



Parent/Student Handbook

Version 1.7 — September 12th, 2026

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1 Cover Page



Student/Parent Handbook

2 SECTION 1: Welcome, Mission & School Governance

SECTION 1: Welcome, Mission & School Governance

1.1 Welcome to Ann Jerkins Harris Academy of Excellence (AJHAE)

Welcome to **Ann Jerkins Harris Academy of Excellence (AJHAE)**. We are honored to partner with families in providing a safe, supportive, and high-quality educational experience for all students.

This Student/Parent Handbook is designed to help families understand:

- How our school operates
- What is expected of students and parents
- How we work together to support student success
- The policies and procedures that guide our school community

Enrollment at AJHAE constitutes agreement to comply with the policies outlined in this handbook.

1.2 Purpose of the Student/Parent Handbook

This handbook serves as:

- A guide to school expectations and procedures
- A reference for student conduct and academic requirements
- A communication tool between school and families
- A source of clarity regarding rights and responsibilities

Parents and students are responsible for reviewing and understanding the contents of this handbook.

1.3 Handbook Authority & Disclaimer

This handbook:

- Does **not** create a contract between the school and families
- May be amended at any time by the school
- Applies to all students enrolled at AJHAE

AJHAE reserves the right to interpret, revise, and enforce all policies in accordance with Ohio law and charter school governance.

1.4 Non-Discrimination Policy

AJHAE does not discriminate on the basis of:

- Race
- Color
- National origin
- Religion
- Sex
- Disability
- Age

-
- Any other characteristic protected by law

This policy applies to all educational programs, activities, admissions, and operations of the school.

Coordinator Contact Information: Questions or concerns regarding non-discrimination, Title IX, Section 504, or harassment policies may be directed to: Tara Mackinder (419) 382-2280 ext. 200

1.5 Vision Statement

AJHAE is committed to supporting and stimulating an educational environment that nurtures the whole child and promotes individuals of excellence.

1.6 Mission Statement

AJHAE is dedicated to understanding and addressing the social, emotional, physical, and academic needs of students by adopting a whole-child approach to education.

1.7 Core Values

AJHAE operates under the following core values:

Excellence High expectations and continuous improvement in academics and behavior.

Respect Mutual respect among students, families, staff, and the community.

Integrity Honesty, responsibility, and ethical behavior.

Individuality Recognition and celebration of each student's unique strengths and abilities.

Creativity Encouragement of innovation, critical thinking, and self-expression.

1.8 School Governance & Oversight

AJHAE is a public charter school operating under the authority of its **Governing Board** and its authorized **sponsor**, in accordance with Ohio law.

The Governing Board:

- Establishes school policy
- Provides oversight and accountability
- Holds meetings in accordance with open-meeting requirements

Board meeting information may be obtained through the school office or school website.

1.9 School Leadership & Administration

AJHAE is led by a school administration team responsible for:

- Daily school operations
- Instructional leadership
- Student safety and discipline
- Family communication

Parents are encouraged to follow established communication procedures when addressing concerns.

1.10 Parent Commitment & Partnership

AJHAE believes that student success is strongest when families and the school work together.

Parents are expected to:

-
- Support school policies and procedures
 - Ensure regular student attendance
 - Communicate respectfully with staff
 - Reinforce academic and behavioral expectations at home

The Parent Commitment Agreement reflects this shared responsibility.

3 SECTION 2: Parent Rights, Responsibilities & Communication

SECTION 2: Parent Rights, Responsibilities & Communication

AJHAE believes that a strong partnership between families and the school is essential to student success. This section outlines parent rights, family responsibilities, communication expectations, and procedures for addressing concerns.

2.1 Ohio Parent Bill of Rights

In accordance with Ohio law, parents have the right to:

- Review academic materials used in the classroom
- Be informed of school policies and procedures
- Access information related to their child's academic progress
- Receive notice of concerns impacting their child
- Participate in school-related meetings and conferences
- Exercise rights related to their child's education as provided by law

AJHAE respects and upholds these rights while maintaining instructional integrity and school operations.

2.2 Parent Responsibilities

Parents and guardians are expected to:

- Ensure their child attends school regularly and on time
- Review and comply with the Student/Parent Handbook
- Support school rules, expectations, and discipline procedures
- Monitor academic progress and communication
- Maintain current contact information with the school
- Communicate respectfully with staff and administration

Failure to meet parent responsibilities may impact the school's ability to support the student effectively.

2.3 Communication Expectations

Clear and respectful communication is critical to a positive school environment.

Parents are expected to:

- Communicate concerns calmly and professionally
- Follow established communication channels
- Allow reasonable time for staff to respond
- Avoid confrontational or disruptive behavior

Disrespectful, aggressive, or inappropriate communication may result in restricted access to school personnel or campus.

2.4 School Communication Platforms

AJHAE uses approved communication platforms to share information, including:

- School-wide announcements
- Classroom updates
- Academic information
- Emergency notifications

Parents are responsible for regularly checking and responding to school communications.

2.5 Parent-Teacher Communication

Parents are encouraged to communicate with teachers regarding:

- Academic progress
- Classroom expectations
- Student concerns

Teachers may not be available for unscheduled meetings during instructional time. Appointments should be scheduled in advance when possible.

2.6 Conferences & Meetings

AJHAE offers parent-teacher conferences and meetings as needed to support student success.

Parents are expected to:

- Attend scheduled conferences
- Participate respectfully
- Collaborate with staff in the best interest of the student

Administration may be present during conferences when appropriate.

2.7 Volunteers & Visitors

Parents wishing to volunteer or visit the school must:

- Follow all visitor procedures
- Sign in at the main office
- Comply with background screening requirements when applicable
- Follow staff direction while on campus

Unapproved classroom visits are not permitted.

2.8 Visitor Conduct Expectations

Visitors must:

- Act respectfully
- Follow school rules
- Refrain from disrupting instruction
- Leave the premises if directed by administration

Failure to comply may result in restricted access to campus.

2.9 Parent Complaints & Concerns

AJHAE encourages resolution of concerns at the lowest appropriate level.

The recommended process is:

1. Contact the classroom teacher
2. Contact school administration if unresolved
3. Submit a formal complaint if necessary

Concerns should be raised respectfully and in a timely manner.

2.10 Formal Complaint Procedure

Formal complaints must:

- Be submitted in writing
- Clearly describe the concern
- Include relevant facts and dates

AJHAE will review complaints and respond in accordance with school procedures and applicable law.

Title I Complaints

If AJHAE receives Title I funding, Title I-specific complaints should be directed to the Superintendent's designee and will generally be resolved within 30 days.

2.11 Non-Retaliation

AJHAE prohibits retaliation against parents or students who raise concerns in good faith.

All concerns will be addressed respectfully and appropriately.

2.12 Title IX Grievance Procedure

Anyone may report sex discrimination or sexual harassment to the Title IX Coordinator identified in Section 1.4. Reports may be made in person, by mail, by phone, or by email at any time, including outside regular business hours.

Reports of sexual harassment will be handled under AJHAE's Title IX Grievance Procedure, which provides for prompt and equitable investigation and resolution, notice to the parties, an opportunity to respond, and an appeal process.

2.13 Title I Parent Right to Know

If AJHAE receives Title I funding, parents may request information regarding the professional qualifications of their child's classroom teacher(s), including:

- Whether the teacher has met state certification or licensure requirements for the grade level and subject taught
- Whether the teacher is teaching under an emergency or provisional license
- Whether the teacher is teaching within their field of certification
- Whether paraprofessionals provide services to their child and, if so, their qualifications

AJHAE will provide this information in a timely manner upon request.

4 SECTION 3: Enrollment, Attendance & Transportation

SECTION 3: Enrollment, Attendance & Transportation

Regular attendance and safe transportation are essential to student success and school operations. This section outlines enrollment procedures, attendance expectations, and transportation rules.

3.1 Enrollment Requirements

To enroll at AJHAE, families must complete all required enrollment documentation, which may include:

- Proof of residency
- Birth certificate
- Immunization records
- Custody documentation (if applicable)
- Emergency contact information

Incomplete enrollment documentation may delay or prevent a student's start date.

Additional Enrollment Procedures & Protections

Student Records

Upon enrollment, AJHAE will request a student's records from the school they most recently attended within 24 hours. If records are not received, the school will make appropriate follow-up efforts with the previous school and the parent or guardian.

Students Suspended or Expelled from Another School

A student who was suspended or expelled by another public school may be subject to admission restrictions consistent with applicable law. When applicable, the student will be provided an opportunity for a hearing before admission is denied.

Families in Special Circumstances

AJHAE follows applicable state and federal enrollment protections for students experiencing homelessness, students in foster care, and children being raised by grandparents or other eligible caregivers. Students experiencing homelessness may be entitled to immediate enrollment even when typical enrollment documentation is not immediately available.

Eligible grandparent caregivers may also have enrollment options through a Power of Attorney or Caretaker Authorization Affidavit.

Families experiencing special enrollment circumstances should contact the school office for assistance. AJHAE will work with families to ensure that applicable enrollment protections are followed.

3.2 Withdrawal from School

Parents who plan to withdraw a student must:

- Notify the school in writing
- Complete required withdrawal paperwork

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- Return school-issued materials

Failure to follow withdrawal procedures may delay record transfers.

3.3 Compulsory Attendance (Ohio Law)

Ohio law requires school-age children to attend school regularly.

AJHAE expects students to:

- Attend school daily
- Arrive on time
- Remain for the full instructional day unless properly excused

Excessive absences negatively impact academic progress and may trigger intervention.

3.4 Excused Absences

Excused absences may include:

- Student illness
- Medical or dental appointments
- Family emergencies
- Religious observances
- Other reasons approved by administration

Parents must provide documentation or written notice for excused absences when requested.

3.5 Unexcused Absences

Absences may be considered unexcused if:

- No parent notification is provided
- Documentation is not submitted when required
- The reason does not meet excused criteria

Unexcused absences contribute to truancy calculations.

3.6 Tardiness

Students are considered tardy if they arrive after the official start time.

- Excessive tardiness disrupts learning
 - Repeated tardies may result in disciplinary action or parent meetings
 - Tardiness counts toward attendance interventions
-

3.7 Truancy & Attendance Intervention

In accordance with Ohio law:

- Excessive unexcused absences may result in attendance intervention
- The school may develop an attendance plan
- Families may be referred to appropriate authorities when required

AJHAE works with families to address attendance barriers before escalation.

3.8 Arrival & Dismissal Procedures

Parents must follow established arrival and dismissal procedures to ensure safety.

- Students should not arrive before designated times
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- Parents must follow traffic and safety directions
 - Early dismissals must be approved and documented

Failure to follow procedures may result in restricted privileges.

3.9 Transportation Services

AJHAE may provide transportation services to eligible enrolled students in accordance with applicable laws, school procedures, safety requirements, and available transportation resources.

Transportation availability, routes, stops, pickup and drop-off times, and other transportation arrangements may change based on enrollment, operational needs, safety considerations, and available resources.

Families receiving school transportation will be provided their student's current transportation information directly by the school.

Questions regarding transportation should be directed to the AJHAE Main Office.

3.10 Bus Rules & Student Expectations

Students riding the bus must:

- Follow all school and bus rules
- Remain seated
- Use respectful language
- Follow the driver's instructions

Unsafe or disruptive behavior may result in suspension of bus privileges.

3.11 Parent Responsibilities for Transportation

Parents are responsible for:

- Ensuring students arrive at bus stops on time
- Supervising students at bus stops
- Communicating transportation changes promptly

The school is not responsible for students before pickup or after drop-off times.

3.12 Walker & Pickup Authorization

Parents must:

- Submit written authorization for walkers
- Update pickup authorization as needed
- Ensure authorized individuals have proper identification

Students will not be released to unauthorized individuals.

5 SECTION 4: Student Conduct, Discipline & Behavior Supports

SECTION 4: Student Conduct, Discipline & Behavior Supports

AJHAE is committed to maintaining a safe, respectful, and positive learning environment where all students can thrive. This section outlines behavioral expectations, the school's discipline framework, and the supports used to guide student behavior.

4.1 Student Code of Conduct

All students are expected to:

- Follow school rules and directions from staff
- Treat peers, staff, and visitors with respect
- Act responsibly and safely at all times
- Contribute to a positive learning environment

The Code of Conduct applies:

- On school grounds
- During school-sponsored activities
- On school transportation
- During virtual or remote learning activities (when applicable)

4.2 School-Wide Behavior Expectations

AJHAE promotes consistent expectations across all grade levels. Students are expected to:

- Be respectful
- Be responsible
- Be safe
- Be ready to learn

Failure to meet expectations may result in corrective action.

4.3 POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

We have implemented a comprehensive Student Incentive Program designed to motivate and reward our K-8th grade students for their academic achievements, positive behavior, and active participation in school activities.

This program is structured around a points-based system, where students can earn points for various accomplishments and behaviors. These points can then be redeemed for a variety of rewards and privileges, allowing our students to take an active role in their own success and development.

POINTS CAN BE EARNED THROUGH:

- Academic Achievement: Earning high grades, demonstrating improved performance, and completing challenging assignments.

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- **Positive Behavior:** Exhibiting exemplary conduct, following school rules, and contributing to a positive classroom environment.
 - **Extracurricular Participation:** Actively engaging in school clubs, sports teams, and other after-school activities.
 - **Attendance and Punctuality:** Maintaining excellent attendance and arriving to school and classes on time.
 - **Volunteering and Community Service:** Participating in school-sponsored volunteer initiatives and community service projects.

POINT REDEMPTIONS:

- Once students have accumulated a sufficient number of points, they can redeem them for a variety of rewards and privileges, including:
- Special recognition and awards
- Preferred seating or lunch options
- Opportunities to participate in field trips or special events
- School supplies or small gifts
- Additional free time or privileges during the school day

4.4 Levels of Behavior & Disciplinary Response

Level 1 – Minor Infractions

Examples may include:

- Classroom disruptions
- Failure to follow directions
- Inappropriate language (non-threatening)
- Minor disrespect

Possible responses:

- Verbal redirection
- Classroom consequences
- Parent communication
- Restorative practices

Level 2 – Repeated or Moderate Infractions

Examples may include:

- Repeated Level 1 behaviors
- Disrespect toward staff
- Inappropriate physical contact
- Disruption of learning environment

Possible responses:

- Administrative referral
- Parent conference
- Behavior intervention plan
- Loss of privileges
- In-school suspension

Level 3 – Serious Infractions

Examples may include:

-
- Fighting or physical aggression
 - Threats or intimidation
 - Bullying or harassment
 - Possession of prohibited items
 - Serious disruption or defiance

Possible responses:

- Suspension
- Alternative placement (when applicable)
- Formal disciplinary action
- Referral to appropriate authorities when required

4.5 Bullying & Harassment

AJHAE prohibits bullying and harassment in any form, including:

- Physical
- Verbal
- Social
- Cyberbullying

Bullying involves repeated behavior intended to harm, intimidate, or control another student.

All reports of bullying will be investigated, and appropriate action will be taken.

4.6 Due Process for Disciplinary Action

AJHAE follows applicable due process requirements when disciplinary action may result in suspension or expulsion.

Before an out-of-school suspension, a student will generally be provided:

- Written notice of the alleged violation
- An explanation of the evidence
- An opportunity to respond to the allegation

Parents or guardians will be notified of suspension decisions in accordance with applicable law and school procedures.

For expulsions, the student and parent or guardian will receive written notice and an opportunity for a hearing in accordance with Ohio law.

Disciplinary decisions will consider the circumstances of the incident, the severity of the behavior, and the student's disciplinary history, as appropriate. All disciplinary decisions will be documented.

Students with disabilities are entitled to all additional procedural protections required by applicable state and federal law.

4.7 Suspension & Removal from School

Students may be suspended for serious or repeated violations of the Code of Conduct.

- Parents will be notified of suspension decisions
- Length and type of suspension will comply with Ohio law
- Academic assignments may be provided during suspension when required

Students who are suspended or expelled will be provided educational opportunities and services as required by applicable law and school policy. Disciplinary removals involving students with disabilities will be handled in accordance with IDEA, Section 504, and other applicable protections.

4.8 Behavior Support & Interventions

AJHAE may implement additional supports, including:

- Counseling referrals
- Behavior intervention plans
- Restorative conferences
- Collaboration with families

The goal of discipline is to support learning, safety, and personal growth.

4.9 Restraint & Seclusion

Ann Jerkins Harris Academy of Excellence (AJHAE) is committed to maintaining a safe, positive, and supportive learning environment for all students. The school prioritizes the use of Positive Behavioral Interventions and Supports (PBIS), social-emotional learning, de-escalation techniques, conflict resolution, trauma-informed practices, and other proactive interventions to promote student success and prevent behavioral crises.

Physical restraint or seclusion may only be used when a student's behavior presents an immediate risk of physical harm to themselves or others and less restrictive interventions have been ineffective or are determined to be inappropriate under the circumstances.

Any use of restraint or seclusion shall:

- Be implemented in accordance with Ohio law and applicable school procedures;
- Be limited to the least restrictive intervention necessary to protect student and staff safety;
- End immediately once the risk of physical harm has passed;
- Protect the health, safety, dignity, and well-being of the student; and
- Be documented and reported as required by law.

AJHAE prohibits the use of restraint or seclusion for:

- Discipline or punishment;
- Coercion or retaliation;
- Staff convenience;
- Classroom management purposes; or
- Any purpose prohibited by Ohio law.

Parents or guardians will be notified whenever restraint or seclusion is used involving their child in accordance with applicable legal requirements and school procedures.

The school maintains records of restraint and seclusion incidents and may review data to support ongoing prevention efforts, staff training, and behavioral support planning.

Questions or concerns regarding restraint and seclusion practices should be directed to school administration.

4.10 Student Responsibility & Accountability

Students are responsible for:

- Understanding school rules
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- Accepting consequences for behavior
 - Participating in corrective actions

Parents play a critical role in reinforcing expectations at home.

6 SECTION 5: Safety, Health & Emergency Procedures

SECTION 5: Safety, Health & Emergency Procedures

The health and safety of students is a top priority at Ann Jerkins Harris Academy of Excellence (AJHAE). This section outlines health requirements, emergency procedures, and safety expectations designed to protect students, staff, and families.

5.1 Student Health Requirements

Parents are responsible for ensuring their child meets all state-required health requirements, including:

- Immunizations in accordance with Ohio law
- Required health documentation upon enrollment
- Updated medical information as needed

Failure to meet health requirements may result in exclusion from school until compliance is achieved, as required by law.

5.2 Illness & Communicable Disease Policy

To protect the health of all students and staff:

- Students who are ill should not attend school
- Parents must notify the school of contagious illnesses
- Students exhibiting symptoms during the school day may be sent home

Students may be excluded from school during outbreaks or when required by public health guidance.

5.3 Medication Administration

Medication may be administered to students during the school day in accordance with applicable Ohio law and school procedures.

Requirements may include:

- Written authorization from the parent or guardian
- Required authorization or instructions from a licensed healthcare provider, when applicable • Medication provided in the original, properly labeled container
- Clear dosage and administration instructions
- Updated authorization when required

Students may not carry or self-administer medication unless permitted by applicable law and approved in accordance with school procedures.

School staff will not administer medication without the required documentation and authorization.

5.4 Medical Emergencies

In the event of a medical emergency:

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- School staff will provide appropriate first aid
 - Emergency services may be contacted
 - Parents or guardians will be notified as soon as possible

Parents are responsible for ensuring emergency contact information is current.

5.5 Student Health Screenings

Health screenings may be conducted in accordance with state requirements, which may include:

- Vision screenings
- Hearing screenings

Parents will be notified of screening results when follow-up is recommended.

5.6 Emergency Preparedness & Drills

AJHAE maintains emergency procedures for:

- Fire
- Severe weather
- Lockdown situations
- Evacuations

Students are required to participate in drills and follow staff instructions.

Emergency procedures may be updated to reflect safety needs.

5.7 School Closures & Emergency Notifications

In the event of school closures or emergencies:

- Families will be notified through approved communication channels
- Decisions will be made based on student safety and operational considerations

Parents are responsible for monitoring school communications.

5.8 Student Safety Expectations

Students are expected to:

- Follow all safety rules
- Report unsafe conditions
- Use equipment and facilities appropriately
- Comply with staff instructions during emergencies

Unsafe behavior may result in disciplinary action.

5.9 Restricted Items

Certain items are prohibited on school grounds, including but not limited to:

- Weapons or weapon-like objects
- Alcohol or drugs
- Tobacco or vaping products
- Dangerous or disruptive items

Possession of prohibited items may result in disciplinary action and referral to appropriate authorities.

5.10 Crisis Response & Support

AJHAE may provide additional support following crises, including:

- Counseling referrals
- Support services for students and families
- Coordination with community resources

The school is committed to supporting student well-being during difficult situations.

7 SECTION 6: Academics, Instruction & Student Progress

SECTION 6: Academics, Instruction & Student Progress

AJHAE is committed to providing a rigorous, supportive academic program that addresses the needs of the whole child. This section explains instructional expectations, assessments, and how student progress is monitored and communicated.

6.1 Academic Program Overview

AJHAE provides instruction aligned with:

- Ohio Learning Standards
- School-adopted curriculum
- Evidence-based instructional practices

Instruction is designed to promote academic growth, critical thinking, and student engagement across all grade levels.

6.2 Instructional Approach

AJHAE emphasizes:

- Differentiated instruction
- Small-group learning
- Hands-on and inquiry-based activities
- Social-emotional learning integration
- Supportive classroom environments

Instructional methods may vary by grade level and subject area.

6.3 Kindergarten & Early Grade Screenings

In accordance with state requirements, students in Kindergarten and early grades may participate in:

- Literacy screenings
- Diagnostic assessments
- Other required screenings

Screening results are used to identify instructional needs and supports.

6.4 Assessments & Monitoring Student Progress

Student progress is monitored through:

- Classroom assessments
- District or state-required assessments
- Diagnostic tools
- Teacher observations

Assessment data is used to guide instruction and interventions.

6.5 Academic Interventions & Supports

When students experience academic difficulty, AJHAE may provide:

- Targeted small-group instruction
- Intervention services
- Academic support plans
- Collaboration with families

The goal is to address learning needs early and effectively.

6.6 Homework Expectations

Homework is designed to reinforce learning and build responsibility.

- Homework expectations vary by grade level
- Students are responsible for completing assignments
- Parents are encouraged to support but not complete assignments for students

Failure to complete homework may impact academic performance.

6.7 Report Cards & Progress Reports

AJHAE provides regular updates on student progress, which may include:

- Report cards
- Progress reports
- Online grade access (when applicable)

Parents are responsible for reviewing academic information and contacting teachers with questions.

6.8 Parent-Teacher Conferences

Parent-teacher conferences are offered to discuss:

- Academic progress
- Learning goals
- Areas for improvement

Additional conferences may be scheduled as needed.

6.9 Promotion & Retention

Promotion and retention decisions are based on multiple factors and are made in accordance with applicable Ohio law and school policy.

Factors considered may include:

- Academic performance and demonstrated progress
 - Attendance
 - Assessment results
 - Completion of required coursework
 - Teacher recommendations
 - Academic interventions and supports previously provided
 - Other relevant educational information
-

When a student is at risk of retention, AJHAE will communicate with the parent or guardian and work collaboratively to address areas of concern.

Final promotion and retention decisions will be made based on the student's individual academic needs, applicable legal requirements, and school policy.

6.10 Student Responsibilities

Students are expected to:

- Attend class prepared to learn
- Complete assignments
- Participate actively in instruction
- Ask for help when needed

Academic success is a shared responsibility among students, families, and the school.

8 SECTION 7: School Day Operations & Student Life

SECTION 7: School Day Operations & Student Life

This section outlines daily operational expectations that support a safe, organized, and respectful school environment.

7.1 School Uniform Policy

AJHAE requires students to wear the designated school uniform to promote a focused learning environment and school pride.

Uniform Expectations

Students are expected to wear:

- Approved uniform tops and bottoms
- Clean, neat, and properly fitted clothing
- Appropriate footwear for school activities

Non-Compliance

- Students out of uniform may be subject to corrective action
- Parents may be contacted to provide appropriate attire
- Repeated violations may result in disciplinary consequences

7.2 Dress Code Guidelines

In addition to uniforms:

- Clothing must be modest and appropriate
- Clothing with offensive language, images, or symbols is prohibited
- Accessories must not pose safety concerns

Administration reserves the right to determine appropriateness of attire.

7.3 School Supplies

Parents are responsible for providing required school supplies as outlined by the school or classroom teacher.

- Supplies should be clearly labeled
- Replacement of lost or damaged supplies may be required

7.4 Meals & Cafeteria Expectations

AJHAE provides meals in accordance with applicable nutrition guidelines.

Students are expected to:

- Follow cafeteria rules
- Use respectful behavior
- Clean up after themselves

7.5 Packed Lunches

Students who bring lunch from home must:

- Bring nutritionally appropriate food
- Avoid sharing food with others
- Follow cafeteria safety rules

Certain food items may be restricted due to allergies or safety concerns.

7.6 Personal Items & Valuables

Students should not bring personal items that may cause distraction or disruption, including:

- Toys
- Games
- Valuable items

The school is not responsible for lost, stolen, or damaged personal items.

7.7 Cell Phones & Electronic Devices

Cell phones and personal electronic devices must:

- Be turned off and stored during the school day
- Not be used during instructional time unless authorized

Unauthorized use may result in confiscation and disciplinary action.

7.8 Lost & Found

Lost items are collected and stored for a limited period.

Parents and students are encouraged to:

- Label personal belongings
- Check the lost and found regularly

Unclaimed items may be donated or disposed of.

7.9 Student Conduct During the School Day

Students are expected to:

- Follow classroom and school rules
- Respect staff instructions
- Use appropriate language and behavior
- Move safely throughout the building

Disruptive behavior may result in disciplinary action.

This section outlines daily operational expectations that support a safe, organized, and respectful school environment.

9 SECTION 8: Activities, Field Trips & Student Recognition

SECTION 8: Activities, Field Trips & Student Recognition

AJHAE believes that learning extends beyond the classroom. School activities, field trips, and recognition programs are designed to enrich student learning while reinforcing responsibility, safety, and positive behavior.

8.1 Student Activities & Enrichment

AJHAE may offer school-sponsored activities that support:

- Academic enrichment
- Social development
- Leadership skills
- School engagement

Participation in activities is a privilege and may be subject to eligibility requirements.

8.2 Eligibility for Participation

To participate in school activities, students are expected to:

- Meet academic expectations
- Follow the Student Code of Conduct
- Maintain satisfactory attendance
- Demonstrate appropriate behavior

Students who do not meet eligibility requirements may be restricted from participation.

8.3 Field Trips

Field trips are considered an extension of the classroom and are planned to support instructional goals.

Field Trip Requirements

- Written parent permission is required
- Students must follow all school rules
- Transportation rules apply during travel

Participation in field trips is a privilege and may be denied due to behavioral or safety concerns.

8.4 Student Conduct During Activities & Field Trips

Students participating in activities or field trips must:

- Follow all school rules and staff instructions
- Demonstrate respectful behavior
- Remain with assigned groups
- Follow safety procedures

Failure to follow expectations may result in disciplinary action and loss of future privileges.

8.5 Chaperone Expectations

Parents or guardians who serve as chaperones must:

- Follow all school policies and procedures
- Supervise students as directed
- Maintain appropriate behavior and boundaries
- Follow staff instructions at all times

Chaperones who do not comply with expectations may be removed from activities and restricted from future participation.

8.6 Student Recognition & Awards

AJHAE recognizes student achievement and positive behavior through various programs, which may include:

- Honor Roll
- Principal's List
- Academic achievement awards
- Attendance recognition
- Behavior recognition

Recognition criteria are established by the school and may be adjusted annually.

8.7 Attendance & Recognition

Regular attendance is a key factor in student success.

Students with strong attendance records may be eligible for:

- Attendance awards
- Special recognition

Excessive absences or tardies may impact eligibility.

8.8 Parent Responsibilities

Parents are responsible for:

- Supporting student participation requirements
- Ensuring timely submission of permission forms
- Reinforcing behavioral expectations

Participation in activities does not excuse students from following school rules.

10 SECTION 9: Final Policies, Amendments & Acknowledgment

SECTION 9: Final Policies, Amendments & Acknowledgment

This section outlines the school's authority to update policies, the annual review process, and expectations for parent and student acknowledgment of the handbook.

9.1 School Authority to Amend Handbook

Ann Jerkins Harris Academy of Excellence (AJHAE) reserves the right to:

- Amend, revise, or update this handbook at any time
- Interpret policies as needed to support school operations
- Implement changes to comply with Ohio law, sponsor requirements, or operational needs

Policy updates may occur as necessary. Families will be notified of significant changes that affect student or family responsibilities, expectations, or school operations.

9.2 Annual Review of Handbook

The Student/Parent Handbook is reviewed on an annual basis.

- Updates may be made before the start of each school year
- Continued enrollment constitutes acceptance of updated policies
- The most current version of the handbook is maintained in Waybook

Parents are responsible for reviewing updates each school year.

9.3 No Contractual Rights Created

This handbook:

- Does not create a contract between the school and families
- Does not limit the school's authority to enforce policies
- Does not guarantee specific programs, services, or activities

AJHAE retains discretion in the application and enforcement of all policies.

9.4 Parent & Student Acknowledgment

Parents and students are required to acknowledge that they have:

- Received access to the Student/Parent Handbook
- Reviewed and understand school policies
- Agree to comply with the expectations outlined

Acknowledgment is required:

- Upon enrollment
- Annually
- When significant updates are made

Failure to complete acknowledgment does not exempt students or families from compliance.

9.5 Questions & Clarification

Parents who have questions regarding handbook policies are encouraged to:

- Review the handbook carefully
- Contact the school office or administration for clarification
- Follow established communication procedures

Open communication supports a positive school environment and student success.