
**EL-SEWEDY
INTERNATIONAL ACADEMY
OF CINCINNATI**

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INTRODUCTION

The El-Sewedy International Academy of Cincinnati, Inc. (hereinafter referred to as **Academy** or **School**) is located at 8094 Plantation Drive, West Chester, Ohio 45069. It is licensed by the Office of Early Childhood and Education, Ohio Department of Education (ODE) as a preschool for children ages 3-6 years and chartered by the State of Ohio for grades K through 8.

The Academy offers a modern learning program in a safe, comfortable facility. Here a certified, licensed and caring faculty challenges multicultural, motivated, parent-supported students with a superior multilingual curriculum. A low teacher–student ratio enables disciplined, caring approaches and affords serious students academic advantage. Strong mathematics and modern high-tech courses combine with a developing library serving to complement our social and physical science tracks of instruction...grounded in the traditional values of those who submit to the will of God and see strong family development as the foundation for an ordered stable society.

MISSION STATEMENT

THE EL-SEWEDY INTERNATIONAL ACADEMY OF CINCINNATI is a school where students, staff, parents and community work as a team to ensure excellence in learning within environments emphasizing high moral *CHARACTER, INTEGRITY and RESPECT*, Islamic faith tenets and distinctive characteristics of all who strive to serve the Creator.

ADMISSIONS AND ATTENDANCE

Entrance Requirements

Kindergarten: Must be five years old on or before August 1. A child who turns five between August 2 and January 1 may be eligible for kindergarten provided an evaluation team recommends early entrance. A kindergarten early entrance information packet is available in all elementary buildings of the school district of residency.

First Grade: Must be six years old on or before August 1 and have successfully completed kindergarten requirements at either a public school, or licensed pre-school. A child who turns six between August 2 and January 1 may be eligible for first grade provided an evaluation team recommends early entrance. In addition, the principal upon parent request may waive the kindergarten requirement. The child must be at least six years old by August 1 and demonstrate the social, emotional and cognitive skills necessary for first grade.

Enrollment Requirements & Immunization Laws

Proof of the following must be submitted *at the time of enrollment* for all students new to the Academy regardless of age or grade level:

- Date of birth verified by a certified birth certificate or other acceptable alternative.
- Verified identification of the individual presenting the child for enrollment as well as evidence of

relationship to the child if not established by birth or court records.

- Certified copies of any child custody orders, decrees, or modifications of orders relevant to the child as necessary.

Proof of each of the following must be submitted *within 14 calendar days* of enrollment for all students new to the Academy regardless of age or grade level:

- Previous school records
- Medical examination within the last year by a physician
- Physician's verification of immunization including:

Triple immunization (diphtheria, tetanus, and whooping cough)- Four doses are required; five doses if the child is in kindergarten. If the third dose was administered at age six or older, the fourth dose is not required.

Polio immunization- Oral polio vaccine or three Salk injections. Three doses are required; four doses if the child is in kindergarten.

Measles, rubella, and mumps vaccine on or after the first birthday. Two doses are required prior to entering kindergarten through fifth grade as well as middle school.

Hepatitis B- Three doses are required if the child is in preschool through sixth grade.

Chicken Pox (varicella)- Kindergarten and first grade ONLY for 2007-08. One dose of varicella vaccine must be

administered on or after the first birthday, or documentation that the child has had the illness.

Non-Discrimination Policy

The Academy recruits and admits students of any race, color, gender or ethnic origin to all its rights, privileges, programs and activities. In addition the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational program and athletics\ extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administration agency ordered or public school district initiated desegregation.

Attendance

Regular attendance is important to your child's education. Students who have irregular attendance tend to have poor academic success. For this reason it is important that parents schedule student appointments outside of school hours. Situations may arise that cause a student to miss part or all of the school day. A student absence is considered EXCUSED for the following reasons:

- Personal illness
- Death in the family
- Emergency reasons (i.e. quarantine of the home)

A student is considered truant if he or she is absent or tardy from school without a legitimate excuse. UNEXCUSED absences include but are not limited to:

- Missed bus
- Overslept
- No parent note or excuse offered

Excused absence status does not affect the attendance record. A student who is not in

attendance during the requisite school hours is still considered absent. Students who are absent more than 10% (18 days) may be required to repeat the grade level.

Reporting Student Absence

The Missing Child Act requires schools to contact parents of all students who are absent from school each day. *However, to avoid a telephone call and additional work for the school office, parents are asked to phone the school office between 8:00 and 9:00 a.m. when their child is absent.* This will help reduce the possibility of a child missing from school without the parent's knowledge. If the parent or guardian has not called, students must present a note upon their return stating date of the absence, reason for the absence and signature of the parent or guardian.

Tardiness/Absences/Early Dismissal

Arriving on time prepares our students in a positive manner for the day and reinforces the value of school to your child. Tardy students miss out on important information and learning expectations from the teacher's instruction. In addition, tardiness has a negative impact on the learning environment as it causes interruptions and distractions for other students.

A student is considered tardy if they arrive:

- Preschool – 3rd Grade – after 8:15 a.m.
- 4th – 8th Grade – after 8:15 a.m.

Students arriving late to school must be signed in by a parent at the front office. Students who arrive late will be given a 'Tardy Pass' to give to the teacher when entering the classroom. Students who

accumulate 3 tardies in a quarter will be marked half-day absent on their attendance record.

Students missing 2 to 4 hours in a school day will be marked as half-day absent. Any absence of more than 4 hours is considered a full-day absence.

Students who need to be released early from school to attend appointments or emergencies are required to bring a written note to the front office including the date, time, reason for the absence and signature of a parent or guardian. The student will be issued an 'Early Dismissal Pass' to give to the classroom teacher. Students returning to school the same day after an early dismissal, must be signed in by a parent at the front office and receive a 'Re-Entry Pass' to give to the teacher.

Extended Absences

Extended absences during the school year are strongly discouraged, in order to avoid disruptions to the educational process. If you are planning an extended absence please request, complete and submit an 'Extended Absence Form' from the front office at least one week prior to the absence. No more than 5 school days are excused for extended absences per school year. More than five missed days will be counted as unexcused absences.

Be aware that teachers are not required to make long-range assignments for vacationing students. Students may take tests missed during their absence from school at the convenience of the teacher.

Withdrawal from Academy

When students are withdrawn from school, parents should notify the school office

several days in advance. Students' records will not be released without parental consent. All fees must be paid and all books and materials returned upon withdrawal from school. Records, grades and credits may be withheld for failure to pay fees.

STUDENT PERFORMANCE

Grading

Interim progress reports are issued four times a year, mid-quarter, for students in Grades 1 – 8. Report cards are issued four times a year for Grades 2 – 8. Report cards are issued at the end of the 2nd and 4th quarter for Preschool and Kindergarten, and at the end of the 2nd, 3rd and 4th quarters for Grade 1.

Letter values are assigned according to the following policy:

Grades 1 – 2:

- E - Excellent
- S - Satisfactory
- P - Progressing
- N - Needs Improvement

Grades 3 – 8:

- A - Excellent (90-100)
- B - Very Good (80-89)
- C - Satisfactory (70-79)
- D - Unsatisfactory (60-69)
- F - Failing (below 60)
- I - Incomplete

Principal's List and Honor Roll

Honor students in Grades 3-8 are designated by two lists issued at the end of each grading quarter. Those making all A's in major subjects are named on the

Principal's List. Those making all A's and/or B's in major subjects are named on the Honor Roll. Students must have a satisfactory grade in all other subjects in order to be eligible.

Testing

Students in grade 1 through 8 will take the **Stanford Achievement Tests in the spring**. These standardized tests compare the performance of students with that of youngsters across the nation. Parents will receive the results of this testing with a narrative report from the testing company.

Homework and Makeup Work

Class assignments whether for completion in school or at home are critical to student learning. Homework may be typified as **practice** to master new skills; **preparation** for the next days' class work; and **projects** or extensions to encourage students to go beyond the work done in class. The length of homework varies among grade levels. Check with the classroom teacher for the amount of time your child should be spending on homework.

In order to establish a consistent procedure for students to record homework assignments, each 1st – 8th Grade student is to carry their Academy Student Planner to class.

Students are responsible for makeup work that is missed during absences. All work is given full credit if the absence is **excused**. Teachers will allow students the same number of days absent to make-up missing work (i.e. if a student is absent 3 days, he or she has 3 days to complete missed work). Parents are encouraged to request that the teacher send missed

assignments home. Please call by 10:00 a.m. for homework requests; they will be ready for pick-up after 3:30 p.m. in the front office

Makeup homework for students absent for other than an excused absence is at the discretion of the classroom teacher.

Intervention Assistance

The intervention process begins when a teacher has concerns about a student's performance, has already tried some different instructional methods to resolve the concerns, and requests assistance with additional or alternative ways for teaching the student.

The intervention team usually includes an assistant principal or principal, the classroom teachers, and local school intervention specialists. Parents are informed of meetings.

By discussing academic as well as classroom management concerns, team members generate various ideas for working with the identified student. Educational decisions are made in team consultation, with teachers implementing ideas they are most comfortable with and perceive as helpful to the student. If performance does not improve, the team may request formal assessment to determine whether or not the student has a disability and is eligible for additional services. Written parent consent is required for formal assessment.

Internet Use

The Internet is sometimes used in controlled classroom settings with teacher supervision. Students may only use the Internet with parental permission and

parental agreement that students follow the Acceptable Use Policy.

Grade and Class Assignment

According to the policy, the principal is responsible for assigning students to grade levels and specific classrooms. School personnel give much thought to the best placement for each pupil. Many factors are taken into consideration, and assignments are based on individual needs as well as the needs of other children.

Some of the criteria used for class assignments include learning styles, ability and performance, social and emotional development, domestic situations such as divorce, special needs, and personalities of pupils and teachers.

Assignment is not random. With the numerous factors involved, parental requests for specific assignments are not possible. Parents with concerns regarding placement should contact the principal.

A student may be retained at the current grade level if the principal, in consultation with the parent and school personnel, decides that the student's age, maturity level, or achievement level would keep the student from being successful at a higher-grade level.

In addition, Ohio law requires that beginning in 2003 any student who fails the third grade Ohio Reading Achievement Test be retained in the third grade, unless the principal and reading teacher agree the student is academically prepared for the promotion. Ohio law also requires that students who miss more than 10% of required school attendance days and who fail more than two subjects be retained, unless the principal and teacher (s) of

those subjects determine that the student is academically prepared for promotion.

SCHOOL & HOME COMMUNICATIONS

The Academy strives to communicate information to parents in a timely fashion and in various ways. The following documents and means of communication will be used:

- **Blessings** - A monthly all-school newsletter that lets parents know of upcoming events and other in-school news. This is sent home with the youngest child in the family at the beginning of each month.
- **Teacher Newsletters** – All classroom teachers send home or post on their web site a weekly newsletter to inform parents of upcoming deadlines, tests, on-going projects as well as a summary of what has been covered in class.
- **School Calendar** – An annual calendar is available in the front office to inform parents of special events, early dismissals, parent-teacher conferences, school quarter beginning and end dates, and days off school.
- **Web Site** – The Academy web site, www.intlacademy.org, contains links to teacher web sites, the school calendar, lunch menu, and other information pertinent to the school.
- **Phone Calls** – A phone chain to contact all families will be started in the event of an emergency.

- **Student Planners** – Students in Grades 1 – 8 are issued student planners at the beginning of the year. Notes between parents and teachers may be written in the special sections provided in the planners.

Permission Notes

Notes from parents or guardians are required for:

- Any absence (For one-day illness, a phone call to the school office may be sufficient.)
- Participation in after school functions, e.g. scouts, intramurals
- Medical appointments during school hours
- Students planning to use transportation other than their parents
- Students walking or riding bikes to school
- Students going on school sponsored field trips

Parent-Teacher Conferences

Close communication between parents and teachers is encouraged. Conferences create a better understanding between home and school, aid in reporting student progress, and help to meet the individual needs of each child. Refer to the school’s calendar for scheduled conferences in the fall and spring. In addition, parents are encouraged to consult with teachers throughout the year. To schedule a conference, contact the teacher directly by phone or e-mail.

Questions or Concerns

Feel free to contact building staff any time you have a question about school. If classroom matters are involved, consider your child’s teacher your first and best resource. The principal and assistant principal are also available to listen and share information with you, should concerns arise during the year.

Parent Access to Records

The Academy is in compliance with the state and federal laws regarding the maintenance of student records. Unless stated otherwise by custody orders, both custodial and non-custodial parents have their right to inspect and review their child’s school records upon request to the principal.

Custody Records

When any court has ruled on child custody, Ohio law requires parents to provide copies of the most recent custody orders to the school. Changes in address, phone numbers or emergency numbers should be reported to the school immediately.

Private Party Invitations

Because of widely differing views on birthday parties and other celebratory events, parents are encouraged to keep these celebrations off-campus. No invitations are to be distributed on campus for off-campus socials.

Confidentiality

Ohio law strictly limits the disclosure of personally identifiable information about pupils in schools. An exception is made in

the case of directory information, which may be released without prior written consent unless the recipient is engaged in a profit-making activity or unless the parent has informed the school that any or all such directory information may be released only with his/her prior written consent.

“Directory information” is defined as the pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, date of graduation and awards received.

The records and reports will be furnished upon request of any authorized institution or agency for graduate or transfer students. However, before such record cards, grades or reports are released, the student must make sure that all dues, fees or other financial obligations to the school have been paid or arrangements have been made with the principal for payment or adjustment or other means of disposal as approved by the principal.

HEALTH AND SAFETY

School Visitors

The Academy welcomes and encourages visits to the school by parents and other members of the community. If special arrangements due to disability are necessary, please contact the principal for assistance. In accordance with the Americans Disability Act, the school will make reasonable accommodations so persons with disabilities may access the Academy and school events.

In order to ensure that the school visits are not disruptive to the educational process

and student achievement, it is necessary, then, to regulate school visits as follows.

- All visitors to the building are required to be cleared through the principal’s office before contacting any student or staff member. Depending on the nature of the business to be conducted at the school, visitors are required to sign in and/or out as determined by the principal. All visitors must wear an identification tag.
- Persons wishing to attend a class in session need to make arrangements in advance with the school principal. The principal will make every effort to schedule the visit as soon as possible at a time convenient for the visitor and the teacher.
- The principal has the authority to prevent entry into the school or to remove any person when there is sufficient and good reason to believe the presence of that person is not conducive to the preservation of the peace or the orderly operation of the school.

School Lunches

Lunches are available daily for purchase in the school cafeteria. Parents may set up prepaid lunch accounts for their students through the office. Parents may view the school menu on-line at the school web site.

Outside Play

All students will participate in outside play during the school year, weather permitting. In cold weather, please dress children appropriately. If a child returns to school

after an accident or illness and is not permitted outside, please send a note to the teacher so that other arrangements can be made.

Safety Drills

All students and staff practice building evacuation procedures and how to take cover should fire or severe storms occur. Fire drills are practiced monthly while tornado drills are scheduled during the tornado season.

Field Trips

The Academy generally tries to schedule at least two field trips per year for the students. Such trips are carefully planned in advance by teachers to reinforce lessons studied in the classroom. Behavior on buses or on field trips is expected to be the same as in-school behavior.

Parents are always notified of planned trips. All students participating in a field trip must return signed permission slips from their parents. Persons, other than designated parent volunteers, are discouraged from attending the field trip so that the safety, well-being and instruction of the trip is focused on the Academy students.

Suspected Child Abuse

According to Ohio law, persons whose duties bring them into contact with children are expressly required to immediately report instances of suspected child abuse or neglect. This includes teachers, school employees, and school administrators. Failure to report is a fourth degree misdemeanor.

Student Illness

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of such an absence is often important not only to decrease the spread of disease but also to prevent the sick child from acquiring other illnesses while his/her resistance is lowered. See **Common Illnesses for Decisions about School Attendance** at the end of this handbook for details regarding common illnesses and guidelines recommended by school nurses.

Emergency Notification

All parents are required by Ohio law to have emergency notification completed and on file for each child enrolled. The Emergency Medical Authorization is sent home at the beginning of the school year. Parents are responsible for keeping the office informed of changes in telephone numbers and other pertinent information. Any change should be reported as soon as possible to the office.

Any child who becomes ill or injured at school will report to the office. Emergency care that can be legally given will be administered, and parents or guardians will be notified.

Medication Procedure

Providing medical care to the student is the responsibility of the parent and should not be assumed by the school. Whenever possible, it is preferred that students not be expected to take medication during school hours. If it is absolutely necessary that medication be administered during school hours, these procedures must be followed:

- Written permission for dispensing medication (prescription or over the counter) must be obtained from the student's parent and physician. The administration of any medication without the order of a physician and the permission of the parent or guardian is interpreted as practicing medicine and is prohibited by medical law.
- The parent or guardian and the physician must complete the School Medication Permit. This form provides parent permission, medical information, and the physician order required by Ohio law. A separate form is required by each medication. New forms must be submitted each school year as well as for each change in medication or dosage. No medication will be administered unless this information, permission and order is provided.
- The student is responsible for reporting on time for medication(s).
- Students are not permitted to carry medication *to, from, or during school*. Consequently the parent is advised to deliver medication directly to the school aide. School personnel are not responsible for medication prior to delivery to them. Students with life-threatening critical needs verified by a physician are permitted to carry medication.
- All medication must be delivered in the original container properly labeled with directions for administering. The student's name must be clearly visible on the container. The parent must supply the school with the exact dosage. Parents are responsible for being aware of the quantity of medication supplied to the school and when additional medication may be needed.
- The school nurse or designee will administer the medication in accordance with the physician's instructions. *Students may not carry or administer their own medications* because reactions to the medication taken may not be recognized and inappropriate treatment be rendered. If the physician specifically documents on the medication permit that a life-threatening situation could occur if the student does not have immediate access to that particular medication, the student may carry the medication. School personnel are not responsible for medications carried by a student.
- **The Academy's medication policy and all procedures for implementing the policy also apply to giving Tylenol or Advil or any other over the counter medication.**
- When a medication has been discontinued, the parent must pick up any remaining medication within one week after discontinuation or it will be disposed of by the school.

TRANSPORTATION

Parent Responsibility

Transporting children is a shared responsibility between home and school. The Academy provides a safe drop-off and pick-up zone for those parents who transport their students by car and for students who take the bus. Parents are

responsible for following the drop-off and pick-up procedures if transporting their students by car. Parents who elect bus transportation are responsible for supervising their students to and from the designated bus stop. Parents who elect to have their students walk or bike to and/or from school must also sign a transportation form.

The Lakota Local School District and Mason School District provide bus transportation services for those students who reside in those respective school districts. Parents may sign up for bus service at the beginning of the school year with the respective district transportation department as follows:

Lakota Local Schools Petermann Transportation 6947 Yankee Rd. Liberty Twp., OH 45011 513-755-5821	Mason Schools 5025 Enterprise Dr. Mason, OH 45040 513-398-6682
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Student Arrival

Students may arrive at the school beginning 8:00 a.m.

Students arriving by bus will be dropped off at the designated bus drop-off location and should proceed immediately into the school. Parents who are dropping their students off are encouraged to pull up to the front of the school in the designated drop-off area. For their safety, students should exit the vehicle from the side closest to the school, not into incoming traffic. If a parent needs to enter the building for any amount of time, they must park their vehicle in a designated parking area. Leaving a vehicle unattended or backing up in the drop-off area is **not permitted** for safety reasons.

Student Dismissal

Students who ride a bus will be dismissed at 3:25 p.m. to join the bus line.

Students who are picked up will be dismissed at 3:30 p.m. Parents/guardians are urged to remain in their cars and pull up to the front of the building for loading. Please have the child's name card clearly displayed to facilitate quick loading. Students not picked up by 3:45 p.m. will be taken to the office, and a late fee may be assessed for child care services.

Transportation Changes

Occasionally, emergency situations arise that require changes to student after-school transportation. Parents must call the office prior to 2:30 p.m. in order to arrange for a change in student transportation. **Last minute changes can and have resulted in students left behind at the school or arriving at a bus stop without parental supervision.** Be aware that students may be released only to those persons who have been designated on the student's car-pool form or emergency record. Any changes to this must be received in writing by the front office.

Student Pick-Up

In order to protect the children entrusted to school personnel during regular school hours, the following procedure has been developed for those times a child must be picked up before the end of the school day:

- Notify the school in writing and indicate the reason, date, time and who will come to pick up the child.

- The person picking up the child must report to the school office, ask for the child, and fill out the visitor's register with the necessary information.
- A staff member will call the child to the office. Students will not be released at the classroom door.
- When the person picking up the child is unknown to the office staff, that person may be asked to prove identity by displaying a driver's license or other photo identification.

Cancellation of School

The Academy is a registered participant of Local 12 News School Watch for broadcasting school closings or delays. To avoid overloading school phone lines, please listen for announcements on the following Local 12 stations and web site:

WKRC Channel 12
 55KRC – AM
 WEBN 102.7 FM
 Mix 94.1 FM
 KISS 107.1 FM
 Fox 92.5 FM
www.local12.com

In case of inclement of weather or other emergency, Local 12 stations will announce that the Academy is either closed, on a one-hour delay or on a two-hour delay with no morning preschool. Announcements regarding the early dismissal of school due to bad weather or the like may also occur on stations listed above. **If inclement weather is predicted, parents may also check the Academy online (www.intlacademy.org) for closing information.** The Academy generally follows Lakota Local Schools.

Make-Up of Snow/Calamity Days

Ohio law allows up to five days of cancellations for snow or other emergencies. Five additional make-up days are built into the school calendar if needed.

STUDENT RESPONSIBILITY

Care of School Property

If school property is misused or damaged, the student responsible must compensate the school for damage. The acts of students who damage property will be reported to their parents.

Lost Books

If a textbook or library book is lost, replacement cost will be the student's responsibility. A text in its first year of use will be replaced at 100% of cost. A second year text will be replaced at 75% of cost. Older texts will be valued at half-cost.

Uniform

Neatness of dress is encouraged for students. It is important that students take pride in themselves, in their appearance and in their work.

The Academy Uniform Policy and Dress Code may be found at the end of this handbook. It is expected that students and parents will abide by the spirit and letter of the policy. Any non-uniform clothing worn by a student will be considered in violation of the dress code. In accordance with the overall disciplinary process of the school, teachers will enforce any minor

problems in this area while major or continued infractions will be referred to the administration.

Students are expected to be in uniform every day except for specially designated 'casual days'. On 'casual days', students are still expected to dress modestly; clothing must not be inappropriate, offensive, or revealing.

Discipline

The purpose for discipline is teaching students to control their own behavior in accordance with socially accepted standards.

Discipline is an integral part of a child's development. It occurs in a positive way through instruction, modeling appropriate behavior, rewarding appropriate behavior, praise, and prompts. Punitive disciplinary measures such as time-out, reprimands and detention may also be used when positive methods are ineffective. The Discipline Policy for the Academy can be found at the end of this handbook.

The following Code of Conduct is to be adhered:

Code of Conduct

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school regulations and accept direction from authorized school personnel. The administration has "zero tolerance" of violent, disruptive, or inappropriate behavior by its students.

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

Students and parents shall be provided (at the beginning of the school year and/or upon entering the Academy) written information on the rules and

regulations to which students are subject while in school and while participating in any school-related activity or event. The information provided shall include the types of misconduct for which a student is subject to suspension or expulsion from school or other forms of disciplinary action. The information provided to parents and students indicates that the compliance with the standards of conduct is mandatory.

The teacher is the key person in school discipline. He or she is expected to make every effort to handle personally the usual problems of maintaining classroom discipline. When a disciplinary problem becomes acute enough to involve the school principal or assistant principal, then the teacher should seek his/her assistance. Under these circumstances, both the teacher and the principal are expected to accord the student his/her rights under the Due Process Procedure as adopted by the Board of Trustees.

Serious Misconduct

A violation of any of the following school rules may result in disciplinary action, including suspension or expulsion. All rules under this section will be enforced on school grounds during and immediately before or after school hours, on school grounds at any other time when the school is being used by any school group, off school grounds at any school activity, function, or event and on school vehicles when students are being transported.

Rule 1 – Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

Rule 2 – Damage or Destruction of School Property

A student shall not intentionally cause or attempt to cause damage to public property.

Rule 3 – Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees.

Rule 4 – Acts of Discrimination

A student shall not cause, commit or contribute to acts of harassment, retaliation, coercion, interference, or intimidation of any student, employee, or other participant in a school activity due to race, color, national origin, sex, age, or disability. Any participant in a school activity who experiences such acts should report immediately to his or her immediate superior, to a teacher, or to the building administrator.

Rule 5 – Assaults/Hazing/Bullying

A student shall not harass, bully, retaliate against, coerce, interfere with, intimidate, inflict injury, cause another to inflict injury, or behave in any way which could cause physical injury or mental anguish to another student, teacher, or other school personnel.

Rule 6 – Verbal Assault Upon School Personnel

A student shall not intentionally direct to a school employee words, phrases, gestures, which are vulgar, obscene or degrading.

Rule 7 – Weapons and Dangerous Instruments

A student shall not possess, handle, transport, carry, use, conceal, or transmit any objects that can reasonably be considered a weapon, a firearm, (including any object represented as a firearm or made, construed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm), a knife, or other dangerous object of reasonable use to the student.

Any student who is determined to have brought to school a firearm or knife as defined below, shall be expelled for not less than one year, subject to reduction of this term by the Chairman of the Board on a case –by-case basis. In determining the term of expulsion on a case—by-case basis, the administration shall consider all the relevant facts and circumstances including (a) applicable Ohio or federal laws, (b) the student’s disability, and (c) extent of culpability of the student. The administration shall notify the appropriate criminal justice or juvenile delinquency authorities of these determinations.

This rule incorporates 18 U.S.C. §§ 921 et.seq., which defines “firearm” as “(A) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. (4) The term ‘destructive device’ means (A) (i)

bomb, (ii) grenade, (iii) rocket having a propellant of more than one-quarter ounce, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses,”

For the purpose of this rule, a “knife” is defined as any device consisting of a sharp blade three (3) inches or longer in length, whether or not fastened to a handle, designed or intended for use as cutting instrument.

For the purposes of this rule, a “dangerous object” is defined as a device which is or may be used to cause harm to another person, including but not limited to a club, chain, razor, or other sharp blade less than three (3) inches in length, metal knuckles, noxious irritants, chemicals, or explosive incendiary device.

Rule 8 – Use of Tobacco

A student shall not use or possess tobacco or any tobacco product such as cigarettes, cigars, dip, chewing tobacco, etc.

Rule 9 – Narcotics, Alcoholic Beverages, Drugs, and Counterfeit or Look-Alike Drugs

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, or any illegal mind-altering substance, inhalant, or intoxicant of any kind.

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any counterfeit controlled substance. A counterfeit controlled substance is any substance that is made to look like a controlled substance or is represented to be a controlled substance or that a student believes to be a controlled substance.

A student shall not buy, sell, transfer, possess, or use any drug, medication, inhalant, or other substance, which can be taken internally where the students or students involved cannot show a legitimate health or other reason for use of such substances.

Use of a drug authorized by a registered physician and in accordance with his instructions is not in violation of this rule.

Please Note:
The Academy's zero tolerance policy means that all threats of violence will be investigated individually but treated seriously. Parents should encourage their children not to use verbal threats, weapons, or toy weapons, even jokingly. Doing so will result in punishment according to the Student Code of Conduct.

STUDENTS IN THE SCHOOL FOUND TO BE IN VIOLATION OF THIS RULE, SHALL BE EXPELLED OR SUSPENDED, EXCEPT AN ALTERNATIVE TO EXPULSION IS DETERMINED FOR A FIRST-TIME OFFENDER.

Rule 10 – Acts of Immorality

Possession of pornographic matter is prohibited.
Sexual acts are prohibited

Rule 11 – Gambling

A student shall not participate in gambling.

Rule 12 – Stealing

A student shall not steal or attempt to steal school property or private property of other students or school personnel.

Rule 13 – Dress Code

Violations of the Dress Code (uniform) as adopted by the PTO are prohibited.

Rule 14 – Repeated Violations

A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, teacher aides, principal, or any other authorized personnel

Rule 15 – Extortion

A student shall not extort or cause others to extort money or other personal property from other students or school personnel.

Rule 16 – Drug Paraphernalia

Drug paraphernalia shall not be worn, carried, or be brought to school or school events.

Rule 17 – Violation of Ohio Criminal Traffic or Juvenile Code

Commissioned by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Juvenile Code on or off the school grounds, regardless if school related or not, that would, in

the judgment of school official, be a detriment to the ongoing educational processes and/or orderly administration of the school if the student were permitted to continue regular school attendance.

Rule 18 – Violation of the Network Acceptable Use Policy

Students must have a signed Acceptable Use Agreement before gaining access to the Academy's computer network. Students shall abide by the Academy's Network Acceptable Use Policy and any school or classroom rules for network access, which include but are not limited to the following: Students shall not share passwords, abuse Academy hardware or software, create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials, use the network for any commercial activities, transmit, download or copy any materials in violation of any Academy policies or any federal, state or local laws, materials in furtherance of criminal activities or terrorist act, threatening materials, or pornographic, sexually explicit or obscene materials, or vandalize the Academy network or use the Academy network to vandalize other computers, networks or web sites.

Rule 19 – Personal Electronic Devices

Personal electronic devices (except school approved calculators used in Math) are not permitted on campus during the school day or on school buses. Students who elect to bring them to school do so at their own risk. The Academy takes no responsibility for any loss or damage to the items, nor in investigating the circumstances regarding loss or damage. Any such equipment seen or heard during the school day will be kept at the office until returned to the parents of the owner.

Other Misconduct Acts

Other misconduct acts listed below could result in disciplinary action. Usually these offenses would not result in expulsion or suspension.

Rule 20 – Truancy

Students shall not be truant from school.

Rule 21 – Excessive Absenteeism

Students are to be in school regularly unless ill or excused by the appropriate school officials.

Rule 22 – Cheating

Students shall not cheat in school.

Rule 23 – Skipping Detention

Student assigned to detention shall report on the designated day and at the designated time.

Rule 24 – Tardiness

A student shall be prompt to school and to class according to its scheduled time.

Rule 25 – Miscellaneous Offenses

Disciplinary problems such as not doing homework, refusing to obey school personnel directions, throwing objects in school, using water guns, and other such offenses are prohibited and may result in disciplinary action..

Due Process

Students are entitled to due process procedures when they are charged with misconduct in the violation of rules or any act that may lead to suspension or expulsion from school. At minimum, due process requires advising the student about the accusation made against him/her and permitting the student to give his/her side of the story.

Reasonable Search and Seizure

Emergency searches may be conducted anytime there is a reasonable suspicion or evidence of an immediate threat to health, safety, property, or discipline due to a rule violation or a crime. Emergency searches may include the desk, locker, person, or other property of the student on school premises. Non-emergency searches may include only the school desk or locker or similar school property assigned to a student for his/her temporary use.

Corporal Punishment

Corporal punishment is not administered to any student.

Non-Discrimination in School Activities

The Board of Trustees provides that no student or other participant in a school-sponsored activity will be discriminated against by harassment, retaliation, coercion, interference, or intimidation on the basis of race, religion, color, national origin, sex, age, or disability. Complaints of discrimination should be communicated to the building administrator. Complaint procedures are intended to comply with federal regulations outlined under Title XI of the Education Amendments of 1972, Section 504 or the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other regulations regarding non-discrimination.

Common Illnesses & Guidelines For Decisions about School Attendance

CHICKEN POX: A skin rash consisting of small blisters which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after appearance of the first crop of blisters.

COMMON COLD: Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with the youngster's ability to learn. Medical care should be obtained if systems persist beyond 7-10 days, fever develops, or discharge becomes yellow or green.

FEVER: If your child's temperature is 100 degrees Fahrenheit or greater (1 or 2 degrees above the child's normal temperature) s/he should remain home until s/he has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

FLU: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

HEAD LICE: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo *and nits have been removed*. Your child must have a note from a physician indicating they are nit-free and/or be seen by a designated school administrator before returning to class.

IMPETIGO: Blister-like lesions which later develop into crusted, pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

PAIN: If your child complains, or behavior indicates, that s/he is experiencing persistent pain, s/he should be evaluated by a physician before attending school.

PINKEYE: Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good handwashing practices, using individual washcloths and towels, and *not* touching any part of the eyes with tip of the medication applicator while administering antibiotic treatment.

SKIN RASHES: Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school. When the doctor approves a return to school, please send physician's note with your child to the clinic.

STREP THROAT/SCARLET FEVER: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. Scarlet fever shows the same symptoms as strep throat as well as a strawberry appearance to the tongue and a skin rash. High fever, nausea, and vomiting may also occur. Your child should remain home from school until receiving 24 hours of antibiotic therapy and no fever or vomiting has occurred for 24 hours. Most physicians will advise bed rest at home for 1-2 days after a strep infection.

Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until vomiting, diarrhea, or fever has ceased for a full 24 hours. If your child has any of these symptoms during the night, s/he should not be sent to school the following day.

**PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE
CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND
TREATMENT**

INTERNATIONAL ACADEMY OF CINCINNATI SCHOOL UNIFORM POLICY AND DRESS CODE

School uniforms are required for all students preschool through eighth grade. It is the responsibility of the student and his/her parent(s) to maintain a clean and neat appearance at all times. However, it is important to involve students in the implementation of our Uniform Policy because it affords them the opportunity for self-directed improvement and responsibility, which is an integral part of our Discipline Policy.

BOYS' AND YOUNG MEN'S UNIFORM GUIDELINES

Boys and young men may wear either an oxford or knit shirt with collar. The shirt should be white or light blue and free of design or ornamentation. The shirt may be short or long sleeve; must be clean, neat, and appropriately sized. T-shirts worn under the shirt must be plain white – without printing.

Boys and young men must wear navy blue dress pants, made of either twill or corduroy (no jeans are permitted). Pants are to be neat, clean and worn at the natural waist. Students in grades Pre-K through 3 are permitted to wear Bermuda shorts that fall below the knee during warm weather months (August, September, May, June).

Sweaters or sweat shirts if worn must be solid navy blue or white in color and free of design (stripes, polka-dots, etc.), logos, lettering or ornamentation.

Students should wear socks (plain, unadorned in white, black or navy) and athletic or gym shoes at all times (no toe shoes, boots, or other shoes, although rubber soled, not made for active wear). All shoes must be neat, clean and tied when worn.

BOYS' PHYSICAL EDUCATION (PE) UNIFORM

Grades Kindergarten through 3:

There is no special attire required for gym beyond the school uniform and the proper footwear as outlined above.

Grades 4 through 8:

Blue or black sweatpants or shorts that are modest in length at all times (never shorter than the middle of the back of the knee). T-shirts which are loose fitting, plain and unadorned, opaque, neckline not below the collarbone and must have either short or long sleeves (no sleeveless or “muscle” shirts) are required. The shirt should be long enough to cover the midriff at all times. Proper athletic footwear must be worn as outlined above.

GIRLS' AND YOUNG LADIES' UNIFORM GUIDELINES

Girls (Grades Pre-K – 3) may wear either an oxford or knit shirt with collar. The shirt should be white or light blue and free of design or ornamentation. The shirt may be short or long sleeve; must be clean, neat, and appropriately sized. Undershirts worn under the shirt must be plain white – without printing. Undergarments should not be visible.

Girls (Grades Pre-K – 3) may wear navy blue dress pants, skirts or jumpers made of either twill or corduroy (no jeans permitted). Pants are to be neat, clean and worn at the natural waist. **Leggings or tights are not a substitute for pants.** Skirts and jumpers should be cleaned, pressed, and modest in length at all times (never shorter than the middle of the back of the knee). Students in grades Pre-K through 3 are permitted to wear Bermuda shorts or Capri pants that fall below the knee during warm weather months (August, September, May, June).

Young Ladies (Grades 4 – 8) to ensure modesty at all times, young ladies must wear a combination of either a jumper or long shirt and uniform pants. Jumpers and dress pants should be made of either twill or corduroy (no jeans are permitted). Pants are to be neat, clean, appropriately sized and worn at the natural waist. **Leggings or tights are not a substitute for pants.** Shirts may be either white or light blue in color, opaque, and free of design or ornamentation. If a shirt is worn with pants alone, it must be no shorter than mid-thigh. Undershirts worn under the shirt must be plain white – without printing. Undergarments should not be visible. Shirt necklines or collars should not fall below the collarbone and the sleeve length must fall below the elbow (no short sleeve or sleeveless).

Sweaters or sweat shirts if worn must be solid navy blue or white in color and free of design (stripes, polka-dots, etc.), logos, lettering or ornamentation.

Students should wear socks or tights (plain, unadorned in white, black or navy) and athletic or gym shoes at all times (no toe shoes, boots, or other shoes, although rubber soled, not made for active wear). All shoes must be neat, clean and tied when worn.

All girls and young ladies must have a clean, white opaque hijab for prayer everyday. Hijabs should be labeled with the student's name. Girls in Grades 4 through 8 are encouraged to wear a hijab at all times.

GIRLS' PHYSICAL EDUCATION (PE) UNIFORM

Grades Kindergarten through 3:

There is no special attire required for gym beyond the school uniform and the proper footwear as outlined above.

Grades 4 through 8:

Blue or black sweatpants. T-shirts which are loose fitting, plain and unadorned, opaque, neckline should not fall below the collarbone and $\frac{3}{4}$ length (should fall below the elbow) or

full length sleeves are required. The shirt should be long enough to cover the midriff at all times. Proper athletic footwear must be worn as outlined above.

CASUAL DAY

Special out-of-uniform days are designated by the principal, and only affect the type of clothing worn. All shirts, tops or dresses worn on these days must have sleeves, and the neckline must not fall below the collarbone. Shirts should be opaque (not see-through) and cover the midriff at all times. Clothing items which are brief, revealing or form fitting are not appropriate apparel for the school day. Clothing that contains writing, advertising or messages that depict violence, drugs, tobacco, alcohol or anything that is obscene or degrading to others are not permitted.

All other regulations including, but not limited to those relating to jewelry, footwear, length of clothing, etc. will be in effect on these special days.

HAIR

Hair must be clean, neat and combed. In addition, hair cannot be of such length, style or color that it presents either a health or safety hazard or is disruptive to the academic atmosphere of the school. Nor can hair be of such a length that it interferes with a student's vision or otherwise hinders or prevents him/her from performing normal or required activities at school.

Boys: Hair should be trimmed so that it does not fall below the eyebrow, extend over the shirt collar or fall below the earlobe.

Girls: Hair should not fall into the eyes or face; headbands, hair clips or hair ties should be used to manage long hair. Headbands, hair clips or hair ties should not be excessive or distracting. Girls may be asked to tie their hair back if it is unmanageable or poses a hazard.

JEWELRY

Girls Pre-K through grade 3 – jewelry is limited to a single set of simple stud or small hoop (< ½ in. dia.) earrings (worn in lower ear lobe) and a wristwatch.

Girls in Grades 4 through 8 – permitted to wear a single set of simple stud or small hoop (< ½ in. dia.) earrings (worn in lower ear lobe), a watch, a simple necklace and a simple bracelet.

Boys in all grades may wear a wristwatch only.

OTHER

Explicitly forbidden:

Any tight fitting clothing, that although may cover the skin, draws attention to certain parts of the body. Leggings, Jeggings, Tights, Yoga, Spandex, Skinny Jeans or Pants.

- Shorts, dresses or skirts above the knee.
- Sagging pants (exposes underwear, shorts or bare skin).
- Pajamas/sleepwear or costumes
- Any clothing with holes, cuts, rips, or tears.
- Clothing with studs or gaudy accessories.

Nail polish may not be worn at any grade level. Students coming to school wearing nail polish will be sent to the office for removal.

Tattoos (real and “rub-on”) may not be visible. Students coming to school wearing a visible tattoo will be sent to the office for removal.

Visible body piercing other than in the lower ear lobe are not permitted.

Make-up is not permitted.

The only head coverings permitted to be worn during school are hijabs and prayer caps. Baseball caps, hoodie hoods, distracting hair accessories (i.e. animal ear, big bow, floral or bobble headbands) and other headgear are not permitted to be worn during school hours. Jackets, coats and hats (outdoor weather gear) must be stored in lockers or cubbies during the day.

CONSEQUENCES FOR NON-COMPLIANCE

Preschool – 3rd Grade

- 1st Offense: Verbal warning and Out of Uniform Note sent home to the parents (Note should also be scanned and e-mailed to the parents)
- 2nd Offense: Out of Uniform Note and phone call to the parents by the homeroom teacher
- 3rd Offense: Student will be sent to the office and parent will be called to bring a uniform
- 4th Offense: Parent conference with the principal

4th – 8th Grade

- 1st Offense: Verbal warning and Out of Uniform Note e-mailed to the parents
- 2nd Offense: Out of Uniform Note and phone call to the parents by the homeroom teacher
- 3rd Offense: Student will be sent to the office and parent will be called to bring a uniform, and no recess for one week
- 4th Offense: The above consequence, parent conference with principal, and after school detention

Repeated violations will result in further disciplinary action which may include; no recess, in-school suspension, monetary fines, loss of after school club or activity participation, loss of quarter party or other class celebrations, etc.

SUGGESTED SOURCES THAT STOCK UNIFORMS

Meijer	Sears	Educational Outfitters Cincinnati	Costco
Target	J.C. Penney	Walmart	Kohl’s

On-Line:

www.cookieskids.com www.frenchtoast.com www.landsend.com www.eastessence.com