



THE KNIGHT ACADEMY

Student & Parent Handbook

2011 – 2012 School Year

The Knight Academy is a student-centered community middle school serving boys and girls in the greater Toledo area.

Approved by the Board of Directors of The Knight Academy
July 20, 2011

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THE KNIGHT ACADEMY

Dear Parent and Student:

Congratulations on becoming new members of The Knight Academy community. The information included in this Handbook is to help you prepare and become acquainted with your new school. You have demonstrated your sincere interest in finding the best educational experience for your child. We know there are many educational alternatives to consider. The Knight Academy has been established to provide you and your child with a formula to excel and succeed academically in anticipation of attending the high school of his/her choice in the future.

The Knight Academy is an exciting alternative designed for students and their families who are committed to the preparation required to ensure future high school success. We accomplish this through rigorous academic development surpassing the basic academic skills of the 5th, 6th, 7th and 8th grade levels.

In addition, we are committed to fostering the character and capabilities of our students. As a foundation for future success, we will nurture the development of personal values, a personal code of behavior, confidence in one's own capabilities, and concern for and service to others.

Please carefully review and familiarize yourself with the information contained in the Handbook. It provides details about our expanded school day, certain procedures that will assist you in working with the school, and the policies that students and staff will follow during the school year.

Here at The Knight Academy, we are very excited about starting our 4th year in operation. We have had tremendous support from our families during the last three years, and have experienced impressive successes with our students. We look forward to sharing those same outcomes with you and your student this year, while continually striving to improve our goal of offering a high quality public education.

Sincerely,

Thomas B. Baker, Executive Director

KNIGHT ACADEMY SCHOOL CALENDAR

2011-2012

Friday, August 12, 2011	Teacher Workday
Monday, August 15, 2011	5 th & 6 th Grade Orientation (all day) Parents Orientation at 6:30 P.M
Tuesday, August 16, 2011	7 th & 8 th Grade Orientation (all day) Parents Orientation at 6:30 P.M
Wednesday, August 17, 2011	First Day of School for 5-8 grade students Parent "Meet the Teacher Night, 4:00-5:00 pm
Monday, September 5, 2011	NO SCHOOL. Labor Day
Friday, September 16, 2011	1 st Quarter Midterm Ends
Thursday, September 22, 2011	1 st Quarter Midterm sent home. American Red Cross Blood Drive 2:00 – 7:00 pm
Thursday, October 20, 2011	1 st Quarter ends.
Wednesday, October 26, 2011	Parent-Teacher Conferences after 4:00 pm.(School is session) Grade cards will be distributed during conferences.
Thursday, October 27, 2011	NO SCHOOL. Parent-Teacher Conferences
Friday, October 28, 2011	NO SCHOOL.
Monday, November 21- Friday, November 25, 2011	NO SCHOOL. Thanksgiving Break.
Wednesday, November 30, 2011	2 nd Quarter Midterm Ends
Thursday, December 8, 2011	2 nd Quarter Midterms sent home.
Monday, December 19- Sunday, December, 2011	NO SCHOOL. Holiday Break
Monday January 2, 2012	Return from Break
Monday, January 16, 2012	NO SCHOOL. Dr. Martin Luther King Day

Wednesday, January 18, 2012	2 nd Quarter Ends
Thursday, January 26, 2012	2 nd Quarter report cards sent home
Monday, February 20, 2012- Friday, February 24, 2012	NO SCHOOL. Winter Break.
Wednesday, February 29, 2012	3 rd Quarter Midterm Ends.
Thursday, March 8, 2012	3 rd Quarter Midterms sent home.
Monday, April 2, 2012	3 rd Quarter ends
Tuesday April 3, 2012	No School Parent teacher conferences 7:30 – 4:00 (Invitation only)
Wednesday April 4, 2012 – Friday April 6, 2012	No School –Spring Break
Monday, April 9, 2012	School Resumes
Thursday, April 12, 2012	3 rd Quarter report cards sent home.
Monday May 7, 2012	4 th Quarter Midterm Ends
Monday, May 8, 2012- Friday, May 10, 2012	OAA State Testing, all grades
Friday, May 25, 2012	NO SCHOOL. Staff Professional Development Day
Monday, May 28, 2012	NO SCHOOL. Memorial Day.
Thursday June, 7 2012	Graduation
Tuesday, June 12, 2012	Last Day of School !!!
Wednesday, June 13, 2011	Teacher Work Day.

MISSION OF THE SCHOOL

The mission of The Knight Academy is to help young men and young women of the Toledo area reach for their future by preparing themselves to pursue a college preparatory education at the high school of their choice. This will be accomplished through rigorous academic preparation which goes beyond basic academic skills in grades 5-8, to include a focused activity program assisting our students develop character and capabilities for succeeding in high school and in their future lives. The overall goal is to prepare students for a college preparatory high school education and beyond.

OUR EDUCATIONAL EFFORTS WILL FOCUS ON THREE PROGRAM AREAS:

Academic:

1. Students will be taught basic mathematics, reading comprehension, grammar, writing, and study skills to ensure they are prepared to begin and succeed in a college preparatory course of study in grade 9.
2. Capable students will be provided advanced courses, e.g., Algebra I, accelerated foreign language study, computer programming, etc.
3. Students will have access to science laboratories, computer laboratories, and physical education facilities.
4. Students will study art and music (both instrumental and vocal).

Physical:

1. Students will participate in physical education.
2. Students will have access to an area natatorium and gymnasium facilities.
3. Students will be instructed in cardiovascular and weight training.
4. Students will learn healthy diet and behavior.
5. Students will learn good sportsmanship and team cooperation.
6. Students will be instructed in the basic rules and physical activities for mainline sports, e.g., football, baseball, soccer, basketball, wrestling, running, and specialty sports, e.g., water polo, lacrosse.

Character Development:

Students will be educated in the following areas of Character Development:

- a. Loyalty
- b. Integrity
- c. Courage
- d. Perseverance
- e. Fidelity
- f. Gentleness
- g. Friendship

- h. Service
- i. Optimism
- j. Honesty
- k. Trustworthiness

Student behavior according to these areas of Character Development will be expected at all times. In order to achieve all of the above, the school will operate on an extended school day. Staff will include administrators, social workers, teachers, teacher aides, and high school student volunteers for tutoring and physical activities.

THE KNIGHT ACADEMY EDUCATIONAL PHILOSOPHY AND PROGRAM FOCUS

The Academy's rigorous academic program is student-centered and based upon State of Ohio academic standards and utilizes classroom best practices drawn from published research and The Academy staff's education and direct experience. These practices will include differentiated instruction focused on helping every student develop the knowledge, skills, and capabilities necessary to succeed in his/her subsequent schooling, future workplace efforts, and future life situations. As a foundation for future success we are committed to nurturing the development of personal values; helping students build self-confidence in their own abilities; and instilling an attitude of concern for and service to others based on a personal code of behavior. The Academy creates a positive learning environment in which we help our students succeed through:

- imaginative standards-based instructional and learning leadership and direction in our classrooms
- extensive personal coaching involvement with every student by our classroom teachers and teaching assistants
- practical assessments of individual student performance and progress based upon regular teacher observation and evaluation and periodic use of formal standards-based assessment tools
- specialized assistance, guidance, and academic assistance responsive to individual student needs and guided by selected learning specialists
- supplemental tutoring, if appropriate, provided by area high school students and others trained as tutors
- specialized assistance and advanced resources required for math, science, technology, art, music, and athletic development are provided by partnerships established with area high schools.

EQUAL EDUCATION OPPORTUNITY

It is the policy of The Knight Academy to provide equal opportunity for all students. Any person who believes that The Academy or any staff member has discriminated against and/or harassed a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin has the right to file a complaint. A formal complaint can be made in writing to the Executive Director of The Academy.

The complaint will be investigated and a response, in writing stating the steps the school will take to correct the situation, will be given to the concerned person within 10 days. Under no circumstances will The Academy threaten or retaliate against anyone who raises or files a complaint.

THE KNIGHT ACADEMY EXTENDED DAY SCHEDULE

The success of The Knight Academy's academic program is in part due to the extensive menu of academic learning activities and character formation experiences in which every student is immersed daily. Success is accomplished by using a well crafted extended schedule operates on a daily, weekly, and yearly basis. The Academy's daily schedule, extending beyond the normal school day, is focused on enabling each student to build confidence in his/her academic skills and life skills by participating in:

- The **Academic Assist** period. The rich learning environment of The Academy is reinforced by skill and confidence-building academic practice and learning activities such as problem solving workshops, personal coaching sessions, and tutoring sessions in any subject initiated by student request or teacher recommendation.

CLASS FEES 2011 - 2012

Grade 5.....	\$50
Grade 6.....	\$50
Grade 7.....	\$50
Grade 8.....	\$50

ARRIVAL AND DISMISSAL TIMES

It is important that students are present for the entire school day. **The Knight Academy's school schedule is designed to meet the state required number of days and hours of instruction that are necessary for a student to be given credit for promotion to the next grade level.** Late arrivals and early dismissals reduce the number of hours a student is in school, and places her/him in jeopardy of a shortage of hours for the school year.

School officials understand that medical and dental appointments might occasionally need to be scheduled during the school day, however, if that is necessary a signed note from the treatment provider, documenting arrival and departure times, is required for the student's file. Furthermore, it is expected that a student will return to school following the appointment, as s/he will only be excused for the appointment time documented on the physician note.

The Academy's doors open at 7:00 AM Monday through Friday, with the official school day beginning at 8:00 AM. School is dismissed at 4:00 PM Monday-Thursday, with an early dismissal at 3:10 PM on Fridays. Parents are expected to pick their children up between 4:00-4:20 and 3:10-3:30 respectively.

It is very important that parents pick up their children **on time**. Failure to pick students up at the scheduled dismissal times incurs additional staff costs for the school. If an emergency occurs impeding a parent from arriving at the school for timely pick up of their child, the parent is to call the school and notify them of the emergency.

AFTER-SCHOOL CARE

The Knight Academy provides after-school care to 5th through 8th grade students from 4:00-6:00 PM Monday through Thursday. Friday from 3:30 – 5:30 Parents may choose to use this service every day, or only on the days they need it. Cost is \$2.25 an hour. Late pickups from aftercare will be assessed additional charges beyond the hourly fee.

ATTENDANCE

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study. In addition attendance is important in the development of self-discipline, reliability, personal responsibility, and a high quality work ethic which will be a significant factor in a student's success with future employers.

Excusable reasons for absence:

The Knight Academy accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the Executive Director or a phone call may be made to the office and will be filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Personal Illness – a written physician's statement verifying the illness may be required. Physician's note must be turned in when the student returns to school.
- B. Illness in the Family – the absence under this condition shall not apply to family members under 14 years of age.
- C. Quarantine of the Home
- D. Death in the family
- E. Family Vacations – arrangements must be made ahead of time with the Executive Director
- F. Observation or celebration of a bona fide religious holiday
- G. Such good cause as may be acceptable to the Executive Director

Notification of Absence

If a student is going to be absent, the parents must notify the school and provide an explanation no later than 9:00 a.m. on the day of the absence. The parents should provide a written excuse at the time the student returns to school. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for the student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up the missed class work. The student will also be subject to disciplinary action.

Students who are absent with an excuse for more than five (5) days in a grading period, regardless of the reason, will be considered “frequently absent.” If there is a pattern of frequent absence for “illness”, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment being provided to address the condition. Without such a statement, the student’s permanent attendance record will indicate “frequent unexplained illness.”

Non-emergency medical appointments are NOT excusable absences for the entire school day. Depending on the appointment time, students are expected to attend their regular school day schedule and parents may pick them up or return them to school following the appointment. When missing any portion of the school day for a medical appointment, the student must provide a doctor’s note with the appointment time and time the student left the doctor’s office to be granted an excused absence.

Withdrawal

A student who fails to participate in one hundred and five (105) consecutive hours of learning opportunities will be automatically withdrawn, unless the student’s absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the Executive Director or his/her designee.

Make-up of Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the administrative office as soon as possible to obtain assignments. The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher’s test due to an excused absence he/she may make arrangements with the teacher to take the test at another time. If he/she misses a state-mandated assessment or other standardized test, the student should consult with the administrative office to arrange for the administration of a make-up test.

Absence and Suspension from School

Absence from school due to suspension or expulsion is to be made a part of the student’s permanent record. Days of absence shall be noted in the student’s permanent attendance record as an unexcused absence because of suspension or expulsion. A suspended student will be offered make-up school work due to suspension but only 50% credit will be given.

Vacations During the School Year

Parents are encouraged **not** to take their child out of school for vacation. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Executive Director to make the necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Homebound Instruction

The Knight Academy may arrange for individual instruction at home or in the hospital for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

National Junior Honor Society

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, citizenship, and character. These characteristics have been associated with membership in the organization since its beginning in 1929. The Knight Academy is proud to be the only local community school to sponsor a chapter of the National Junior Honor Society. Students are eligible to be members on the NJHS from the second semester of the 6th grade through the 9th grade. Candidates must meet the following criteria for consideration:

- **Scholarship.** 85%, "B" average, or 3.0 GPA.
- **Service.** Volunteer service without compensation (6 hours).
- **Leadership.** Experience from school and community can be considered.
- **Character.** The regular demonstration of positive character qualities including honesty, respect, courtesy, etc.
- **Citizenship.** Civic involvement and demonstration of civic values through involvement of scouting, community or school clubs.

After-School Clubs

The Knight Academy offers a number of after-school interest clubs, depending on student interest and staff availability to serve as advisors. Clubs that have been offered in the past include art club, chess club, martial arts, and baseball club. Clubs typically run from 4:00-5:00-5:30 PM, every other week. Clubs for the 2011 – 2012 school year will be announced in the Executive Director's weekly newsletter and posted on the website.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his parents shall be subject to the truancy laws of the State of Ohio. The Executive Director has the power to report truancy issues to the court system.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school he must report to the school office before going to his/her first assigned location. Any student who is late to class shall be disciplined by the teacher. A student who is more than ten (10) minutes late will be considered absent for that instruction period, unless otherwise excused by the teacher or Executive Director

- a) An accumulation of five (5) tardies will result in one (1) hour of after-school detention.
- b) An accumulation of fifteen (15) tardies will result in a 3-day suspension.

ATHLETIC ELIGIBILITY

Students participating in any sport at The Knight Academy must meet the eligibility requirements set forth. Each requirement applies to each subject area for which the student receives a grade. Eligibility will be assessed before the student is permitted to try out. Students who are on a team will be assessed for continued eligibility at the midterm and end of quarter during the season. Failure to meet the requirements will result in the student being ineligible to participate until grades are brought up to eligibility requirements. If during the next assessment, he fulfills all requirements, his/her eligibility will be reinstated.

1. Academic Eligibility

- a. The student is expected to maintain a weekly grade average of a C or higher in each subject area for which the student receives a grade.
- b. A student is allowed to have one (1) D in a subject and still be eligible but no F's are allowed
- c. Student's are able to appeal to the coach for reinstatement when grades have reached an acceptable level
- d. If a student is able to show vast academic improvement a coach may deem a player eligible on a case by case basis with approval of the Executive Director

2. Attendance Eligibility

- a. The student should be in attendance at school to be eligible to play on that day. During the season, any student charged with an unexcused absence will be ineligible for one (1) week.
- b. Students must be picked up promptly at the conclusion of daily practices. Students who have two (2) or more late pickups may be excused from the program.

3. Behavioral Eligibility

- a. During the season, any discipline referrals, after-school detentions, or in/out-of-school suspensions will result in ineligibility for the following week except in the case of tardies.
- b. During the season, if the student is involved in fighting, uses inappropriate language, shows poor sportsmanship, or is disrespectful during the game or practice, he/she will be excused from the program for the remainder of the season.

COACHES

Coaches must be fingerprinted and have the results and a signed copy of the Code of Ethics turned into the Executive Director one (1) week prior to the first practice. (See attachment A).

CELL PHONES

Use of cell phones by students is strictly prohibited. If parents determine it necessary for a student to carry a cell phone to and from school, the phone must be checked in at the office upon the student's arrival, and retrieved at dismissal. Any unauthorized possession of a cell phone during school hours will result in the cell phone being confiscated and parents will be contacted to schedule arrangements for its return.

USE OF SCHOOL PHONES

The Academy is charged for each individual telephone call made from any facility phone. Any call made by a student from a school office phone will cost 25¢ per call. If there is an emergency, office staff will call home to parents.

At no time are students permitted to leave class to call home during the school day.

STUDENT RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association to fair treatment as long as they respect those rights for their fellow students and the staff. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The Academy, however, may use mail, telephone messages or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The Academy expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. This includes, but is not limited to:

- Compliance with school uniform requirements (see Dress Code Policy, p. 17)
- Appropriate supplies for class work (see separate attachment titled "Required School Supplies")
- Completed homework and assignments

If, for some reason this is not possible, the student should seek help from the administrative office.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. All staff members are **trained in** emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization **form** completed and signed by a parent or guardian on file in the school office. If information on this form changes during the school year, parents are urged to notify the office in order for The Academy to have accurate information on file for emergency purposes.

Students with specific health care needs should deliver written notice about such needs along with physician documentation to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and ***attempt to make contact with the student's parents.***

A student who becomes ill during the school day must request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

EARLY DISMISSAL

Early dismissal is not permitted unless prior approval is obtained from the Executive Director. The Knight Academy has registered the school day with the Ohio Department of Education as 8:00-4:00. In order for each student to meet the required number of hours of instructional time, students are to remain in school until 4:00 PM.

No student will be allowed to leave school prior to dismissal time without a written request signed by:

- a. the parent or a person whose signature is on file in the school office, or
- b. the parent coming to the school to request the release

No person will be released to a person other than a custodial parent(s) or legal guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

Anytime a student leaves the building whether for authorized or unauthorized reasons, he/she will have that time recorded as part of their allowable absences in any grading period. In cases of truancy, any student leaving the school without permission shall also be subject to discipline.

SIGNING OUT OF THE BUILDING

No student is permitted to leave The Academy without permission. Students who have appointments scheduled during the school day must bring a written note from a parent/guardian to the Executive Director's office before first period.

In case of an illness or emergency the parent will be contacted by phone. All students must have the permission of the Executive Director to leave the building during the school day. Once permission has been granted the student must sign out in the administrative office.

IMMUNIZATIONS

Students must be current with all immunizations as required by law or have an authorized waiver from state immunization requirements. For the safety of all students, The Academy's Executive Director may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the administrative office.

EMERGENCY MEDICAL AUTHORIZATION

A completed Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, athletic and/or extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of the school year. A current form must be submitted to The Academy annually.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medications during the school day, the following guidelines are to be observed:

- a) Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- b) The appropriate form must be filed with the Executive Director before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in medication.
- c) All medications must be registered with the Executive Director's office and must be delivered to the school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- d) Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Executive Director's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours, provided they have a doctor's statement. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession. Medication must be conveyed to school directly by the parent. If, for supportable reasons, the Executive Director wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- e) Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- f) The parents shall have the sole responsibility to instruct their child to take the medication at the scheduled time.
- g) The building Executive Director will maintain a log noting the personnel designated to administer medication, as well as the date, and time of day administration is required. This log will be maintained along with the physician's written order and the parent's written release.

NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Executive Director's office. Physician authorization is not required in such cases. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of a non-prescribed medication is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code (see Code of Conduct, p. 16).

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Executive Director's office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

ALLERGY POLICY

The Knight Academy has declared itself a Peanut Free School. Parents are requested not to send foods to school that contain peanuts, or nut products.

The parent is responsible for notifying the school of their child's allergy upon admission to school by noting it on the emergency form. Emergency forms are filed in the main office and nurse's office.

The school nurse will discuss the allergy with the parent and develop a plan of action for school. If medication is prescribed, proper forms must be completed by the parent and physician. The medication will be locked in the nurse's office and she will administer it. In her absence the executive director will select a designee, who will be trained by the nurse. If an epi-pen is administered, the emergency squad will be notified by calling 911. Parents will also be notified.

The school nurse will inform the administration, teachers, counselor, and appropriate staff of students' allergies. She will provide an overview of allergies and inform the staff of the symptoms of an allergic reaction. Prevention will also be discussed.

The Administration will discuss the school's policy with the contracted food services. The school nurse will participate in a follow-up discussion informing them of the kind of allergies present during each school year. Table cleansing will take place between lunches to avoid cross-contact.

Since the gymnasium is in another building, the physical education teacher is equipped with a walkie-talkie to access emergency aid. A phone is also available in the physical education office. Emergency medicines will be sent on field trips. The appropriate teacher will be instructed on how to administer them by the nurse. A binder with the emergency medical authorization form will also accompany the teacher.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASE

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASE

The Knight Academy has an obligation to protect staff and students from non-casual, communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is a definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to The Academy's programs and facilities.

The Knight Academy will implement instructional strategies that ensure the least restrictive environment for students with disabilities. All students will be given the opportunity to participate in age-appropriate regular classrooms, follow the standards-based curriculum, and participate in school-wide and state testing where applicable. The Knight Academy teachers will make the appropriate accommodations based on individualized education plans (IEPs) that identify the support needed for the students with disabilities to be successful in the general curriculum.

The Knight Academy embraces the philosophy of full inclusion, believing special education students can best be educated in the regular classroom. Our teachers accept responsibility for all students in their classroom and modify, accommodate and adjust teaching techniques and class activities to meet the learning needs and abilities for each individual child. The special education staff, which may include intervention specialists, OT, PT, speech, etc. works in partnership with and supports the regular classroom teachers with this process and with professional training and development.

STUDENT RECORDS

Other than directory information, access to all student records is protected by The Family Education and Privacy Act (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the school is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records will be charged to parents at the rate of 20¢ per page. To review student records parents are to provide a written notice identifying requested student records to the administrative office. Parents will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

FIRE AND TORNADO DRILLS AND SAFETY PLANS

The Knight Academy complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State of Ohio. The alarm for tornado drills will be given over the intercom. Evacuation routes are posted in each classroom and common areas. A safety plan is in place for all other emergency situations. Emergency drills will be conducted on a timely basis.

VISITORS

Visitors, particularly parents, are welcome at The Knight Academy. Any visitor found in the building without a visitor's pass shall be reported to the Executive Director. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Executive Director.

CODE OF CONDUCT

A major component of the educational program at The Knight Academy is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

Good conduct is based on principled behavior and respectful consideration of the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of The Knight Academy will conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations.

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of The Knight Academy
- respect the rights of others
- act courteously to adults and fellow students and guests of The Knight Academy

- be prompt to school and attentive in class
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background, religion or nation origin
- complete assigned tasks on time and as directed
- help maintain a school environment that is safe, friendly, and productive
- act at all times in a manner that reflects pride in self, family, and The Knight Academy
- Remember that during the school day as well as in the community, the student is a representative of The Knight Academy and should act according to the school's code of conduct.

DRESS CODE POLICY

Consistent with the high standards set for behavior and academics at The Knight Academy, we believe that personal grooming should be approached with the same attention to detail and self-discipline. It is expected that students will be compliant with the school uniform dress code at all times during the school day. Furthermore, it is expected students will be completely and properly dressed when entering the school building (i.e., application of ties, changing of shoes, etc. will not be permitted).

Should a student arrive at school without a proper uniform, the parent(s) will be notified to bring to school the missing clothing item(s). If the parent is unable to bring the necessary clothing item(s) to school, the student will be sent home for the day. The student will not be permitted to attend class until they are in uniform. Repeated occasions of noncompliance with the dress code will result in formal discipline.

Personal Hygiene

The personal grooming of each student should be in accord with the standards set by the uniform dress code. Students should at all times be clean and neat while at school.

All Students

- Caps, wraps, or hats of any kind are not permitted.
- Hair is to be styled conservatively and neatly combed. Extreme hairstyles are not permitted such as Mohawks, designs, and parts in the hair nor are unnatural hair colors (i.e., red, blue, green, etc.). Hair color is to be of natural tone.
- Hair length for boys should be above the shirt collar and out of the eyes.
- If a shirt is worn under the uniform dress shirt, it must be white with no writing.
- Hooded sweatshirts and sweaters are not permitted.
- Earrings and any visible body piercings or tattoos are not permitted for either girls or boys.
- One watch is allowed but no wristbands, necklaces, or rings
- Shirts and blouses are to be tucked in at the waist at all times.
- Sweaters, either solid white or navy blue, are permitted during cool weather.

Uniforms for Boys

- White dress shirt with button-down collar, no polo shirts. Sleeve length can be short or long. No long sleeve shirts under short sleeves are allowed. There should be no writing on the shirt. See picture below
- Casual dress pants of khaki color. Belts black or brown, only, are to worn at all times, with pants being worn at the waistline. No Sagging.
- A necktie is required clip or tie (no bowties).
- Brown or black, hard sole dress shoes. (See picture below) Athletic shoes are not to be worn during the day, except when participating in physical education class. Boots, canvas shoes, and slippers are not allowed. Back of shoe must be pulled up (shoe must have a back).
- Socks either brown, black, or white



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Uniform for Girls

- White blouse with collar, with short or long sleeves. Sleeveless blouses are not permitted. Undershirts must be plain white (no writing or colors)
- Plain white undergarments (bras and camisole)
- Navy blue skirt of appropriate length.
- Knee socks and tights are permitted in white or navy blue. Skin-colored nylon hose are not permitted.
- Brown or black street shoes. Shoes with heels higher than 1/2", athletic shoes, and boots are not permitted.
- Nail polish, if worn, should be in light pink, clear, etc. Acrylic, gel, or any artificial form of nails is not permitted.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidation or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The Knight Academy is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

If a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the school's discipline code.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may use the school's computer network and the Internet he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Parents/guardians are responsible for setting and conveying the standards that their children should follow when using the Internet. The Academy supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students and staff members are responsible for appropriate behavior on the school's computers/networks and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action.

CORPORAL PUNISHMENT

Corporal punishment shall not be permitted. If any employee threatens to inflict, inflicts, or causes to inflict unnecessary, unreasonable, irrational or inappropriate force upon a student, s/he may be subject to discipline by The Knight Academy's Board of Directors and possibly charges of child abuse as well. This prohibition applies to volunteers and those with whom the school contracts for services.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon within the control of the student, in self defense, or the protection of persons or property. Staff will be trained and certified annually in safe and appropriate techniques to utilize in such situations.

If all other means fail, employees may resort to removal of the student from the classroom or school through emergency removal, suspension or expulsion procedures.

The Knight Academy Anti-Harassment, Intimidation and Bullying Policy

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events. A safe and civil environment in the School is necessary for students to learn and achieve high academic standards.

Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers are expected to model appropriate behavior, treating others with civility and respect and refusing to tolerate bullying.

Harassment, intimidation or bullying means any deliberate or intentional gesture, or any deliberate or intentional written, verbal or physical act or threat that a student has exhibited toward another Student or Staff member and the behavior both: (1) has one or more of the following effects: (a) harming a Student or Staff member; (b) damaging a Student's or Staff members property; (c) placing a Student or Staff member in reasonable fear of harm to the Student's or Staff member's person; (d) placing a Student or Staff member in reasonable fear of damage to the Student's or Staff member's property; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a Student or Staff member.

The School 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, MySpace, Facebook, 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.

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Some factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-

bullying that they require a response either at the classroom, School building or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion.

All School employees, volunteers and students are required to report prohibited incidents of which they are aware to the Executive Director or his/her designee. The Executive Director or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Executive Director or his/her 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, via the education management information system, information regarding the number of incidents of harassment of Students against other students, in each building and School-wide, that violates 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.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Executive Director or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

R.C. §§3301.0714(B)(1)(p); 3313.667

Approved May 25, 2011

DISCIPLINE PROCESS

The Knight Academy School Discipline Policy is divided into three levels. Level I is the responsibility of classroom teachers and are part of their classroom management plan. Level II addresses general school behavior, and violations of this will be referred to the Dean of Discipline. Level III is for behaviors that may be criminal in nature and are so severe that they require immediate administrative intervention, notification of law enforcement authorities, removal from school for up to ten days, and when appropriate an expulsion hearing.

Level I : Teacher Discipline

Teachers will manage behavior and implement appropriate disciplinary consequences for classroom offenses except those listed under Level II and Level III. General classroom rules with their consequences will be prominently posted in each classroom and discussed with the students. When a teacher or other adult in the classroom feels that a student's behavior is

detracting from student learning, they will first provide the student with a verbal reprimand (Level I). Students will be reminded of appropriate behavior, and warned of future consequences. Further violations may result in a parent contact, possibly requesting a meeting to discuss student behavior. Teachers may also decide to assign a disciplinary consequence that they deem appropriate, such as an after school detention.

The following are some possible teacher actions for Level I misbehavior:

1. Parent Contact
2. Written Assignment
3. After School Detention
4. Parent/Teacher Conference
5. Counselor Referral
6. Dean of Discipline Referral

It shall be at the teacher's discretion which of the preceding actions will be appropriate for disruptive student infractions in the classroom.

*Missed detentions will result in another detention being assigned

Level II : Behaviors requiring an office referral

Violation	1 st Offense	2 nd Offense	3 rd Offense
Aggression (Physical)	1 Day Suspension	2 Day Suspension	3 Day Suspension
Betting, Gambling	1 Day Suspension	2 Day Suspension	3 Day Suspension
Bullying	3 Day Suspension	5 Day Suspension	10 Day Suspension
Cafeteria Misbehavior (minor)	Detention	1 Day Suspension	3 Day Suspension
Cafeteria Misbehavior (major)	2 Day Suspension	3 Day Suspension	5 Day Suspension
Cell Phone Possession/use	Detention Confiscate and Retrieval by Parent	1 Day Suspension Confiscate and Retrieval by Parent	3 Day Suspension Confiscate and Retrieval by Parent or held for rest of school year
Cutting Class	Detention	1 Day Suspension	2 Day Suspension
Classroom Misbehavior *	1 Day Suspension	3 Day Suspension	5 Day Suspension
Defacing or Destroying School Property	2 Day Suspension & Clean/Repair/Restitution	3 Day Suspension & Clean/Repair/Restitution	5 Day Suspension & Clean/Repair/Restitution
Defacing or Destroying another student's property	Detention and Restitution	1 Day Suspension and Restitution	2 Day Suspension and Restitution

Dress Code Violation	Parent Called and Violation Corrected	Detention and Violation Corrected	1 Day Suspension and Violation Corrected
Electronic Devices (other than cell phones)	Detention Confiscate and Retrieval by Parent	1 Day Suspension Confiscate and Retrieval by Parent	2 Day Suspension Confiscate and Retrieval by Parent or held for rest of school year
Ethnic/Racial Slur	2 Day Suspension	3 Day Suspension	5 Day Suspension
Fighting	3 Day Suspension	Expelled	Already out of School
Gum Chewing	Warning	Detention	1 Day Suspension
Hallway Misbehavior	Detention	Detention	1 Day Suspension
Intentional incitement or school disruption	2 Day Suspension	3 Day Suspension	5 Day Suspension
Late to Class *	Detention	Detention	1 Day Suspension
Leaving Class without permission	Detention	2 Day Suspension	3 Day Suspension
Lying to staff/forging the signature of staff or a parent	Detention	1 Day Suspension	3 Day Suspension
Leaving school building or grounds without permission	1 Day Suspension	3 Day Suspension	5 Day Suspension
Misbehavior for a substitute teacher	Detention	1 Day Suspension	3 Day Suspension
Notes written to or about another student containing inappropriate remarks or language	Detention	1 Day Suspension	3 Day Suspension
Name Calling	Detention	1 Day Suspension	3 Day Suspension
Notes or indirect comments using profanity and/or derogatory remarks about school employees	1 Day Suspension	3 Day Suspension	5 Day Suspension

Obscene gestures, verbal assault, aggressive act name calling, inappropriate touching, harassing, profane or threatening language, or a false accusation toward a school employee	3 Day Suspension	5 Day Suspension	10 Day Suspension
Obscene gestures, verbal assault, inappropriate touching, harassing, profanity, threatening language or actions, or spreading rumors about a student	1 Day Suspension	3 Day Suspension	5 Day Suspension
Profanity, non-directed	Detention	1 Day Suspension	3 Day Suspension
Public display of affection, including but not limited to hugging, kissing and holding hands in school	1 Day Suspension	3 Day Suspension	5 Day Suspension
Refusing a reasonable request, defiance, non-compliance or disrespectful behavior, including but not limited to ripping up and throwing away a detention	1 Day Suspension	3 Day Suspension	5 Day Suspension

Restricted area violation	Detention	1 Day Suspension	3 Day Suspension
Risk of injury, including spitting	1 Day Suspension	2 Day Suspension	5 Day Suspension
Risk of injury (student injured)	3 Day Suspension	5 Day Suspension	10 Day Suspension
Smoking on school grounds	3 Day Suspension	5 Day Suspension	10 Day Suspension
Tobacco products, possession of: including paraphernalia used for smoking, ex: matches, lighters	3 Day Suspension	5 Day Suspension	10 Day Suspension
Theft of possession of stolen property (minor)	Restitution and 1 Day Suspension	Restitution and 3 Day Suspension	Restitution and 5 Day Suspension
Tardy 5 days in a marking period	Detention	3 Day Suspension	10 Day Suspension
Truancy	1 Day Suspension	3 Day Suspension	10 Day Suspension
Walking home or away from school at dismissal w/o permission	Detention	1 Day Suspension	2 Day Suspension

- Note: Counselor intervention will occur when applicable
- If a student receives more than 10 referrals, discipline will be at an administrator's discretion. Also discipline for students who consistently interfere with instruction and/or the learning of others, will be at the discretion of an administrator
- Bullying: Discipline consequences are a guideline only. Consequences will be sufficiently severe to deter violations, which is at an administrator's discretion

For any suspension out of school, the parent must escort the student to school upon his/her return

Administrator's Discretion: While exceptions to this policy are rare, the administrator reserves the right to make judgments that are in the best interest of all individuals involved. The discretion of the administrator shall supersede penalties listed in the discipline code. It is understood that discretion means that when, in the opinion of the administrator, circumstances surrounding a violation are of such a nature as to be gross misconduct or extremely serious or dangerous actions, that the administration reserves the right to determine the right to determine

a consequence more serious than stated in the code. It is also understood that the circumstances may not be considered serious enough to warrant a penalty stated in the code.

In ANY circumstance not covered by the written rule, the detention and suspension policy is left to the discretion of the administration.

Any student consistently disregarding school rules and having incurred a number of suspensions (3 or more out-of-school suspensions) may be suspended from school for up to 10 days for subsequent occurrences.

Notes:

1. Consequences after the third violation in any category are at the administrator's discretion
2. During periods of suspension, students are not able to participate in or attend any school activity

Level III

These acts are clearly criminal and are so serious that they require administrative action which may result in the immediate removal of the student from school for up to 10 days, the intervention of law enforcement, and when appropriate an expulsion hearing.

1. Possession of weapons or dangerous instruments: including but not limited to pistol, revolver, rifle, shotgun, air gun, spring gun, paint gun, sling shot, knuckles, knife, chemical weapon, explosive device, any device with a sharp point or edge.
2. Possession or distribution of alcohol and/or drugs, including fakes: consumption or being under the influence of alcohol and/or drugs
3. Vandalism (major)
4. Theft (major)
5. Arson, false alarm report, bomb threat
6. Physical assault to a school employee or another student
7. Major disruption of the school
8. In ANY circumstances not covered by the written rule, the detention and suspension policy is left to the discretion of the administrator

DETENTION ROOM RULES

Detention may be assigned for any of infractions as outlined in the discipline code. If a student is assigned a detention, a written notice will be sent home to parents, requiring a return signature as evidence they have been notified. Detentions are served Tuesday-Thursday from 4:00-5:00 PM. Detention Rules include:

1. There is to be no talking.
2. If a student must ask a question....they are to raise their hand.
3. Individuals talking out of turn will be given 1 warning. If they must be told a second time, they will receive another detention.
4. It is expected a student will come to the Detention Room with nothing. As a rule, students will not be allowed to leave the room until detention is over.
5. Students must in complete dress code.
6. Students are to report to the assigned classroom no later than 4:05 PM.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the Executive Director or his/her designee will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the Executive Director will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within ten (10) days after receipt of the suspension notice to the Executive Director or his/her designee of The Knight Academy. The request for an appeal must be in writing.

During the appeal process the student shall be allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Executive Director may remove the student from any curricular or extra-curricular activity or from the school premises. A teacher may remove the student from any curricular or extra-curricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify the building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or meeting is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extra-curricular activity for less than one school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the meeting and the reasons for removal and any intended disciplinary action will be provided to the student as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting before the Executive Director or a designee and may challenge the reasons for removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his parent(s), guardian(s), or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the

meeting. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension, or expulsion.

Expulsion

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Executive Director or his/her designee of The Academy or his designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A meeting will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the meeting. The student may be represented by his parents, legal counsel, and by a person of his choice at the meeting.

In accordance with Board Policy, expulsion proceedings shall be initiated against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

Within ten (10) days after the parents are notified of the expulsion, the expulsion may be appealed in writing to the Board of Trustees or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsion will not be awarded grades or credit during the period of expulsion.

Discipline of a "Child with a Disability" Receiving Special Educational Services

The term "child with a disability" means a student eligible for special education and related services under Part B of the IDEA as implemented under state law. Special extra procedures are required by law in order to implement the district's disciplinary policies as fully as possible for a "child with a disability," and these are summarized below. Note that these summaries are for informational purposes only. The district's official policy on IDEA discipline procedures is to use whatever lawful special methods best serve the ultimate purpose of implementing the general discipline code as fully and equally as possible. Consult the IDEA, IDEA regulations, and State and Local Plans for IDEA for details of the following procedures:

- 1. Discipline Code calls for short-term suspensions, placement in an appropriate interim alternative educational setting, or placement in another setting, for ten (10) school days or less per occurrence.***

Such removals may be applied in the same manner such removals are applied to all students under the discipline policy. When such absences aggregate to 11 or more days, the child with a disability is provided some educational services even if regular education students would not be provided educational services during such a removal. If such a short-term removal or suspension would cause a "change of placement" to occur under the factors outlined by law, the removal should be handled as a "long-term suspension."

- 2. Discipline Code calls for long-term suspension or expulsion.***

If a child's IEP team determines that conduct in violation of the regular discipline code is unrelated to the disability, the district may implement suspensions in excess of ten (10) consecutive school days; a suspension of shorter length where a pattern of suspension constituting a "change in placement" is thereby created, and even an expulsion. The law calls

for the continuation of some services during the long-term suspension or expulsion. If doing so would not itself create a "change of placement," a short-term suspension may be implemented to give the IEP team time to complete its duties.

3. Special Rule: 45 calendar day removals

For possession of weapons, or use, possession, sale, or solicitation of a sale of certain drugs identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act, a removal of up to 45 calendar days in an appropriate interim alternative educational setting may be ordered. This may be used in conjunction with the short- and long-term suspension or expulsion provisions.

The district may seek a removal of a dangerous or violent student to a 45 calendar day alternative educational placement through a hearing officer appointed by the Department of Elementary and Secondary Education. Pursuit of this option does not replace or prevent the implementation of short- and/or long-term suspensions or expulsion when the discipline policy calls for that consequence and, if a change of placement would occur as a result, the behavior is not a manifestation of the disability.

4. Court Injunction

The district may seek a court injunction ordering removal or a changed placement of a dangerous or violent student.

Students Not Yet Identified as Disabled

A student who qualifies as a child with a disability but has not been identified as a child with a disability may be subjected to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability.

SEARCH AND SEIZURE

School authorities are authorized to search a student or his property (including purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the school authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the school and students have no reasonable expectation of privacy in their contents or in the contents of any other school property including desks or containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be taken, held, or turned over to the police. The school reserves the *right not to return items, which have been confiscated.*

GIFTS TO STAFF

The Academy considers the presentation of gifts to staff by students and their parents to be an undesirable practice because it tends to embarrass students with limited means and give the appearance of currying favor. Staff should only accept gifts of nominal value from students or parents.

FIELD TRIPS

The Knight Academy recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school. Properly planned and executed field trips should:

7. supplement and enrich classroom procedures by providing learning experiences in an environment outside the school
8. arouse new interest among students
9. help students relate school experiences to the reality of the world outside of school
10. bring resources of the community – natural, artistic, industrial, commercial, governmental, educational – within the student's learning experience
11. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from the school premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other school-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the school's educational program.

The Executive Director or his/her designee shall approve all trips before taken.

Students may be charged fees for school-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all school-sponsored trips remain under the supervision of the school and are subject to the school's administrative guidelines and policies.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer or parent of the school who take students on trips not approved by the Executive Director or his/her designee. No staff member may solicit students of the school for such trips within the facilities or on the school grounds of the school without permission from the Executive Director or his/her designee.

Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the school's policies.

The school sets forth these guidelines for the operation of both educational and other school-sponsored trips, including athletic trips, which shall ensure the safety and well-being of students, proper planning and follow-up, supervision and the expected behavior of the students.

A copy of each student's Emergency Medical Authorization Form should be in the possession of the staff member in charge on each trip.

Staff shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

FINGERPRINTING STUDENTS

The Academy recognizes the advantage to both parents and law enforcement agencies of a means of identifying children who have become lost or have been abducted. Accordingly, the school will cooperate with legal law enforcement agencies in the voluntary fingerprinting of students enrolled at the school.

MISSING AND ABSENT CHILDREN

The Board believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of his/her initial entry to school shall present to the person in charge of admissions any records given to him by the elementary school s/he most recently attended and a certification of birth* issued pursuant to Section 3705.05 of the Ohio Revised Code or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation. Within twenty-four (24) hours of the student's entry into the school, a school official shall request the student's official records from the elementary s/he most recently attended. If the school the student claims to have most recently attended indicates that it has no records of the student's attendance or the records are not received within fourteen (14) days of the date of request, or the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the Executive Director or his/her designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

The Executive Director or his/her designee will also immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Executive Director or his/her designee will also assist parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Executive Director or his/her designee, including information regarding the fingerprinting program. The Executive Director or his/her designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

The primary responsibility for a student's attendance at school rests with his parent(s) or guardian(s). Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Executive Director or his/her designee is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents

or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

*May substitute any of the following documents for a birth certificate: 1) a passport or attested transcript showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth; or 5) a birth affidavit.

The procedure for absences is as follows:

1. A parent must call the school to inform the school that his/her child or children will be absent from school. This phone call should take place within the first hour that school is in session.
2. If a parent fails to call the School as prescribed in item #1, school personnel will call the parent to inform him/her of the student's absence.
3. In those cases where telephone communication could not be made, school personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

CHILD FIND NOTICE

The Academy must establish and implement procedures to identify, locate and evaluate children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parents' rights with regard to confidentiality of information that will be obtained in the process.

The content of this notice has been provided in English. If a person does not understand any of this notice, s/he should contact the school office and a copy in his/her native language will be provided.

Identification Activity

Child Find refers to activities undertaken by public education agencies to identify, locate and evaluate children residing within the school's geographic boundaries, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate education can be made available. The types of disabilities that, if found, cause a child to need services are a cognitive disability (mental retardation), a hearing impairment including deafness, speech or language impairment, visual impairment including blindness, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities, by reason thereof, the disabled child needs special education and related services.

The school is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected of having a disability that would interfere with his/her learning unless special education programs and services are made available. The activities include review of group data, conducting hearing and vision screening, assessment of student academic functioning, and observation of the student displaying difficulty

in behavior. Input from parents/guardians is also an information source for identification. After a child is identified as a suspected child with a disability, s/he is evaluated, but is not evaluated before parents/guardians give permission for their child to be evaluated.

Confidentiality

If after screening a disability is identified, upon, parent/guardian permission the child will be evaluated. A written record of the results is called an education record, which is directly related to the child and is maintained by the school. These records are considered personally identifiable to the child.

The school will gather information regarding the child's physical, mental, emotional, and health functioning through testing and assessment, observation of the child, as well as through review of any records made available to the school through the child's physician or other service providers.

The school protects the confidentiality of personally identifiable information. The school will inform the parent/guardian when this information is no longer needed to provide educational services to the child and will destroy the information at the request of the parent/guardian.

The parent/guardian of the child has a number of rights regarding the confidentiality of the child's records. The parent/guardian has the right (1) to inspect and review any education records related to the child that are collected, maintained, or used by the school. The school will comply with a request to review the records without unnecessary delay and before any meeting regarding planning for the child's special education program (IEP meeting), and before a hearing should there be a disagreement about how to educate the child who needs special education. In no case, may the school take more than 45 days to furnish the opportunity to inspect and review the child's records.

The parent/guardian has the right (2) to an explanation and interpretations of the records, (3) to be provided copies of the records if failure to provide copies would effectively prevent exercising the right to inspect and review the records, and the right (4) to have a representative inspect and review the records.

Upon request, the school will provide a list of the types and the location of education records collected, maintained, or used by the agency.

The parent/guardian has the right (5) to request amendments on their child's education records that they believe are inaccurate or misleading, or violate the privacy or the other rights of the child. The school will decide whether to amend all records within a reasonable time of receipt of the request. If the school refuses to amend the records, the parent/guardian (6) will be notified of the refusal and the right to a hearing.

Parent/guardian consent is required before personally identifiable information contained in a child's education record is disclosed to anyone other than officials of the school collecting or using the information for purposes of identification of the child, locating the child and evaluating the child or for any other purpose of making available free appropriate public education to the child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Additionally, the school, upon request, discloses records without consent, to officials of another school in which the child seeks or intends to enroll.

When a child reaches the age of eighteen (18), the rights of the parent/guardian with regard to confidentiality of personally identifiable information is transferred to the student.

Complaints alleging failures of The Knight Academy with regard to confidentiality of personally identifiable information may be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The Academy will be providing ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact the school office at 419.720.4444.

SECTION 504 PLAN GUIDELINES

It is the policy of The Knight Academy to provide a free and appropriate public education to each enrolled qualified disabled student, regardless of the nature or severity of the disability. Therefore, it is the intent of The Academy to ensure that students who are disabled within the definition of Section 504 are identified, evaluated and provided with appropriate educational services. The due process rights of disabled students and their parents under Section 504 will be enforced.

Section 504 of the Rehabilitation Act of 1973 is federal legislation that impacts entities receiving federal funding. It is civil rights legislation for persons with disabilities, which is designed to prevent any form of discrimination based on disability. Individual with disabilities, who are otherwise qualified, are protected.

- A student considered “disabled” under Section 504, includes:
 - A student having a physical or mental impairment which substantially limits one or more major life activities,
 - A student having a record of such an impairment, or
 - A student regarded as having such impairment.
- A “physical or mental impairment” is defined as:
 - Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory, speech organs, cardiovascular, reproductive, digestive, genitor-urinary, hemic and lymphatic, skin, and endocrine, or
 - And mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- A “major life activity” is defined as:
 - Functions such as caring for one’s self, performing manual tasks, walking, hearing, speaking, breathing, learning and working.

Written Assurance of Non-Discrimination

The Knight Academy will provide the federal government with written assurance of non-discrimination and compliance with Section 504.

504 Coordinator

The Executive Director of The Knight Academy will ensure annually that a 504 Coordinator is appointed to provide compliance with the requirements of Section 504 and to handle any grievances pursuant to alleged violations of this policy.

Notice

Annually, and no later than the first week of school, The Knight Academy will provide notice to students, parents and employees of non-discrimination in admission or access to or treatment or employment in its programs or activities. This notice will also identify the 504 Coordinator.

Annual Notification

The Knight Academy will annually notify students, parents or guardians of the school's responsibilities under Section 504. This section of the Parent/Student Handbook serves as such notification.

Referral

Students in need, or are believed to be in need of services under Section 504, may be referred for evaluation by a parent or guardian, teacher, or any other certified school personnel.

The 504 Coordinator and school psychologist will consider the referral, and based on a review of the student's records, including academic, social, medical, behavioral and testing, will determine whether an evaluation under this procedure is appropriate. Any student, identified with a disability, needs or is believed to need special services will be referred for evaluation. If a request is denied, the 504 Coordinator will inform the parent or guardian of this decision and of their procedural rights.

Student Evaluation

1. The purpose of the student evaluation shall be to determine eligibility for accommodations as a disabled student under Section 504.
2. No testing or evaluation for eligibility of special instruction or related services will occur without prior informed written consent from the parent or guardian.
3. If a parent or guardian refuses to provide consent for an initial evaluation, Section 504 provides that a school may use due process hearing procedures to override the parents' refusal to grant consent.
4. Initial evaluation will be comprised formal test and evaluation materials that have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer.
5. Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those, which are designed to provide a single general intelligence quotient.

6. When a test(s) are selected and administered to a student with impaired sensory, manual, or speaking skills, efforts to ensure the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure are taken. This is to minimize the results reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors the test purports to measure).
7. An Evaluation Team will be convened to review all data in the course of making a determination for eligibility of services pursuant Section 504. The team will include at minimum the student's parents or guardian, the 504 coordinator, the Executive Director or his designee, the evaluator, and at least one the student's classroom teachers.
8. In interpreting evaluation data and making placement eligibility and placement decisions, the Evaluation Team shall:
 - a. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior.
 - b. Such information shall be documented on a 504 form and will be discussed with all members of the 504 team.
 - c. Be comprised of a group of persons knowledgeable about the child, the meaning of the evaluation data, and the service and placement options, and
 - d. Will ensure the placement decision is made in conformity with 104.34.
9. If the Evaluation Team determines that a student is eligible for special education and related services under both the IDEA and Section 504, those services will be delivered as identified on an Individualized Educational Plan (IEP).
 - a. In such cases, an IEP team meeting with the required representatives will be convened to draft the IEP.
10. If the Evaluation Team determines the student is eligible for services or modifications under Section 504, the recommendations will be documented on the form titled "The Knight Academy 504 Plan".
11. If the Evaluation Team determines there is no need for special education services or accommodations, the parents will be notified of the basis for the decision, and will be provided procedural safeguards for appealing the determination.

Pre-existing 504 or I.D.E.A Plan

When a student enrolls at The Knight Academy with an active 504 plan or I.E.P., the school will enforce the plan as written by the previous school district.

Procedural Safeguard Notice

The Knight Academy will provide parents or guardians with procedural safeguards outlining their rights under Section 504 at the following times:

- When eligibility is determined.
- When a 504 plan is developed.
- Before there is significant change in the plan for services.

Grievance Procedures

The Knight Academy has a written and adopted grievance policy to resolve complaints of discrimination.

Prohibition on Retaliation

Annually, upon commencement of the first day of school, and/or the first day of employment for those hired after the school year has started, each staff member will be provided with written notification on the prohibition of retaliation, intimidation, coercion, threats and discrimination against individuals who engage in activities protected under Section 504 and Title II.

Additionally, it is prohibited to retaliate against any individual for filing an Ohio Civil Rights (OCR) complaint or advocating for a protected right, and harassment of students or others because of a disability.

504 Coordinator 2011-2012: Karen Slater 419.720.4444, x 223.

TAKE YOUR CHILD TO WORK DAY

It is understood that participants in the National Take Your Child to Work Day, will follow all established policies and procedures and that s/he is responsible for the child at all times. It is further understood that The Knight Academy incurs no responsibility for accidents/injuries and/or loss of stolen property. The ***Participation Agreement National Take Your Child to Work Day*** must be completed before you can participate in this event.

STUDENT WELLNESS

The Academy recognizes that good nutrition and regular physical activity affect the health and well being of The Knight Academy's students. Furthermore, research suggests there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Academy, however, believes this effort to support the students' development of healthy behaviors and the schools alone cannot accomplish habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large, to be involved in a community- wide effort to promote, support, and model such healthy behaviors and habits.

The Academy sets the following goals in an effort to enable students to establish good health and nutrition habits:

- Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
- The Knight Academy shall provide information to parents designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
- Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
- Nutrition education shall be included in a sequential, comprehensive health curriculum

in accordance with the curriculum standards and benchmarks established by the State.

- Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
 - The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
 - The sequential comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
 - Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
 - Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
 - Planned instruction in physical education shall include cooperative as well as competitive games.
 - Planned instruction in physical education shall take into account gender and cultural differences.
 - With regard to other school-based activities designed to promote student wellness, the school shall integrate into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
 - The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- * All foods available to students in the school, other than the food service program, shall be served with consideration for promoting student health and well-being.
- The food service program shall be administered by properly qualified, certificated, licensed, or credentialed personnel, according to current professional standards. Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following are established: The Board designates the President as the individual(s) charged with operational responsibility for measuring and evaluating the school's implementation and progress under this policy. The Executive Director shall report on the school's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.
 - The Knight Academy will convene a Wellness Committee annually, comprised of parents, students, and school personnel to provide oversight and recommendations to the Executive Director on The Academy's wellness practices

WAIVER.

The Knight Academy reserves the right to amend this Student-Parent Handbook with Board approval.

(Attachment A)

Coach's Code of Ethics

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coaches' families, and their welfare should be of primary concern at all times.

The Coach shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The Coach shall set an example of the highest ethical and moral conduct with all personal contact involving students, officials, athletic directors, school administrators and the public at all times.

The Coach shall take an active role in the prevention of drug, alcohol and tobacco use and under no circumstances should condone their use.

The Coach shall be thoroughly aware of contests rules and skills of the sports they are coaching.

The Coach shall actively enhance sportsmanship among spectators, and the athletes of The Knight Academy.

The Coach shall respect the officials of the game and the calls they make. Public criticism of officials or opponents is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A Coach shall never exert pressure on faculty members to give student athletes special consideration.

Signature: _____

Date: _____

Executive Director Signature: _____

Date: _____