

ATTACHMENT 6.5

- Commitment to Racial and Ethnic Balance
- Plan to Achieve and Continue



Focus Learning Academy of Northern Columbus

1880 East Dublin-Granville Road, Columbus, OH 43229

(614) 547-0920 (office) • (614) 547-0924 (fax)

Abdirizak Farah, Superintendent

Intended Racial and Ethnic Balance of the School

Racial and Ethnic Process – Focus Learning Academy commits to maintaining racial and ethnic balance comparable to that of their School Community, the Columbus City School District.

Marketing Plan to Attract Racially and Ethnically Diverse Students

If the ethnic balance does not conform to that of the Columbus City School district within a $\pm 10\%$ margin of error the school will target under-represented groups in its marketing including the following:

1. Open Houses
2. Informational Sessions at Local Youth Agencies
3. Distribution of Focus Learning Academy School printed materials such as flyers, bulletins, and informational packets through various methods
4. Staff/School Attendance at Community Functions

These methods will help ensure that the invitation to learn about the educational program offered by Focus Learning Academy is readily available to students of all races and ethnicities.

Parent Involvement

Focus Learning Academy will comply with ORC 3313.472 and the requirements of No Child Left Behind. Focus Learning Academy will build effective communication systems and provide multiple opportunities to foster Parent and Guardian involvement in the student's academic program.

ATTACHMENT 6.7

- Suspension, Expulsion, Permanent Exclusion Policies
- Due Process Procedures
- Policy for Discipline, Suspension, Expulsion of Disabled Students



Focus Learning Academy of Northern Columbus

1880 East Dublin-Granville Road, Columbus, OH 43229

(614) 547-0920 (office) • (614) 547-0924 (fax)

Website: www.focusacademynorth.org

Abdirizak Farah, Superintendent

EXPULSION AND SUSPENSION POLICIES

The governing Authority recognizes that exclusion from the educational program of the school, whether by emergency removal, suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a Student, and one that cannot be imposed without due process.

No Student is to be removed, suspended, expelled, or excluded from an activity, program, or a school unless their behavior represents misconduct as specified in the Student Code of Conduct as published. The Code shall also specify the procedures to be followed by school officials. In addition to the procedural safeguards and definitions set forth in this policy and the Student handbook, the procedures set forth in Policy 420 shall apply to Students identified as disabled under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

For purposes of this policy and the Director's administrative guidelines, the following shall apply:

1. "Emergency removal" shall be the exclusion of a Student who poses a continuing danger to District property or persons in the District, or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
2. "Suspension" shall be the temporary exclusion of a Student by the school Director from the District's program for a period not to exceed ten (10) school days.
3. "Expulsion" shall be the exclusion of a Student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, unless the incident involves a firearm. If a Student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, they shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. The Superintendent may expel a Student for up to one (1) year if the Student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity. A Student may also be expelled for a year if they possess a firearm or knife at school or any other property owned or controlled by the Board onto which the firearm or knife was initially brought by another person. In compliance with Federal law, the Superintendent shall also refer any Student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the District.



Focus Learning Academy of Northern Columbus

1880 East Dublin-Granville Road, Columbus, OH 43229

(614) 547-0920 (office) • (614) 547-0924 (fax)

Website: www.focusacademynorth.org

Abdirizak Farah, Superintendent

- a. "Firearm" is defined as any weapon, including a starter gun, which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device.
- b. "Destructive device" includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or another similar device.
- c. "Knife" is defined as any cutting instrument consisting of at least one sharp blade.

The specific circumstances under which the Director may modify a one (1) year expulsion could include:

- a. A recommendation from the group of persons knowledgeable of the Student's educational needs in accordance with Policy 420 - Suspension/Expulsion of Students with Disabilities;
- b. The Student was unaware that they possessed a firearm or knife;
- c. The Student did not understand that the item they possessed was considered a firearm or knife; or
- d. The Student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

If at the time of a suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the remaining period may be applied to the following school year at the discretion of the Director.

4. "Permanent exclusion" shall mean the Student is banned forever from attending a public school in the State of Ohio. (See ORC §5610.01)

If a Student is expelled for more than twenty (20) school days or for any period that extends into the next school year, the Superintendent shall provide the Student and their parents or guardians with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the Student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.



Focus Learning Academy of Northern Columbus

1880 East Dublin-Granville Road, Columbus, OH 43229

(614) 547-0920 (office) • (614) 547-0924 (fax)

Website: www.focusacademynorth.org

Abdirizak Farah, Superintendent

The Governing Authority also authorizes the Director to suspend a Student from any or all co-curricular or extra-curricular activities for violations of the Code of Conduct. The length of suspension shall be in accordance with the code of discipline.

The Governing Authority authorizes the CEO, Superintendent, or their designee to provide options for suspension or expulsion of a Student from school, which may include alternative educational options.

A Student who has been temporarily expelled by another school or school district may be denied admission to the School during the period of expulsion, even if that Student would otherwise be entitled to attend the School. Prior to denying admission, however, the Director shall offer the Student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Director determines to be relevant.

The Board designates the Superintendent as its representative at all hearings regarding the appeal of a suspension. The Board will hear the appeal of an expulsion.

The Superintendent shall develop administrative guidelines that provide appropriate procedures for implementing this policy and ensure compliance with applicable statutes.

A copy of this policy is to be posted in a central location in each school and made available to Students and parents upon request. Key provisions of the policy should also be included in the Student handbook.

ORC §§3313.66, .661 and .662.

ATTACHMENTS 6.12 and 6.13

- Admissions Procedures
- At-Risk Definitions, if applicable
- Attendance Policy (including covenant to maintain written log of daily attendance verified by the applicable teacher(s) and signed by an administrator, and kept in chronological order)
- Automatic Withdrawal Rule
- Truancy Policy and Procedure
- Participation Policy

usage will be assessed using a norms based assessment of academic achievement as agreed to by the Board or Directors. The student's score from the assessments may be used to inform grade level placements for the purposes of EMIS and other required reporting.

Promotion and Retention

Students will meet requirements for promotion and retention required by the state. In grades K-8, students will be retained if he or she:

1. Has been truant more than 10% of the required attendance days
2. Has failed two or more required curriculum subjects, unless it is determined it is determined that the student is academically prepared to be promoted to the next grade level by the principal and the teacher(s) of the subjects failed.

Students will be assessed annually at the end of first, second and third grades for the purpose of identifying all students who are reading below grade level. The school will notify parent/guardian for those students who are reading below grade level. These students will be provided reading intervention services through the school including summer remediation after 3rd grade. Reading tests will be provided by the reading specialist at least 3 times a year to monitor reading level progress of the students and make accommodations to bring up reading scores as necessary.

Students in 4th and 8th grade who do not pass at least half of the state mandated proficiency tests may be retained for the next school year based on the decisions made by the Dean of Students, Principal, Teachers and Parents/Guardians. This clause does not include students who have a disability under the Individuals with Disabilities Education Act (IDEA).

The Board recognizes that special consideration may need to be given to some students for grade placement. Decisions regarding student retention or acceleration should be made only after all the needs and abilities of the student have been assessed and reviewed by a school team and have been determined to meet the Administrative Guidelines criteria.

The Administration recognizes that schools should offer students opportunities for acquiring skills, and for cognitive, academic, social and emotional development. Ideally, individual student needs can be met by differentiated instruction while they remain with their own age peer group. In extreme cases, student retention or acceleration may be considered using the following guidelines:

- A. Referral: On a case by case basis, a student referral for retention or acceleration should be made by a teacher(s), a school administrator or a student's parent(s)/legal guardian(s). Whenever possible and after all other educational options are considered, consideration for student retention should take place in kindergarten or first grade.
- B. Evaluation: When considering retention or acceleration, each student shall be evaluated by a team which is comprised of a school administrator, parent(s)/legal guardian(s), teacher(s), and guidance personnel.
- C. Team Decision: The evaluation team shall prepare the Report of Student Retention or Acceleration form and a psycho-educational evaluation report. The team is charged with determining the retention or acceleration criteria. The team, including parent(s)/legal guardian(s), will meet to share the evaluation results and make a recommendation. The signatures of the school administrator, parent(s)/legal guardian(s), teacher(s), and guidance personnel shall be required on the Report of Student Retention or Acceleration form. All copies of the report form and psycho-educational evaluation report will be forwarded to the director. The report form and psycho-educational evaluation report become part of the student's cumulative record.
- D. In the event that an agreement cannot be reached by the team, parent(s)/legal guardian(s) may request to have a District-level administrative team review the decision.
- E. The decision of retention or acceleration may be reviewed by the team at any time during the student's

educational experience. Only in extreme cases should consideration be given to retaining a student beyond third grade.

- F. The parent(s)/legal guardian(s) shall be notified of the right to appeal the decision of the District-level review committee to the Board of Education.

Open Enrollment

In accordance with the Ohio Revised Code Sections 3314.03(A)(19) and 3314.06(C), the School shall allow a student eligible to attend any school district in the State of Ohio to enroll in the School on a non-tuition basis under this open enrollment plan, provided however, that such student is eligible under, subject to, and complies with the admission policies and procedures, of the School.

At-Risk Definitions

While it is fully anticipated that Focus Learning Academy of Northern Columbus will enroll a disproportional number of students who have been underserved, have interrupted educational backgrounds and are highly limited in English language proficiency, the School will not restrict enrollment to students who don't meet defined at-risk criteria.

403 ATTENDANCE

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by Focus Learning Academy is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session and classes are assigned unless it is shown to the satisfaction of the Superintendent or his designee that:

1. The bodily condition of the Student is such as to prevent attendance at school,
2. S/he is receiving instruction at home from a person qualified to teach the branches of education in which instruction is required,
3. The student is absent for observation or celebration of a bona fide religious holiday, or
4. The absence was due to circumstances beyond the reasonable control of the student.

The School shall consider each student assigned to a program or other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the curriculum.

The primary responsibility for a student's attendance at School rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Director is also required to notify the parents, custodial parent, guardian, legal custodian, or other person responsible for each student less than eighteen (18) years of age who is absent from school without an approved excuse. Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers, email address, and home addresses, as well as emergency telephone numbers.

If applicable, the Director or designee may require a written statement of the cause or reason for any absence from the parent of a student, or from an adult student who has been absent from school or from class for any

reason. Focus Learning Academy reserves the right to verify such statements and to investigate the cause of each single absence.

Any Student who, due to a medically documented physical or mental impairment, exceeds or may exceed the required limit on excused absence shall be referred for evaluation of eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 for appropriate accommodation.

Habitual Truancy

Whenever any Student under the age of eighteen (18) has ten (10) consecutive days or a total of fifteen (15) days of unexcused absence from school, s/he will be considered a "habitual truant." The Board authorizes the Director or designee to inform the student and his/her parents of the truancy record and the Governing Authority's intent to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the Student's excessive truancy.

Parent Education Program

The Director is authorized to establish a Parent Education Program for parents of habitually truant students. Any Parent who does not complete the program is to be reported to law enforcement authorities for neglect of Parent education, a fourth class misdemeanor if found guilty per ORC 2919.222.

Involuntary Automatic Withdrawal

The Director shall involuntarily withdraw any habitually truant student after 21 consecutive days (105 hours) of unexcused absence per ORC 3314.03. Notice of the involuntary withdrawal shall be made in writing to the parent of students under the age of eighteen (18) and to any involuntarily withdrawn adult student.

The Superintendent shall report the number and circumstances surrounding all involuntarily withdrawn students to the Governing Authority at each regular Board meeting per O.R.C. 3321.01.

404 MISSING AND ABSENT CHILDREN

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

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

The Superintendent will then immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Superintendent will also assist Parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Director including information regarding the fingerprinting program (see § 802). The Director will develop informational programs that are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

401 STUDENT ASSESSMENT

The School shall comply with the Ohio Proficiency Testing requirements of R.C. §3301.0710 and .0711. The School shall administer and report the Kindergarten Readiness Assessment – Literacy (KRA-L) and all screening and diagnostic requirements as stated in Ohio Revised Code Section 3301.0715. The Director or appropriately qualified/trained designee(s), shall be responsible for all testing procedures and the safeguarding of all test materials.

402 ADMISSION AND LOTTERY STANDARDS

Admission of students to kindergarten and first grade shall be in accordance with section 3321.01 of the Revised Code.

Admission to the school shall be open to any individual eligible to attend school pursuant to section 3313.64 or 3313.65 of the Revised Code in a school district in the State.

Focus Learning Academy North shall not discriminate in the admission of students to the school based on race, creed, color, handicapping condition or sex:

Upon admission of any student with disabilities, Focus Learning Academy North will comply with all federal and state laws regarding the education of handicapped students.

The School shall not limit admission to students based on intellectual ability, measures of achievement or aptitude, English language proficiency or athletic ability.

The School shall not offer or provide incentives to parents of prospective students per ORC 3313.648.

The School will serve not less than 50 or more than 500 students and shall not admit students that exceed the capacity of the school's programs, classes, grade levels or facilities.

If the number of applicants exceeds the capacity of the school's programs, classes, grade levels, or facilities, students shall be admitted by lot from all those submitting applications before July first of each school year, except preference shall be given to students attending the school the previous year, to students who reside in the Columbus Public School District, and to siblings of students attending the school the previous year.

When required the lottery will be conducted in the following manner:

1. Each applicant will be assigned a number;
2. The numbers will then be drawn at random by a disinterested third party at a meeting of the Governing Authority that will be open to the public.
3. The first number drawn will be the first new applicant placed on a permanent waiting list and so on until all numbers are drawn;
4. Applicants on a permanent waiting list prior to any lottery will retain their position on the waiting list;
5. The school may separate lottery and waiting lists for each grade or age grouping;
6. Students attending the previous year will have preference for position in the current year, even though they may be in a different age or grade group;
7. Siblings may be given preference for the next open position.

Grade Placement

Upon enrollment, consideration of grade placement will be contingent on age, educational background and transcripts from other schools. Each student's level of academic achievement in reading, math, and language

Once the School has been in existence for two (2) full years, the Ohio Department of Education shall issue a report card which shall be distributed to the Parents and Students of the School, the members of the board of education of the school district in which the School is located and to any other party requesting one from the Department of Education.

The Superintendent shall prepare for the Board's review an annual report of the School's activities and progress in meeting the goals and standards of R.C. 3314.03(A)(3) and (4) and the School's financial status. Such report shall be submitted to the Sponsor, the Parents of Students and the Ohio Legislative Office of Education Oversight for which the Superintendent shall collect and provide any data that such Office requires. R.C. 3314.012 (D) and R.C. 3314.03 (A)(g).

105 OTHER REPORTING

The Treasurer shall report to the Governing Authority, all matters required by the Ohio Revised Code Section 3314.08(B)(2)(a)-(g).

PROGRAM ADMINISTRATION

200 PARENT/GUARDIAN INVOLVEMENT IN THE SCHOOL PROGRAM

In support of strengthening student academic achievement, local schools that receive Title 1, Part A funds must develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement specific parental involvement activities, and is incorporated into the school's plan.

Focus Learning Academy of Northern Columbus agrees to implement the following statutory requirements. Parental involvement means the participation of parents in regular, two-way and meaningful communication involving students' academic learning and other school activities.

Focus Learning Academy of Northern Columbus will take the following actions to involve parents in the joint development of its district wide parental involvement plan under Section 1112 of the ESEA:

- Holding a parental involvement meeting to review the policy and/or draft a new policy
- Providing parents with a written copy of the policy
- Reviewing the policy with parents as appropriate
- Making school staff available to parents (at parents' request) to review the policy through a variety of communication methods and times during the school year

Focus Learning Academy of Northern Columbus will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:

- Holding regular meetings to discuss policies and suggest changes to its school wide and/or school improvement plan
- Providing a review of the school report card and its meaning with parents and asking parents to comment
- Providing parents with a survey of the program to them to comment if they cannot attend the meetings
- Giving parents an opportunity to comment on programs at family events and or parent advisory committee meetings
- Maintaining an open door policy so that parents feel free to send comments to school staff with the communication tools available to them through the school.

Focus Learning Academy of Northern Columbus will provide the following necessary coordination, assistance and other support to assist the school in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Provide a variety of high-quality curricula and learning materials,
- Provide assistance in understanding academic achievement standards and assessments and how to monitor students' progress,
- Provide opportunities for ongoing communication between families and teachers,
- Work to foster the parent/student/school relationship by being proactive in communicating with parents and by offering parents a variety of times and modes for communicating with school staff.

Focus Learning Academy of Northern Columbus will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies in other Focus programs by:

- Providing parents with materials to assist them in understanding academic content standards and the best practices for helping their children achieve in school
- Providing intervention resources to students and parents
- Providing a variety of high-quality resources to supplement each child's education
- Providing parents with information regarding a variety of educational and community resources through the Parent Support Center and Online Parent Portal

Focus Learning Academy of Northern Columbus will build the school's and parents' capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the school, parents and community to improve student academic achievement through the following activities:

1) The school will provide assistance to the parents of children served by the school in understanding topics such as the following, and by undertaking the actions described in this paragraph:

Providing technical training, help and assistance to parents to help children successfully attend school at the Focus Learning Academy

Providing assistance to parents in accessing student grades and reports

Helping parents to understand state academic standards

Helping parents to understand the important role they play in educating their children

Providing a variety of staff times and communication methods to give parents the opportunity to communicate with the school for the purpose of meeting the specific educational needs of each student

2) The school will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology as appropriate to foster parental involvement by:

Providing a variety of online resources

Providing parents with materials at orientation

Providing technical training and assistance to parents

Providing various means of communicating

Providing activities through the school to enrich the children's education

Providing resources to help parents foster stronger reading, writing and math skills in their children

Allowing time for meaningful two-way communication between the family and the school

Offering a variety of educational opportunities to families

Focus Learning Academy of Northern Columbus will take the following actions to ensure that any information related to the school and parent programs, meetings and other activities, is sent to the parents of participating students in an understandable and uniform format, including alternative formats upon request and, the extent practicable, in a language the parents can understand through:

Community Liaison and Community Outreach Team

Automated, multilingual phone messaging system

Postings in the Online Parent Portal

Written and virtual announcements

Letters via regular mail

Letters sent home with students

This policy has been adopted jointly with and agreed on with parents of children participating in the Title I programs of the school.

202 ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the School to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background or other legally protected category.

The Board appoints the Superintendent to be the Compliance Officer whose responsibility it will be to ensure Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination rights under applicable laws is provided to Students, their Parents, staff members and the general public.

Any complaints shall be addressed in accordance with the provisions, respectively, of:

§ 204 - Title IX Grievance Procedure and/or

§ 206 - Title I Complaint Procedure and/or



Focus Learning Academy of Northern Columbus

1880 E. Dublin Granville Rd., Columbus Ohio 43229

(614) 547-0920 (office) • (614) 547-0924 (fax)

Abdirizak Farah, Superintendent

Travis Budd, Principal

Focus Learning Academy of Northern Columbus commits to maintaining attendance records for students with fidelity and integrity, reporting to data bases and the community school sponsor are requested and required by state law.

A circular stamp with a decorative border contains the text "Travis Budd" and "Principal". Overlaid on the stamp is a handwritten signature in black ink that reads "Travis Budd".

Travis Budd
Principal

Focus Learning Academy of Northern Columbus commits to maintaining attendance records for students with fidelity and integrity, reporting to data bases and the community school sponsor are requested and required by state law.

School Leader's Signature