

# STUDENT HANDBOOK

FOCUS LEARNING ACADEMIES & FOCUS NORTH HIGH SCHOOL



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## **EXECUTIVE DIRECTOR'S WELCOME**

Dear Student:

Welcome to Focus! We think that you will find our school very different than some you've attended in the past. We know that coming to a new school is hard but we are going to help you in ways you can't imagine.

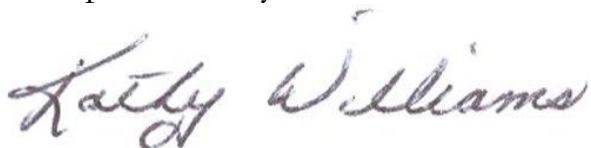
Our main goal is to help you get where you want to be! We know that you've had some tough choices in life and we only want to help you make choices now that are good for you. Give us the opportunity to help you help yourself!

There are many committed and dedicated people at Focus who are ready to listen to you. We are here to teach you, to guide you, to comfort you, to laugh with you and yes... to keep you on track.

At Focus, we are all about choices. Although it is rewarding to have the freedom to make your own choices, those choices come with responsibilities. We hope that you understand and take seriously the responsibility that comes with making your own choices. It is extremely important for you to work with us, not against us, so that we can help you do whatever you choose in life.

Please feel free to call me at 614-269-0150 X2103 or send me an e-mail at [Kathy.williams@focuslearn.org](mailto:Kathy.williams@focuslearn.org) if you have questions.

I hope to meet you soon,



Kathy Williams, Executive Director



**I.GENERAL SCHOOL OPERATIONS**

**EDUCATIONAL STANDARDS**

- All course content and assessments will be aligned with Ohio state standards and new learning standards.
- Administrators, teachers and support staff will maintain close personal interaction with students and parents; the school will consistently provide timely feedback.
- Focus will be able to verify a student’s participation in online courses, both during the course and upon its completion.
- Focus students will be given advance information about course requirements and techniques necessary to succeed in a self-paced environment.
- Students will be provided technical training and support throughout their educational experiences.
- Students’ work and personal data will be shared with Focus and its affiliates but protected from access by unauthorized persons.
- Courses are designed to incorporate interaction of students with teachers.
- At least one teacher or other staff member in the school will coordinate and assist students with instructional, technical and management requirements.
- Courses will engage students in learning activities that address various learning styles, as well as in problem solving and critical thinking.
- Instructional, as well as hands-on activities will effectively use multimedia (video clips, music, websites and text-based materials).
- Teachers will closely monitor student’s work and will guide students in using appropriate resources.
- Assessment of student knowledge, skills and performance will be fair, adequate and appropriate.

**SCHOOL ADMISSION**

Focus provides free education to Ohio residents who are beginning their freshman year, up to the age of twenty-two (22) who would like to earn a high school diploma. Focus is a public school and our students are subject to achievement testing and other requirements, as stipulated by Ohio law. The school will be in full compliance with all applicable state and federal regulations. Should the number of applicants exceed our building capacity, admission will be determined by a lottery among all new applicants.

**APPLICATION PROCESS**

The Enrollment Department is responsible for collecting all of the proper documentation that is required by the State of Ohio. The documentation will be stored in student records and will assist in the enrollment process as well as provide the needed test scores to ensure the correct scheduling of our students. The Enrollment Specialist will make sure that your application is processed in a timely manner and that an appointment for an orientation is made. All students will be required to attend an orientation prior to starting school. Orientation includes information about the school policies and procedures and will be presented by the Enrollment Department. We always look forward to meeting your family face-to-face at our orientations. Parents are encouraged to accompany their student to orientation to learn about their school’s policies and procedures. At the time of application and/or orientation, students are required to present the following enrollment documentation:



- Completed enrollment packet
- Proof of residence: (Gas bill, water bill, electric bill, copy of current lease or mortgage statement, voter registration card, bank statement, letter from Jobs and Family Services verifying address)
- Birth Certificate (Baptismal certificate, passport or naturalization papers also accepted)
- Social Security Card or proof of number
- Immunization Records
- Custody, Divorce, Adoption or Guardianship papers
- Special Needs Documentation (IEP, ETR if applicable)
- 504 Plan (if applicable)
- High School Transcript (unofficial transcripts are acceptable)

It is necessary for Focus to maintain extensive educational and personal information on each student. This confidential information is protected under the **Federal Educational Rights and Privacy Act (FERPA)** of 1974, yet may be made available to appropriate school personnel, students and student's parent/guardian with proper written consent.

The Director is responsible for the proper administration of student records in keeping with Ohio law and federal requirements. The procedures include the collection of necessary information about individual students, such as, but not limited to, medical authorization.

## **STUDENT DIRECTORY INFORMATION**

It is the policy of Focus not to release any personal information to outside agencies not directly involved in an official capacity with the school without the direct written consent of the parent or guardian or as otherwise required by law. Parents will be required to sign either a Prohibition/Consent of Student Directory Information form at orientation. The form will be stored in the student's cumulative file and will be provided for authorized parents by the Director or designee. Copies of student records will only be provided as required under FERPA. Please contact the school when there is any change in a student's personal information such as their address and/or telephone numbers.

## **STUDENT RESOURCES**

### **Social Services**

Focus has a full time Student/Family Advocate to assist students with their concerns and needs. The Advocate may become involved with the students when issues of attendance, discipline and/or personal circumstances may interfere with the student's ability to obtain their educational and personal goals.

### **Mandatory Reporting**

Under the supervision of the Advocate, all Focus staff members are required by the Ohio Revised Code, section 2151.421 and 2151.27 to report any child abuse or suspected abuse to the appropriate authorities to ensure every child may be safe and protected. Under the Ohio Revised Code, section 109.65, 3313.672 and 3313.96, all staff under the direction of the Advocate shall immediately notify the Ohio Attorney General's Missing Children Clearing House and Local Law Enforcement in the event a staff member becomes aware that a missing child is attending Focus.

### **Academic Advisers**

The Academic Adviser oversees the transcripts and records for each student. Every student will meet with the Academic Adviser to review their credits, assist in course selection and design a graduation plan. Additionally, the Academic Adviser will also coordinate testing required for high school graduation as well as have information for



the college entrance exams such as the SAT/ACT. For qualified students looking to enhance their high school experience, the Academic Adviser can assist in participation in College Credit Plus.

College Credit Plus permits Ohio public high school students to earn college credits (free of charge to the student) and/or high school credits through the successful completion of college courses. The purpose of the program is to promote rigorous academic pursuits and to provide a variety of options to high school students. Contact the Academic Adviser to learn the various options, eligibility requirements, timelines and the application process for participation in these programs.

**Career and Technical Education Director**

Focus has prepared a plan of educational/work experience up to 250 hours for use in meeting students’ needs, and may include participation in the **Career and Technical Education Program (CTE)**. Credit can be awarded to a student upon successful completion of vocational hours (120 hours = 1.0 credit). These credits can be earned as elective credits and will be applied toward graduation. If interested, every student may meet with the CTE Teacher to guide them through this process.

**COMPULSORY ATTENDANCE**

Under Ohio law, students between the ages of fourteen (14) and eighteen (18) are of compulsory school age. Every person of compulsory school age must attend school, which conforms to the Ohio Department of Education standards, until one of the following occurs:

- The person receives a diploma granted by the board or other governing authority, successfully completes the curriculum of any High School or successfully completes the education plan developed for the student by any High School.
- The person is excused from school under standards adopted by the Ohio Department of Education pursuant to Ohio law.

The parent(s)/guardian(s) of any person who is of compulsory school age must send such person to school unless he/she is exempt as listed above.

Students under the age of eighteen (18) years of age will not be permitted to leave school early without being signed out by or having written consent from their parent/guardian. Students eighteen (18) to twenty-two (22) years of age must have school permission to leave school early. Non-compliance will result in the students being considered absent without permission.

Focus is a community school established under Chapter 3314. of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

**ATTENDANCE POLICY**

The Ohio General Assembly has enacted House Bill 410, which determine attendance procedures for Community (Charter) Schools. All students are expected to attend school and engage in academic activities on a regular basis unless they are involved in independent study.



Pursuant to Ohio Revised Code, Section 3313.205, 3314.03(A)(1)(b), any student who fails to participate in 72 consecutive hours (approximately 12 days) without a legitimate excuse during a school year will be automatically withdrawn from school no later than the thirtieth (30) day after the student reaches the stated limit.

Every parent, residential parent, legal custodian, guardian or other person responsible for a student must provide Focus with a current address and telephone number where he or she can be notified in the event of an absence. The school shall maintain such information on file and will notify the parent, custodian, guardian or other person responsible for a student each school day the student is absent.

Attendance at Focus will be monitored using the following:

- Documentation through the Student Information System (SIS)
- Electronic Logs in Google Classroom
- Excused Absences

Students are required to contact Focus when they are unable to attend school. Copies of doctor's excuses or other reasonable excuses must be turned in to Focus. Absences will then be deemed as excused or unexcused by the Director.

The following reasons can be categorized as excused:

- |                   |  |
|-------------------|--|
| ● Illness         | ● Family Emergency                               |
| ● Child Illness   | ● Court Appointment                              |
| ● Vacation        | ● Medical Appointment                            |
| ● Transportation  | ● Observance of Religious Holiday                |
| ● Incarceration   | ● Death of an Immediate Family Member            |
| ● Maternity Leave | ● Other appointments approved by school Director |

***\*Consequences of excessive excused absenteeism will be determined at the discretion of the school Director.***

### **MATERNITY LEAVE**

Students requesting maternity leave are required to provide Focus with medical documentation verifying pregnancy and estimated due date. Students will meet with Focus Academic Adviser to coordinate an alternative education plan as needed to assist the student in maintaining their academic progress.

### **UNEXCUSED ABSENCES**

Unexcused absences include the following:

- Any absence that is not excused by a parent/guardian or proper authority.
- When student fails to provide appropriate written documentation of his/her absence.
- Leaving school early without proper authorization from a parent/guardian or school Director.





**Off Site Educational Opportunities (OSEO)**

Students *may* be considered for Off Site Educational Opportunities through the school Director. OSEO is a privilege provided to students on an individual basis and will include an OSEO contract and close monitoring. See the Academic Adviser for details on OSEO.

**TRUANCY POLICY**

When a student has not been properly excused, he/she can be considered truant. Focus endeavors to reduce truancy through cooperation with parents/guardian/ adult students. With diligence in investigating the causes of absences, Focus will follow all state guidelines concerning tardiness and unexcused absences.

The students at Focus can be identified as truant if:

- The student is on the public streets, in a public place, a place of commerce or a place of amusement/entertainment.
- It is within the hours of the students’ assigned session. Each student will be assigned to one of the following sessions: **Within school hours 8am-4pm.**

Exceptions:

The student has written permission from authorized persons excusing him/her from school at that particular time.

- The student is with a parent or legal guardian.
- The student’s school is not in session; not counting expulsion or suspension.
- The student has a work permit to travel to and from the job only.
- The student is involved in OSEO.

**HABITUAL TRUANCY**

Whenever a student under the age of eighteen (18) has any of the following circumstances, he or she will be considered habitually truant. *If a student misses 72 hours of consecutive instruction the student will be withdrawn from Focus.*

**Students under the age of eighteen (18):**

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse.

Or if the following circumstances occur:

- Absent 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse.

**Students eighteen (18) to twenty-two (22) years of age:**

- 10 days—First Intent to Withdraw Letter will be mailed
- Director will be notified by Retention Specialist of student’s attendance record
- Student has seventy-two (72) hours to contact Director



- 12 days—Withdrawal Letter will be mailed
- Student will be notified of withdrawal from Focus

### **WITHDRAWAL PROCESS**

Parents of minor students who wish to withdraw their student or students of legal age wishing to withdraw from Focus will be required to complete a withdrawal form. Focus will notify the home school district of residence of the withdrawal and will forward academic records to the new school upon receipt of a signed request to release student records. If a parent/student wishes to re-enroll a student with Focus, they will need to contact the Enrollment Department for an appointment.

### **GENERAL EDUCATIONAL DEVELOPMENT**

If earning a high school diploma is not possible, students are encouraged to pursue a GED (Graduation Equivalent Diploma). Passing the GED test enables the holder an opportunity to enroll in higher education or obtain a job or promotion he/she is seeking. There are several steps to take in order to be eligible to take the Ohio GED test. Please see the Academic Adviser or the Director for additional information. Focus's program leads to high school diploma, not a GED.

### **SCHOOL DAY**

Focus understands the importance of spending additional time in the classroom to increase retention and comprehension. Students choose hours most conducive to their learning allowing them to attend school around other life obligations.. Each session is a blended learning model, allowing students to participate in pull-out sessions, online learning, independent study, traditional classes and community resource groups.

## **II. STUDENT CONDUCT**

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

Focus has the responsibility to assure students their legal rights offered to all persons under the federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by the students:

- Students have the right to a quality education and to expect school personnel to be qualified to provide a good education.
- Students have a responsibility to put forth their best efforts during the educational process.
- Students have the responsibility to respect the rights of other students and all persons involved in the educational process.

All regulations concerning student conduct are made known to students. Students shall be held accountable for compliance with these rules and regulations.

### **STUDENT CODE OF CONDUCT**

All students wishing to enroll in Focus will be expected to follow the Code of Conduct. Students are expected to conduct themselves in such a way that is respectful and considerate of the rights of others.



This code of conduct has been established in order to ensure each student will be provided a safe and productive learning environment. Students must conform to school regulations and accept directions from authorized school personnel.

1. ***Academic dishonesty will not be tolerated.*** Academic dishonesty includes, but is not limited to plagiarism, fabrication of information or citations, submission of work of another person or work previously used without informing the teacher and securing written approval, or tampering with computer files and/or academic work of other students. Academic dishonesty will result in one or more of the following actions:
  - Loss of grade points
  - Disciplinary action
  - Failure to receive credit for the course
  
2. ***Students will protect the privacy of their classmates.*** Students will not publish any names, passwords, e-mail addresses or other information pertaining to other students. Students will not use their e-mail account in an inappropriate manner, including harassing other students/persons via the internet.
  
3. ***Students will respect their classmates and school personnel at all times.*** Treating students and staff with dignity and respect is expected at Focus. When students are communicating with school personnel and faculty, they will address them with respect, using Mr., Mrs. or Ms. Students making statements on-line determined by staff to be inappropriate, such as sexual harassment, racially prejudiced, threatening violence or that is defined as “hate crimes” or related to alcohol or drug sales or distribution shall be subject to immediate disciplinary action.
  
4. ***Students will adhere to the Acceptable Use Policy of the school.*** The student’s use of the computer network and internet is a privilege, not a right. Violation of the Acceptable Use Policy (see next section) by his or her action or by failing to report any violations of others may result in disciplinary action up to and including expulsion from the school.
  
5. ***Students will be responsible for reading and complying with the policies contained in the Student Handbook and any revisions/additions.***
  
6. ***Students will refrain from any wrongful conduct,*** which may include, but is not limited to:
  - Stealing, misuse or vandalism of school property
  - Use of profanity or otherwise offensive language
  - Threatening, intimidating or harassing students or staff
  - Disruption of school or school-related activities
  - Downloading or viewing pornographic or other objectionable material
  - Truancy
  - Sexual misconduct including improper displays of affection
  - Smoking/vaping in or around the school building or school grounds
  - Disobedience to the lawful instructions of an Teacher/faculty member
  - Fighting or violence
  - Participation in gang activity or display of gang paraphernalia



- Possession, use, transmission, concealment or sale of any drug, alcoholic beverage or illegally controlled substance
- Possession, use, transmission, concealment or sale of any dangerous/illegal weapon
- Possession of prohibited items
- Items which interfere with Focus's mission or philosophy
- Disrespect of the rights of others or others property
- Conduct which endangers others (i.e. improper or excessive horseplay)
- Cell phone use may be limited based on the School Director's discretion.
- Accessing unauthorized areas including bathrooms, elevators, stairwells, parking lot, classrooms or offices which may be off limits for student use

## **DRESS CODE**

Focus Schools is committed to providing a safe, friendly learning environment for its students. No article of clothing shall be worn that distracts from the educational process. Building administrators have the final decision as to the appropriateness of all clothing and attire.

The following are guidelines for students:

- Clothing must cover areas from one armpit across to the other armpit, down to the thighs.
- Tops must have shoulder straps.
- Shorts and skirts must reach the mid-thigh.
- Appropriate footwear must be worn at all times and should be safe for the school environment.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
- Any clothing or statement that may cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment, or promotes vulgar, illegal (including alcohol, drugs, tobacco), or lewd behavior is prohibited.
- Sunglasses will not be permitted in school unless worn for medical purposes or approved by the principal.

## **ANTI-HARASSMENT AND BULLYING POLICY**

The State Board of Education believes that Ohio schools should provide physically safe and emotionally secure environments for all students and school personnel. It is the goal of the State Board of Education to enhance/create such positive learning and teaching environments.

The State Board defines a positive climate as one that evokes non-violence, cooperation, teamwork, understanding and acceptance toward all students and staff in, and in transit to and from, the school environment.

In accordance with the State Board of Education policy, Focus has established and adopted an Anti-Harassment and Bullying Policy and developed strategies to emphasize and recognize positive behaviors that promote a safe and secure learning environment for all students and school personnel. This policy assists school personnel in identifying bullying, intimidation and harassment; and provides a framework for an appropriate response that reinforces and encourages positive conduct.



All students and parents are encouraged to obtain a copy of Focus Anti-Harassment and Bullying Policy from the School Director.

**STUDENT DISCIPLINE**

*The discipline procedures of the school shall be based on the premise that every student attending school is able to differentiate between right and wrong;* that every student is aware that he/she is attending school to learn and profit through the course of study; and that constituted authority and school regulations are necessary if students are to attain a quality educational experience.

Focus recognizes that it has a solemn obligation to protect the rights and privileges of those students who sincerely desire to learn and who make a concerted effort to do so.

Any student who demonstrates that he/she is unable to differentiate between right and wrong; who has no apparent desire to profit from the course of instruction; who has no regard for the rights of other students; who fails to comply with any reasonable request made by school personnel; and who intentionally damages school property or any combination of the above is clearly demonstrating the need for redirection. They may be subject to disciplinary action, including expulsion from the school and will also be referred to the Student Advocate.

We believe that the staff-student relationship is important and should be one of mutual respect at all times. Staff must be recognized as persons of authority at all times at Focus. Each discipline situation should be evaluated on an individual basis, considering all available facts. There should be consistency in the administration of penalty and punishment for similar acts of misconduct.

A staff member may take steps that he/she believes are justified in each case. If the student does not respond to these measures, the staff member will confer with the school Director and the parent. The staff member, Director and other appropriate staff, along with the parent should work together in attempting to correct the problem.

In determining disciplinary actions, the following considerations shall be applied:

- Gravity of the offense as it affects the educational environment and the degree to which such conduct interferes with achieving the objective of the educational process.
- Whether the offense is a first offense or one in a continuum of offenses.
- Whether alternate action would be in the best interest of the particular offending student and/or the school community.
- At any school function, a student cannot violate any federal, state or local law; possess contraband; possess or be under the influence of an illegal substances (as defined by federal or state law), including marijuana; distribute or receive any illegal substances including marijuana; possess any firearms, knives or ordnance; commit assault, sexual harassment, lewd or indecent acts; or disrupt normal school business.



**STUDENT SUSPENSION**

The Director or his/her designee may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for less than one (1) day or more than ten (10) school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, there are fewer than ten (10) days remaining in the school year. The Director may apply any or all of the period of suspension to the following year. Student suspension is denial of access to Focus environment in accordance with the above policy.

**STUDENT EXPULSION**

At times, the misbehavior of a student can be so serious as to justify total removal from the educational program for a prolonged period of time. Only the Director may expel a student. Expulsion is the removal of a student for more than ten (10) days, but not to exceed the greater of eighty (80) days. An expulsion can extend beyond the end of the school year if there are fewer school days remaining than the number of assigned expulsion days. The Director may apply any remaining part or all of the period of the expulsion to the following school year.

**STUDENT DUE PROCESS RIGHTS**

The Board of Directors and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of the individual's rights. Due Process is applied equally to all, and enforced in a manner that involves:

- Adequate and timely notice and opportunity to prepare a defense
- An opportunity to be heard at a reasonable time, in a meaningful manner
- The right to a speedy and impartial hearing on the merits of the case

**EMERGENCY REMOVAL**

Per Ohio Revised Code 3313.66, the school Director reserves the right to perform an emergency removal of a student from curricular or extracurricular activities or from the school grounds if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an ongoing disruption to the educational process. This removal may be done without immediate notice or hearing.

Any student so removed will be given written notice and provided a hearing within three (3) business days after the removal. The Director will comply with the suspension and/or expulsion procedure if applicable to the student.



**III.GENERAL ACADEMIC INFORMATION**

**EVALUATING STUDENT PROGRESS**

Evaluation of student progress is an essential task of every teacher. Evaluation marks serve as a written record to inform the student and others of the student’s progress in each class or course.

Parents/adult students are encouraged to contact the assigned teacher (s) at least once per month to discuss student academic work. At any time, parents may also monitor student work via the online grade book. Contact the Academic Adviser for access to this process.

**GRADE CARDS**

Interim Progress Reports will be developed and mailed for student and parent review at the end of each quarter. These reports will contain information on student’s grades to date and quality of work they are completing. The dates of the progress reports can be found below.

Schedule of Student Grade Card distribution- See school calendar

**INTERVENTION DEPARTMENT**

Focus has full-time staff that includes Intervention Directors, Intervention Specialists, a Psychologist (on contract) and other service personnel. These licensed individuals work with students who have special needs and/or disabilities. Services that our existing staff cannot provide are contracted out with various service providers. Parents with special needs students and adult students with special needs are encouraged to contact our Intervention Department to ask for assistance.

**SERVICES**

Focus staff includes office staff and highly qualified teachers (HQT). An administrative team provides support for special services to meet the identified needs of students with disabilities. Contractual service providers may provide additional services.

To receive services as a student with a disability, Focus must have a copy of the Evaluation Team Report (ETR) and an Individual Education Program (IEP) determining eligibility. Academy staff members will assist the student/parent in obtaining these records.

**PRIOR TO A REFERRAL**

Consistent with paragraph (A) of rule 3301-35-06 of the Administrative Code, each school district shall provide interventions to resolve concerns for the student prior to conducting a full and individual evaluation through Multi Tiered System of Support (MTSS). Each school district shall use data from the Intervention Assistance Team (IAT) to determine eligibility for special education services, appropriate instructional practices and access to the general curriculum. Scientific, research-based interventions provide data relative to each student’s response to high-quality, research- based general education instructions.

**EVALUATION**

Parents/adult students must be given all the information necessary to make an informed decision regarding proposed assistance and/or evaluation. Consent for an initial evaluation is mandatory in order for the school district to conduct a full and individual initial evaluation before the initial provision of special education and related services



may be given to a student with a disability. The evaluation will address areas related to the suspected disability at no cost to the student. No single procedure is used as the sole criterion for determining whether a student has a disability and for determining an appropriate educational program for the student.

For the purposes of planning any reevaluation activities, the members of the IAT (Intervention Assistance Team) and other qualified professionals, may conduct a review of existing information without a meeting.

### **INDIVIDUALIZED EDUCATION PLAN (IEP)**

The IEP is a written statement for a student with a disability that is developed and implemented according to federal and state regulations. The district invites parents, teachers, the student (when appropriate) and additional individuals with relative information to an education planning session to determine the content of the IEP. The IEP must be reviewed at least annually. In addition, the identified disability is reviewed at least once every three years to determine appropriate services.

### **DISCIPLINE/SPECIAL CIRCUMSTANCES**

A school district is permitted to remove a student with a disability to an alternative setting for up to 45 school days for weapons or drug offenses or serious bodily injury upon another person. If an appeal is made, a student remains in the interim alternative educational setting until a decision is made or the expiration of the suspension or expulsion—whichever comes first. Due to the laws of confidentiality, a student’s disability and/or their discipline may not be shared with other parents or students.

“Whose IDEA Is This? A Resource Guide for Parents” is available through the Intervention Office.

### **SECTION 504 OF THE REHABILITATION ACT OF 1973 NON- DISCRIMINATION POLICY**

The Director of Focus is designated to comply with the Rehabilitation Act of 1973, Section 504 that prohibits discrimination on the basis of a handicap. A “handicapped person” is defined as an individual who has a physical or mental impairment, which substantially limits one or more major life activities. If a student is deemed to be a “handicapped person” under Section 504, the school shall provide reasonable accommodations to the student. A parent must be given notice before the school initiates any evaluation of a student; refuses to evaluate a student; makes a decision as to whether a child is a “handicapped person”; or makes a decision as to what constitutes a reasonable accommodation. In the event a parent is not in agreement with the school’s determination, the parent may file a grievance over the alleged violation of Section 504 with the Executive Director.

## **IV. HIGH SCHOOL ACADEMIC INFORMATION**

### **WORK PERMIT**

In order to maintain a work permit, minors will be required to keep at least 65% attendance or above, show academic progress, and adhere to the behavior policy.





**END OF COURSE EXAMS (EOC)**

Focus students will participate in all state-mandated testing. Parents, guardians, or foster care givers must ensure that their minor students attend all state mandated testing opportunities. Announcements will be made throughout the school year as to the date and time for each state test. Please contact the Academic Advisor for specific information. All state mandated testing must be accomplished to attain a high school diploma.

**CREDITS NEEDED FOR CLASS STANDING**

- Sophomore Status: Completion of five (5) credits, which include three (3) in core subjects
- Junior Status: Completion of ten (10) credits, which include six (6) in core subjects
- Senior Status: Completion of fifteen (15) credits, which include ten (10) in core subjects

**GRADING SCALE FOR ALL HIGH SCHOOL STUDENTS**

A+ 98-100	A 93-97	A- 90-92
B+ 88-89	B 83-87	B- 80-82
C+ 78-79	C 73-77	C- 70-72
D+ 68-69	D 63-67	D- 60-62
F Below 60		

**GRADE POINT AVERAGE (GPA) SCALE**

A 4.00		A- 3.67
B+ 3.33	B 3.00	B- 2.67
C+ 2.33	C 2.00	C- 1.67
D+ 1.33	D 1.00	D- 0.67
F 0.00		

**GRADUATION REQUIREMENTS**

To receive a diploma from Focus, a student must meet the standards adopted by the state of Ohio and Focus Board of Directors. Those standards include:

**Earn a minimum of twenty (20) credits**

*Each student is required to meet these specific credits:*

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Health/PE	1 credit
Electives	5 credits

*\*Students must receive instruction in economics and financial literacy (in high school) and complete at least two semesters of fine arts (during grades 7-12).*

*\*Students will need 1/2 credit of financial literacy.*

*\*Students must receive instruction on the proper interactions with peace officers. This instruction is required to occur within at least one course required for high school graduation. (Starting with students who enter 9th grade after July 1, 2022)*



**DEMONSTRATING COMPETENCY**

To demonstrate competency each student must pass the End of Course Exams for English Language Arts II and Algebra I with a score of 684 or better.

*Or*

- ACT or SAT; students must obtain a remediation free score on the English and Math portions of these exams
- Career Experience and Technical Education
- Earn a cumulative score of proficient or higher on three or more WebXams in a single career pathway
- Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field
- Complete a pre-apprenticeship program, which program should be recognized by the Ohio State Apprentice Council (OSAC), complete an OSAC registered apprenticeship in the student’s chosen career field, or show evidence of acceptance into an OSAC registered apprenticeship program after high school if the program requires a student to be 18 years of age or older.
- Military Enlistment
- Attempt all other End of Course Exams

**DEMONSTRATING READINESS (Seals)**

Students will demonstrate readiness by earning at least two diploma seals, one of which must be state defined.

**V. PARENT, GUARDIAN AND FOSTER CAREGIVERS RESPONSIBILITIES**

**COMMUNICATION**

Focus believes that parents are the first and best teachers of their children. Focus also believes that it is in the best interest of the student, parent, teachers and school to maintain open lines of communication. These communications should occur often and in a timely manner that best serves the educational needs of the student. Parents, teachers and school officials working together in a cooperative and supportive manner will ultimately lead to the best solution for the student.

**COMMUNICATING PROCEDURE FOR CHANNELING CONCERNS**

We believe it is in the best interest of the student to have complaints or concerns resolved early and among those most directly affected. Parents/adult students and teachers working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind, the following procedure for resolving concerns is established:

1. Request a conference with the teacher to discuss the concern or complaint. It is reasonable to expect that discussion to occur at an early, mutually agreed upon time. At the end of the discussion the teacher will provide an oral response. A written response may be requested and, if so, will be provided within three school days unless otherwise mutually agreed upon.



2. If the response at step one is considered unsatisfactory, the parent/adult student may refer the complaint to the school Director. Please be aware that school staff may be consulted to assist in obtaining information and working to collaborate for the best possible solution. Again, the parent may expect a conference to discuss the issue. The school Director may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the school Director will provide the parent with an oral response and, upon request, a written response.
  
3. Matters that remain unresolved at this point may be referred to the Executive Director. The concern may be discussed by phone or an appointment may be set up to discuss the matter. The Executive Director will review the concern with the parent/adult student and, if necessary, with other involved parties.
  
4. If the parent/adult student remains dissatisfied, he/she may address the complaint and the relief sought in writing, to the Board of Directors. The Board, upon receipt of the complaint, at its next regular meeting, will review the complaint and render a decision as to whether to grant the relief requested or to deny relief. The Board's decision will be shared with all parties involved. Discussion of the concern will take place in executive session, as permitted by law.

**VI. TITLE I**

**TITLE I PROGRAM**

The purpose of Title I program is to provide opportunities for students to acquire the skills they need to meet state standards in reading and math and to provide students with the basic reading and math skills they need to succeed independently in the classrooms. Through the Focus Title I program, students can access reading and math services, as well as utilize additional resources to help them improve their skills. The Title I program is designed to provide students with extra help in an effort to bring their academic skills to the high, challenging academic standards needed to be successful in school.

Through its Title I program, Focus strives to:

- Help students do better in school
- Help teachers understand the academic needs and concerns of students and parents
- Help parents become more involved in their child's education

**PARENTAL INVOLVEMENT**

Parents, Guardians and Foster Caregivers are encouraged to participate in the design of Focus's yearly Title I program by volunteering on the Title Parent Advisory Committee. In addition, we strongly urge parents to attend parent conferences with their child's teacher, and to participate in other family events offered through the program. To help your child succeed in the program it is imperative that you work closely with the teachers at school. Parents are also invited to work with the school as a member of the Ohio Improvement Process Team. (OIP). If interested, parents may ask for information from the School Director. All parents volunteering in any capacity at the school will be asked to undergo a criminal background check as required by law.



**VII. IMPORTANT NOTICE TO PARENTS, GUARDIANS OR FOSTER CAREGIVERS**

**PUBLIC PARTICIPATION DISABILITIES EDUCATION ACT, PART B GRANT**

Focus anticipates receipt of federal flow-through funds through the Individuals with Disabilities Education Act, Part B grant for the upcoming school year. The district is required to inform the public each year of its participation in the program.

Focus welcomes questions and comments in regards to the use of these funds. It should be noted that first priority for expenditure of these funds must be to provide direct services to children with disabilities. For more information or to provide input, please call 614-269-0150 X2103, or contact the Ohio Department of Education at [www.ode.state.oh.us](http://www.ode.state.oh.us).

**VIII. EQUAL EDUCATION OPPORTUNITIES**

Under federal law, all children in the United States are entitled to a public elementary and secondary education regardless of their race, color, national origin, citizenship, or immigration status or the status of their parents/guardians. On May 8, 2014, the Department of Justice and the Department of Education issued an updated set of guidance documents to all public school districts reminding them of their obligation under federal law to provide equal educational opportunities to all children residing in their districts, and to offer assistance to ensure they are complying with the law.

All students attending Focus will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, marital status, pregnancy, age or disability, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities, academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

The board’s policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, age or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination/harassment shall be subject to immediate disciplinary action.

All persons associated with the school, including, but not limited to, the board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person engaging in sexual harassment while acting as a member of the school community is in violation of this policy.

For EEO Statement questions or concerns, contact: Title IX 504 Coordinator,  
Kathy Williams, (614) 269-0150 x2103



**IX. LEAD POISONING PREVENTION**

**OHIO REVISED CODE, CHAPTER 3742**

In order to maintain a healthy environment for the students, the Director shall comply with the essential maintenance practices set forth in Ohio Revised Code, chapter 3742. The Director shall visibly examine the school for deteriorated paint or other conditions that may cause exposure to lead. The Director shall promptly and safely repair any deteriorated paint or other building components that may cause exposure to lead. Any repairs shall be conducted in accordance with the requirements of Ohio Revised Code Chapter 3742.

**X.ACCEPTABLE USE POLICY**

**STATEMENT OF PURPOSE**

Focus is pleased to offer our students’ access to the World Wide Web and other electronic networks. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

**TERMS OF AGREEMENT**

In order for a student to be allowed access to a school computer system, computer network and the internet, parents must sign and return the attached consent form to Focus.

**Mobile Device Use Policy**

Focus Learning Academies and Focus North High School Mobile Device Program Focus Learning Academies and Focus North High School Mobile Device Program is to provide equipment to staff and students to meet the needs of today’s learning environments. The information within this document applies to all staff and students at Focus Learning Academies and Focus North High School.

**Mobile Device Pledge**

1. I will take care of my mobile device(s).
2. I will never leave my mobile device(s) unattended.
3. I will never loan my mobile device(s) to others.
4. I will not make any modifications to the outside of my mobile device(s) and/or remove it/them from the case that was provided with the device(s).
5. I will not disassemble any part of my device(s) or attempt to make any repairs.
6. I understand that my device(s) is/are for educational purposes only.
7. I understand that my device(s) is/are subject to inspection at any time without notice and remains the property of Focus Learning Academies and Focus North High School.
8. If my device(s) is stolen or vandalized, I will immediately file a police report.
9. I will be responsible for all damage or loss caused by neglect or abuse.
10. I agree to return the mobile device(s) and power cord(s) in good working condition at required check-ins.



**Mobile Device Pledge (cont'd)**

11. I understand that my use of the mobile device is subject to all policies and regulations, the Student Handbook, Student Code of Conduct, and any individual campus and teacher procedures.
12. I understand that I will not be allowed to check out a mobile device unless a signed *Technology Acceptable Use Policy and Internet/Network Safety Regulation for Students and Staff* has been filed agreeing to all policies.

**Repair**

Mobile devices that are broken or fail to work properly must be referred to your campus director in a timely manner. The staff member/student will give the device to the them who will then deliver the device to the technology department. Any repairs that are due to misuse or intentional damage may incur a fee for replacement/repair of the device. The staff member/student may be responsible for those fees.

**Replacement/Repair Costs**

(subject to change due to pricing of components/devices - Current for August 2020)

Generation 1 Apple Pencil	\$100	Generation 2 Apple Pencil	\$130
iPad Latest Generation	\$120*	iPad Pro (11 & 12 models)	\$400*
Chromebooks	\$75*	Charging Cables	\$10*
Peripheral Devices (Mice, Video, etc.)	\$10*		

*\*Costs range due to model variety, component being replaced/ repaired, availability, etc.*

**Technology Acceptable Use Policy and Internet/Network Safety Regulation for Students and Staff**

**Statement of Purpose**

The purpose of providing Internet and network access in schools is to support eSchool Consultants, Inc./Focus Learning Academy and Focus North High School’s mission.

**Terms of Agreement**

In order for students and staff to be allowed access to a school computer system, computer network, and the Internet, parents and students or staff must sign and return the consent form.

**Rules for Internet/Network Usage**

eSchool Consultants, Inc./Focus Learning Academy and Focus North High School are providing access to their computer systems, computer networks, and the Internet for educational and work-related purposes to foster 21st-century thinking skills and encourage responsible digital citizenship. eSchool Consultants, Inc./Focus Learning Academy and Focus North High School utilize safety measures regarding access to the Internet through District computers. These safety measures include the use of a software filtering program that restricts students’ and staff’s access to material harmful to minors, as defined in 47 C.F.R. 54.520(a)(4). The use of the computer network and Internet is a privilege, not a right. Internet access is monitored by eSchool Consultants, Inc./Focus Learning Academy and Focus North High School.



A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to further disciplinary action by the Executive Director or eSchool Consultants, Inc.

- The eSchool Consultants, Inc./Focus Learning Academy and Focus North High School network has not be established as a public access service or a public forum. eSchool Consultants, Inc./Focus Learning Academy and Focus North High School has the right to place reasonable restrictions on the material accessed or posted through the system. Students and staff are expected to follow such restrictions and the law in the use of the network.
- Students and staff may not use the eSchool Consultants, Inc./Focus Learning Academy and Focus North High School network for financial or commercial gain or any illegal activity.
- The eSchool Consultants, Inc./Focus Learning Academy and Focus North High School network may not be used for political lobbying, partisan political activity or other political activity prohibited by law. For purposes of this policy, “political lobbying” does not include (a) communication with other users of the eSchool Consultants, Inc./Focus Learning Academy and Focus North High School network concerning matters related to the operation of the District or (b) legislative or administrative advocacy on behalf of eSchool Consultants, Inc./Focus Learning Academy and Focus North High School by those authorized by the Board of Education or Executive Director.
- Respecting Resource Limits: eSchool Consultants, Inc./Focus Learning Academy and Focus North High School network will be used only for work-related purposes. However, brief limited personal use that does not interfere with the use of system resources or an employee’s performance of his or her job duties may be permitted.
- Network and Internet access is provided as a tool for education. eSchool Consultants, Inc./Focus Learning Academy and Focus North High School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of eSchool Consultants, Inc./Focus Learning Academy and Focus North High School, and no user shall have any expectation of privacy regarding such materials.



**Accordingly, regulations for participation by anyone on the Internet and network shall include but not be limited to the following:**

**Internet Safety**

- The use of any devices to circumvent eSchool Consultants, Inc./Focus Learning Academy and Focus North High School implemented content filtering is strictly prohibited.
- No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system.
- No third party software will be installed without written approval from the Director of Information Technology at eSchool Consultants, Inc.
- **DO NOT SHARE YOUR USER IDENTIFICATION OR PASSWORD AND DO NOT POST THEM IN A VISIBLE LOCATION.**
- Do not use another person’s accounts or passwords or provide your User Identification or Password to another person.
- Technology protection measures may be disabled only by Information Technology Management (ITM) during adult computer usage to enable internet access for research or other lawful purposes.
- Do not participate in hacking/cracking activities or any form of unauthorized access to other computers, networks, or information systems.

**Cyberbullying**

Cyberbullying, an electronic act of bullying is defined as a situation when a person is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted using text messaging, email, instant messaging, or posting text or images by means of an electronic act. Any cyberbullying, harassment, or intimidation is strictly prohibited. If a student or staff member is found to have engaged in cyberbullying, disciplinary action will be taken, including possible student suspension. If anyone believes he/she is the victim of cyberbullying, it is important to not respond. Instead, the situation should be reported to a staff member, such as a teacher, academic advisor, director, or other person of authority. Additionally, students are encouraged to notify school staff if they suspect another student is being victimized.





## Student Instruction

eSchool Consultants, Inc./Focus Learning Academy and Focus North High School will provide developmentally appropriate instruction to students regarding Internet safety and cyberbullying as part of the District's curriculum.

## Basic Internet and Network Etiquette & Safety Rules

- Be polite and respectful. Use appropriate language and graphics.
- Do not use the network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, age, nationality, religion, sexual orientation or disability.
- All students and eSchool Consultants, Inc./Focus Learning Academy and Focus North High School employees must adhere to copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. Do not download copyrighted material or software without the permission of the owner.
- eSchool Consultants, Inc./Focus Learning Academy and Focus North High School policies on "Plagiarism/Cheating" and "Harassment/Intimidation" apply to Internet and network conduct.
- Students may not sell or buy anything over the Internet. Staff purchases must be for educational purposes only.
- Do not transmit or access obscene, pornographic or other inappropriate material; notify your teacher or administrator if you receive such material.
- The use of the Internet and network for any illegal activity is prohibited. Illegal activities include: (a) tampering with computer hardware, software or data, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Do not use the network or Internet to send messages relating to or in any way supporting illegal activities such as the sale or use of drugs or alcohol; support of criminal or gang activity; threats, intimidation or harassment of any other person.

## Social Networks/Chat Rooms/e-Mail

For personal safety:

- Never post personal information, such as full name, social security number, address, telephone number, bank or credit card number, or photographs, or post such information about any other person.
- Assume that anything posted on the Internet is permanent and cannot be removed upon request.



- Never agree to meet in person, someone met on a social networking site or chat room.
- Violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use, and dissemination of personal information can result in discipline up to and including expulsion for students and termination for staff.
- Never use profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users.
- Never use eSchool Consultants, Inc./Focus Learning Academy and Focus North High School computers to access personal social networking websites for non-educational purposes.
- Never repost/forward personal communication without the author's prior consent.
- Never send or forward chain letters or "spam" to a large group of users.
- Storage of "unauthorized personal files" including pictures, jokes, videos, games and other recreational software on district technology is prohibited.

### **Warranties and Liabilities**

eSchool Consultants, Inc./Focus Learning Academy and Focus North High School makes no guarantee that the functions or the services provided by or through the eSchool Consultants, Inc./Focus Learning Academy and Focus North High School network will be error-free or without defect. eSchool Consultants, Inc./Focus Learning Academy and Focus North High School will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. eSchool Consultants, Inc./Focus Learning Academy and Focus North High School is not responsible for the accuracy or quality of the information obtained through or stored on the system. eSchool Consultants, Inc./Focus Learning Academy and Focus North High School will not be responsible for financial obligations arising through the authorized or unauthorized use of the eSchool Consultants, Inc./Focus Learning Academy and Focus North High School network.

### **Due Process**

- eSchool Consultants, Inc./Focus Learning Academy and Focus North High School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the eSchool Consultants, Inc./Focus Learning Academy and Focus North High School network.
- In the event there is a claim that indicates a violation of the eSchool Consultants, Inc./Focus Learning Academy and Focus North High School's Technology Acceptable Use Policy has occurred in using the eSchool Consultants, Inc./Focus Learning Academy and Focus North High School network, the accused will be provided with an opportunity to be heard in the manner set forth in the laws, school policies, regulations, rules and/or applicable collective bargaining agreements.
- Any violation of the Technology Acceptable Use Policy can result in discipline up to and including expulsion for students and termination for staff.



## **TEACHER RESPONSIBILITIES**

- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide alternate activities for students who do not have permission to use the internet.

## **DIRECTOR RESPONSIBILITIES**

- Provide all students with Acceptable Use Policy.
- Be sure information is distributed to all students.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Permission forms must be kept on file for one year.
- Students who do not have permission to use the internet must be identified to the teaching staff.

## **DISTRICT RESPONSIBILITIES**

- Ensure that filtering software is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Have Acceptable Use Policy approved by the board and reviewed yearly.



## **XI. STUDENT AND PARENT AGREEMENT**

This agreement is entered into on for the school year, between Focus, the student and/or the student’s parent/guardian. If the student is an adult (emancipated and over the age of 18), then he/she must follow the guidelines for student and parent herein. I understand that this agreement will be kept on file at the school.

### **PARENT RESPONSIBILITIES**

As a parent/guardian/foster caregiver of an enrolled student in Focus:

- I grant permission for my son/daughter to have access to the Internet for educational activities.
- I understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand that it is my responsibility to monitor my child’s activities. I acknowledge that revisions to the Student Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.
- •I am liable for the cost of replacement or repair for willfully damaged equipment, software and other schoolproperty.
- •I am responsible for the involvement of my child, and for ensuring that the student is not participating in any conduct or activity, which violates the Student Code of Conduct, the Acceptable Use Policy and the terms of this agreement.
- •I understand that it is my responsibility to provide any needed transportation for my child’s scheduled meetings and other school-related activities (i.e. proficiency testing and orientation sessions).
- •I will not, under any circumstances, share my son/daughter’s password with anyone.

### **STUDENT RESPONSIBILITIES**

As a student of Focus:

- I will attend and fully participate in all required academic activities.
- I will read and comply with the policies contained in the Student Handbook.
- I acknowledge that revisions to the Student Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.
- I acknowledge receipt of and agree to adhere to the Student Code of Conduct.
- I acknowledge receipt of and agree to adhere to the Acceptable Use Policy.
- I will make every effort to log into school each day and to log 920 hours of learning activities this academic year.
- I agree to take part in the Orientation sessions and the Ohio State Tests as required by state law.
- I will inform my Teachers and/or other Focus staff if I am experiencing problems due to:
  - Technical difficulties with the network or computer
  - Navigational difficulties in the course’s management system environment
  - Course/class difficulties in understanding my assignments.

I will not, under any circumstances, share my password with anyone, except my parents



## HANDBOOK ACKNOWLEDGMENT

I have been given a copy, read and understand the Focus Handbook.

Students and parent(s) agree to indemnify and save harmless Focus, its agents, officers and employees from and against any and all liabilities, expense, claim defense costs, legal fees and property damage arising from or connected with the acts, omissions or misconduct of student and/or parent(s), in connection with the performance of this agreement.

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Printed Name of Student

---

Signature of Student

Date

---

Signature of Parent/Guardian/Foster Caregiver

Date (If student is under age 18)

---

Signature of Enrollment Specialist

Date



# FOCUS ON SAFETY

STUDENTS, PARENTS, GUARDIANS,  
FOSTER CARE GIVERS:



SEE SOMETHING?



SAY SOMETHING!

**PLEASE HELP US KEEP OUR SCHOOLS SAFE**

REPORT ANY POSSIBLE THREATS TO

OUR SCHOOL DIRECTORS:

**FOCUS NORTH: MRS. KOCHER 614-310-0430**

**FOCUS EAST: MR. SPANN 614-269-0150**

**FOCUS WEST: MR. HILL 614-545-2000**

***threat-reporting@focuslearn.org***

*In case of a school crisis, you will receive a call through the school messenger service.*

**FAMILY REUNIFICATION SITES:**

Talk to your specific school director.

