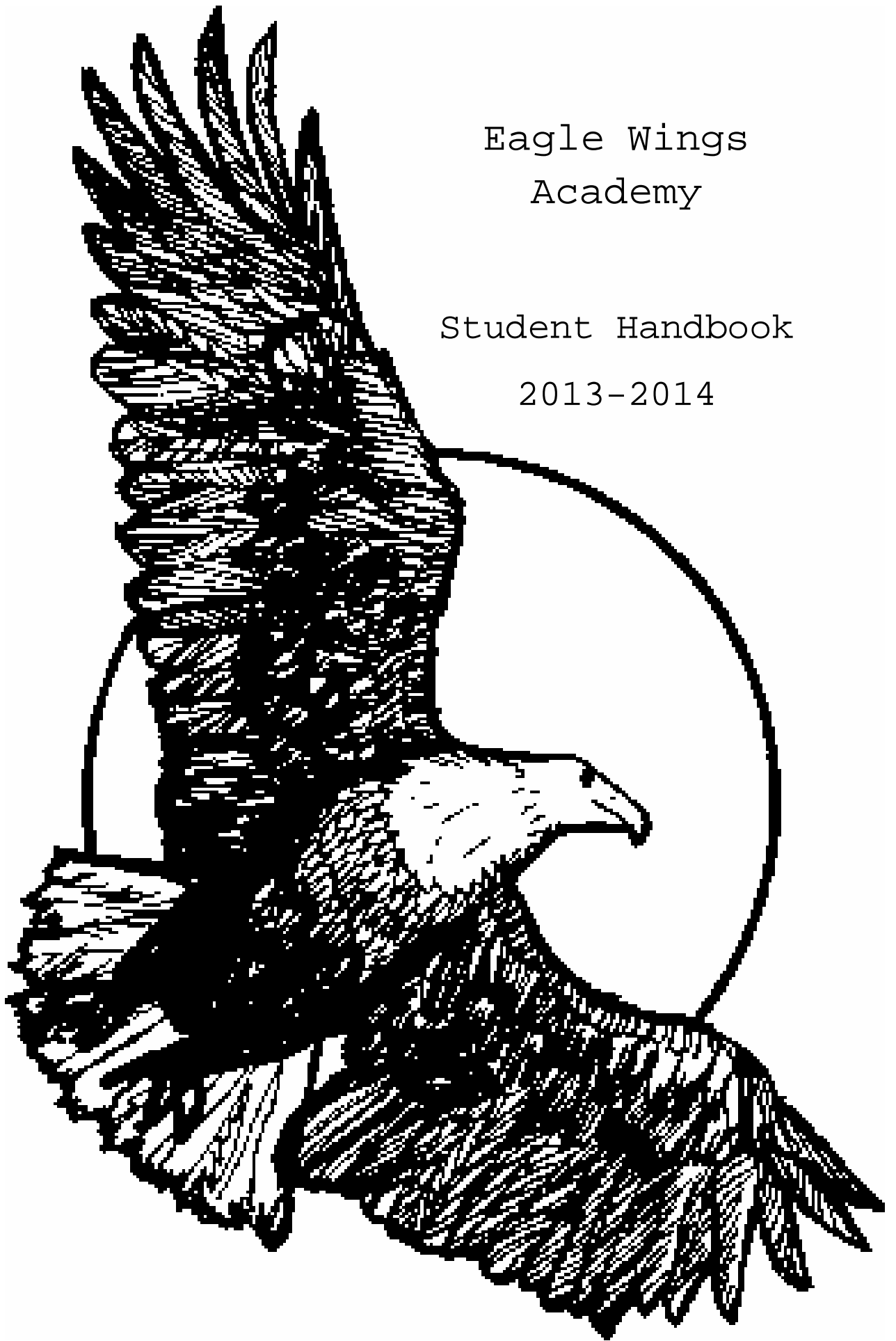


Eagle Wings
Academy

Student Handbook
2013-2014



Eagle Wings Academy

... serves special needs students, grades K-12, in a small, structured setting where positive behavior supports allow for intensive direct instruction.

Vision: Eagle Wings Academy exists to provide a specialized and safe environment, where students can optimize their social, emotional, and educational potential in order to become confident individuals, who can embrace the future.

By providing an environment that facilitates positive learning experiences through staff, parents, students, school districts and the community, every individual touched by Eagle Wings Academy will be able to set an example of compassion, integrity and confidence, impacting the communities in which they walk, from a circle of friends to society.

Dear Parents/Guardians:

Welcome (or welcome back) to Eagle Wings Academy! We are looking forward to another year of excitement and possibilities. Our wonderful staff stands ready to offer your child a quality educational experience that will undoubtedly foster social, emotional, and scholastic growth.

Our curriculum, or program of study, reflects the State of Ohio Academic Content Standards and the Common Core Standards, which may be viewed on the Ohio Department of Education website (www.ode.state.oh.us).

Our school-wide Positive Behavior Intervention Support teaches pro-social "replacement" behaviors and creates environments to support the use of pro-social behaviors school-wide, in the classroom, and individually.

This handbook has been prepared to provide you with information about our school. Please refer to it throughout the year, and read and discuss its contents with your child. Other types of information are available in the form of school newsletters, correspondence from your child's teacher, behavior charts, report cards, our automated phone notification system, and information on our website: www.eaglewings.org

We are very excited to begin our third year with the wonderful staff of Eagle Wings Academy. We are confident your child will benefit from their genuine desire to "make a difference," creating a caring and supportive environment, in which each child can advance academically, socially, and emotionally.

Best Wishes for a Great Year,

Tatjana Blubaugh and Amanda Griffith

ADDRESS AND PHONE CHANGES

Any change of address or phone numbers (especially numbers used in emergencies) must be reported to our office immediately. In the event of illness or injury it is vitally important that we have current valid emergency numbers.

ANTI-HAZING POLICY

Students should not plan, encourage or participate in hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that creates a substantial risk causing mental or physical harm to any person. Hazing at Eagle Wings Academy or at an Eagle Wings Academy event is strictly prohibited. Students that are in violation of this policy will be subject to disciplinary actions. Permission, consent or assumption of risk by any individual subjected to hazing does NOT lessen the prohibition contained in this policy.

ATTENDANCE

School attendance is a privilege and requirement of the laws of the State of Ohio. Regular attendance is vital to the educational and social progress of our students. Ohio's Missing Children's Act requires that the school verify all student absences.

If your student is going to be absent, parents are requested to call the school office at 740-323-4063 ext. 11 before 8:00am and give their name, the student's name, and reason for the absence or send in a written note. The absence will be recorded as unexcused until acceptable communication from a parent or guardian is received by the office. Unexcused or parentally excused absences are still counted as an absence.

Eagle Wings Academy's Policy states that professionally excused absences are considered for the following reasons but not limited to: appointments including medical, dental, court, counselor, psychiatrist, psychologist, court ordered visitations during school hours, death of an immediate family member, bus suspension, and home school closing (transportation not being provided). Reasons other than these will be considered an absence unless prior approval by the Director of Student Services. **An excuse needs to be sent in from the professional provider, in order for the absence to not be counted.**

Students accumulating 3 or more absences per quarter will receive an attendance letter informing them of their current status. Students accumulating 5 or more absences per quarter will receive a second attendance letter and will be reported to their home school district, enforcing their home school truancy policy.

Late Arrivals and Early Dismissals

Class begins at 8:00am. Students are not allowed to enter the building prior to 7:30am. If the student arrives later than 8:00am, they MUST be signed in by the parent in the front office. Any student arriving after 10:30am will receive ½ day absence. Any student arriving after 12:00pm will be considered absent for the entire day. Any student leaving before 12:00pm will receive ½ day absence. Any student leaving before 10:30am will be considered absent for the entire day. Parents MUST also sign their student out in the front office if they are leaving school early. School ends at 2:00pm. Students are to be picked up no later than 2:15pm. **Habitual tardiness or early leaving will be addressed by the Director of Student Services and maybe reported to the home school for further actions.**

BEHAVIOR CHARTS

Students will take home a daily a behavior chart, letting parents/legal guardians know how their behavior was rated for the school day by staff.

- **Ones indicate that the student had a difficult time and was performing below expectations**
- **Twos indicate that the student is performing as expected and is doing really well. Twos are a very positive mark and should be treated as such.**
- **Threes are very difficult to achieve and indicate that a student surpassed expectations and performed with excellence.**

The purpose of the daily chart is to provide immediate feedback to the parents/legal guardians, create an overview of the student's behavior, provide visuals on how to achieve incentives, and help students regulate their behavior by taking responsibility. If a student does not bring his/her chart home, please contact the teacher immediately. Charts can be texted, emailed, or faxed.

BIRTHDAYS

Eagle Wings Academy realizes that birthdays are very special days for children. The Angel Wings committee recognizes students on their birthday during morning announcements and with a special little treat. At the end of the month, all birthdays receive a cupcake. If you would like to send sweet treats with your child for class, please confer with your child's classroom teacher. We ask that you refrain however, from sending balloons and flowers to school.

BOOKMOBILE

Once a month, students have access to the Newark Public Library through the Bookmobile. Prior to checking out books, students have to fill out an application for a Library Card.

Parents/Guardians have the option to request specific books through the teacher or Director of Curriculum. All checked out books have to remain at Eagle Wings Academy.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats or actions, which cause or threaten to cause bodily harm or personal degradation.

Harassment, intimidation, or bullying means:

- A. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. Violence within a dating relationship.

The complete policy is included at the end of the Student Handbook and can be found on our website at www.eaglewings.org. Reports can be made online by visiting our website and choosing the "Report Bullying" link.

BUS TRANSPORTATION

Students at Eagle Wings Academy, receive home-to-school and school-to-home transportation provided by their school districts. In accordance with all public school districts, students are **NOT** permitted to ride a bus from another school district, unless special arrangements have been made through the Director of Student Services. School transportation is provided by the public school districts, which reserve the right to suspend or expel a student from riding the bus based on their district's policies. Eagle Wings Academy will work with the students, parents, bus drivers and the school district to resolve any transportation issues.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Cheating in school, including sharing, accepting, or taking information is never acceptable. Plagiarism is any intentional representation of another's ideas, words or works as one's own. The original writer who intentionally shares his/her work, without the permission of the teacher, is also engaged in plagiarism.

Consequences for cheating or plagiarism include:

Parent and/or district notification, failing grades, re-do of assignments, alternate assignments, in-school consequences, required team meeting.

Any academic dishonesty on the Ohio Statewide Tests, will be reported to Ohio Department of Education, and may lead to additional consequences outside the scope of Eagle Wings Academy.

CONFERENCES

A vital part of any school is the communication between parents and teachers. For this reason, specific dates have been set aside for conferences in the fall and spring of each school year. Appointment notices are sent home prior to the conference date, which are followed by a phone call from the front office to confirm time and dates. An additional reminder note will be sent. If we have not been successful in contacting the parent and have not received a confirmation note, we will send an assigned appointment time. **Only conferences scheduled for 3pm allow for students to remain at school.** For all other appointments, Eagle Wings Academy will follow regular bus dismissal.

A conference may be held with any staff member of Eagle Wings Academy at any time by calling the school office and setting up an appointment. If you need to talk with your student's teacher during the school day, you may call the school office and leave a message. Teachers are not always available during the school day due to their responsibilities to the students. Our office has been instructed to not interrupt the teachers when they are in class. The teacher will call you back as soon as possible. **Please remember - no concern of yours is too small - please give us a call and we will do our best to resolve any issues or concerns that you have.**

CURRICULUM

Eagle Wings Academy's curriculum, or program of study, reflects the State of Ohio Academic Content Standards and the new Common Core Standards, which may be viewed on the Ohio Department of Education website at www.ode.state.oh.us.

DAILY PROGRESS REPORTS

Students will receive a daily progress report on their behavior and/or following school rules. It is the student's responsibility to share his/her daily report with their parents. Parents have the option to have the daily report mailed, emailed, faxed or texted home each day or once a week. Parents must make arrangements with their student's teacher.

DRUG AND ALCOHOL TESTING

Parents will be given a copy of the Student Drug & Alcohol Policy at intake. All students grades 7-12 are required to submit to a mandatory drug test prior to enrollment. Students failing the drug test will not be considered for enrollment. Random and probable cause testing will occur throughout the school year. Students failing or refusing a drug test will be immediately dismissed from Eagle Wings Academy. Students may be considered to re-enroll if the necessary steps have been taken by the students, parents and school district.

ELECTRONICS

Students are not permitted to use electronic items, such as but not limited to radios, cell phones, gaming devices, I-Pods, MP3 Players, CD or DVD players during the school day. **They are permitted** to use these items on the school bus. Once the student arrives at school, the item(s) must be turned in at the designated area assigned. The student may get their item(s) back at the end of the day at dismissal time. Electronic devices not turned will be confiscated. All staff is asked to submit confiscated items immediately to the Team Leader, who will contact the parents. Eagle Wings Academy is not responsible for any damaged or stolen items, which have not been turned in at arrival.

Student use of the school telephone is restricted. Permission may be granted at the discretion of the staff.

FIELD TRIPS

Field trips may be conducted throughout the school year and will correlate with educational experiences or behavioral incentives. Field trip information will be sent home prior to the field trip. Field trips may be lost due to unsafe behaviors prior to the trip. Permission slips will be sent to the parents/guardians to be signed prior to the trip. Students must wear their uniform unless otherwise notified. Students should conduct themselves at the same level as they do at school.

FIRE AND SEVERE WEATHER DRILLS

The State of Ohio requires schools to have one fire drill per month (one during the first two weeks of schools.) Tornado drills are conducted once in the fall and once in the spring. These drills are conducted to acquaint students with the proper emergency procedures and evacuation routes. Students are instructed by the teacher about his/her responsibility during the drills. Fire and tornado evacuation routes are posted in each classroom in a conspicuous place.

GRADING CARDS/PROMOTION

Interims will be sent out every 3 weeks. Report Cards will be sent out after each quarter.

Exams will be given to all high school students after the 2nd and 4th quarters. Exams will count as 10% of their grade. The following is the grading scale:

A	93 - 100	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	62 - 62
C+	77 - 79	F	59 or below

The promotion of each student is determined individually. The decision to promote or retain a student in a grade is made on the basis of academic growth, physical maturity, age, and emotional and social development and subject to an IEP team meeting.

GRADUATION REQUIREMENTS

Eagle Wings Academy works directly with your student's public school district to ensure that graduation requirements are met, in order for your student to graduate with a diploma from his/her respective high school.

HEALTH/IMMUNIZATION/SCREENING

Eagle Wings Academy employs a full-time school nurse, who is a registered nurse. Any injuries or illness are reported to the school nurse, who will follow health and safety procedures. In the event the school nurse is unavailable, the Director of Administration will assign one or more designees.

Anyone with symptoms of possible communicable diseases should not attend school. We plan on your cooperation by keeping your child home if vomiting, diarrhea, or a temperature over 100 degrees occurs. **Please do not administer a fever-reducing medicine and send the child to school.** A child should be fever-free without vomiting for 24 hours before returning to school.

Students must be current with all immunizations required by law. In order to comply with the Ohio Revised Code, students must have the necessary immunizations or authorized exemption within 14 days of his/her enrollment day. **Failure to provide documentation will result in exclusion from school.**

In an effort to consider the progress and welfare of your child, Eagle Wings Academy conducts a variety of health screenings under the supervision of the school nurse. You will be notified if a screening indicates problems or if there is a need for further medical advice. **If you do not wish your child to participate in any of these screenings, please contact the school nurse immediately.** Screenings include: Hearing, Vision, BMI, and scoliosis.

HOMEWORK

Even though homework is an important part of the educational program, Eagle Wings Academy places more emphasis on positive family time to enhance a student's personal, behavioral and emotional growth. The amount and frequency of homework will therefore, vary according to the student's needs and the discretion of the teacher. If you feel that your child is spending too much or not enough time on homework, you might wish to contact the classroom teacher.

Homework may be given to complete an assignment in class, to practice essential material, to strengthen weaknesses, to prepare for a transition.

Some effective supports you can provide are a well-lit and quiet place to study, a set schedule, help when student seems to struggle, and necessary material available.

INAPPROPRIATE DISCUSSIONS

Inappropriate discussions include but are not limited to drugs, weapons, sex, violence and/or threats. All incidents of inappropriate discussions will be documented. Parents/Guardians, home school districts, and/or members of the team will be contacted in regards to the incident as needed and may be asked to attend a team meeting. Disciplinary actions could include but are not limited to: processing essays, loss of privileges, in-school suspension, out-of-school suspension, and/or dismissal. **Legal authorities will be contacted as appropriate.**

INTERNET/COMPUTER USE

To access email and/or the internet at school, students under the age of 18 must obtain parent permission and must sign and return the form included in the enrollment packet. Students that are 18 and over may sign their own form.

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. Use of the network must be in support of education and research consistent with the Eagle Wings Academy internet policy, handed to the parent/guardian with the enrollment packet. Eagle Wings Academy reserves the right to monitor internet activity and to remove user accounts/access for any violation of the Eagle Wings Academy policy and/or internet practices listed therein.

LOCKER SEARCH

Lockers, school furniture and their contents are subject to search at any time by school administration and law enforcement authorities. Students are responsible for the contents in their lockers and desks. Students will not use locks on their lockers.

LUNCH INFORMATION

A nutritious hot lunch is available to all students. Students bringing their lunch may purchase milk. Students who meet income guidelines can receive a free or reduced lunch. Applications are included in the enrollment packet and available at the front office. Students eligible for this benefit can be assured this information will be held in strict confidence. Students may choose to pay for their meals daily, weekly or monthly. If students lose or forget their lunch money, they will be allowed to charge for a limited period of time. Charge notices will be sent home and **the charge must be paid within 7 days**. If special circumstances exist, please call the school. Menus are sent home monthly, plus they are posted on the school website. If a child is allergic to milk or any food item, the cafeteria and nurse must have a doctor's statement on file and another food item may be substituted for the item. A free breakfast is available for all students attending Eagle Wings Academy.

Student Lunch Price: \$2.25 Reduced Lunch: \$.40 Milk: \$.50

MEDICATION AT SCHOOL

Eagle Wings Academy's Medication Administration Policy follows the Ohio Revised Code. Medication Forms are included in the enrollment packet and available at the office.

Parents/Guardians are responsible to supply the school nurse with up-to-date and an adequate amount of their student's medication. If a student has to take a prescription medication, they **MUST** fill out the authorization form in the enrollment packet and get the **DOCTOR'S SIGNATURE**. **If there is any change in the method of administration or dosage it must be documented by the physician.**

All medication must come to school in the original container through the parent/guardian to the school nurse or through the bus driver and handed to an Eagle Wings Academy staff member, who will take it to the nurse. **NO student may carry the medication into school with them.** A violation may be reported to the Director of Student Services and may result in further disciplinary actions.

The Ohio Revised Code makes an exception for EpiPens and asthma inhalers, for students to self-carry who have been deemed safe **and** have a doctor's authorization to do so. Forms to self-carry are available in the nurse's office and the school nurse has to be informed.

No medication, including over the counter medication, will be administered without the proper forms completed in the enrollment packet. All medications will be stored in a secure location, with access limited to designated personnel.

Any medication left at school after the end of the school-year and/or the student's withdrawal, will be disposed of after 5 days from the last day of attendance.

NON-DISCRIMINATION POLICY

Eagle Wings Academy will admit students of any race, color, gender, religion, creed, lifestyle 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, religion, creed, lifestyle or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be alternative to court or administrative agency ordered or public school district initiated desegregation.

PARENT COMMUNICATION

At Eagle Wings Academy, we take your concerns very seriously. This procedure is to help resolve any of your concerns. All parent issues and concerns should first be directed to the person who is responsible for rendering the desired action to resolve the issue.

1. Contact the Teacher

Many issues may be solved by talking to the teacher first. This can be done via the phone, sending a letter, email, or scheduling a conference with the teacher. If the issue cannot be resolved to your satisfaction then proceed to:

2. Contact the Behavioral or Academic Administrator

This can be done via the phone, sending a letter, email, or scheduling a conference with the Administrator. Contact the Director of Curriculum if the issue is academic in nature. For all other concerns contact the Behavioral Administrator. If the issue is still unresolved then proceed to:

3. Contact the Director of Student Services

If after addressing the issue with the Director of Student Services, a satisfactory course of action has not appeared to happen, then proceed to the next step:

4. Call an IEP Team Meeting

The Director of Student Services, will be happy to arrange for an IEP meeting, including your child's Special Education Director and wrap-around team to address and resolve the issue.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

Eagle Wings Academy is committed to the use of Positive Behavior Intervention and Supports (PBIS) with students. Student personnel shall work to prevent the need for the use of restraint and/or seclusion.

PBIS emphasized prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Eagle Wings Academy staff has been trained in permissible seclusion and physical restraint measures, and is only permitted to physically restrain and/or seclude a student, when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy.

This policy is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion. The complete policy is included at the end of the Student Handbook and can be found on our website at www.eaglewings.org.

PROPERTY DAMAGE

Students and parents will be held responsible for any damages to school property that the student caused. Charges may be filed when necessary and replacement costs will be the responsibility of the parents.

RECESS/ PE EXCLUSION

All students are expected to go outside for recess, weather permitting and participate in PE. We strongly urge children to play and move during that time. Students should wear appropriate clothing for outside activities according to season and weather. Indoor recess will be held on days of inclement weather or when the temperature is below 32 degrees.

Students must have a note from their parents in order to be excluded from participating in a single recess or physical education class. Should the student need to be excluded from recess or physical education for an extended length of time due to an illness or injury, a physician's note stating the reason and length of exclusion MUST be sent to school.

RESIDENCY REQUIREMENTS

Parents/Guardians MUST be a resident of the school district that enrolls the student at Eagle Wings Academy. The student also MUST be enrolled at the school district, in which they reside. If a family or the child moves out of that school district, the parent/guardian must immediately notify the school district AND Eagle Wings Academy of the move.

Once the move has been made and the new school district decides to send the student back to Eagle Wings Academy, the parent/guardian MUST give the new residency information immediately.

In cases of divorce/separation/custody changes, a copy of the court order which stipulates custodial/residential provisions must be provided to Eagle Wings Academy.

SCHOOL CLOSING

A phone call will be made to all families, staff, and transportation via the One Call Now Alert Messaging system in the event of a school closing. Further information about weather-related school closings can be seen on television stations 4, 6, and 10 in the morning. The announcement will be for: Eagle Wings Academy

Eagle Wings Academy's decision to close is independent from all other schools. Eagle Wings Academy will not enact a delay, but ask that each district and family follows any delays and/or cancellations enacted by their school system.

Everyone should have a back-up plan

It's a good idea to talk with your children about what they should do if they arrive home and you are not there, due to an early school closing or your arrival at home later than usual, because of an unexpected circumstance. Please let them know if they should go to a neighbor's house, call a designated person, or stay where they are. This should help with some of the problems that can occur with children being frightened and uncertain of what they are to do in such situations.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of Eagle Wings Academy, whether on school property or at school functions or as an appropriate nexus may warrant, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted without a student's and/or parent's consent and may be conducted with the assistance of local police departments and their canine units. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

SEXUAL AND RACIAL HARASSMENT

Eagle Wings Academy is committed to eliminating and preventing any form of harassment. Conduct constituting sexual harassment may take different forms, including but not limited to the following inappropriate behaviors:

Written or sexual innuendos; suggestive comments, jokes of sexual nature, sexual propositions; causing the placement of sexually suggestive objects or pictures in the school environment; making sexually suggestive or insulting gestures or sounds; threatening or causing unwanted touching or contact.

Conduct constituting racial harassment may take different forms, including but not limited to the following inappropriate behaviors: Written or verbal innuendos, slurs, comments, jokes, insults, threats, or insulting or threatening gestures; taking intimidating or disparaging actions; drawings, pictures, items, etc. that promote or can be identified with gang and/or hate-groups.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions should promptly report the behavior to the school staff. All complaints will be promptly investigated and appropriate action will be taken.

SMOKING

Eagle Wings Academy is a smoke free environment. Smoking is absolutely prohibited on school grounds. Any student breaking this policy will receive further disciplinary actions.

SPORTS PROGRAMMING

Students 5th grade and up may participate in Eagle Wings Academy's school sports:

Girls	volleyball, cheerleading
Boys	flag football, basketball

The following requirements must be met in order for a student to participate in the sports program:

1. Parent/Guardian must contact the athletic director prior to the student participating in the sports program.
2. The student must have a physical exam prior to participating in the sports program.
3. Students must maintain behavior and academic eligibility:
 - a. Academic work must be up to date and student must be passing all classes with a C average or better.
 - b. Students may not have any unexcused absences within the week.
 - c. Students must have an average of 2 or better on their daily progress reports.
 - d. Students must sign and comply with the Anti-Hazing Policy.
 - e. Students disrespecting the coaches, referees or other athletes may be ineligible or dismissed from the team.
 - f. Students must dress up for game days:
Boys* - dress shirt, tie, shirt tucked in, dress pants
Girls* - dresses, skirts, blouses, dress pants
*Attire must be modest and meet uniform requirements.
 - g. Jeans may not be worn on game days.

4. Students who become ineligible to participate in games are still required to participate in all practices. Ineligible students must also attend all games in dress clothes while sitting on the bench with their team.
5. All practices will convene during the school day.

Parents/Guardians are responsible for transportation on game days. Transportation will NOT be provided by staff members.

**If there are not enough students signed up for a particular sport, that sport will be cancelled.

STUDENT CODE OF CONDUCT/DISCIPLINE

When rules are enforced consistently and fairly, students are more likely to follow them. Until our students have learned to control their behavior internally, staff specializes in assisting them to achieve their goal with positive reinforcement and consequences. Students are asked to:

1. Follow directions quickly
2. Raise your hand for permission to speak
3. Raise your hand for permission to leave your seat
4. Make smart choices
5. Keep your teacher happy

"Research has clearly demonstrated that task engagement increases and student problem behavior decreases when high rates of teacher praise are present in the classroom." (Lewis, Hudson, Richter, and Johnson, 2004)

Minor violations are typically countered with a logical consequence, corrective function, or the absence of a desired reward. Minor violations include, but are not limited to:
Dress code violations, class disruptions, excessive horseplay, electronic items in class, littering, non-physical interpersonal conflict, failure to follow rules . . .

Major violations may be countered with disciplinary measures, such as verbal reprimands, restriction of privileges, lunch detention, team meeting, emergency removal, out of school suspension, police involvement, restitution, or dismissal.

Major violations include, but are not limited to:
Ongoing minor violations, horseplay resulting in injury, disrespect towards staff or other adults, refusal to obey directions, pushing, drugs or alcohol, intimidation or harassment, threatening, fighting, assault, theft, lying, obscene language, damaging school property, plagiarism, weapons or lookalikes, and using an object as a weapon.

Behaviors, reaching beyond the scope of classroom management, will be discussed in administrative meetings. The parents/legal guardians, teacher, behavioral support, crisis social worker, Director of Student Services, and Director of Special Education, are all part of the intervention support team. Final decision of imposed disciplinary actions lies with the administrative team and individuals of Eagle Wings Academy.

Under no circumstance should corporal punishment be used with students.

STUDENT DRIVERS

Students may be permitted to self-transport, if they have provided a valid driver's license, proof of insurance, written permission from their parent/legal guardian and received the school's official approval. Eagle Wings Academy reserves the right to deny a student to self-transport if the student is not in compliance with school rules and policies.

In addition, the following actions are strictly prohibited:

- A. Transporting any other Eagle Wings Academy students, unless there are written notes from the parents/legal guardians of the driver and the passenger.
- B. Any illegal drugs, alcohol, weapons or harmful materials brought onto the school property in their vehicle.
- C. Reckless driving on school grounds.
- D. Entering the vehicle during the school day.

STUDENT PICK-UP AND DROP-OFF PROCEDURE

Parents arriving to drop off or pick up their children should drive into "the loop" that begins at entrance on the left side of the building in the bus line and allow your child to exit or enter at the designated area behind the building. Please notify anyone transporting your child on your behalf of these procedures.

Non-Parent Pick-up: Should you wish to have someone other than the parent pick up your child at dismissal, we must have a **written permission** and ID of the person to release him or her. **Please refrain from last minute phone calls for dismissal arrangements. Your child should know his/her arrangements before coming to school. It alleviates stress for your child and dismissal staff. We cannot make assurances if you phone the office after 1:00 PM.**

Supervision: Supervision within the building begins at 7:30 am and ends at 2:30 pm or until the last group of bus riders have boarded the bus. The parent/guardian assumes the responsibility for the students before or after these times (exception- students that ride the bus will be supervised before 7:30 am and after dismissal by the bus driver while the students are on the bus).

During the School Day: Anyone dropping off a child after 8:00 am or before 2:15 pm must come to the office and sign the child in/out. **Parents/Guardians must remain in the front office.**

STUDENT RECORDS

Student records are confidential and are protected by the Family Educational Rights and Privacy Act. Parents/Legal Guardians have the right to inspect and review the student's education records maintained by the school. Generally, schools must have written permission for the parent/legal guardian in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, **without consent**, to the following parties or under the following conditions:

- School officials with legitimate interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- To comply with judicial order or lawfully issued subpoena
- Officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State Law

STUDENT WELL-BEING

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

UNIFORM CODE

At Eagle Wings Academy, students wear uniforms, because a dress code develops a sense of pride in the students and their school. Uniform shirts and sweatshirts can be purchased from Eagle Wings Academy.

Shirts - Uniform shirts must be worn. Shirts worn under the uniform shirt must be tucked. Students may wear a solid colored long sleeve shirt under their uniform shirt. Colors are restricted to white, black, navy blue or the same color as the uniform shirt. Undergarments must not be showing at any time. Students may wear their uniform shirt un-tucked.

Pants - Uniform pants must be tan, navy blue, or black in color. Pants may have small cargo pockets. Pants may not be frayed or cut at the hem line and cannot be rolled up. Female students may wear Capri pants.

Shorts - Uniform shorts must be tan, navy blue or black. Shorts may not be any shorter than four inches from the top of the knee.

Skirts - Uniform skirts must be tan, navy blue or black. Skirts may not be any shorter than four inches from the top of the knee.

Outwear - Uniform sweatshirts may be worn over the uniform shirt. Coats must be stored in the designated area. Students are not allowed to carry their coats around with them or have them at their desks.

Items - Students are not allowed to carry pillows, blankets or stuffed animals unless indicated in the IEP.

Shoes - Any style of tennis shoe is allowed as long as it is deemed safe and appropriate for school use. Shoes must be appropriate for recess and physical education. Slippers are NOT allowed to be worn.

Jewelry/Sunglasses - Any jewelry worn must be conservative. Jewelry that could pose a hazard to others is not permitted and will be confiscated. Sunglasses are not to be worn inside of the school building.

Make-Up - Students who choose to wear make-up must keep it conservative and tasteful.

Hair - Hair should be neat, well-groomed and hygiene acceptable. Dyed hair must be of natural color. Highlighting is allowed and must be tasteful.

Tattoos - Tattoos MUST be covered at all times.

Hats - Hats are not allowed to be worn inside of the school building. Doo-rags and sweatshirt hoods are considered hats. Any hats worn inside of the school building are subject to confiscation. If confiscated, hats will be returned to the student per the staff member's decision.

Dress Down Days - Students will be allowed to earn dress down days on Fridays. Students that earn dress down days will have a slip for the parents, stating that they are allowed to dress down.

Friday Incentives - Students may earn academic medals for the week.

Gold medal	- dress down and hat
Silver Medal	- dress down and NO hat
Bronze Medal	- jeans and uniform shirt (NO hat)
No Medal	- MUST wear their uniform (NO hat)

Good taste should be reflected on dress down days. Clothing too tight or too revealing, and/or relating to profanity, disrespect, violence, drug and alcohol, sex, and/or hate crimes is not permitted at Eagle Wings Academy.

Students that come to school not in compliance with the uniform policy may not be allowed to participate in class. Parents will be called and asked to bring uniform clothes for their student.

Students will be isolated for the school day if they come to school not in compliance with the uniform policy. Repeated offenses may result in more serious disciplinary actions.

Administrative judgment in matters of dress and appearance are final.

VIDEO SURVEILLANCE

Eagle Wings Academy recognizes the value of electronic surveillance systems in monitoring activity on school property in protecting the health, welfare, and safety of its students and staff, and to facilitate investigation of incidents on school grounds. Eagle Wings Academy authorizes the installation and use of video cameras in public areas of the school, such as but not limited to hallways, cafeteria, school grounds, and parking lot. **The video recordings will not include sound recordings.** Eagle Wings Academy retains the right to use video recordings in student disciplinary hearings. Subject to FERPA and federal state law, the resulting videos may be turned over to the proper legal authorities for criminal prosecution, where criminal conduct is involved.

VISITORS/VOLUNTEERS

WE TAKE YOUR CHILD'S SAFETY VERY SERIOUSLY. Therefore, all visitors (parents, guardians, other family members, service providers, community members) must ALWAYS check in first at the school office and sign a confidentiality agreement and receive a badge, before gaining admittance to the classroom. **It is necessary to make advance notice of one to several days with the teacher, or administrative staff, prior to the visitation.** We consider this procedure very important for the safety of the students and the security of the school.

Visitations are limited to one hour.

Should you wish to eat lunch with your child, you may take him/her out during their lunchtime, or notify the office in advance that you'll be joining them in the cafeteria. You must sign your child out in the office, and sign them in when you return if you are taking them out to lunch.

Volunteers are always welcome. If you would like to donate your time, please contact the Director of Curriculum of your intentions. **One or more fingerprint background checks are required of all volunteers. There is a fee involved with this service.** Volunteers must first check in the at the school office and sign a confidentiality agreement and receive a badge, before going into the school. Even though we may know you, we need to reassure all parents that their children are safe. **Volunteers are expected to comply with building dress codes while in the building.**

WEAPONS

Weapons are NOT permitted at school. Under no circumstances may any person, with the exception of law-enforcement officers, possess a firearm or other weapon on school grounds. Therefore, administration shall reserve the right upon reasonable suspicion, to inspect a student's property or person. Students who bring in a weapon to school will be disciplined as deemed necessary, including involvement of the Licking County Sheriff's Office and dismissal from Eagle Wings Academy.

Vision:

Eagle Wings Academy exists to provide a specialized and safe environment, where students can optimize their social, emotional, and educational potential in order to become confident individuals, who can embrace the future.

By providing an environment that facilitates positive learning experiences through staff, parents, students, school districts and the community, every individual touched by Eagle Wings Academy will be able to set an example of compassion, integrity and confidence, impacting the communities in which they walk, from a circle of friends to society.

Mission:

Every child will make a minimum of one year's worth of growth and achievement as a result of a year's worth of instruction at a cost that does not exceed the school's annual budget.

Philosophy:

Every child is a precious and unique individual. When accurately equipped, each child will have the capacity to positively impact his or her world. Staff responsibility is to reinforce the positive and teach academic and social/emotional skills to mastery.

Direction:

It is the intent of the Eagle Wings Board of Directors, Leadership Team, and staff to continue to find ways to improve service delivery to youth with emotional disturbances and other social skills delay.

Priorities:

Eagle Wings Academy will create an environment that is safe and is in compliance with all statutes governing a private chartered school. Students will be instructed in academic, social, and emotional skills to mastery.

Eagle Wings Academy. . .

...serves special needs students, grades K-12, in small, structured settings where positive behavior supports allow for intensive direct instruction.