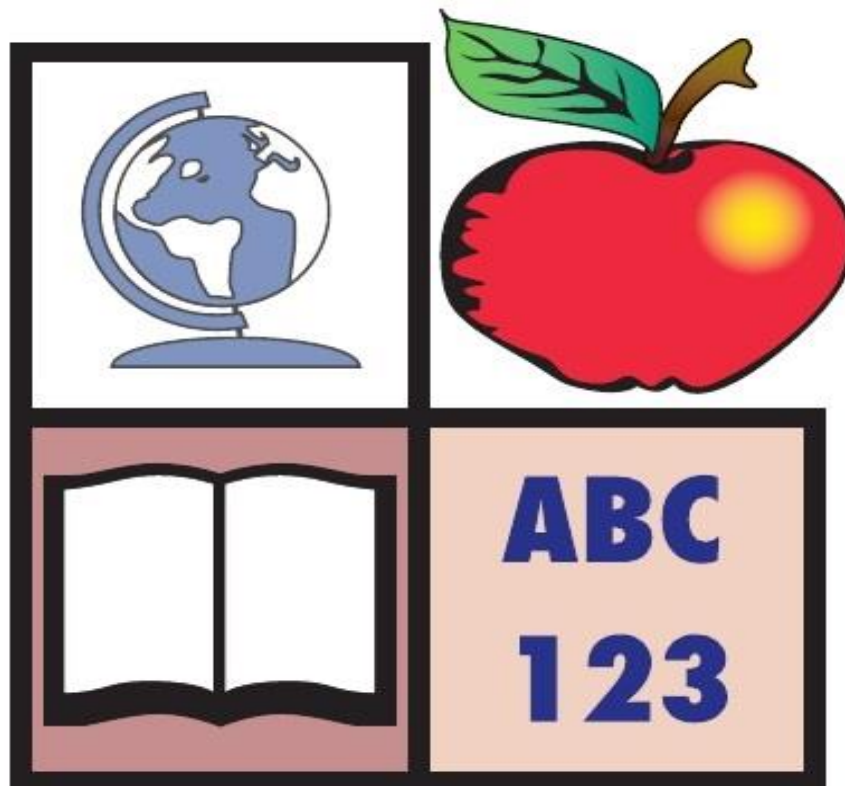


International Academy of Columbus

◆2436 Fuji Drive, Columbus, OH 43229
◆Phone (614) 794-0643 ◆Fax (614) 794-0697
www.iac-school.com

Student Handbook



International Academy of Columbus

International Academy of Columbus does not discriminate against any students or employees because of their intellectual ability, measure of achievement or aptitude, athletic ability, disability, race, creed, national origin, religion, or on any other ground that would be unlawful.

TABLE OF CONTENTS

PHILOSOPHY	4
MISSION.....	4
VISION	4
EQUAL EDUCATION OPPORTUNITY	4
AUTHORITY OF IAC EMPLOYEES	4
RULES OF CONDUCT	4
Social Behavior	5
Classroom Policies	5
Toys or Electronic Devices.....	5
School Hallways and Restrooms	5
Playground.....	6
School Property	6
Lunch and Lunchtime Behavior	6
Library	7
Student Lockers/Storage Compartments	7
After-School and Evening Activities	7
School Telephone	7
Cell Phones Usage	8
ATTENDANCE	9
Student Attendance Policy.....	9
Attendance and Tardiness Guidelines.....	10
Student Attendance Truancy.....	10
Planned Absences	12
Make-up Work.....	12
EMERGENCY SCHOOL CLOSING	12
TRANSPORTATION	12
Rules for School Bus Safety	12
Misconduct on School Buses	13
Reporting of Bus Misconduct.....	13
STUDENT DRESS CODE.....	13
Boys.....	14
Girls	14
SAFETY	14
FIRE AND TORNADO EMERGENCY PROCEDURES	14
VISITORS	15
GENERAL INFORMATION.....	15
BEHAVIOR INFRACTIONS	15
DANGEROUS WEAPONS AND INSTRUMENTS POLICY	16
Previously Expelled Students	16
INTERROGATIONS AND SEARCHES	16
Search and Seizure	17
Searches of Lockers/Storage Compartments	17
CORPORAL PUNISHMENT	17
Detention	17
Discipline.....	17
Denial of Privileges	17
HEALTH CARE	18
Regulation for Administration of Prescription Medications	18
Regulation for Use of Inhalers.....	19
REPORTING PUPIL PROGRESS.....	19
Report Cards.....	19
PROMOTION AND RETENTION	20
Promotion	20
Retention	20
PUPIL CUMULATIVE RECORDS	20
STUDENT WELL-BEING	21
PARTNERS IN EDUCATION	21

School Begins at Home	21
Homework	22
Study Habits	22
INTERNET POLICY	23
SPECIAL NEEDS SERVICES	23
LEAD POISONING PREVENTION	23
ADDITIONAL POLICIES	23
PARENT CONCERNS/COMPLAINTS	24
STAFF DIRECTORY	24

Dear Parents,

We welcome you to the International Academy of Columbus (IAC)! This handbook was created to help you understand the policies and procedures of our school. Please read it carefully and share it with your student(s) as they are expected to follow the school rules. If you have any questions, please discuss them with a member of the school administration team.

We will provide your child with a quality education and we look forward to having you and your family as part of the IAC family. We wish you a most successful school year.

Thank you,
The International Academy of Columbus School Board

SCHOOL BOARD MEMBERS

Mrs. Jana Al-Akhras, President
Mrs. Jathiya Abdullah –Simmons
Dr. Taymour El-Hosseiny
Dr. Souzan El-Kest
Mr. Abukar Osman

EXPECTATIONS

Continuous Improvement
Comparative Excellence
Outstanding Reputation

State-Prescribed Testing and Compulsory Attendance

“The International Academy of Columbus is a community school established under Chapter 3314.041 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

PHILOSOPHY

International Academy of Columbus (IAC) reaffirms the belief that the school, and by extension its teachers, are a second home for the child's overall character and cognitive development. IAC is committed to removing barriers of access to equal education for students by establishing a parent friendly environment and rigorous educational programs. IAC educational programs are designed to address and meet the academic as well as the character development needs of its diverse students through student-centered academic improvement and character educational plan.

MISSION

The mission of the International Academy is to provide a high quality education, global consciousness, and a competency-based education program from Kindergarten to eighth grade. In partnership with parents and the community, IAC will graduate students who are successful life-long learners and responsible citizens of their school, community, neighborhoods, and beyond.

IAC strives to the needs of a growing diverse population in Central Ohio, including the student population that is considered Limited English Proficiency (LEP) {English Language Learners (ELL)} and may come with an interrupted educational background.

VISION

In addition to an emphasis on quality education, IAC will serve to reinforce good character traits (universal values) and citizenship, which will be integrated throughout the curriculum. The nurturing environment at IAC is designed to result in academic success and increased self-esteem for all students.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the International Academy of Columbus to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, or social economic background, to learn through the curriculum offered by this school.

AUTHORITY OF IAC EMPLOYEES

All employees of the International Academy of Columbus have certain responsibilities to the school; and in order to carry out these responsibilities, they have the authority to correct students when the need arises. If any employee corrects a student, whether the employee is faculty, latchkey, clerical, cafeteria, custodial, or physical education, the student is expected to accept such correction and respond appropriately. Students as well as parents will treat **ALL** school employees with respect.

RULES OF CONDUCT

A standard of conduct is expected of students to facilitate a favorable environment for learning. Students must assume the consequences for failing to meet the standards of good conduct. Responsible behavior is required of all students in their dealings with school staff members, other students, and visitors to the school.

The expectations placed upon our students are as follows:

- Students will respect authority and conform to school rules of conduct.
- Students will be respectful of each other.

- Students will respect the rights and property of others, including teachers, students, and the school.
- Non-violence, peace and concern for each other are the foundations of all school activities.
- Each person possesses unique gifts that should be recognized and accepted.
- Students will attend school every day, be on time, and be prepared to learn.
- Students will wear the appropriate uniform and will present a neat, clean appearance.
- Students will exercise self-discipline and self-control in all aspects of school activities.
- Students will assist in maintaining an orderly, clean school environment

International Academy of Columbus students are expected to live up to our standards of conduct. Such standards are important for personal pride and achievement as well as school pride and reputation. A few students displaying inappropriate behavior can damage the reputation of the entire school.

Social Behavior

Students will conduct themselves according to the standards of character education, values training, positive character traits and proper behavior taught at the school. Violations include but are not limited to:

- cheating, stealing, lying, swearing, etc.
- lack of courtesy and respect (name-calling, talking back)
- any use of physical violence on school property
- harassment of students, teachers, volunteers, etc.
- disrespect toward staff members, substitute teachers, volunteers, and/or visitors

Classroom Policies

Each classroom has its own rules and expectations. Teachers may establish certain classroom rules in order to provide for a pleasant atmosphere and good classroom management. These specific rules are in addition to those listed in this Code of Conduct. Failure of a student to adhere to the classroom rules and policies may be subject to disciplinary action.

Students will always be expected to have proper materials when they report to class. School supplies must be purchased before the first day of school.

Toys or Electronic Devices

School is a place of learning. Distractions cause students to be inattentive. Therefore, students are to keep all toys or electronic devices at home unless the teacher designates a specific day for sharing.

School Hallways and Restrooms

The maintenance of order in school hallways and other areas outside the classroom is necessary for learning to take place. Students shall conduct themselves in a safe and quiet manner. Violations include, but are not limited to:

- loitering
- running
- loud noises, including slamming doors
- leaving the classroom without permission
- vandalism

Playground

The playground is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions are prohibited and may include, but are not limited to:

- any act of violence
- throwing of objects of any kind, including snow and/ or ice
- taking property of others (hats, gloves, etc.)
- not being in the approved supervised area
- improper use of playground equipment

School Property

Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include, but are not limited to:

- defacing textbooks, library books, and other school materials
- destruction or improper use of school computers, printers, or other technology
- defacing desks, walls, lockers, school building, grounds, etc.
- failure to respect the property of other students, teachers, school personnel, etc.
- chewing gum on school property
- improper use of restrooms and/or supplies

Lunch and Lunchtime Behavior

The International Academy encourages students to form healthy eating habits as well as to make good food choices. Therefore, IAC offers a federally funded school lunch program offering a variety of food options.

If a student prefers to bring his/her lunch, IAC asks that the student bring healthy balanced lunches. Please note that microwaves and refrigerators are available for student use under direct supervision of an IAC staff. Also, please note that carbonated drink, candy and/or chocolate consumption are not permitted during lunch.

Lunch should be a pleasant experience for everyone, teachers, students and staff. Students must display appropriate table manners, courteous conversation and cooperation with volunteers, teachers and school personnel. Violations include but are not limited to:

- eating food outside the designated area or room
- leaving without permission
- littering
- discourtesy (towards volunteers and others)
- failure to remain seated and to clean up your space

Library

The library is a resource tool for our students, staff and parents. It is important that the library itself and its books are respected and that materials are returned on time so that others may use them.

Books (two books at a time) can be checked out of the library for five school days. These books will need to be returned before any more books can be checked out. When a student is given a book(s), they become fully responsible for the return of that book(s).

At times, student's books are misplaced, lost or damaged. If this occurs, the student is responsible for paying the cost of the book(s), fines or late fees to the school. Payment will be required within 10 days of notification.

The above policies apply to library books checked out by teachers for classroom use or teachers' personal materials.

Books checked out by the students from public libraries are the responsibility of the student.

Student Lockers/Storage Compartments

School lockers/ storage compartments made available for student use on the school premises are the property of the International Academy of Columbus. The student's use of the locker/storage compartment does not diminish IAC's ownership or control of the locker/storage compartment.

These lockers/storage compartments are made available for student use in storing school supplies and personal items necessary for use at school. Lockers/storage compartments are not to be used to store items deemed counteractive to school functions or which are forbidden by state law.

Classroom teachers will assign lockers/storage compartments. Students who experience difficulty with a locker/storage compartment should report the information to the teacher. **DO NOT** store money or valuable items in the locker.

Students are permitted to go to their lockers at times determined by their classroom teacher(s)

IMPORTANT: Students found guilty of abusing their assigned lockers, causing damage will be assessed a repair charge.

After-School and Evening Activities

Students attending athletic events or other school activities are expected to conduct themselves in such a way as to reflect a positive image of our school.

School Telephone

Use of the telephone by students is prohibited. To help students develop responsibility, phone calls home requires the written consent of the student's teacher or school administrator. Excessive calls home will be charged 25 cents per call.

Students are not to call home if ill, **BUT MUST REPORT TO THE OFFICE FIRST**. School personnel will call if arrangements must be made for the student to leave school.

Cell Phones Usage

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of IAC has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen IAC's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of cell phones

Students are prohibited from using cell phones at all times.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern.

V. Cell phone storage

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

1. Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.

2. Securely store the student's cell phone in a teacher- or administrator-controlled locker, bin, or drawer for the remainder of the school day.
3. Place the student's cell phone in the school's central office and schedule a conference with a parent or guardian to be picked up and discuss the student's cell phone use.
4. Repeat offenders will be subjected to disciplinary actions which will include but not limited to phone confiscation at the discretion of the administration, and or internal/external suspension.

ATTENDANCE

Regular school attendance and punctuality are essential for a successful school experience. Students who are absent will be expected to make up missed assignments. (See Make-up Work pg 9)

The statutes governing school attendance are very specific. The school year is 920 hours of instruction. Excessive tardiness or absence may require the school administration to contact the Franklin County Department of Job and Family Services to make a report of educational neglect. This could result in the county intervention and a hearing in Franklin County Juvenile Court.

The Ohio Revised Code classifies absence from school as excused or unexcused. The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observation of religious holiday
6. Court orders

When a student is absent from school, a parent must call the school within one hour of the start of the school day to report his/her child's absence from school. If the parent does not contact the school, the school will make every reasonable attempt to contact parents at home or at work. If parents cannot be reached during the day, a postcard will be sent by the school to the parents to confirm their child's absence from school.

Student Attendance Policy

1. Students are expected to attend classes regularly and to be on time. Students who have regular and responsible attendance are more likely to enjoy school to a greater degree and to benefit more fully from the educational program.
2. It shall be the responsibility of the students and their parents/guardians to cause students to attend school regularly and in accordance with this policy and with administrative rules and regulations.
3. Attendance of all enrolled students is required for the entire time when schools are in session during the regular school year, which shall be at least 920 hours each school year, provided that students may be excused from attendance pursuant to policies and rules of the board and administration.
4. Students may be excused from attendance for reasons of personal illness, death or illness in the student's family, medical or business appointments which cannot be scheduled outside of school hours and for other reasons which can be justified from an educational standpoint and for which approval is

given by the student's parents/guardians and by the administration. A written request must be submitted or a telephone call received from the parent/guardian to verify parental consent to the absence.

5. Any absences from school or class which are not approved by the parents/guardians and by the administration shall be treated as unexcused absences and the student shall be subject to discipline.
6. All work missed due to excused absences shall be made up with credit. A reasonable date for make-up work will be determined by the teacher. If the work is not completed in a timely fashion, the student will receive a "0" for the work. Work missed due to an unexcused absence will receive a "0" grade.

Attendance and Tardiness Guidelines

1. Absences for more than 240 minutes (4 hours) will be counted as a full day of absence.
2. If a student arrives at school 90 minutes late or leaves school 90 minutes early, it will be considered one-half day absence.
3. Any student arriving after 9:05 a.m. will be considered tardy.
4. A student needs to be signed out in the office by the parent before leaving school prior to dismissal at 3:45 p.m.

Student Attendance Truancy

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress. To support academic success for all students, the school will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

(A) Definition of Truancy and Excessive Absence

1. "Habitual truant" means:
 - a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse; or
 - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. "Excessive absences" means:
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

(B) Truancy is Decriminalized with Several Changes

1. 'Excessive truancy' is not a part of the school zero tolerance policy for violent, disruptive or inappropriate behavior;
2. Students will not be expelled or suspended (out of school) for being truant; and
3. The school will take several steps to engage the student and his or her family before filing a complaint with juvenile court (including parental notification, an absence intervention team and an absence intervention plan detailed below). A complaint cannot be filed until:
 - a. the 61st day after failed implementation of an absence intervention plan; or

- b. A child has been absent without a legitimate excuse for 30 or more consecutive hours or 42 or more hours in a school month during the implementation of an absence intervention plan.

(C) Student Discipline

1. The school will permit students to make up missed work due to out-of-school suspensions; and
2. The school cannot apply any remaining part or all of a suspension to the following school year, but the superintendent may require a student to participate in community service or an alternative consequence for the number of hours equal to the time left on the suspension.

(D) EMIS Reporting

1. When the school notifies a parent that a student has excessive absences;
2. When a child has been absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year;
3. When a child, who has been adjudicated an unruly child for being a habitual truant, violates the court order regarding that adjudication; and
4. When an absence intervention plan has been implemented for a child.

E) School Responsibilities When A Child Has Excessive Absence

When a student is excessively absent from school, the following will occur:

1. The school will notify the student's parents in writing within 7 days of the triggering absence;
2. The student will follow the school's plan for absence intervention; and
3. The student and family may be referred to community resources.

(F) School Responsibilities When A Child Is Habitually Truant

When a student is habitually truant, the following will occur:

1. Within 7 days of the triggering absence, the school will do the following:
 - a. Select members of the absence intervention team;
 - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the school will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the school will file a complaint in the juvenile court.
5. Once the student reaches 72 hours of consecutive unexcused absences, the student will be withdrawn from the school

(G) Absence Intervention Teams

The school will establish an absence intervention team to be deployed when a student is deemed habitually truant. The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every child who is habitually truant by identifying specific barriers and solutions to attendance. This is aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile court.

Each absence intervention team will include:

- a. A representative from the school administration
- b. Another representative from the school who has a relationship with the child;
- c. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian.

The school may consult or partner with public and nonprofit agencies to provide assistance, as appropriate, to students and their families to reduce absences.
House Bill 410

Planned Absences

In an effort to clarify our position on vacationing and/or removing a student from school while classes are in session, International Academy has adopted the following policy:

1. A parent shall send a note to school AT LEAST FIVE (5) DAYS prior to the first day of absence indicating the dates the child will not be attending school. The reason for the absence will be stated.
2. In the event that step 1 as outlined above is not followed, the student will not be permitted to make up any work as designated by the teacher, and it becomes an unexcused absence.

When a student is absent from school, he/she missed the classroom instruction, which is so essential to the understanding of concepts and subject matter. We believe that making up assignments does not constitute the same quality of learning that occurs when a student attends school. While we attempt to help, teachers cannot assume responsibility for material missed while the student is not in attendance.

Make-up Work

The teacher will not penalize the student for lack of daily work, but will base a grade on the work turned in and agreed upon. The student will accept the responsibility for these obligations. If a student does not complete work as designated by the teacher within the time limit set, missed work becomes a zero. All work will be made up within five (5) days after returning to school.

EMERGENCY SCHOOL CLOSING

If it becomes necessary to close the school due to unexpected emergencies or weather conditions, an announcement will be made to television stations NBC4, ABC6, and Fox28. International Academy is closed when Columbus City Schools are closed due to weather.

There may be times when it is necessary because of some emergency TO DISMISS SCHOOL DURING THE DAY. It is impossible to call each parent when these situations occur. Parents are urged to make arrangements with a neighbor or friend so that the child will have a place to go if the parents are not home. It is also very important to communicate to your child what he/she should do if this situation occurs. The school will follow your "Emergency Release Plan".

TRANSPORTATION

Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the Columbus City School District will be supported by IAC.

Rules for School Bus Safety

The driver of a school bus carries a heavy burden of responsibility for the lives of his/her passengers. He/she must give full attention to driving while students are in transit. In order to do this, the following rules must be followed by the students:

1. Railroad crossings – Students may not talk when the bus is approaching a railroad crossing or highway intersection. This also includes while the bus is crossing the railroad tracks.
2. Seats – Drivers will assign seats and have a seating chart with them. Students must remain in their assigned seat.
3. Windows – Students will keep head, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only with approval of the driver.
4. Eating – Students may not eat or drink on the bus.
5. Conversation – Students may talk quietly. No yelling is permitted inside the bus or out the windows. Radios, tape players, CD players, etc. are not permitted. If found, they will be confiscated and held by school administration.
6. Bus stops – Students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.
7. Crossing – Students should cross approximately ten feet in front of the bus **ONLY**.
8. Time – Students should be on time at designated pickups in the morning and when school is dismissed.
9. Carry-on items – Items generally too large to fit under a passenger seat will not be permitted on the bus. The judgment of the driver is final.
10. Littering will not be permitted on or from a school bus.
11. Unauthorized passengers will not be transported on a school bus.
12. Animals are not permitted on the school bus.

Misconduct on School Buses

The principal will consider violations of these rules to be major breaches of conduct, which will result in denial of transportation privilege and suspension or expulsion from school. The following actions are not permitted on the school bus:

1. Fighting.
2. Throwing objects inside the bus or out the bus windows.
3. Using profanity or smoking while on the bus.
4. Carrying weapons on a school bus.
5. Tampering with the emergency door.
6. Other misconduct and behavior at the judgment of the driver.
7. Standing, moving from the assigned seat, switching seats, and turning around in the seat. **STUDENTS MUST REMAIN SEATED AT ALL TIMES.**

Reporting of Bus Misconduct

Busloads of students will not be taken back to school because of misconduct by a limited number of passengers. However, the driver will report the misconduct to the principal at the earliest opportunity. Depending on the severity of the offense, consequences include, but are not limited to:

- Warning
- Phone Call home
- Parent conference
- Detention
- Bus Suspension

Extreme offenses, on first referral, may result in removal from transportation and/or suspension, or possible expulsion from school.

STUDENT DRESS CODE

Uniforms are required for the International Academy of Columbus students. Adherence to the dress code is expected from the first day of school to the last.

All uniform clothing must be “French Toast School Uniform” brand or equivalent in styles and colors. All items are available at Meijers, Target, and Wal-Mart, many thrift stores, and for free through the Charity Newsies organization.

Boys

- Khaki uniform pants to be worn with a belt
- Short or long-sleeved navy blue polo shirt
- Tennis Shoes
- Navy blue sweater(optional for winter)

Girls

- Khaki uniform pants or skirt
- Short or long-sleeved navy blue polo shirt
- Tennis Shoes
- Navy blue sweater(optional for winter)

***If a head scarf is worn for religious or medical purpose, it must be **BLACK**.

The following are violations to the school uniform and will result in parents being called to pick up their child:

- | | |
|---|--|
| ➤ Sweatshirt or sweatpants | ➤ Hoodies, zip up or jean jacket |
| ➤ Open toed shoes, sandals, boots, or heels | ➤ Any clothing with picture or wording |
| ➤ Denim, Jeans & cargos | ➤ Any clothing not identified above |
| ➤ Bandanas and hats | ➤ Jewelry which may get tangled or snagged |

Students who come to school out of uniform will receive a Dress Code Warning. After three warnings, the student’s parents will be called. If this behavior continues, the student will be removed from the classroom and the parent will be called in to bring a change of clothing for their student. Extreme cases of violation can result in disciplinary action determined by administration.

SAFETY

Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to:

- talking during safety drills
- running, pushing, yelling or other inappropriate behavior
- possession of use of tobacco, alcohol, or drugs, weapons (also may result in suspension/expulsion)
- leaving the school building or grounds without permission
- any of the inappropriate playground behavior above

FIRE AND TORNADO EMERGENCY PROCEDURES

IAC complies with all fire safety laws and will conduct fire drills in accordance with State law. Fire and tornado drills are held at scheduled times throughout the school year. When drills are in session, remember the following basic rules:

1. Exit the building according to the drill instructions posted in all school areas.
2. Students are to be quiet during the drill and walk to their designated inside or outside area.
3. Staff and students are to be at least sixty feet away from the building outside for the duration of a fire drill.

VISITORS

Visitors, particularly parents, are welcome at IAC. In order to properly monitor the safety of students and staff, each visitor must sign in at the Information Desk and obtain a Visitor's badge. All parents and visitors are required to report directly to the Information Desk immediately upon arrival. Books, assignments, lunches, money, etc. should be left at the Information Desk, where school personnel will arrange delivery to the student. **AT NO TIME DURING THE SCHOOL DAY SHOULD THESE ITEMS BE TAKEN DIRECTLY TO THE CLASSROOM.**

If parents wish to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/staff or disruption of the learning process.

Parents picking up students during school must remain in the front lobby until someone in the office escorts their student to them. Also, parents picking students up after school must remain in the front lobby area until their students have been released from the classroom.

Students may not bring visitors to school without first obtaining permission from the school administration.

GENERAL INFORMATION

Fund-raising Sales: The school does not permit the selling of any items at school regardless of whether it is for personal profit or to be donated to a non-profit organization. The School Board will designate approved fundraisers each year.

Lost and Found: Students who find lost articles are asked to take them to the school office during the school day. Students and parents are expected to check frequently in the office for lost items.

Field Trips: Students must have signed written permission slips on file before being allowed to go on any field trip.

BEHAVIOR INFRACTIONS

The following types of misconduct shall result in the disciplinary action of suspension, removal, or expulsion:

1. An act of physical violence or threatened physical violence, including fighting, whereby the perpetrator causes, attempts to cause, or seriously threatens to cause physical harm to another, with or without dangerous weapon, while in the custody and control of the school or in the course of a school-related activity – **NO TOLERANCE. POLICE MAY BE CALLED.**
2. Theft or damage or destruction of personal or school property, or possession of stolen personal or school property.
3. An act of arson, initiating without cause a fire alarm, reporting of a fire, or report of an impending bomb or catastrophe.
4. The possession; use, arranging or attempting to purchase, offering to sell, or transmit, or being under the influence of any narcotic drug, hallucinogenic drug, intoxicant of any kind, or "look alike" drug.
5. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives.
6. Gambling on school property.
7. Possession and/or transmission of pornographic materials.
8. Sexual harassment, assaults, acts, or gestures directed toward student or other individuals.
9. Disruption or interference with curricular or extracurricular activities.

10. Insubordination, including intentional interference with the teacher's conduct of the class, failure to obey a reasonable request or failure to identify oneself to school personnel when requested.
11. Inciting to riot or to disrupt the operation of the school.
12. Use of profane, vulgar, or other improper language.
13. Violation of special rules of conduct for school buses.
14. Use of tobacco products on school grounds.
15. Establishment and conduct of clubs and organizations without official approval.
16. Stealing, and/or cheating on tests or other school assignments.
17. General misconduct and misbehavior, disrespect, and/or inappropriate social behavior.
18. Publication, display and/or distribution of unauthorized materials.
19. Fraud or forgery of school or parental documents.
20. Inappropriate attire or violation of rules as set forth in this handbook.
21. Failure to accept discipline or punishment.
22. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the School Board.
23. Misuse of technology/computers.

DANGEROUS WEAPONS AND INSTRUMENTS POLICY

The School Board is committed to providing the students of the International Academy of Columbus with an educational environment, which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel or projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device, which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property in a school vehicle, or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity, the school administrator shall expel this student from the International Academy of Columbus indefinitely.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle, or to any school sponsored activity, the school administrator shall expel the student from school, subject to the same conditions stated above.

This policy also includes "look-alike" or toy weapons, including, but not limited to, squirt guns, cap guns, and toy knives.

Previously Expelled Students

Students wishing to enroll in IAC according to the admissions screening process but who have been suspended or expelled from another school for the reasons stated above will not be able to enroll into IAC.

INTERROGATIONS AND SEARCHES

Before any interrogation of a student on school grounds by a law enforcement officer (except in suspected child abuse cases), a school administrator must notify the student's parents. Lacking consent from the parent and appropriate legal documentation, the law officer shall be advised to make arrangements directly with the student's parent to coordinate such questioning.

Search and Seizure

Search for dangerous or illegal items or evidence of a violation of the law and of school rules is a proper means of protecting the interests of students, parents, and employees of the International Academy of Columbus. Administrators and teachers shall be authorized to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The measures adopted for the search will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Searches of Lockers/Storage Compartments

Student lockers/storage compartments are the property of IAC. Lockers/storage compartments and the content of all lockers/storage compartments are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule

CORPORAL PUNISHMENT

International Academy employees or volunteers are not permitted to hit, kick, punch, push, pinch, physically punish any student under any circumstance, nor will any emotional or verbal abuse be tolerated.

Detention

In a detention situation, the student remains after school 30 minutes. Notification of detention will be provided to parents at least one day in advance. Transportation home must be provided by a parent or guardian. No student is exempt from serving his/her detention and failure to do so will result in an additional detention.

Discipline

The discipline procedures of the International Academy shall be based on the premise that every student attending school is able to understand the difference between right and wrong, that every student is aware that he/she is attending school primarily to learn and profit through the course of study, and that constituted authority and school regulations are necessary for the proper conduct of the school.

The school board recognizes that it has a solemn obligation to protect the community's property as well as protect the rights and privileges of those students are enrolled at IAC.

Any student who demonstrates that he/she is unable to understand the difference between right and wrong, or who has no apparent desire to profit from the course of instruction, or who has no regard for the rights of other students, or any combination of the above, is subject to severe disciplinary action including expulsion from school.

Denial of Privileges

Students who accumulate numerous disciplinary referrals will be restricted from attending one or all of the following activities: gym, recess, special activities, social functions, field trips, assemblies or school sponsored activities.

HEALTH CARE

If a child has an accident or becomes ill at school, they should report to the office. If it is serious enough, parents will be notified to come and get the child. Students are not permitted to call home on their own to report illness. At the beginning of the year, parents must complete an emergency card designating the person, doctor, or hospital to be contacted in case of emergency in the event that parents cannot be reached.

Parents are responsible for informing the school of their child's specific health problems, especially allergies or asthma. In case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless such pupil presents written evidence that he/she has received the required immunization by such means as may be approved by the Department of Health, pursuant to the powers granted by 3701.13 of the Ohio Revised Code or unless such pupil presents a written statement of his parents or guardian objecting to such immunization because of medical or religious grounds and substantiated by the physician, minister or practitioner of their faith. The following are required immunizations:

- Four (4) DPT (Diphtheria, Pertussis, Tetanus)
- Three (3) Polio
- Plus one MMR (Measles, Mumps, Rubella)
- One Varicella (Chicken Pox)

All doses must include the month and year received.

Regulation for Administration of Prescription Medications

1. Written request must be obtained from the physician and the parent/guardian before any medication may be administered by the school staff. The request must include instructions as to name of medication, dosage, time and duration of medication, and possible side effects. A Request for Administration of Medication Form may be obtained from the school
2. Medication must be received in the original container in which it was dispensed by the doctor or pharmacist.
3. New request forms must be submitted each school year and as necessary for changes in medication order. The medication and the signed permission forms should be brought to the school by the parent/guardian, when possible.
4. Accurate records of the administration of medication will be kept on file for one year.
5. A student will not carry his/her own medication, nor shall a student administer his/her own medication unless she/he does so under supervision by the school administrator. Medication must be locked by the school administrator unless it requires refrigeration, in which case it may be kept in a refrigerator in a place not commonly used by students.
6. Medication permission may be faxed to the school.
7. Aspirin and its substitutes are considered medications and will not be given without completion of the Request for Administration of Medication Form.

8. The School Board designates the following personnel to administer medication: school nurse, program assistants, school administrator (personnel required having up-to-date first aid training). Any of the foregoing personnel administering medication may do so only after reviewing the applicable request form, including physician's instructions.
9. If a teacher is taking his/her class on a field trip the teacher may dispense the prescription medication only if the form has been signed by a physician (white prescription form).
10. Notwithstanding the foregoing, a student may carry and administer his/her own medication via inhaler if a request for the student to do so per form REQUEST THAT STUDENT CARRY AND ADMINISTER OWN MEDICATION TO BE DELIVERED BY INHALER is completed by a physician and a parent/guardian in advance.

Regulation for Use of Inhalers

1. The intent of this form is to provide a medical override in response to a LIFE THREATENING situation. Students who use their inhalers on a set schedule need to come to the school office where the inhaler will be stored. Only inhalers to be used "as needed" may be carried by a student, and then, only with this completed form on file in the school office.
2. Inhalers should be properly labeled with your student's name and the name of the medication clearly visible.
3. If a rotohaler or spinhaler is used, the extra capsules of medication will be kept locked in the school office. One capsule of medication will be kept in the inhaler and replaced as needed.
4. Please be sure your student understands the danger of using his/her inhaler too frequently. Also, discuss with them how their inhaler will be stored and carried, so it will not be lost or accessible to another student.
5. A new request form must be submitted each school year and as necessary for changes in medication order.
6. Medication forms may be picked up at the end of each school year so that your student may begin carrying his/her inhaler on the first day of the new school year (with properly completed medication form on file).
7. If a lost inhaler is found, it will be returned to the school office and the parent notified.

REPORTING PUPIL PROGRESS

All grades will be evaluated once every nine weeks (Grading period). Parent conferences will be made to keep parents informed of pupil progress. Parents are urged to contact their child's teacher if concerns arise. Parents of students who are failing or are not making adequate progress will be notified. Please review the reports carefully. If you have any questions, contact the teacher or school administrator. We would like the reports to be a means of communication; therefore, everyone must understand what it conveys.

Parent-teacher conferences are scheduled twice each year to provide the staff with time to meet with parents.

Report Cards

Report cards will be sent home four times during the academic year. Grading is done according to grade level, quality of work, completion of assignments, and teacher judgment. The teacher is the final judge for all grades. The following marks will be given:

Letter grade

- A - Excellent

- **B** - Good
- **C** - Average
- **D** - Low
- **F** - Failing

Number Grade

- **3** - Achieving
- **2** - Progressing
- **1** - Limited Progress (Support Needed)

For Character Education the following marks may be used

- **O** - Outstanding
- **S** - Satisfactory
- **I** - Improvement needed
- **U** - Unsatisfactory

PROMOTION AND RETENTION

Promotion from one grade to another normally occurs at the end of the school year. Normally, students are promoted to the next grade by completing grade level criteria established by the curriculum. At other times, however, some students are placed in the next grade or retained in their current grade. The following criteria will be used to determine a student's placement into the next grade or retention in the current grade:

Promotion

- The student's mastery of current grade level curriculum (80% mastery in reading, writing and English)
- The student's attendance record (90% of enrolled days);
- The student's maturity level as demonstrated throughout the year; and,
- Teacher and administrative team meeting regarding student.

Retention

- Student's inability to master grade level criteria (PPOs with 80% mastery in reading, writing and English)
- Poor attendance; absences equal to 18 days
- Immaturity; and,
- Consensus of teacher and administration.
- Third Grade Reading Guarantee (TGRG) according to ORC 3313.608

Students who have not met the above promotion requirements will not be promoted into the next grade. Students who have not met the attendance requirement due to excused illness or injury will be promoted provided their grades are adequate.

PUPIL CUMULATIVE RECORDS

Student records are confidential and are protected by the Privacy Act. Only school staff and the child's natural parents or legal guardians have access to the records. Please notify the school office immediately

upon a change of address, phone, custody, emergency phone number, etc. This information is very important in the case of an emergency, illness or other school matters.

STUDENT WELL-BEING

Student safety is a primary responsibility of the staff. All staff members are familiar with the emergency disaster procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

PARTNERS IN EDUCATION

Parents are strongly encouraged to be involved in the educational process of their children. At International Academy, we encourage frequent scheduled parent-teacher conferences to exchange information and to plan appropriate strategies for optimal education.

Parents of students at the International Academy of Columbus shall receive annually, a copy of current policies, rules, regulations, and procedures commonly known as a student/parent handbook.

The student/parent handbook shall contain among other information, a list of those acts for which a student may be suspended, expelled, removed, or otherwise disciplined.

Copies of the policy pertaining to suspension and expulsion shall be available to all students upon request.

School Begins at Home

We want every child to experience success at school, and you can help your child do so. Getting your child's day off to a good start is one of the best things you can do for him/her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

1. Send your child to school on time, not late or too early.
2. Teach your child to respect and obey all school employees. All teachers and other adults have authority and are responsible for the safety of children and for general building order.
3. Talk with your child about treating other children in the same manner as she/he wishes to be treated (avoid name calling, arguing, etc.)
4. Tell your child to go directly to and from the bus route using the same route/routine every day.
5. Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
6. Good nutrition maximizes your child's day at school. Please provide your child with a nourishing breakfast and lunch.
7. Discuss with your child all the information in this handbook so that she/he clearly understands what is expected from him/her at school.
8. Become actively involved in your school. You can do so by participating in the PTO, or by volunteering to assist with special school projects.

9. Above all else, tell your child when she/he is doing a good job in school - praise him/her for good efforts and good behavior at school. We will do the same at school.

This year school can be a successful learning experience for your child, but it will take a lot of work on his/her part as well as your cooperation as parents. It's worth everyone's best effort and we guarantee to give each child our very best.

Homework

Daily homework assignments are an extension of and reinforce class work. Homework may be assigned for Monday through Friday evenings. The amount of homework and the time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework result in appropriate disciplinary measures.

Homework is an important part of the educational process and has the following objectives:

1. To promote growth in self-responsibility, self-direction and learning
2. To promote work habits
3. To enrich and extend school research experiences
4. To bring students in contact with out-of-school learning resources
5. To help students budget time
6. To provide essential practice in developing skills.

Students will be responsible for completing assigned homework as directed and returning it to the teacher by the designated time. Students are responsible for submitting homework assignments, which reflect careful attention to detail and quality of work. Although we do not believe it is a parent's responsibility to give a great deal of assistance to students completing homework, we hope that parents will:

1. Encourage and support the student in the performance of assigned homework
2. Indicate an interest about the assignments and assist, if possible, when requested by the student
3. Support the school regarding the student being assigned homework
4. Request assignments for the student when long-term absences are necessary.

Study Habits

What may be too much homework for one student may be very little for another. Intelligence is a factor, of course, but not as great a factor as the study habits practiced.

During conferences, many parents ask, "How can I help my child complete his homework?" or "Is it better for my child to work on his/her homework right after coming home from school or later in the evening?"

A logical reply would be "whichever time is better for your child." A definite time for study must be arranged and followed. A brief outline for study is as follows:

1. Arrange a time when your child can do his/her homework free of distractions.
2. Arrange for a place for study. Keep the room at a comfortable temperature. Use proper lighting and keep supplies within reach.
3. Procedure for study:
 - List subjects for which preparation must be made.
 - Begin work on most difficult subjects first.

- Use study time even when no homework is assigned (read a favorite book, review, etc.
-

INTERNET POLICY

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities. All IAC students will use the internet with the supervision of an adult. All students should surf safely and use the internet responsibly.

SPECIAL NEEDS SERVICES

International Academy of Columbus will comply with O.R.C. Chapter 3323 and PL 105-17, Individual with Disabilities Education Improvement Act (IDEA).

1. Hearing, vision, speech and communication, and health or medical problems will be reported by November 1st of each school year.
2. Students admitted other than at the beginning of the school year will be screened within 60 days of admission.
3. Students will be provided with all appropriate interventions prior to seeking parental consent for psychological testing to determine whether a disability with an educational impact exists.
4. An Individual Educational Plan (IEP) will be developed for each student identified as having a disability with an educational impact and the school will provide the required educational services in the least restrictive environment.
5. International Academy of Columbus will consult with personnel at the County Special Education Resource Center, and other specialized resources, to ensure that special needs students receive optimum services. Ancillary service providers (speech-language pathologist, occupational therapist, psychologist, physical therapist, reading specialist, etc.) will provide services within the classroom setting whenever possible. When necessary, special needs students may be pulled from the classroom and provided services on an individual or group basis. The School will contract with service providers for services that are beyond the capabilities of its full-time staff.

<http://education.ohio.gov/Topics/Special-Education/A-Guide-to-Parent-Rights-in-Special-Education>

LEAD POISONING PREVENTION

Lead is a highly toxic metal that was used for many years in products found in and around our homes. Lead may cause a range of health effects, from behavioral problems and learning disabilities, to seizures and death. Children 6 years old and under are most at risk, because their bodies are growing quickly.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on the school website at www.iac-school.com to protect your family.

ADDITIONAL POLICIES

Additional information and policies can be found online at www.iac-school.com or can be obtained from the administration office. Please contact IAC at 614-794-0644 to request a hard copy of the following policies:

- Anti-Bullying Policy
- Administration of Diabetes
- Child Find Notice
- Directory Information
- Homeless Student Policy
- Student Internet Use & Safety
- Parent Involvement Policy
- Public Record Policy
- Use & Possession of Metered Dose & Dry Powdered Inhaler Policy
- Use of Epinephrine Injector Policy
- Local Wellness Policy
- Lead Poisoning Prevention

PARENT CONCERNS/COMPLAINTS

From time to time concerns regarding the school will arise. International Academy welcomes constructive criticism, believing it can improve the quality of program and meet individual student needs more effectively.

Persons with concerns are asked to resolve the matter as near the source as possible. When additional help is needed, concerned parties must follow the usual channels of authority within the school, first with the teacher and then with the principal.

STAFF DIRECTORY

Staff Directory is available upon request

All policies adopted after revision of handbook supersede policies contained therein.

Updated February 2019.