academy prohibits the disruption or obstruction of learning or extracurricular activities. School disruptions include all forms of abuse but not limited to: coercion, threat, harassment, bullying, or offensive language.

## **BULLYING**

### **A. Intimidation and Bullying**

Intimidation and bullying means any deliberate or intentional gesture, or any deliberate or intentional written, verbal, or physical act or threat that one individual exhibits towards another individual at the School or when participating in a School activity, and the behavior both: (1) has one or more of the following effects: (a) harming the other individual; (b) damaging the other individual's property; (c) placing the other individual in reasonable fear of harm to their person; (d) placing the other individual in reasonable fear of damage to their property; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the impacted individual.

### **B. Cyber-Bullying**

Rise and Shine Academy prohibits acts of cyber-bullying, which is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, blogs, My Space, Facebook, Instagram, Snap-Chat, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or the School premises, at School events, programs or activities or off School time or School premises if such acts affect other Students or Staff of the School.

### **C. REPORTING**

If an individual; experiences or observes harassment, intimidation, bullying, or disparaging remarks, they should immediately report the incident to the School Director, Dean of Students, or any other member of the School's staff. All School employees, Trustees, volunteers, and students are required to report prohibited incidents of which they are aware to the Director or their designee. The Director or their designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Director or their designee shall conduct a prompt, thorough, and complete investigation of the reported

incident, and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, and the reported incident has been substantiated, the parent or guardian of any student involved in the prohibited incident shall be notified and to the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) have access to any written reports pertaining to the prohibited incident. The School will maintain information regarding the number of incidents of harassment of students against other students that violate this policy. All School employees, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy. How to Report Violations Any violations of this Policy should be immediately reported to the Dean of Students, the Director, or any other member of the School's staff for further action.

#### D. Mandatory Reporting

All School employees will comply at all times with all laws that require the reporting of certain information to various authorities. No provision in any School policy or procedure shall be read or interpreted in a way to be in conflict with a law related to mandatory reporting. Timeliness of Reporting and Response The Code requires that Staff responds immediately and consistently to incidents of bullying, harassment, intimidation, substance abuse, and/or violence or any other violation of the Code or other policy or procedure of the School that impacts negatively on students in a manner that effectively addresses incidents, deters future incidents, and affirms respect for individuals.

#### E. Grievance Procedure

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

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



### Grievance – Where to File a Complaint

Individuals who believe they have been subjected to harassment under this policy may file a complaint with the Director or the Dean of Students. If the Director is the person who is alleged to have caused the harassment, the complaint may be filed with the Board. Under these circumstances, a representative of the Board will conduct the investigation as outlined below.

### Grievance – Investigation and Resolution of the Complaint

- Respondents will be informed of the charges as soon as the Director deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.
- The Director will interview witnesses whom they deem necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. The Director will make every effort to complete such interviews and gathering of information within fifteen (15) school days of receiving the written complaint.
- After completing the investigation, the Director will meet with the grievant and/or their representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect.

Notwithstanding the above, it is understood that in the event a resolution contemplated by the School involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to “stay away” from the complainant, as might occur as a result of a complaint of harassment). Retaliation The School will not tolerate retaliation in any way against individuals who report instances of violations of this Policy, who provide information related to violations of this Policy, or who otherwise assist with the reporting of or investigation of violations of this Policy. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion.

### **Damage to School Property or Private Property:**

A student shall not cause or attempt to cause damage to school property, staff property, or the property of a campus visitor. Parent(s)/guardian(s) will assume complete responsibility for any damage caused by his/her child.

### **Assault:**

A student shall not cause bodily harm nor threaten to cause bodily harm to school staff, students, or visitors while under the jurisdiction of the school. Any form of assault that occurs on the premises of Rise & Shine Academy will result in suspension, and/or expulsion, immediate contact/notification of the police may be contacted and a formal filing of charges.

#### **Dangerous Weapons and Instruments:**

A student shall not possess, handle, transmit, or conceal any object, which could be considered a dangerous or potentially dangerous weapon. Non-harmful replicas of dangerous weapons are also prohibited. Student possession or use of a weapon may result in suspension and/or expulsion the contact/notification of the police and a formal filing of charges.

#### **Unauthorized Possession:**

A student shall not take or attempt to take into possession the public property or equipment of the school district. Moreover, students are prohibited from taking the personal property of another student, teacher, visitor, or employee of the school district.

#### **Tobacco:**

Rise & Shine prohibits the use of tobacco by students, teachers, and visitors. Tobacco includes, but is not limited to cigarettes, e-cigarettes, vapes, cigars, pipe tobacco, chewing tobacco, and snuff.

#### **Alcohol, Drugs, and/or Drug Paraphernalia:**

No student shall possess, consume, deliver, or attempt to deliver any form of an alcoholic beverage, controlled substances, counterfeit controlled substances or drug paraphernalia. A student shall not enter the Rise & Shine premises if they have consumed any form of the aforementioned substances. Students found in possession, consumption, or distribution of alcohol, drugs, or drug paraphernalia will be suspended and/or expelled in addition the notification of law enforcement.

Rise & Shine defines counterfeit controlled substances as: (1) any drug or drug container or label which bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization; (2) any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it; (3) any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance; and (4) any

substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

**Theft:**

A student shall not cause or attempt to take in possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. In the case of theft the police may be contacted.

**Insubordination:**

All students shall follow directions of the Rise and Shine staff.

**Violations of the Law:**

A student shall adhere to local and state law and its ordinances when under the supervision of school personnel.

**Frightening, Degrading, Disrespectful, or Disgraceful Acts:**

A student shall not engage in any act that frightens or degrades a student, employee, or district visitor by means of written statements, verbal comments, or gestures, including but not limited to bullying. *Under no circumstance will bullying be tolerated.* Public displays of affection or unauthorized touching of any person are also prohibited.

**Publications and Organizations:**

Publishing or distributing any printed or virtual material or promoting any agency, institution or organization requires prior approval by the building administrator.

**Cheating:**

Any form of cheating on schoolwork will not be tolerated.

**Immunizations and Health Policies:**

Failure to comply with the Ohio Revised Code may result in exclusion from school.

**Collusion:**

Students shall not assist students in violating school rules, regulations, or any law or when under the authority of school personnel.

**Sexual Harassment:**

A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances which that include verbal, visual, or physical contact. Prohibited conduct includes, but is not limited to, proposition, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person.

**Misuse of Electronic Information/Communication Systems:**

Vandalism of computer equipment, unauthorized access to school information or records, invasion of computer privacy, accessing prohibited websites, copyright violations, plagiarism, hacking, or other tampering with hardware or software is prohibited. The use of a computer by a student that violates the code of conduct is prohibited. Use of pagers, beepers, lasers, and similar devices are prohibited during the school day. District Administration may allow individual use of approved electronic devices a reward incentive program. Rise & Shine Academy will not be responsible for lost or stolen items.

**Mobile Phone Policy:**

Possessing a cellular phone or other electronic communication device on school grounds is a privilege and not a right. The Rise & Shine Academy does not prohibit a student from possessing a cellular phone or other electronic communication devices but does regulate possession and use of such devices. These items have been regulated since they can facilitate unlawful or otherwise inappropriate behavior and messaging, and distraction from the school's educational mission.

Each student in possession of a cellular phone must comply with the terms of this policy. With permission, students may use the school's phone to contact parents in cases of emergencies and/or medical illness. The Rise & Shine Academy will not assume liability if a cellular phone or an electronic device is broken, lost, or stolen.

1. Cellular phones and other electronic devices may not be used during the instructional day unless authorized by staff. All cellular phones or other electronic devices must be turned off by 7:45 a.m. for students participating

in the school breakfast program and by 8:20 a.m. each morning for students arriving at the conclusion of breakfast and given to the student's classroom instructor. Students possessing or using a cellular phone or electronic devices during school hours will face disciplinary actions.

### **Gangs/Secret Societies:**

The Rise & Shine Academy prohibits the presence and activities of gangs on or near school property. A gang is defined as any non-school group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violation of school rules, establishment of territory or 'turf' or any actions that threaten the safety or welfare of others. Students are not permitted to wear, carry, or display gang paraphernalia. Moreover, students are prohibited from making gestures that may disrupt the educational process, or endanger or interfere with the health or welfare of any student. No student shall cause an incident affecting the school attendance of another student or attempt to create territorial control at any school district facility.

### **Disciplinary Consequences:**

**Suspension:** is defined as the denial to a student of permission to attend school and to take part in any school functions for a period of at least one (1) but not more than ten (10) school days per incident. The building Principal or Administrative designee has the autonomy to impose a suspension for a student's actions. If a suspension is imposed with less than ten (10) days remaining in the school year, the Principal or Administrative designee may apply any or all of the period of the suspension to the following school year. No student on suspension shall be permitted on any owned, rented, or donated property of the NCOESC/Rise & Shine Academy or "Home School" district nor can a suspended student attend any school sponsored function or activity.

**In-School Suspension:** Students suspended in school (ISS) will be permitted make-up privileges for missed academic credit. Students suspended out of school (OSS) may not be permitted to receive credit for work missed during the suspension. Students who are suspended out of school may not participate in student activities for the duration of the suspension.

**Expulsion:** is defined as denial to a student of permission to attend school and to take part in any school function for a period exceeding ten (10) school days but not exceeding eighty (80) school days. If, at the time of an expulsion, there are fewer than eighty (80) school days remaining in the school year, the Superintendent may

apply any remaining part or the entirety of the expulsion period to the following school year. Students may be expelled for one calendar year for a violation including but not limited to acts of violence, possession of drug paraphernalia and any incident involving a firearm (gun) or a knife or when otherwise authorized by the Ohio Revised Code. Students who are expelled will lose all academic credit for the period in which they have been expelled.

Students who are expelled may not participate in student activities for the duration of the expulsion. No student under expulsion shall be on the property of the NCOESC/Rise & Shine Academy or home school district property without prior administrative approval. A student may be suspended pending the outcome of expulsion proceedings.

Any student who possesses, delivers, sells or causes to be delivered or sold any form of drugs, alcohol, narcotics or non-controlled substance that may be considered to be harmful to the health or morals of themselves or others will be recommended for expulsion by the building administrator.

Any student who possesses, handles, transmits, or conceals any object which might be considered a dangerous weapon, instrument of violence, or explosive will be recommended for expulsion by the building administrator.

**Temporary Denial of Admittance:** The Rise & Shine Academy building administrator may, temporarily deny admittance to the Rise & Shine Academy to any student if the student has been expelled from another district and the period of the expulsion has not expired.

**Emergency Removal:** is defined as the immediate denial of either a place within a classroom or removed from school grounds for student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic program.

**Detention:** Students may be required to be in school before or after the school day with the notification of parent or guardian. Additionally, lunch and in-school detention may be utilized.

**Special Assignments:** Students may be required to perform reasonable tasks as suited to the disciplinary infraction.

**Withholding of Privileges:** Special privileges may be withheld.

**Court or Police Referral:** Students may be referred to court authorities or to law enforcement officials for violation of state or local law, school code of conduct, or while under the authority of school personnel, which may result in the student being placed at a Juvenile Detention Center.

**Community Service:** In lieu of a suspension a student may receive an opportunity to participate in community service. The arrangement of community service hours are the responsibility of the parent/guardian. The Superintendent or designee must approve the use of community service in lieu of suspension.

## **Due Process for Suspension and Appeals**

### **Definition:**

Due process is a procedure to assure that students have a fair opportunity to counteract, contradict, challenge or defend charges made against them and to have an opportunity to try to clear themselves of those charges.

### **Elements of Due Process:**

1. Student receives information concerning school rules and regulations.
2. Student receives written notice of charges or rationale for pending action.
3. Student receives an opportunity to participate in a hearing to articulate his/her view concerning the charges brought against them.
4. Parent/Guardian/Student are entitled to obtain representation in any appeals proceedings.
5. Student is not permitted to continue to attend regular classes pending the outcome of either suspension or expulsion appeals procedures unless permission to attend is authorized by the Superintendent or designee.

### **Suspension Appeals Procedures:**

Step1 Parent/Guardian/Student is permitted to schedule meeting with the Rise & Shine Academy Administration or designee to discuss suspension.

Step 2 Parent/Guardian/Student is permitted to appeal to the Rise & Shine Academy Board of Education where the board of education will hear facts and make a determination based on the appeal. The determination made by the Rise and Shine Academy Board of Education will serve as the final determination.

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**VI. Student Acknowledgment:**

I \_\_\_\_\_ have received and have reviewed the Rise & Shine Academy Parent/Student Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



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Parent Signature

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Date

**Rise and Shine Academy  
3248 Warsaw St.  
Toledo, OH, 43608**

## **Parent's Right to Know**

August 28, 2023

Dear Parent/Guardian,

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and if so, their qualifications.

If you would like this information, please contact Dr. Tashlai Burney at 419-244-9900.

Sincerely,

Dr. Tashlai Burney  
Instructional Superintendent

## SCHOOL-PARENT COMPACT

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

This school-parent compact is in effect during the 2023-2024 school year.

### SCHOOL RESPONSIBILITIES

The Rise and Shine Academy will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.

Our Title teachers will work with the students in the classroom, and in small groups to provide additional instruction based on the students' needs in math and reading which is determined by the student's state test results.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

Parent Teacher Conferences are held on October 26-27, 2023. Parents or teachers may request a conference at any other time.

3. Provide parents with frequent reports on their children's progress. Report cards will go home:

Midterm distribution:

- Week of September 26, 2023
- Week of December 11, 2023
- Week of February 26, 2024
- Week of May 3, 2024

Report Card Distribution:

- Week of October 30, 2023
- Week of January 29, 2024
- Week of April 12, 2024
- TBD

4. Provide parents reasonable access to staff.

The school encourages communication with the parents. Parents are welcome to request a meeting with a teacher or principal to discuss their child's needs.