

THE FOCUS PLEDGE

I will be respectful.

I will be responsible.

I will be a problem solver.

I will be an achiever.

I am an everyday hero.

Values Behavior Outcome (VBO):

The VBO is a blueprint for our culture. It makes clear the specific behaviors & results we want from each of our values. The behaviors outlined in the VBO are essential to how students are to engage in the classroom, and school. Our goal is to create an educational environment where everyone consistently engages in behaviors that produce exceptional outcomes. At FLA, our mission is to equip students with the necessary skills to thrive in high school and college, foster cultural fluency, enhance their effectiveness in society, and provide intellectual and social fulfillment that brings lasting happiness in life. Moreover, we are committed to nurturing greater moral awareness among our students, empowering them to make informed and thoughtful choices when shaping their characters. To ensure the achievement of these goals, we have the following expectations for all students:

Focus Learning Academy of Northern Columbus



VALUES — BEHAVIOR — OUTCOME

This is the FLANC way.

It spells out the standards for how we behave toward each other, our students, and our community.

Values	Behavior	Outcome
<p>Stand Up & Own It <i>Make a difference every day.</i></p>	<ul style="list-style-type: none"> ▪ Act with purpose. ▪ Do the right thing, especially when it's hard. ▪ Own your work. Put your name on it. 	<p>We can count on each other. Our students can count on us.</p>
<p>Power of the Team <i>Think we, not me</i></p>	<ul style="list-style-type: none"> ▪ Invest the time to care, listen, & communicate. ▪ Ask for help, give help. Make each other better. ▪ Respect differences. 	<p>Great place to work. Great place to learn.</p>
<p>Passion for Growth <i>Pursue excellence</i></p>	<ul style="list-style-type: none"> ▪ Get focused, stay focused. ▪ Embrace productive discomfort. ▪ Be coachable. 	<p>Equipped with skills. Ready for tomorrow.</p>

ATTENDANCE PHILOSOPHY AND PROCEDURES

Focus Learning Academy believes daily attendance is a foundational piece of a student's academic success. In creating an environment for that academic success, the school works with students and their parents/guardians to encourage consistent ongoing attendance. Regular school attendance and classroom interaction are important parts of the educational process. Prolonged or repeated absences disrupt not only the education of the individual but also the continuity of the process in the entire classroom. Focus urges parents/guardians to minimize the time their students are absent from class. Focus is responsible for knowing where students are each day. Please help us keep an accurate account of your child's daily attendance.

Please report all absences to the office by calling 614-547-0920 and press 1.

Please include the following information:

- Person calling
- Student's name
- Parent/guardian phone
- Student's grade
- Date
- Reason for absences

Parents/Guardians may call the 24-hour attendance line at 614-547-0920 (press 1) to report that a student will be absent from school. Focus kindly requests that parents/guardians call the office before 9:00 a.m. if their child

will be absent. If a parent/guardian does not contact the office when their child is absent, the school will verify absences by phone the day the absence occurs.

The statutes of the Ohio Revised Code governing school attendance are specific and leave little option for school authorities to excuse students from school except for:

- Personal illness
- Death in the family
- Quarantine of the home
- Religious holidays
- Medical or dental appointment (partial days in most cases)
- Family Emergency
- Field Trips
- Illness in the family
- Volunteers to serve as precinct officer for elections

Focus strongly discourages vacations or extended absences during the days school is in session. If a parent/guardian wishes to take a child out of school for any period of time for reasons other than those listed above, the parent/guardian must contact the office in advance.

TRUANCY

Ohio law specifies that a student is excessively absent with a nonmedical excuse or without legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year. A student is considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 total hours in a month or 72 or more hours in a school year.

Focus will contact parents when students have reached an excessive amount of absences and will request a meeting if a student becomes habitually truant. If a student is habitually truant, Focus will work with parents and the student to have a plan to help increase attendance.

BEHAVIOR EXPECTATIONS

Rules are essential to the functioning of any organization or community. At FLA, we have tried to make rules few in number and clear in purpose. Fundamentally, students are expected to be responsible for their conduct and contribute to the community's general well-being. Therefore, it is likely that everyone will understand and obey all rules.

ACADEMIC INTEGRITY

The school's expectation for student behavior is described in its honor code. Students are expected to have integrity and self-discipline and respect themselves, others, and the school. The school considers academic cheating or plagiarism incidents as severe breaches of academic integrity. Examples include:

- Copying another student's classwork or homework
- Asking another student questions during a test or copying another student's test answers
- Turning in any material claimed as one's own but coming from another source (for example, copying material from an online resource without crediting the source).

These actions are dishonest, unacceptable, and violate the honor code. Academic dishonesty is one of the most severe violations of school expectations and may result in suspension and other behavior consequences.

DAILY RULES

The guiding principle for all daily rules is respect. We strive to create an environment where students learn to show respect for themselves, others, and their surroundings. Rudeness, unkindness, or malicious behavior, will not be tolerated. This includes behavior in class meetings, all-school functions, and while on school transportation. Throughout the day, students are expected to demonstrate the basics of courteous behavior. Students should say “please,” “thank you,” and “excuse me” when appropriate.

ASSEMBLY BEHAVIOR

In any form of assembly or other formal gathering, students are expected to:

- Come to order and give their attention to the speaker when asked for the first time
- Refrain from all shouting and screaming – enthusiasm and approval can and should be expressed by applause and orderly cheers
- Wait to be dismissed
- Leave without pushing or crowding
- When the peace sign is in use all talking and moving must cease.

NOISE

Because classes and other school activities are always in session, every effort must be made to maintain reasonable quiet and order in the hallways, entryways, and outside areas adjacent to classrooms and offices. Electronic devices are not permitted on the school campus. Teachers and staff will confiscate all contraband – cell phones, iPods, music players, tablets, etc. – and will not be returned until a parent comes to retrieve it..

CAMPUS CLEANLINESS

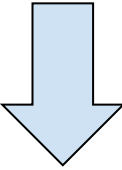
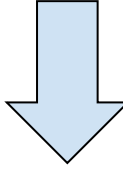
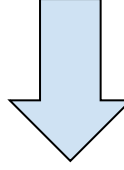
Maintaining the attractive appearance of the campus is the joint responsibility of all community members. Everyone is responsible for disposing of litter properly, whether one’s own or someone else’s. To minimize trash on campus, students should keep all personal property with them or in the designated areas. All students are responsible for respecting each other’s and the school’s property and, therefore, must refrain from writing on, marking, decorating, borrowing, without permission, or otherwise defacing school property or the property of others. Students must also use the proper bathroom correctly. This includes wiping up water that is spilled, waste on the floor, sinks, and toilet seats, and picking up paper that you drop. In addition, sanitary napkins should be disposed of in the proper place.

DISCIPLINARY POLICIES AND PROCEDURES

The school has the right to impose discipline and penalties for conduct occurring on and off-campus. For example, violating specific rules in this handbook may result in further discipline. In addition, off-campus behavior may be punished when it constitutes a significant rules infraction, violates fundamental standards of ethics and morality, and constitutes a criminal offense (whether or not the student is charged with a crime). Students who break the rules are referred to the Dean of Students, Principal, or Superintendent. Multiple minor infractions may be treated cumulatively as a major infraction. A student who has committed numerous minor infractions is subject to all the penalties in this handbook, including detention, loss of privilege, suspension, probation, and expulsion.

FLANC 2023-24 Behavior Strategies Flowchart

PBIS Expectations: Be Respectful, Be Responsible & Ready to Learn

Level I Minor Behavior Violations	Level II Behavior Violations <i>Repeated Level I Offenses & Serious Misconduct</i>	Level III Behavior Violations <i>Repeated Level II Offenses, Illegal or Unsafe Misconduct</i>
<p style="text-align: center;">Disruptive Behavior</p> <p style="text-align: center;">Insubordination</p> <p style="text-align: center;">Profanity</p> <p style="text-align: center;">Inappropriate Tone/Attitude</p> <p style="text-align: center;">Inappropriate Hallway Behavior</p> <p style="text-align: center;">Refusal to Complete Assignment</p> <p style="text-align: center;">Electronic Communication Devices</p>	<p style="text-align: center;">Leave Class without Permission</p> <p style="text-align: center;">Minor Theft</p> <p style="text-align: center;">Fighting</p> <p style="text-align: center;">Unauthorized Use of Internet</p> <p style="text-align: center;">School Bus Disruption</p> <p style="text-align: center;">Cheating or Plagiarism</p> <p style="text-align: center;">Vandalism</p> <p style="text-align: center;">Sexual Misconduct</p>	<p style="text-align: center;">Physical Assault, Major Fighting</p> <p style="text-align: center;">Leave School without Permission</p> <p style="text-align: center;">Bullying, Cyberbullying, Harassment or Threats</p> <p style="text-align: center;">False Alarms and/or Bomb Threats</p> <p style="text-align: center;">Tobacco use, Smoking or Electronic Cigarettes</p> <p style="text-align: center;">Sexual Offenses</p> <p style="text-align: center;">Use, possession, sale or distribution of drugs or alcohol</p> <p style="text-align: center;">Firearms look-alike</p> <p style="text-align: center;">Food Fight</p> <p style="text-align: center;">Major Theft</p> <p style="text-align: center;">Use, possession, sale or distribution of explosive, incendiary device or poison</p>
		
<p style="text-align: center;">Classroom Strategies to Correct Behavior</p> <p>Model, role-play, and re-model PBIS expectations and classroom rules</p> <p>Positively reinforce desired behaviors</p> <p>Review classroom management & organization</p> <p>If the behavior continues after three warnings, call home and document.</p> <p>Conference with student/parent and create a behavior contract.</p> <p>Take a break within the classroom,</p> <p>Take a break with a buddy teacher.</p> <p>If the behavior continues after three warnings, contact Mr. Yasin and call home to inform parents/guardians of the incident.</p> <p style="text-align: center;">Send students to P.E.A.K.</p> <p>If behavior continues after student is sent to P.E.A.K., contact Mr. Yasin/Mr. Rowsey and call home to inform parents/guardians of the incident</p> <p style="text-align: center;">On the Google Form: Use the DISTRICT ID # (four digit #)</p>	<p style="text-align: center;">Administrator will select from the following strategies to correct behavior by applying Progressive Discipline</p> <p>Conference with student/parent and Administrator</p> <p>Referral to student behavior support team</p> <p style="text-align: center;">In school suspension (ISS) with classwork</p> <p style="text-align: center;">Out of school suspension (OSS) with classwork</p> <p style="text-align: center;">Administrator follows through with consequences</p> <p style="text-align: center;">Administrator consults with teacher and provides feedback</p>	<p style="text-align: center;">Administrator will select from the following strategies to correct behavior by applying Progressive Discipline</p> <p style="text-align: center;">Conference with student/parent and Administrator</p> <p>Referral to student behavior support team</p> <p style="text-align: center;">In school suspension (ISS) with classwork</p> <p style="text-align: center;">Out of school suspension (OSS) with classwork</p> <p style="text-align: center;">Participation in substance abuse counseling program</p> <p style="text-align: center;">Restitution Expulsion</p> <p style="text-align: center;">Criminal charges may be filed</p> <p style="text-align: center;">Administrator follows through with consequences</p> <p style="text-align: center;">Administrator consults with teacher and provides feedback</p>

DRESS CODE

FLANC asks students to be appropriately attired at school. The dress code aims to create an environment where all students, teachers, and staff feel comfortable; therefore, these guidelines should be taken seriously.

All FLANC students must be in proper uniform attire. The uniform consists of:

Girls:

- Long, black skirt. Skirts should not be too tight or too large.
- Uniform Shirt.
- Blue or black hijab with no design, jewelry, or other adornments
- Closed-toed shoes
- No jewelry, make-up, hoodies, or sweaters with designs
- The FLA sweater, dress cardigan in either black, dark blue, or white may be worn. It must not have a hood.
- Clean, pressed, black dress pants. Pants must not be too small or too large. The cuffs must not have holes or be ragged. No holes are allowed in the pants

Boys:

- Clean, pressed, black dress pants. Pants must not be too small or too large. The cuffs must not have holes or be ragged. No holes are allowed in the pants.
- Uniform shirt
- Collars must be buttoned. No designs are allowed on the shirt.
- Closed-toed shoes
- No jewelry, make-up, hoodies, or sweaters with designs
- The FLA sweater, dress cardigan in either black, dark blue, or white may be worn. It must not have a hood.

DRESS DOWN DAYS

- All clothing must be clean, tidy, and in good repair
- Undergarments must not show
- Stomachs, chests, and buttocks must be covered
- All shoulders must be covered
- Skirts, shorts, and pants must be of a decent length
- Hats and visors are not permitted
- Footwear is required at all times

Those who are not appropriately dressed or groomed will be asked to change clothes. Parents will be notified of dress code violations. A violation will result in detention and may result in further action. Students out of uniform may be returned home. Parents are responsible for making sure students wear uniforms.

PERSONAL SAFETY AND THE SAFETY OF OTHERS

The following is prohibited:

- Possession or use of any gun or other weapon, toy or real (including stun or taser guns), fireworks, or other explosives
- Smoking
- Possession or use of alcohol or other drugs
- Leaving campus or a school activity without authorization

- Entering a classroom before an adult is present
- Gambling, which includes pools for sporting events
- Unsupervised use of bats, balls, or other sporting equipment
- Rollerblading, skating, or skateboarding
- Hitchhiking to and from school
- Selling food, candy, drinks unless authorized by administration.

RESPECTING PROPERTY

Absolute respect for the property rights of others is expected of all school members. Violating these expectations will not be tolerated and will result in disciplinary action. The following are prohibited:

- Stealing or vandalism in any form, including the unauthorized “borrowing” of another’s belongings
- Taking and/or eating food from the cafeteria without permission or at the undesignated time
- Unauthorized use of athletic equipment
- Removing books from the school without permission
- Defacing or vandalizing desks, walls, bulletin boards, or other property
- Selling any items for any reason (students who wish to sell items for a charitable purpose must apply to the Dean of Students or Principal for permission to do so)
- Littering or not picking up after oneself or others
- Food or drink outside specified areas

In addition to respecting property belonging to the school or others on campus, students must respect the property of the neighboring areas.

PERSONAL PROPERTY AND SCHOOL PROPERTY

Desk Usage:

- Desks can be used for school supplies and personal items only
- Desks should remain clean and neat at all times
- Desks are subject to inspection at any time

Personal Property:

Book bags are authorized for students but must remain in a teacher-designated area.

- Book bags are subject to search at any time by the building administration
- Students are subject to being searched at any time by administration with reasonable suspicion
- Students discovered with unauthorized items will face consequences such as the loss of bookbag privileges. In such cases, they will be required to carry a transparent bookbag, which will be provided by the front office. Any violations of this rule will result in further action. If a student refuses to comply with the established regulations, the school administration reserves the right to impose a suspension.
- The Principals, Superintendent, or Dean of Students, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers, desks, bags, students, and their contents for purposes of enforcing school policies

CAFETERIA / LUNCH ROOMS

All students must obey all rules posted in the cafeteria:

- No book bags or food should be taken into the cafeteria area during lunch
- Students are expected to say “please” and “thank you” to the people serving the food and monitoring the lunch area and treat all cafeteria personnel with respect

- Eating is only allowed in the cafeteria
- The table must be cleared off for those who will be coming next
- Eating and drinking are not permitted, in hallways, or playgrounds.
- The responsibility for keeping the dining atmosphere pleasant belongs to the students

BUSING

The same rules and expectations that apply to students on campus apply to students on school buses. Students are responsible for observing bus rules, following all directions given by the bus driver, demonstrating courtesy to others, and exercising responsible, safety-oriented judgment. Students who fail to do so or otherwise compromise the bus environment for themselves or others will be reported to the Dean of Students or Principal and may receive detention or be suspended from riding the bus. The student's family would be responsible for providing transportation during a bus suspension period.

All questions concerning the busing program should be directed to the Dean of Students or Principal.

INTERNET USAGE

Using the internet is a privilege, not a right. Acceptable use of the internet includes:

- Academic Research
- Class Assignments
- Club Participation
- Enrichment
- Computer Skills

Students are NOT permitted to use the internet for socializing, for example, Facebook, blogs, chat forums, e-mail and messaging systems, or access content that is not school appropriate. Students who do not use the internet appropriately or use proxies to get around the school's filters will have their internet privileges suspended or removed.

Parent and Student Handbook Agreement

Parents and students are required to read the 2023-24 Focus Learning Academy handbook and sign that they agree to the policies and procedures of the school. Signing this confirms your agreement and responsibilities as members of the school and mission statement. You agree to adhere to all rules and policies listed in this handbook and the rules of individual teachers and staff members of Focus Learning Academy.

Parent Handbook Agreement

I, _____, have read and understand the 2023-24 FLA Student Handbook. I will assist my child in following the guidelines in the handbook and accept the consequences of their actions and my responsibility as their Parent/Legal Guardian.

Parent Signature

Date

Student Handbook Agreement

I, _____, have read and understand the 2023-24 FLA Student Handbook. I will follow the handbook guidelines and accept my actions' consequences.

Student Signature

Date