

COLUMBUS PREPARATORY



ACADEMY

Columbus Preparatory Academy Student Handbook

Updated: September 2019

2010-2011 School of Excellence with Distinction
2011-2012 School of Excellence with Distinction
2010-2011 Mosaica School of the Year
2011-2012 Mosaica School of the Year
2012-2013 School of Excellence with Distinction
2012-2013 Mosaica Hall of Fame School
2013-2014 School of Excellence with Distinction

2014-2015 Excellent with Distinction A+
2014-2015 National Blue Ribbon School
2014-2015 National Title 1 School
2015-2016 "A" in Achievement
2016-2017 "A" in Achievement
2017-2018 "A" in Achievement
2017-2018 Accel Gold School Award

TABLE OF CONTENTS

Welcome	2	Use of School Equipment and Facilities	12
Foreword	3	Lost and Found	12
Mission of the School	3	Student Sales	12
Equal Education Opportunity	3	Use of Classroom Telephone	12
School Day	3	Arrival and Dismissal	13
Testing and Compulsory Attendance	3	School Parties	13
Student Rights and Responsibilities	3	Recess	13
Student Well-Being/ Medications Policy	5	Leaving the School	13
Section I – General Information		Gum	14
Enrolling in the School	6	Money and Other Valuables	14
Scheduling and Assignment	6	Student Pictures	14
Early Dismissal	6	Section II - Academics	
Transfer Out of the School	6	Field Trips	14
Immunization	6	Grading Periods	14
Injury and Illness	7	Promotion, Placement, Retention Policy	15-16
Use of Medications	7	Homework	16
Control of Casual-Contact Communicable		Computer Technology and Networks	16
Diseases and Pests	8	Student Assessment	17
Head Lice/Bed Bugs	8	Section III – Student Conduct	
Control of Communicable Diseases Policy	8	Attendance	17-19
Control of Non Casual-contact		Student Attendance at School Events	19
Communicable Diseases	9	Student Rules of Conduct	20
Americans With Disabilities Act –Section 504	9	Dress Code	20-22
Special Education	10	Search and Seizure Policy	22-23
Student Records/Student Records Policy	10	Student Concerns, Suggestions, and Grievances	24
Student Fees, Fines, and Charges	10	Student Code of Conduct	24
Student Valuables	10	Explanation of Terms Applying to the Student Code of	
Cafeteria/Student Eating Area	11	Conduct	24-29
Fire and Tornado Drills	11	Corrective Action	29
Emergency Closings and Delays	11	Definitions	29
Visitors, Volunteers, Guests Policy	11	Procedures for Suspension, Expulsion and Emergency	
Use of School Media	12	Removal	29
		Memorandum to Parents-Drug-Free Policy	29
		Acknowledgement of Student Handbook	30
		Student Behavior & Consequence Chart	
		Parent Acknowledgement of Consequence Chart	

Welcome to Columbus Preparatory Academy! Our staff is pleased to have you here as a student and as a supportive parent. We will do our best to help you and make your experience here productive and successful.

This **Parent-Student Handbook** has pertinent information, rules and regulations. Therefore it is important that **every** parent and student read and become familiar with its contents. This handbook is developed so we can have a safe and organized program and to create an understanding between students, parents and the School.

The administration and staff appreciate your support. We hope that your child's school year will not only be educational, but enjoyable.

The School Board of Directors encourages students, staff, administration and parents to review this document and submit proposed modifications to the School Board of Directors office no later than March 1 of each school year. The Board of Directors will then compile all such recommendations and will provide for a review of the Parent-Student Elementary Handbook.

All decisions are final and at the Principal/School Board's discretion.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook contact the school's administrative team.

This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. This handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law. This handbook may be revised at any time, with or without notice.

MISSION OF THE SCHOOL

It is the mission of Columbus Preparatory Academy to provide all students with a content-rich, academically challenging education with a well-defined, sequential curriculum in a safe, orderly, disciplined environment. Columbus Preparatory Academy students will learn to express themselves bilingually, and will utilize 21st century computer technology to support learning in all major subjects. Columbus Preparatory Academy is committed to providing a free, appropriate, and socially responsible educational program. By equipping our young people with essential knowledge and skills, Columbus Preparatory Academy will be helping to fulfill dreams and motivate students to become whatever they so choose.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this School to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Board of Directors.

The complaint will be investigated, and a response will be communicated to all associated with the complaint within 30 days. Under no circumstances will the School threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

The school day is 7:45 a.m. to 3:15 p.m.

TESTING AND COMPULSORY ATTENDANCE

The School is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled in and attending the School are required to take achievement tests and other examinations prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined in the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For any further information regarding this topic please contact the office at 614-275-3600.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students are expected to follow teachers' directions and obey all School rules. Disciplinary procedures are designed to ensure fairness before a student is removed from curricular activities because of his/her behavior. Students may be removed from extracurricular activities at the discretion of the administrative team or the person responsible for directing, supervising or coaching the activity.

Students in the School system have a responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in School programs on or off School property, students shall accept the responsibility to conduct themselves according to the rules and regulations and provisions governing the operation of these programs. The idea of any educational experience is for students to become self-disciplined.

Parents have the right to know how their child is succeeding in the School and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact.

Parents are encouraged to have regular contact with teachers to ensure that they are aware of their child's current academic and social performance. However, should parents have any concerns about the teaching methods or techniques being use by their child's teacher, all of these concerns/questions need to be directed to the Principal/superintendent/Board of Directors

The staff expects students to arrive at the School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

STUDENT BILL OF RIGHTS/RESPONSIBILITIES POLICY

The Board recognized that students possess not only the right to an education but the rights of citizenship as well.

In granting students, the education to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted School authority, and compliance with the rules and regulations of the School.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard to the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

A student who has reached the age of majority (18 years of age) possesses the full rights of an adult and may authorize those School matters previously handled by his/her parents. Each student who has reached the age of majority shall assume the full responsibility for his/her performance in School, attendance and compliance with School rules and regulations.

As members of the School community, students have both rights and responsibilities described in part below.

1. All individuals are deserving of respect and acceptance. Both adults and youth at the school will exhibit respectful behavior in their speech and actions. All individuals are expected to set positive examples.

2. Students have a right to a learning environment free from physical and verbal threats and harassment. Individuals must not threaten or harass others. Neither must they cause or encourage threatening or harassment of others.
3. Students have a right to learn free from excessive distractions. Individuals must maintain behavior, including dress, vocalization, and other actions, which allows others to learn.
4. Students have a right to the ownership, possession, and respect of their property. Individuals must obtain permission before taking and/or utilizing the property of others. For exceptions, see Search and Seizure. Property must be treated with care and respect.
5. Students have a right and are encouraged to ask questions when they do not understand, as long as the questions are presented respectfully and are appropriate for the setting. At times, questions may need to be deferred.
6. Students have a right to disagree with statements and policies affecting them as long as the student's positions are stated respectfully and in a way which does not disrupt the functioning of the class. Disagreement does not mean that statements and policies affecting students will be changed.
7. Students have a right to obtain an explanation of rules and expected behaviors before they are accused of breaking the rules.

STUDENT WELL-BEING

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

The School requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School's office. A student may be excluded from the School until this requirement has been fulfilled.

Parents of students with specific health care needs MUST submit those needs, in writing and with proper documentation by a physician, to the School's office. The School retains the discretion to reject requests for administration of medicine. The School will permit a student to possess and use an asthma inhaler upon compliance with the School's medication policy.

Video cameras and other monitoring equipment may be in use at the School to help assure the safety of students, staff and visitors.

USE OF MEDICATIONS POLICY

The School shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours, only if a physician's request is completed.

In the case of an emergency, only the custodial parent can authorize treatment or designate alternative individuals to make those decisions in his or her absence. However, if all reasonable measures to contact the custodial parent and his/her designees have failed, the School may seek authorization from an involved non-custodial parent (i.e. a parent who has rights of unsupervised visitation with the child).

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization. The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child. Before any medication or treatment may be administered to any student during school hours, the School shall require the written prescription from the child's physician with detailed instructions, written promises of the physician and the parent to forward any changes in the prescription or instructions to the school immediately upon change and to ensure delivery to the appropriate staff. Parents must request a "Medication Administration Form" from the office. This form needs to be completed by the parents and

returned to the office. The written prescription and completed Medication Administration Form shall be kept on file in the school office of school.

Only medication in its original prescription bottle labeled with the date of prescription, student's name, and exact dosage will be administered and only in the presence of another adult. Parents, or students authorized in writing by physician and parents, may administer medication or treatment but only in the presence of an adult staff member assigned for that purpose.

All medications shall be administered by school medical staff that have been authorized to do so. In the absence of medical staff, all medications will be administered by school administrative staff that are authorized to do so.

The School may permit, if no other choice is available, or in an emergency, the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training. Training should be provided by the prescribing physician's office. The administration of such medication must take place in the school office, unless under emergency circumstances.

Students who may require administration of an emergency medication may have such medication, identified as stated above, stored in the school office and administered in accord with this policy. The Principal/superintendent may prepare and distribute administrative guidelines to ensure the proper implementation of this policy.

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students that are new to CPA are required to enroll with their parent/guardian. To complete the enrollment of their child, parents are required to bring the following:

- A Birth Certificate or other certification permitted by state law
- Proof of Residency
- Parent Identification Card
- Immunization Record
- Custody papers from the court, when appropriate
- Last Report Card, when appropriate

Enrollment is first offered to the existing student body and families during January. Upon the receipt of all re-enrollment confirmations from the existing student body and family's enrollment is then opened and advertised to the public. When open enrollment begins there will be no preferential treatment given to family members or siblings. Upon the start of open enrollment students will be admitted on a first come first serve basis until all available seats in the student's grade are filled.

Admission to Columbus Preparatory Academy is open to any individual who is entitled to attend Columbus Preparatory Academy in the State of Ohio pursuant to Section 3313.64 or 3313.65 of the Ohio Revised Code in a school district in this state. Enrollment is open to residents of Ohio. Students who have reached the age of 5 by September 30 of the current school year will be allowed to enroll for admission to school. If there are available seats in a kindergarten classroom for enrollment, exceptions to this rule can be made upon review by the Principal/superintendent/Board of Directors in compliance with facility and room capacity.

There will be no discrimination in the admission of students to the School on the basis of race, creed, color, handicapping condition, or sex. Upon the admission of any handicapped student, the School will comply with all federal and state laws regarding the education of handicapped students. Columbus Preparatory Academy will not limit admission to a student on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. The School will admit the number of students that does not exceed the capacity of the School's programs, classes, grade levels, and facility.

If the number of applicants exceeds the capacity restrictions of the school, students shall be placed on a waiting list. Students will be placed on this list based on the date of receipt of a completed enrollment packet. Student on the waiting list will be admitted to the school upon the vacancy of a classroom spot in compliance with facility and room capacity. There is no preferential treatment for existing families or siblings of existing students.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and the program in which the student will participate. Any questions or concerns about assignment should be discussed with the Principal.

EARLY DISMISSAL

No student will be allowed to leave the School prior to dismissal time without a parent coming to the school's office to request the release and sign the child out. No student will be released to a person other than a custodial parent(s) (or name listed on emergency card) without a permission note signed by the custodial parent(s).

TRANSFER OUT OF THE SCHOOL

If a student plans to transfer from Columbus Preparatory Academy, the parent must notify the school. Transfer of educational records will be authorized only after the parent has completed the withdrawal form, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school office for specific details or questions.

IMMUNIZATION

Each student must have the immunizations required by law or have an authorized waiver. Waivers are issued consistent with state law and may include parent or guardian objection to an immunization for good cause, including religious conviction, or upon certification by a physician that immunization against any disease is medical contra indicated. If a student does not have the necessary immunization or waiver, the Principal may remove the student from the School and require compliance within fourteen days of enrollment. This requirement is for the safety of all students and in accordance with State Law. Any questions about immunization or waiver should be directed to the school's office.

INJURY AND ILLNESS

All parents are required to supply Address, Telephone Number and Health Information for emergency procedures when a child is ill. This information helps the School decide what to do when a child becomes sick or has an accident while in school. Parents are required to keep this information up to date, especially telephone numbers for home and work.

Enrollment-Emergency cards are provided at the beginning of each school year; the cards are sent home quarterly to ensure all information is up to date. PARENTS ARE REQUIRED TO CONTACT THE SCHOOL WHEN ANY OF THE INFORMATION ON THE EMERGENCY CARD CHANGES.

All injuries must be reported to a teacher, aide or the office. If the injury is minor, the student will be treated and returned to class. If medical attention is required, the office will attempt to contact the parent(s). If the parent cannot be contacted, emergency numbers will be used. In a situation in which a student needs any type of medical attention the parents will be contacted. A student who becomes ill during the school day should request permission from his/her teacher or aide to go to the office. The office will determine whether or not the student will remain in school. If a student needs to be sent home for medical reasons the parents will be contacted and given information as to the reason for this need.

USE OF MEDICATIONS

The School's policy allows medication to be administered by the Principal or his/her designee under the following conditions:

1. Parents must have a Medication Administration Form completed to have medication administered at school. DOCTOR'S INSTRUCTIONS INCLUDING STUDENT'S NAME AND ADDRESS, NAME OF MEDICATION, DOSAGE, DATE AND TIME OF ADMINISTRATION, POSSIBLE SIDE EFFECTS, ANY SPECIAL INSTRUCTIONS AND DOCTOR'S SIGNATURE ARE NEEDED TO COMPLETE THIS FORM. This form must be dated and signed by the student's parent/guardian. It will be the student's responsibility to report to the office at the proper time for medication.
2. New Medication Administration Forms must be submitted each school year or as necessary for changes in medication orders.
3. Medication must be in the ORIGINAL CONTAINER and have affixed label including the Student's Name, Name of Medication, Dosage, Route of Medication, and Time of Administration.

4. It is REQUIRED that the medication and the signed permission forms BE BROUGHT TO THE SCHOOL BY THE PARENT/GUARDIAN.
5. Non-prescription medications, such as Tylenol, cold remedies, etc. will be treated as prescription medication as in #1 above. Parents may, at their choice, come to the School and administer medication to their child. Cough Drops may be allowed with written parental permission at the discretion of the Principal.
6. Students are NOT permitted to keep medication of ANY KIND on their person, in their lunch boxes, or in their desks unless prior permission has been given as outlined in #7.
7. If the student is authorized by his/her physician and the written approval of the parent or guardian to carry a new asthma rescue inhaler and self-medicate, all of the steps 1-3 will be required. The physician's written approval shall also include instructions that outline procedures that School personnel should follow in the event the asthma medication does not produce the expected relief from the student's asthma attack, and identification of any severe adverse reactions that may occur to the child using the inhaler and it should be reported to the physician, and any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication, and at least one emergency telephone number for contacting the physician in an emergency, and at least one emergency telephone number for contacting the parent or guardian in an emergency, and any other special instructions from the physician.
8. If a student shows unsafe or irresponsible behavior, the right to self-medicate may be revoked.

The School retains the discretion to reject requests for administration of medicine.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because the School has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk. The School's professional staff has the authority to remove or isolate a student who has been ill, has an undiagnosed rash or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include diphtheria, scarlet fever, ringworm, strep infection, whooping cough, mumps, measles, rubella, pink eye, impetigo and other conditions indicated by Local and State Health Departments. **If a child contracts a Communicable Disease, the School's office should be notified as to the nature of the illness and the student shall not return to the School until a Physician gives him/her written permission to do so. This is a means of protecting all children. Any removal will only be for the contagious period as specified in the School's administrative guidelines.**

HEAD LICE/BED BUGS

THE SCHOOL HAS A NO NIT/BUG POLICY.

Any child found to have head lice/bed bugs will be temporarily excluded from the School until ALL NITS AND/OR LIVE LICE are removed from the child's head. Students that are identified to have lice/bed bugs will be sent home for a period of **three days** to receive treatment. After this time the student may return and be examined by school medical personnel to determine if the lice/bed bugs have been cleared. In addition to the student's treatment, a notice of treatment from an exterminator must be given to the office stating that the student's home has been treated for lice/bed bugs. Upon the determination from school medical personnel that the student has been cleared of all lice/bed bugs, and the receipt of a notice of treatment of the home by an exterminator, the student will be allowed back in class.

As a precaution, the child will be rechecked within 10 days after returning to class for possible re-infestation.

CONTROL OF COMMUNICABLE DISEASES POLICY

The School recognizes that control of the spread of communicable disease is essential to the well being of the school community and to the efficient operation of the School.

For purposes of this policy, "communicable diseases" shall include: Amebiasis, Campylobacteriosis, Chickenpox, Cholera, Conjunctivitis, Cryptosporidiosis, Cyclosporiasis, Diarrhea (infectious or of unknown cause), Diphtheria, Escherichia coli (E. coli) 0157:H7 or hemolytic uremic syndrome (HUS), Giardiasis, Hepatitis A, Measles, Meningitis (aseptic, and viral meningoencephalitis, but not including arthropod-borne disease), Meningococcal disease, Mumps, Pediculosis, Pertussis (whooping cough), Plague,

Rubella, Salmonellosis, Scabies, Shigellosis, Smallpox, Streptococcal infection, Tuberculosis (TB) Typhoid fever, Typhus, Viral hemorrhagic fever (VHF), Yellow fever, Yersiniosis. This list is not exhaustive and may be modified in accordance with State and Federal law.

In order to protect the health and safety of the students, school personnel, and the community at large, the School shall follow all State and Federal laws and Board of Health regulations, which pertain to communicable disease.

On the recommendation of a physician or a nurse, a teacher may exclude from the classroom and the Principal or his/her designee may exclude from the building or isolate in the School, any student who appears to be ill or has been exposed to a communicable disease.

The school shall:

1. Instruct teaching staff members in the detection of disease and measures for its prevention and control;
2. Remove from School property to the care of a responsible adult any student identified and excluded in accordance with this policy;
3. Prepare standards for the readmission of a student who has recovered from communicable disease; and
4. File reports as required by law and the State Department of Health.

The Board directs the Principal to assure that Students who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Should a Student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy, Ohio law and administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by the school administrative staff, and school medical personnel, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in the School unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by state law, or applicable regulations.

Parents will be requested to give consent to have their child's blood checked for HIV, HBV, and other blood borne pathogens when the child has bled at the School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

NON-CASUAL-CONTACT COMMUNICABLE DISEASES POLICY

The Board seeks to provide a safe educational environment for Students. This can best be accomplished by assuring that all persons in the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Administrative Team is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

1. HIV (human immunodeficiency virus);
2. AIDS (acquired immune deficiency syndrome);
3. AIDS related complex (condition);
4. HAV, HBV, HCV (Hepatitis A, B, C);

5. Other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes that Students who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

AMERICANS WITH DISABILITIES ACT-SECTION 504

The American's with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by School staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in the School, should contact the Principal.

The School has adopted the Model Procedures for the Education of Children with Disabilities and will serve its students with disabilities consistent with the model procedures.

SPECIAL EDUCATION

The School provides a special education program for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA).

A Student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the schools Principal .

The School has adopted the Model Procedures for the Education of Children with Disabilities and will serve its students with disabilities consistent with the model procedures.

STUDENT RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult, student, or a surrogate, subject to limited exceptions.

Included in the confidential records may be test scores, psychological reports, behavior data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-School professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School, request amendment to these records, insert addendums to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the building Principal, in writing, stating the records desired. The records will be collected, and an appointment will be made within forty-five (45) days of the request with the appropriate persons present to answer any questions there may be.

Records may be withheld if an outstanding school account balance exists.

STUDENT RECORDS POLICY

Student records will be collected and maintained in the School office. These records shall be available only to Students, their Parents, legal guardians or School personnel who have an educational or instructional purpose for the records. Both Parents shall have equal access to their child's records unless a court has ordered otherwise. Upon receiving notification that a student has transferred and when the new school requests student records, the School will forward the records to the new school. Copies may be made of a student's record if requested by a Parent or court appointed guardian. The Principal or his/her designee shall maintain a log of persons who have accessed School records and the specific record(s), which were inspected or copied. A School employee shall be present during the inspection of the records.

STUDENT FEES, FINES, AND CHARGES

The School charges specific fees. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on for loss or damage to School property. The School and staff do not make a profit.

Students using School property and equipment, including textbooks, lockers and desks, can be fined for excessive wear and abuse of the property and equipment. The fine will be assessed at replacement cost.

The School may withhold a student's grades and/or credit for failure to pay assessed fees for materials used in a course of instruction, including textbooks/electronic textbooks and for outstanding account balances.

STUDENT VALUABLES

Students are encouraged not to bring items of value to the School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

CAFETERIA/STUDENT EATING AREA

The School cafeteria/student eating area is available to all students whether lunch is purchased at the cafeteria/student eating area or brought from home. The cafeteria/student eating area is planned to be enjoyed, but not abused. In the cafeteria/student eating area and multipurpose room, the quality of student citizenship can be most clearly observed. Because of the number of students involved, basic rules of etiquette and courtesy are necessary. Students are expected to conduct themselves properly at all times. Failure to do so may result in disciplinary action.

CAFETERIA/STUDENT EATING AREA PROCEDURES:

- IT IS SCHOOL POLICY THAT STUDENTS CANNOT CHARGE LUNCHES
- Students are expected to stay seated while eating lunch
- Students are expected to talk in quiet voices to their friends at their table
- Students are not allowed to eat from other student's lunches
- Students may raise their hand to get help from supervisors or get permission to throw away trash
- Students are expected to leave the table and benches clean after eating
- Proper lunchroom manners are expected

Applications for the School's Free and Reduced-Meal program are available in the School's office for all students.

FIRE, TORNADO, and SAFETY DRILLS

The School has a Multi-Hazard Plan in place and practices all necessary drills, such as, fire, tornado, and safety (lockdown) in compliance with State regulations and laws.

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Safety drills will be conducted each month to ensure students and staff are ready in case of an emergency situation.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening was delayed because of inclement weather, it will be announced on local radio/television stations. Parents are also encouraged to accept notifications from the Columbus Preparatory Academy Facebook page. The school's Facebook page will be updated on the instant that the administrative team has come to a decision to cancel school for the day.

Parents and students are responsible for knowing about emergency closings and delays.

There may be some emergency instances that will require the School to be closed early. If this situation occurs the staff will notify all parents by phone, email, or other devices available. Parents will be required to pick their child(ren) up from school in a timely fashion. In some emergency situations the after-school care program may not be available. Parents should have an emergency pick up option provided by a family member or friend available for situations like this.

VISITORS

Visitors, particularly parents, are welcome at the School. For the safety of students and staff, ALL visitors MUST report to the office to sign in and pick up a visitor's pass. Any visitor found in the building without signing in shall be reported to the Principal/superintendent/Board of Directors and may result in a lockdown situation with police notification.

If a person wishes to confer with a member of the staff, he/she MUST call for an appointment prior to coming to the School in order to prevent any inconvenience. Any visitor, including a parent or guardian, failing to comply with the School's visitor procedure or the direction of the Principal/superintendent/Board of Directors may have restrictions placed on visiting, up to and including prohibition from the premises. The Principal/superintendent/Board of Directors may utilize law enforcement officials in the enforcement of the visitor policy and the safety and security of the School.

Students may not bring visitors to the School without first obtaining permission from the Principal/superintendent/Board of Directors

VISITORS, VOLUNTEERS AND GUESTS POLICY

The Board welcomes and encourages visits to School programs by parents, other adults, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons, it is necessary to invoke visitor controls. All visitors, including parents and volunteers, must report to the School office upon entering the School building and sign the guest register. All visitors will be given a Visitor's Badge to wear at all times. This procedure has been adopted for the safety of our students and staff. Children from other schools may not visit during the school day. Exceptions may be made at the Principal/superintendent/Board of Directors or his/her designee's discretion for families who are considering enrollment.

The Principal/superintendent/Board of Directors or his/her designee has the authority to prohibit the entry of any person, including but not limited to parents, other adults and/or educators, to a program of the School or to expel any person when there is reason to believe the presence of such person(s) would be detrimental to the good order of the program. If such an individual refuses to leave the School grounds or creates a disturbance, the Principal/superintendent/Board of Directors or his/her designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Principal/superintendent/Board of Directors or his/her designee may promulgate such administrative guidelines as are necessary for the protection of students and staff from disruption to the educational program or the efficient conduct of their assigned tasks.

If a parent, other family member, volunteer or other guest wish to stay in a classroom for a visit extending longer than 30 minutes Columbus Preparatory Academy requires that this adult present a copy of a completed criminal background check for review by the Principal/superintendent/Board of Directors. This background check must be current (within the past year) to be considered valid. Any exceptions to this rule can only be made by the Superintendent/Board of Directors, or if a request for exception is made to the Superintendent/Board of Directors by the classroom teacher/staff member.

If a criminal records check is conducted on a volunteer, and the records check reveals one of the prohibited violations, the School will no longer utilize the volunteer in any position involving access to children.

USE OF SCHOOL MEDIA

Books are among the most valuable assets of the School. Books must be checked out and checked in appropriately. Students are held responsible for books checked out to them. Students not returning books will be charged for the book replacement.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other School equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Outside individuals or organizations may request use of the school building from the Board of Directors. The use of the school building, and any of its materials and property, will follow the School Use Policy adopted in FY2019.

LOST AND FOUND

A lost and found area is located in the lobby of the elementary school building. Students may check for lost items in this location. Parents are invited to come and check for lost items. Lost items or valuables found in or around the School should be turned in to the office.

Parents are asked to mark each child's coat, sweater, hat, boots, backpacks, and lunch boxes for identification. Unclaimed items will be given to charity or discarded.

STUDENT SALES

No student is permitted to sell any item or service in the School without the approval of the Principal/superintendent/Board of Directors. Violation of this policy may lead to disciplinary action. For example, trading or selling of the following items is not allowed: radios, CD's, CD Players, tape recorders, toys, cell phones, dolls, trading cards and other spare time items. These items or others like them shall not be brought to the School unless the teacher or Principal/superintendent/Board of Directors has given specific permission.

USE OF CLASSROOM TELEPHONES

Students are not permitted to make calls from the classroom telephone unless the Principal or teacher gives permission. **STUDENTS WILL NOT BE CALLED FROM CLASS FOR TELEPHONE CALLS.** Phone messages from parents to students may be given to the secretary, who will give the message to the student. It is extremely disruptive to have students called from class. No telephone calls will be forwarded to the classrooms.

ARRIVAL AND DISMISSAL

ARRIVAL: School begins promptly at 7:45am. Students that have not entered their classroom by this time are considered tardy. 3 tardies equals 1 absence from school. More than 10 absences from school requires the retention of the student in their current grade for the following year. No exceptions.

For the first week of school parents of kindergarteners are encouraged to park and walk their child(ren) into the school. Upon the start of the second week or earlier, dropping their child(ren) off at the Kindergarten Drop off area is encouraged. This drop off point is open from 7:30-7:45am. Parents arriving before this time need to pull through to the middle of the parking lot to one of the 1st-8th grade students drop off points. School personnel will be present in the parking lot to guide parents through.

All students arriving after 7:45am must be signed in at the office by their parent/guardian and will be considered tardy.

Any questions about arrival can be answered by calling the school office: 614-275-3600.

DISMISSAL: Afternoon dismissal procedures begin promptly at 2:45pm. **From 2:45pm until the last loaded bus leaves the campus, the school will no longer permit parents to enter the building.** Parents attempting to pick up their child from school after 2:45pm should wait at their cars, or outside the student pick-up area (located at the East exit of the elementary building) until school personnel release their child to them. **Parents are not allowed to wait for their child(ren) on the sidewalk.**

Middle and High School car riders, 2nd-4th grade car riders, and K-1st grade car riders are all dismissed at separate times but will congregate at the East exit of the elementary building for pick-up. To prevent students from running across the bus lane to their parents and possibly causing a dangerous situation, the school staff members present at car-rider pick up will control the release of children to their parents.

Any questions about dismissal can be answered by calling the school office: 614-275-3600.

PLEASE DO NOT USE CELL PHONES WHEN DROPPING OFF OR PICKING UP STUDENTS.

SCHOOL PARTIES

Teachers may enlist the help of parents with the planning and/or treats. Watch for information from your child's teacher. The date and time of the parties will be determined at the building level.

Birthday parties are left up to the discretion of the teacher. Please contact the teacher first before sending any treats to the School. Distributing birthday party invitations during school is at the discretion of the teacher.

RECESS

Our policy is that all children go out for recess. They should wear adequate clothing and dress for the weather. On days when the weather is extremely cold (determined by wind chill factor) or rainy, recess will be held inside. **STUDENTS WILL HAVE INDOOR RECESS IF THE WIND CHILL IS 40 DEGREES OR LESS.**

If a student is well enough to come to the School, he/she is expected to go out for recess. To stay inside the student must bring a note from the doctor. After an extended illness, if requested in writing by the parents, the student may be allowed to stay in for a day or more at the Principal/superintendent/Board of Directors discretion.

Students are expected to stay in their assigned play area. Students may only bring toys out to recess that have been approved by their teacher. It is expected that students listen and follow all instructions given by the staff member(s) watching recess.

LEAVING THE SCHOOL

STUDENTS MUST BE SIGNED OUT IN THE OFFICE BY PARENT/GUARDIAN BEFORE LEAVING THE BUILDING DURING THE SCHOOL DAY AND/OR AFTER SCHOOL. Students can only be signed out by an adult (legal age for adult is 18 in Ohio) that is recorded on their child's emergency contact card.

If the parent wishes to have their child picked up by someone not currently on the emergency contact card then they should do one of the following:

1. Write a letter to the teacher/office giving permission to the adult to pick their child from school. This note needs to have the full name and contact information of the adult being given permission. The note must be dated and signed by the parent/guardian. This note must list the date or dates in which this adult will be given permission to pick up the child(ren). If this adult will be allowed to pick up the child for the rest of the year, then the parent should call and add the adult to their child's emergency contact card.
2. Call the office and inform the office staff of the adult being given permission to pick up their child.

Calls altering how a child gets home MUST be made to the office prior to 2:30pm.

Students attempting to leave the school building/grounds without permission will be reviewed for expulsion.

GUM

The chewing of gum will not be allowed during the school day. Students should not bring gum to the School. **PLEASE DO NOT SEND GUM OR GUM PRODUCTS AS A BIRTHDAY OR PARTY TREAT.**

MONEY AND OTHER VALUABLES

If money is being sent to the School, parents should:

- Place the money in an envelope
- Include a note inside, stating the reason for the money being sent
- Place the teacher's name and child's name on the outside of the envelope

We discourage parents from allowing children to bring large amounts of money to the School.

Parents are discouraged from allowing their child(ren) to bring electronic devices to school. Ipad, Nintendo DS, and other online/single person game systems present a distraction to the educational environment. The school staff will, if seen during school hours confiscate all such device. If confiscated, the administrative staff will collect the item and invite the parents of the student to pick the device up from the office.

STUDENT PICTURES

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year. Specific information about the procedure and purchase of pictures will be sent home prior to picture day. Specific times for pictures will be established.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off School grounds. Buses will transfer students to and from field trips. There are also other trips that are part of the School's co-curricular and extracurricular programs. **No student may participate in any School-sponsored trip without written parental consent.**

Field trips are designed to extend curricular areas for our students. Parents may be asked to be a chaperone on a field trip. The role of a chaperone is to supervise students; therefore **siblings are not allowed to accompany parents on any field trip.**

Students whose behavior represents safety concerns will be excluded from participation in a field trip.

GRADING PERIODS

Report cards are issued at the end of each ten-week grading period. At the end of the year report cards will be mailed home.

Progress reports (interims) are sent home to the parents of all students at the midpoint of each ten-week grading period. They are used to inform parents of any problem or improvement of the students.

Parent-Teacher Conferences are scheduled in the fall and spring. The School calendar will list the exact dates. The classroom teacher will schedule conferences. Parents may arrange a conference with their child's teacher at any time during the School year by contacting the School and arranging an appointment.

PROMOTION, PLACEMENT, AND RETENTION

Many factors are taken into consideration when a student is promoted to the next level or retained at their current grade level. Each child is treated as an individual case and will be given individual consideration. **The School does not endorse social promotion.**

The teachers are to confer with the Principal concerning all retentions.

Parents are notified about possible retention of their child by letter three times during the school year. The first notification will be mailed in October, the second in January, and the final notification in May.

A final decision to retain a student will be made no later than one week before the School year ends, and parents will be notified in writing about this decision. Teachers will arrange conferences with the parent to explain the benefits of retention and the probable effect it will have on the student's educational growth. The Principal will be available to discuss the reasons for promotion or retention of any student.

PROMOTION AND RETENTION POLICY

The Board of Columbus Preparatory Academy recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate for their needs at the various stages of their growth. Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Decisions on the promotion and retention of students in a grade are based on documented instructional objectives, performance standards, and promotion criteria. The Superintendent shall develop and maintain instructional objectives, performance standards, and promotion criteria for each grade level in the School. Parent(s) and students shall be made aware of the instructional objectives, performance standards, and promotion criteria. Periodically during the year teachers shall provide written progress and grade reports. Teachers will also provide evaluation reports to parents and students during teacher-parent conferences. The grading system used to measure student progress toward achieving the predetermined instructional objectives and performance standards are applied consistently throughout the School. **The Superintendent, after consultation with staff and parents, has the authority to make the final decision relative to the promotion or retention of a student.**

Promotion

Promotion of a student from one grade to the next shall be based solely on that individual student's having met applicable promotion criteria. The decision to promote a student shall rest solely with the Superintendent, with appropriate input from the student's teacher(s), the professional staff, and parent(s).

Retention

A student is required to be retained if he/she is truant for more than a total of 10 school days, or has failed at least two (2) courses of study, unless the Superintendent and the teachers of the failed subjects determine that the student is academically prepared to be promoted. 3 tardies equals 1 day of absence from school.

Additionally, a student shall not be promoted or allowed to pass to a higher grade or course level if the student fails to meet established standards for a particular grade or course level.

Factors

Teachers and the Superintendent will consider at least the following factors in arriving at decisions on promotion or retention. Factors are applicable in all grade levels.

1. The student's level of academic aptitude and achievement;
2. The student's level of social and emotional development and the student's ability to effectively interact with other students in his/her current grade level;
3. The student's attendance patterns (absences, tardies, early checkout, excused, or unexcused) and its effect on the student's progress;
4. Standardized & Diagnostic Test Results

The School will utilize a student's scores on statewide achievement tests and diagnostic evaluations as a factor in every decision of promotion to a higher grade level.

Any exceptions to this rule are at the discretion of the superintendent/Board of Directors.

The School may choose not to promote a Student to the next grade level, who does not take a required statewide achievement test or make-up test, and who is not exempt from the requirement to take such a test .

Disabled Students

Promotion and retention of previously identified disabled students shall be subject to the factors and policy above, but shall also consider the contents of the student's individualized educational plan (IEP).

HOMEWORK

The assignment of homework should be expected. Student grades will reflect the completion of all work, including outside assignments. It is the **student's** responsibility to complete and turn in homework assignments. Homework is part of the Student's preparation for the standardized tests and graduation.

COMPUTER TECHNOLOGY AND NETWORKS

The School retains the right to review and monitor computer equipment and networks, and users of School computer equipment or networks should have no expectation of privacy. The use of the Network is a privilege, which may be revoked by the School at any

time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The School reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and School policy.

Ohio Achievement tests are administered once or twice per academic year. Dates are subject to change by the Ohio Department of Education. Parents will be informed at least two weeks prior to the State established testing dates.

Each student will be expected to achieve a level of Accelerated or Advanced on the appropriate Ohio Achievement tests. **Students that score in the Proficient (40-60%), Basic (30-39%), or Limited (0-29%) range on any subject may be retained in their current grade.** Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests will be administered in the fall and/or spring to monitor progress and determine educational mastery level. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

SECTION III – STUDENT CONDUCT

ATTENDANCE—If a student missed more than 10 days, excused and unexcused, they will be automatically retained. Three tardies is equal to one absence.

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other School activities, which cannot be replaced by individual study.

The School is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their School careers.

Truancy

A “habitual truant” is a child of compulsory school age who is absent without legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year. A “chronic truant” is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Ohio law demands that any student who, without legitimate excuse, fails to participate in 105 consecutive hours of learning opportunities offered to the student by the School shall be automatically withdrawn from the School. The School will provide the parent/guardian notice and an opportunity to respond prior to an automatic withdrawal to the Franklin County Court of Common Pleas, Juvenile Branch, and to the public school district where the student’s parent/guardian resides.

Unexcused absence from the School (truancy) is not acceptable. Students who are truant will receive no credit for School work that is missed. A student’s designation as a habitual or chronic truant may result in a hearing before a judge in a court of law and/or a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

The School shall attempt to address student attendance problems through a variety of prevention and intervention strategies. These measures may include, but are not limited to, the following:

1. Taking disciplinary action against a student for truancy, in accordance with the student code of conduct.;
2. Offering counseling to the family of a student with truancy problems;
3. Requiring the parent/guardian to contact the School to discuss the student's absences;
4. Giving a student and his/her parent/guardian written warning about the possible legal consequences of truancy;
5. Referring the matter to the Franklin County Court of Common Pleas, Juvenile Branch, for consideration;
6. Initiating automatic withdrawal from the School;

The School will endeavor to work cooperatively with the Franklin County Court of Common Pleas, Juvenile Branch, and appropriate state and local agencies to deal with the issue of habitual and chronic truancy. The School will assure:

1. The attendance policy will be issued annually to parents/guardians (parents/guardians are asked to acknowledge receipt of the policy in writing).
2. The School will maintain a "flagging" system to identify absent students as potential habitual and chronic truants before they meet the mandatory timelines for classification as such. Parent/Guardians of these students are to be informed of the concern and consequence of such absenteeism.
3. The School has appointed its Principal (or designee) as the attendance officer for the School. This person may be subpoenaed to Court to verify and testify should there be questions about attendance issues.
4. Letters of notification and warning will be sent via certified mail to the parents/guardians of each habitual and chronic truant.
5. The police will be notified when a child meets the habitual truant standard.
6. The School will send notice to the superintendent of the public school district where the parent/guardian of the truant student resides.

Teachers are encouraged to consult with the Principal about a student's attendance problems and to suggest to students and their parents that more formal intervention may become necessary.

Excused Absences

Students may be excused from the School for one of the following reasons and will be provided an opportunity to make-up missed School work and/or tests:

- Personal illness but not illness in the family unless the circumstances are approved by the Principal
- Death in the immediate family
- Bona-fide religious holiday
- Professional appointments that cannot be scheduled at non school times
- Absences approved by the Principal for good cause

Students with a health condition that causes repeated absence are to provide the School's office with an explanation of the condition form a registered physician.

Parents must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence or send a note the following day. They are to call the School's office [and explain the reason for the absence]. If the absence can be foreseen (the

“good cause” must be approved by the Principal), the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than ten (10) days in a grading period, regardless of the reasons, will be considered “frequently absent”. If there is a pattern of frequent absence for “illness”, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Students that miss more than 15 days of school, whether excused or unexcused, will be retained in their grade for the following academic year. Exceptions to this rule are at the discretion of the Principal/superintendent.

Suspension from School

A suspended student should take self-responsibility for completing school work missed due to suspension or expulsion. It is recommended that a student complete missed assignments during the suspension or expulsion and turn them in to the teacher upon his/her return to school. It is at the discretion of the teacher if student work will be sent home during the student’s suspension period. No credit will be given for work completed during the suspension period.

Excusable, Non-approved Absence

If a student is absent from the School because of illness, the absence will not be considered truancy, and she/he may be given the opportunity to make up the schoolwork that is missed.

Unexcused Absences

Any student who is absent from the School for all or any part of the day without a legitimate excuse may be considered truant and the student and his/her parents may be subject to truancy laws of the State.

Notification of Absence

If a student is going to be absent, the parents must contact the School by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the School staff will try to help parents improve their child’s attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

The skipping of classes or any part of the School day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

A student who is not in his/her assigned location by 7:45am shall be considered tardy. Any student arriving late to the School is to report to the School’s office before proceeding to class. If a student misses any part of the instructional school day, his/her attendance is affected. **3 tardies equals 1 day of absence from school. When a student has acquired more than 10 total days of absence from school they are automatically retained in their grade for the next school year.**

Vacations during the school year

Parents are encouraged not to take their child out of the School for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student’s teacher(s) to make the necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work for Excused Absences

Students who are excusably absent from School shall be given the opportunity to make-up work that has been missed. Students will be given the number of days of excused absence within which to make-up work. Students will not be given an exemption from making up any work or classroom assessments that were given unless excused by the teacher.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many School events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event.

The School will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at School events, regardless of the location. Student behavior may prohibit attendance at school events.

Student Rules of Conduct

A major component of the educational program at the School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Student Rules of Conduct apply at all times on School owned or controlled property, including buses or other School transportation vehicles owned, controlled, or utilized by District students, at School activities and functions, and when students are otherwise under the authority of School personnel. These rules also apply to conduct by a student that occurs off of property owned or controlled by the School. Finally, these rules also apply to misconduct by a student, regardless of where it occurs, that is directed at a School official or employee or the property of a School official or employee.

The Principal is deemed to have all the power and authority accorded a Principal and superintendent in a traditional public school. The Board of Columbus Preparatory Academy is deemed to have all of the power and authority accorded a board of education in a traditional public school district.

A copy of this policy shall be posted in a central location in the School and made available to students upon request. No student shall be suspended, expelled, or removed except in accordance with this policy.

Expected Behaviors

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the School;
- B. respect the civil rights of others;
- C. Act courteously to adults and fellow students;
- D. Be prompt to the School and attentive in class;
- E. Complete assigned tasks on time and as directed;
- F. Help maintain a school environment that is safe, friendly, and productive;
- G. Act at all times in a manner that reflects pride in self, family, and in the School;
- H. Follow School-wide rules and expectations

STUDENT DRESS CODE

While Fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students are required to wear school uniform daily. Shirts must be solid white, grey, pale yellow, or blue. (No sleeveless). Shirts **must** have a collar or turtleneck, logos no larger than a quarter, and may be polo or oxford style. Columbus Preparatory School logo is always allowed (unless on a hooded sweatshirt).

V-neck, cardigan, fleece, pullover that has a zipper at the top, vest or crewneck sweater or sweatshirt may be worn over the collared or turtleneck shirt and must be solid in color. These items are not to be below hip level. No pouch pockets or hoods will be allowed on any garment. **NO HOODIES.** Students may wear jackets to school to protect them from the weather, but must be removed once student is in the classroom. Should the occasion arise that a room is cold, CPA administrator will allow jackets to be worn.

Exception: Turtleneck sweaters may be worn without a collared shirt underneath. Students must wear shirts tucked in at all times.

Slacks, shorts and Capri's must be solid khaki or navy in color. Logos no larger than a quarter on the pocket will be acceptable. The following items will not be allowed: Jean material, cargo pocket pants, leggings, parachute pants, windbreakers, fad fabrics, spandex, lycra, leather, wet look, mesh, sheer, metallic, fishnet, frayed hems, stripes, "lace up" on ankles or waist pants (drawstring waist is okay). Snug pants are not appropriate. Pants must be worn at the waist on top of the hips.

Girls may also wear skirts, skorts, or jumpers in navy or khaki. **Girl's leggings, stockings or knee-highs should all be one color of white, blue or black. No designs please.**

A belt must be worn with slacks, skirts, skorts, or shorts that have belt loops and the belt must be visible. If clothing item has belt loops, the belt loops may not be removed, belt must be worn. Shirts should remain tucked during the school day for student and teacher safety.

Black, brown or blue dress shoes are to be worn everyday unless student has Gym. Gym clothes are: All white tennis shoes, navy blue sweatpants and school uniform shirt or optional school designated T-shirt. Shoes must be worn at all times and should be tied if designed to do so. NO Flip Flops. Tennis shoes will be allowed, but "skate shoes" (heelys) are never allowed with or without wheels, No crocs. All shoes must cover the toes and heels-no sandals. Tennis shoes should be all white or all black (completely). Shoes must be tied appropriately, no skateboard knots. If the shoe has eyelets, there should be a shoestring in it, properly tied. Same color laces as shoes.

Pants, skirts, skorts, and shorts must be worn with the waistline at the waist level. No hip-huggers, low rise, sagging pants, or gauchos. Shorts, skorts, skirts, jumpers and shorts must not be any shorter than 1 inch above the knee.

Proper underwear must be worn, and should not be visible. All hats are to be removed upon entering the building. Other items such as bandannas, scarves, sweatbands, combs, rakes, picks, or rollers are not to be worn as clothing.

All outerwear such as coats, jackets, oversized shirts, wind shirts; hooded sweatshirts, hats, etc. are not to be worn inside during the school day.

Non-jewelry chains including, but not limited to, chains attached to wallets or purses may not be worn. No chains or dangling belts. Students should not have writing, or temporary tattoos on their skin or clothes. **Piercing jewelry may be worn only in ears.** Rubber band bracelets, colored bands and bracelets/necklaces with words/logos are not allowed. Any jewelry deemed harmful to the wearer or distracting to other students in the classroom must be removed. Any jewelry deemed harmful to the wearer or distracting to other students in the classroom must be removed.

No hair spiking or unnaturally colored hair (i.e. green, blue, orange). Students are not allowed to have words or designs cut in to their hair. Mohawks or faux hawks are not allowed. Highlights, multiple colors are not natural and are not allowed. If you are a blond, then black streaks or red streaks are not natural. Again, any colors of highlights are NOT allowed. Any kind of BRAID, WEAVE, EXTENSIONS or FEATHERS that are a different color than your natural hair are NOT allowed. They MUST match natural hair color perfectly. Any type of accessory that is supposed to represent hair is NOT allowed. If a student's hair stands more than 4 inches off their scalp then the hair needs to be pulled down in some way. Any bow or headband must be uniform color.

If the length or style of a student's hair is a distraction to the learning environment school administration has the right to require that the student's hair be altered before they are allowed back in class.

No clothing or accessory with obscene language, pictures or statements pertaining to drugs, alcohol, tobacco, sex or violence is permitted. No clothing with holes or tears. Hems must be finished (no cut-offs or frayed hinges). Sunglasses may not be worn in the building (exceptions allowed for medical reasons).

Should the student come to school in attire outside of these requirements we will:

1. Call home for replacements.
2. Try to find the student acceptable replacements from our extra uniforms.
3. A.S.P.

Exceptions:

If a teacher is conducting a special activity that requires special attire, the staff member will seek prior approval from the administration and contact the parents in advance in writing about the event and type of clothing. (Blitz) Special days may be designated as school spirit days. On these days a school or CPA team T-shirt or sweatshirt may be worn. Students must be in compliance with the rest of the dress code. See dress down attendance rewards.

If any type of clothing worn in building leads to confusion or misunderstanding, the administration will make the final decision as to the clothing's appropriateness. The administration reserves the right to exercise discretion concerning individual physical needs (weight, issues, etc.)

Dress Down Policy:

When dress down days are given, please follow these guidelines.

1. Dress code shoes are still required.
2. Plain blue jeans, no designs or holes allowed. No colored jeans or jeggings allowed.
3. Plain color or patterned shirt. Cartoon and college shirts are allowed.
4. Students may always dress up on dress down days.

Procedures for Dress Code Violations

Dress Code Violation

First Offense: Sent to the school Principal and/or corrected and sent to the office to change. Call parents and conference with student. If dress issue cannot be resolved during the school day, students will be in ASP for remainder of that day.

Second Offense: 1 day ASP.

Third Offense: 2 days ASP.

Fourth Offense: 3 days ASP.

Fifth Offense: 4 days ASP.

If a student borrows clothing from the school office the following will apply:

1. Student will have to sign out the item.
2. A habitual borrower will constitute four or more trips and will result in ASP.

Students who are representing the School at an official function or public event may be required to follow specific dress requirements.

Care of Property

Students are responsible for the care of their own personal property; The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to the School. The School may confiscate such items and return them to the student's parents.

Damage to or loss of School equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Directors, if there is a reasonable suspicion that the student is in violation of law or School rules.

A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students may be provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time, with or without reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Any and all property of the School, including lockers, may be subject to random or for cause search.

All computers located in classrooms, labs and offices of the School are the School's property and are to be used by students, where appropriate, solely for educational purposes. The School retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the School with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School retains the right to access information in spite of a password. All

passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Search and Seizure Policy

The School recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner.

The School acknowledges the need for in-School storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where a School official provides locks for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination. The Board may require the Principal or his/her designee to conduct a regular search at least annually of all such storage places.

Students have no expectation of privacy with respect to the use of the Internet, intranet or email. Routine maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the student code of conduct or the law may result in severe penalties, up to and including expulsion.

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, School authorities may search the person or property, including vehicles, of a student, with or without the student's consent; whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of School rules. Specifically:

Search and Seizure of Property:

1. School lockers, desks, and property are on loan to the student and remain the property of the School. They may be inspected and reclaimed at any time.
2. Students must not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, and property belonging to others within their lockers, backpacks or desks.
3. Student must open their lockers at the request of School officials.
4. When on School grounds, students and their personal property may be searched if a school official has grounds to believe the search may turn up evidence that the student has violated or is violating the law or school rules.
5. A student shall have the opportunity to be present during the search of his or her locker, desk, or other property unless the student is absent from School or the safety or welfare of the school or an individual necessitates a search during the student's absence.

The Principal or his/her designee shall conduct a search of a student's person or intimate personal belongings. This person should be of the student's gender and conduct the search in the presence of another staff member of the same gender. However, School personnel may conduct no strip searches.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the School.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the School has established a zero tolerance for alcohol use.

The School also authorizes the use of canines, trained in detecting the presence of drugs, when the Principal or his/her designee has reasonable suspicion that illegal drugs may be present in the School. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on School property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

The Principal or his/her designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the

persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal or his/her designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The School is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the School, she/he should feel free to offer them. Written suggestions may be presented directly to the Principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the Principal.

STUDENT CODE OF CONDUCT

The Board of Directors has adopted the following Student Code of Conduct. The Code includes the types of misconduct that will subject a student to disciplinary action and the procedures for implementing disciplinary action.

It is the School staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration.

The following provides examples of major areas that could result in disciplinary action. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be disciplined.

EXPLANATION OF TERMS APPLYING TO THE STUDENT CODE OF CONDUCT

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from the School and/or notification of law enforcement authorities.

1. Conduct Involving Drugs

The School is a "Drug Free" zone within the boundaries of the School safety zone established by State law as well as to any School activity and transportation. This means that any activity – sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student will be expelled from Columbus Preparatory Academy and law enforcement officials will be contacted. Sale also includes the possession or sale of over-the-counter or prescription medication to another student.

2. Use of Breath-Test Instruments

The Principal or assistant administrator or designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. Imposition of a breath test is at the discretion of the School, and discipline may be imposed without a breath test upon other evidence of use of alcohol.

The student will be taken to a private administrative or instructional area on School property with at least one (1) other members of the teaching or administrative staff present as a witness to the test. The parent or guardian will be contacted and allowed to be present during the administration of the exam.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of School rules as described in this handbook, the student will be expelled from Columbus Preparatory Academy. If a student or their guardian refuses the administration of the exam, she/he will be advised that such denial will be considered an admission of alcohol use. The student and parent will then be given a second opportunity for the test to be administered. If the student or parent still refuses the administration of the exam, then the student will be expelled from Columbus Preparatory Academy.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health, and to the health of others. The School prohibits the sale, distribution, use or possession of any form of tobacco during School time or at any School activity. This prohibition also applies when going to and from the School and at School bus stops. Violations of this rule could result in expulsion from Columbus Preparatory Academy.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any School activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, she/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the School may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes conventional objects like a firearm, guns, pellet guns, ammunition, knives, or club type instruments. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. A "firearm" has the same meaning as provided in the "Gun-Free schools Act of 1994," 108 Stat. 270, 20 USC 8001(a) 2. A "knife" is any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing. This definition shall include, but is not limited to: straight razors, razor blades, utility knives, box cutters, ice picks, pocket knives, switchblades and hunting knives. Possession of a weapon may subject a student to suspension or expulsion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on School property, that student shall also be subject to the same disciplinary action.

A student will be expelled from the School, if she/he brings onto or has in his/her possession on School property or at an School-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. A knife
- C. Any firearm or similar objects that are intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blowgun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. This violation will result in expulsion from Columbus Preparatory Academy.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe School environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to disciplinary action.

8. Purposely setting a fire or attempting to set fire

Anything, such as fire, that endangers School property and its occupants will not be tolerated. Arson will result in the student(s) being expelled from Columbus Preparatory Academy. The parent or legal guardian of the student will receive an invoice from the school for the payment of all damages to school property, building and grounds.

9. Physically assaulting a staff member/student/person associated with the School

Physical assault at the School against an School employee, student, volunteer, or contractor, or another, which may or may not cause injury may result in charges being filed and subject the student to expulsion from Columbus Preparatory Academy. Physical assault is defined as "causing or attempting to cause physical harm to another."

10. Verbally threatening a staff member/student/person associated with the School

Verbal assault at the School against a School employee, volunteer, or contractor or making bomb threats or similar threats directed at the School building, property, or a School-related activity will be considered verbal assault. Verbal threats or assault will result in

suspension from Columbus Preparatory Academy with a review for expulsion. The possibility of expulsion will be reviewed by the administrative team and communicated to the parent or guardian of the child within 10 days of the incident. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Acts of intimidation/harassment/bullying are not tolerated on Columbus Preparatory Academy. Violations of this rule may result in expulsion from Columbus Preparatory Academy.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of schoolwork, identification, forgery

Forgery of hall passes and excuses as well as false IDs are forms of lying and are not acceptable. A student attempting to leave or evade class without the knowledge of their teacher puts themselves and their classmates in danger. For this reason a student attempting to “skip” or evade class while it is in session will result in expulsion from Columbus Preparatory Academy.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Violations of this rule could result in suspension or expulsion. The Principal may expel a student from the School indefinitely for making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in expulsion from Columbus Preparatory Academy.

16. Trespassing

Although schools are public facilities, the law does allow the School to restrict access on School property. If a student has been removed, suspended, or expelled, the student is not allowed on School property without authorization of the Principal. In addition, students may not trespass onto School property at unauthorized times or into areas of the School determined to be inappropriate. Violation of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing School or someone’s property, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to the School that is not needed for learning without prior authorization from the Principal or teacher. The School is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

School staff is acting “in loco parentis,” which means law allows them, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Disobedience will result in disciplinary action as outlined in the Student Behavior & Consequences Chart.

19. Damaging property

Vandalism and disregard for School property will not be tolerated. Violations will result in suspension or expulsion, and repayment to the School of the costs of repair or replacement of the damaged property.

20. Persistent absences or tardiness

Students are allowed to miss up to 15 days from school whether from illness, suspension, or excessive tardiness. If a student misses more than 15 days they will be automatically retained in their grade for the following year. Three tardy arrivals is equal to 1 absence from school.

21. Unauthorized use of School or private property

Students are expected to obtain permission to use any School property or any private property located on School premises. Any unauthorized use shall be subject to disciplinary action. This includes the use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

22. Refusing to accept discipline

The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal will result in a sterner action such as suspension or expulsion. All disciplinary action is at the discretion of the Principal/superintendent.

23. Aiding or abetting violation of School rules

If a student assists another student in violating any School rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, hugging, kissing, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from the School or possibly expulsion.

25. Possession of electronic equipment

Most electronic equipment necessary in the School is supplied by the School. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, laser pens, and the like without the permission of Principal.

Sometimes cell phones are needed for a student to inform parents when they are sitting at their bus stop, or when they have gotten home from school. In this case, a student may bring a cell phone to school, but it must remain in their book bag and turned off while on school grounds. If the phone becomes a distraction to the learning environment, or is scene by a member of the teaching staff, the staff member is instructed by administration to confiscate the phone and turn it in to a member of the administrative team. The student's parent/guardian will be informed of this action and given an invitation to come to the school and collect the cell phone.

If a student makes repeated violations of this rule it could result in suspension or expulsion.

26. Violation of individual School/classroom rules

Each classroom teacher is given the freedom to create their own classroom rewards/consequences system. Each classroom teacher is encouraged to use their professional expertise to redirect negative student behavior, and reinforce positive student behavior. All staff members are instructed that when they have exhausted their professional expertise in an attempt to redirect a student's negative behavior, and the education of the other students in the classroom is being neglected, the teacher can send these students to the administrative team. At this time the Principal or assistant Principal will investigate the situation and assign disciplinary action to the student. All disciplinary action is at the discretion of the Principal/superintendent.

27. Disruption of the educational process

Any actions or manner of dress that interferes with School activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. The administrative team will investigate such disruptions, and disciplinary action will be assigned. All disciplinary action is at the discretion of the Principal/superintendent.

28. Harassment/Bullying/Hazing

The Ohio Legislature defines bullying as an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student, and (2) is sufficiently, severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Columbus Preparatory Academy has a **NO TOLERANCE** policy for bullying/harassment/intimidation. In accordance with the Student Behavior & Consequences Chart, any student found in violation of bullying, harassing, or intimidating another student or staff member will result in and indefinite expulsion from Columbus Preparatory Academy.

Harassment Policy, Updated in 2014-2015

Columbus Preparatory Academy has a **NO TOLERANCE** policy for harassment. This includes inappropriate conduct by students as well as any other person in the School environment, including parents, guests, contractors, vendors and volunteers and employees. It is the policy of the School to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on School property and to all School sponsored activities whether on or off School property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact the educational environment, a student's educational, physical or emotional well being, and/or the safety of the school campus. This would include harassment based on characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these categories and includes any harassment that would negatively impact adults or students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes she/he has been/or is the victim of harassment, intimidation, or bullying should immediately report the situation to any available staff member. This staff member will report the situation to the administration as soon as possible. If the administrative team's investigation finds harassment occurred it will result in prompt and appropriate disciplinary action.

Students found in violation of harassment, intimidation, or bullying of another student or employee will be expelled from Columbus Preparatory Academy. All disciplinary actions are at the discretion of the Principal/superintendent.

Any staff member that has been made to feel uncomfortable with a situation involving a student, parent, guest, or other individual **must** report this to administration immediately. If the administrative team's investigation finds harassment, intimidation, or bullying occurred it will result in prompt and appropriate action. The superintendent will meet with the Board and discuss the situation and decide what action will be taken that is in the best interest of the staff and students of the school.

In the best interest of the safety of the staff and students of the school, the Board of Columbus Preparatory Academy with the administrative team has the authority to ban parents, guests, or other hostile individuals from school campus. If a hostile situation develops between a certain group of people, family, or individual that causes a hostile or dangerous work and learning environment for the staff and students of the school, the Board of Columbus Preparatory Academy with the administrative team has the right to ban this group of people, family, or individual from school campus indefinitely. If appropriate for the situation, the authorities will be contacted to ensure the removal of this group, guest(s), family, or hostile individual from campus.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be given **annually**, and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted. **All new hires of the School, and parents of admitted students, will be required to review and sign off on their agreement with this policy.**

29. Possession of a firearm, Arson, and Criminal Sexual Conduct

The Principal shall expel any student who possesses a dangerous weapon on School campus, or commits either arson or criminal sexual conduct in the School building or on School property, including School buses and other School transportation.

A dangerous weapon is defined as "a firearm, knife, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall also be expelled from Columbus Preparatory Academy for the possession of a dangerous weapon on School campus, for arson, or criminal sexual conduct in the School building or on School property, including School buses and other School transportation.

30. Criminal acts

Any student engaging in criminal acts at or related to the School will be reported to law enforcement officials as well as disciplined by the School. It is not considered double jeopardy (being tried twice for the same crime), when School rules and the law are violated.

Students should be aware that state law allows that School officials, teachers and appropriate law enforcement officials be notified when a student of this School is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the School as well as in the community.

31. **Safety Concerns**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in School hallways or School pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will have the inappropriate property confiscated, and will be subject to disciplinary action.

32. **Profanity**

Any behavior or language, which at the discretion of the staff or administration, is considered to be obscene, disrespectful, offensive, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action. All disciplinary actions are at the discretion of the Principal/superintendent.

Corrective action

It is important to remember that the School's rules apply going to and from the School, at the School, on School property, at School-sponsored events, and on school transportation. In some cases, a student can be suspended or expelled from the School. In all cases, the School shall attempt to make corrective action prompt and equitable and to have the corrective action match the severity of the incident.

Definitions

- **Verbal Reprimand/Warning**
- **Alternative to Suspension Program (ASP)** – Isolation from peers. Daily class work will be made available. Credit will be given for all completed work. Removal from all co-extracurricular activities. Amount of time in ASP is at the discretion of the Principal/superintendent and dependent upon the incident and its severity.
- **Out-of-school Suspension** – Removal from School for an amount of time dependent on the type of violation and its severity. Removal from all extracurricular activities. Credit given for work completed by the student during this time is at the discretion of the teacher.
- **Expulsion** - The Principal may expel a student from the School indefinitely for any acts of violence or threats of violence toward staff/students, bullying, harassment, intimidation, excessive insubordination and defiance, possession of illegal drugs or dangerous weapons, attempting to leave school grounds without permission, bomb threats, indecent exposure, and any form of physical assault to staff/students (spitting, hitting, kicking, biting). See the Student Behavior & Consequence Chart for more details.
- **Saturday school** – Saturday school may be used as an alternative form of discipline at the discretion of the Principal.

Two types of corrective action are possible, informal corrective action and formal discipline.

Informal Corrective Action

Informal correction action takes place within the School. It includes:

- Counseling with the student: Teacher to student; Counselor to student; Administration to student
- Removal of certain privileges including extracurricular activities or recess
- Arrange student and/or parent conference
- Change of seating or location
- Alternative to Suspension Program (ASP)

Formal discipline

Formal discipline removes the student from the School. It includes the suspension or expulsion of students due to violations of school rules. The length of a student's suspension from school is based on the type of rule violation and its severity. **All expulsions from Columbus Preparatory Academy are indefinite.** The rules for student conduct at Columbus Preparatory Academy apply to all students enrolled at the school. All disciplinary action is at the discretion of the Principal/superintendent. Suspension and expulsion can be appealed to the superintendent.

PROCEDURES FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL

A. Suspension

Suspension is defined as the denial to a student for a period of time dependent upon the type and severity of rule violation.

After School administrators know alleged misconduct, the Principal or assistant administrator shall conduct an investigation into the incident to determine the facts. If it is the determination that the student violated a school rule that warrants a suspension from school, the Principal will give the student written notice of the intention to suspend and the reasons for such action. The Principal will attempt to make contact with the parent/guardian of the student.

Within one school day after the time of a student's suspension, the Principal or assistant administrator, or designee shall send written notice of the suspension to the student and his/her parent, guardian, or custodian. The notice shall specify the duration of the suspension and the reasons therefore. All disciplinary actions are at the discretion of the Principal/superintendent. The parent/guardian of the student may appeal the suspension to the superintendent.

B. Expulsion

Expulsion is defined as the denial to the student of permission to attend School and to take part in any School function. Expulsions from Columbus Preparatory Academy are **indefinite**.

Prior to any expulsion, the Principal shall give the student and his/her parent, guardian or custodian written notice of the possibility of expulsion and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the Principal or designee and discuss the reason for the possible expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the possible expulsion, notification of the rights of the student, guardian, custodian or their representative to appear before the Principal or designee to hear and discuss the reasons for the possible expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. This meeting is to take place no later than 5 days after the notice of expulsion is given unless an extension is granted by the Principal.

Within one school day after the time of any expulsion, the Principal shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Directors. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the expulsion to the Board of Directors or its designee within fourteen (14) days of the expulsion to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session if conducted by the Board.

Suspensions may be carried over into the following school year. Expulsions from Columbus Preparatory Academy are **indefinite**.

Whenever a student is suspended or expelled for possession or use of drugs or a firearm, knife, or other weapon, the Principal shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.

C. Emergency Removals

Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the School premises, for a period not exceeding seventy-two (72) hours, of permission to attend the School and to take part in any School function.

When circumstances are such that a student's continuing presence in the School pending completion of the procedures set for in subparagraphs A or B is reasonably certain to pose a continuing danger to persons or property or an ongoing threat or disrupting the academic process taking place either within the classroom or elsewhere, on the School premises or at School sponsored or related activities or events, the Principal or Assistant Administrator, or designee, may remove a student from curricular or extracurricular activities or from the School premises, without complying with the notice and hearing requirements of subparagraphs A or B.

In like circumstances, a teacher may remove a student from curricular or extracurricular activities under his/her supervision, without complying with the notice and hearing requirements of subparagraphs A or B. As soon as practicable after making such removal, the teacher shall communicate such reasons for removal to the Principal.

MEMORANDUM TO PARENTS REGARDING BOARD OF DIRECTORS POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Directors prohibits the use, possession, concealment, or distribution of drugs by students on School grounds, in School or School-approved vehicles, or at any School-related event. Drugs include any alcoholic beverage, anabolic steroid, controlled substance, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students.

Any student who violates this policy will be subject to disciplinary action, as specified in the student handbook, up to and including expulsion from the School, the School will also notify law enforcement officials.

The School is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the Principal or counseling office whenever such help is needed.

Parent/Student Acknowledgement of the Columbus Preparatory Academy Handbook and Student Code of Conduct

We, _____ and _____,
Parent/Guardian Student

have received and read the Columbus Preparatory Academy Handbook and Code of Conduct. We understand the rights and responsibilities pertaining to my student(s) and agree to support and abide by the rules, guidelines, procedures, and policies of Columbus Preparatory School. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects; that this handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law; and that this handbook may be revised at any time, with or without notice.

Parent/Guardian Signature

Date

Student Signature

Date