

# **COLUMBUS**



**STUDENT HANDBOOK**

## **Foreword by Principal Alexander Adams, M.Ed.**

Welcome, and thank you for choosing Columbus Humanities Arts and Technology Academy. We are all extremely appreciative and excited that you have joined our family. The road ahead of you will be difficult at times, it will be full of lifelong memories, and there will be seemingly impossible challenges. We will be there every step of the way to make sure that you, like many of our graduates, move on to lead rewarding and robust lives. If you follow our path, you will develop courage through confidence, creativity through practice, and compassion through experience. I expect that everyone gives their best when they can. Who dares wins!

## **Mission of the Academy**

The Academy is committed to be a community resource developing life-long learners prepared to contribute purposefully to society. Columbus Humanities Arts and Technology Academy will be a model school with an integrated, innovative curriculum based on high standards emphasizing the arts and technology, strong community, parental involvement and intensive teacher training.

## **Equal Education Opportunity**

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

Any person who believes that the Academy 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 Academy's Principal.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. Under no circumstances will the Academy threaten or retaliate against anyone who raises or files a complaint.

# **SECTION I – GENERAL INFORMATION**

## **School Day**

The school day is 8:00 a.m. to 3:30 p.m.

## **Enrollment**

Families must have a completed enrollment application submitted prior to the first day of school. The student's application must have the following:

1. Copy of student's Birth Certificate;
2. Proof of residence (lease or mortgage agreement);
3. Copy of student's Social Security Card;
4. Copy of active utility bill with the same name and address provided for the proof of residence;
5. Copy of government-issued ID of the parent/guardian;
6. If applicable, copy of Individualized Education Plan (IEP).

For the protection of our families and staff, Columbus Humanities will not take any application that does not have each of these items. When complete, you may submit them to the front desk during operating hours.

There will be no discrimination in the admission of students to the Academy on the basis of race, creed, color, exceptional needs, or sex. Upon the admission of any student with exceptional needs, the Academy will comply with all federal and state laws regarding the education of handicapped students. The Academy will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

## **Early Dismissal**

No student will be allowed to leave the Academy prior to dismissal time without a parent coming to sign him or her out before 3:00 pm. No student will be released to a person other than custodial parent(s) (or name listed on emergency card) without permission. Finally, no students will be released to go home between 3:00pm and 3:20pm. This choice, while inconvenient at times, is made for the safety of your child. The overwhelming majority of abductions from schools occur during dismissal, and we appreciate your support in helping to provide a safe environment.

## **Emergency Closings and Delays**

If the Academy must be closed or the opening delayed because of inclement weather it will be announced first through our Remind SMS/Text service, then to local radio/television stations listed specifically under Columbus Humanities Arts and Technology Academy.

Parents and students are responsible for knowing about emergency closings and delays. If transportation is provided to you by a district that calls a delay, but the Academy has not called

the same delay, the operating hours for the Academy will remain unchanged. The Academy day will begin at the regular time of 8:00 am.

There may be some emergency instances, which will require the Academy to be closed early. It is extremely important that parents discuss with their child the emergency procedures they should follow in the event the Academy is closed early.

### **Student Fees, Fines, and Charges**

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

Students using Academy 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 Academy may withhold a student's grades and/or credit for failure to pay assessed fees for materials used in a course of instruction other than textbooks or electronic textbooks and for outstanding account balances.

### **Emergency Drills**

With the approval and support from the Department of Homeland Security, Franklin County Emergency Operations Center, Columbus Police Department, and Columbus Fire Department, The Academy has an extensive Emergency Response Plan in place and practices all necessary drills, such as fire and tornado in compliance with State regulations and laws.

The Academy 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.

### **Visitors**

Visitors, particularly parents, are welcome at the Academy. 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.

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

Students may not bring visitors to the Academy without first obtaining permission from the Principal.

### **Student Sales**

No student is permitted to sell any item or service in the Academy without the approval of the Principal. Violation of this policy may lead to disciplinary action. For example, trading or selling of the following items is not allowed: junk food, radios, CDs, CD Players, tape recorders, toys, trading cards, and other similar items. These items or others like them shall not be brought to the Academy unless the teacher or Principal has given specific permission.

### **Use of Telephones**

Students are not permitted to make calls on the 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 without prior arrangement.

*Note: Cell Phones and similar devices are permitted on school grounds but are required to be put away during operational hours. For the protection of the quality of education and safety of our students, any student who is on their cell phone for an unauthorized reason will be required to forfeit the device to the Principal or the Principal's designee (including all faculty). All forfeited cellular/wi-fi devices require a parent to pick them up at the front desk.*

### **Academy 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 via email first before sending any food or drink to the Academy. It is the Academy Policy to not publicly pass out birthday invitations unless there is one for each member of the class.

### **Money and Other Valuables**

If money is being sent to the Academy, parents are encouraged to place the money in an envelope with the child's name, the recipient's name (e.g. the teacher), and a note stating what the money is for and how much is included.

We very strongly discourage parents from allowing children to bring significant amounts of money to the Academy and cannot be held liable for the distribution or recovery thereof.

### **Student Valuables**

Students are discouraged to bring items of significant value to the Academy. Items such as jewelry, expensive clothing, electronic equipment, etc., are tempting targets for theft and

extortion. The Academy cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Students are not allowed to bring valuable equipment such as CD/DVD players, computer games, remote controlled cars, or other electronic toys unless there is a special occasion, and prior permission granted from the teacher and parent. If such items are brought to the Academy they will be confiscated and a parent will be required to pick the item(s) up.

### **Parent Involvement**

The Academy encourages volunteerism in the school. Volunteers are important to our educational program. When parents volunteer in the Academy, they should be a positive role model for our students and follow all Academy rules. Volunteers may be required to provide background checks at the discretion of the Principal or Vice Principal. Volunteers are required to sign in and out at the Academy office and obtain a visitor's pass each time they are volunteering in the building.

### **Health Screenings**

The Academy is required by law to provide various health screenings, including hearing, speech, and vision assessments. If you would like to exempt your child from these screenings for any reason, a written notice of your intent to opt-out of the screenings must be submitted to the front desk as soon as possible.

Additionally, the Academy does not provide required immunization services. If you are unable to arrange for these vaccinations through your health care provider, screenings may be provided at little to no cost through Columbus Public Health:

*Columbus Public Health – Immunization Clinic  
240 Parsons Ave.  
Columbus, OH 43215  
614-645-7945*

## **SECTION II - ACADEMICS**

### **Student Assessment**

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

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

Unless exempted, each student will be expected to pass the appropriate Ohio Achievement Assessments. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests, such as, the Iowa Test of Basic Skills, and STAR Math/Reading 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.

### **Computer Technology and Networks**

Columbus Humanities Arts and Technology Academy is pleased to offer students the use of a computer network for Internet access. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form at the end of this handbook. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

#### *What is possible?*

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible on the Internet might contain items that are illegal, defamatory, inaccurate, and/or potentially offensive. We have taken steps to insure students are protected from such objectionable material.

#### *What is expected?*

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Columbus Humanities students are advised against accessing, keeping, or sending anything that they would not want their parents or teachers to see.

### *What are the rules?*

Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications and files to maintain system integrity and to ensure that students are using the system responsibly.

Storage capacity - Users are expected to remain within allocated disk space and delete unnecessary materials which take up excessive storage space.

Illegal copying - Students shall never download or install any commercial software, shareware, or freeware onto the Academy computers, unless they have written permission from the Network Administrator. Students shall not copy other people's work or intrude into other people's files.

Inappropriate materials or language - The use of profane, abusive or impolite language shall not be allowed, nor shall materials be accessed which are not in line with the rules of appropriate school behavior. Basically, students shall not view, send, or access materials that they would not want their teachers or parents to see. Should students encounter such material by accident, they should immediately report it to their teacher.

### **FERPA Notice**

Columbus Humanities needs to honor families' privacy while meeting its obligation to share education-related information with the community. The Family Education and Privacy Act (FERPA) defines "directory information" to anyone, without consent, as long as the district annually notifies parents and allows them the chance to opt-out. FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or invasive to privacy disclosure. The law allows school districts to determine and notify parents of its exact definition of such directory information.

The Academy defines student "directory information" as: Full name, address, phone number, photograph/image, date, place of birth, participation in school activities and sports, weight and height of members of athletic teams, dates of school attendance, diplomas, awards, and schools attended.

If you do not want the Academy to release this information about your child, you must make a request in writing and send it to the Principal by September 15th of each year.

Please note: Even for students with no FERPA opt-out letter on record, Columbus Humanities Arts and Technology Academy employees will exercise their best judgment when releasing "directory information" and will seek parent/guardian permission for situations that would generally be considered outside of the realm of typical school-related activities or news. In addition, the Academy will not control the release of certain directory information such as photographs/images or names, when students participate in school events open to the general public.

More information about your rights under FERPA is available online at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

### **Field Trips**

Field trips are academic activities that are held off Academy grounds. Buses will transfer students to and from field trips. There are also other trips that are part of the Academy's co-curricular and extra-curricular programs. No student may participate in any Academy-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 ACCOMPANYING parents on any field trip without express permission from the teacher.

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

### **Title I Services**

The Academy is a school-wide Title I funded school. Students can qualify for Title I services after academic performance data is analyzed. Title I services are put in place to provide support to students who struggle academically and need additional academic service to improve overall performance in Reading and Math. A quarterly data analysis is completed by administration and the Title I staff to provide proper support to meet academic needs of each student that qualifies. Students who receive Title I services are given opportunities to test out of the services if appropriate growth is recorded.

### **Testing**

All students who enroll in our school will complete an entrance assessment. All students complete a quarterly assessment in Reading and Math assessments among other grade level assessments. All assessment data is closely monitored on a regular basis in order to provide appropriate instruction and support to all students.

### **Grading Periods**

Report cards are issued at the end of each ten-week grading period. At the end of the year report cards may be mailed home. Progress reports 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 problems or improvements of the students.

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

## **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.

## **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 Academy firmly opposes social promotion policies (i.e., going to the next grade without proven academic merit).

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

Parents will be notified in writing if a student is not on track to be promoted to the next grade. These notices will be sent at the end of quarter one, two, and three. In addition, parents will have access to online gradebooks, including an array of tools to help monitor student grades. Given our outreach programs to communicate academic performance, it is ultimately the responsibility of the parent to keep informed about student grades. Out-of-date addresses and ignorance of our online gradebook is not an accepted argument against retention.

A final decision to retain a student will be made no later than one week before the Academy year ends, and parents will be notified in writing. 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. If you still have an objection to the decision to retain a student, an appointment with the Principal may be arranged to discuss the issue further.

## **SECTION III – STUDENT CONDUCT**

### **Attendance**

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 Academy activities, which cannot be replaced by individual study.

The Academy 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 Academy wants to help students develop as early as possible in their Academy careers.

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School in accordance with the procedure set forth in Policy 252 whenever a student is absent.

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance if present at any place where School is in session by authority of the Board.

### **Excused Absences**

Absences due to the following will be excused:

1. Personal physical illness such as to prevent attendance at School.
2. Personal mental illness such that the student will not benefit from instruction.
3. Illness in the family if student is age fourteen or older.
4. Quarantine of the home.
5. Death in the family.
6. Observance of religious holidays.
7. Court subpoena.
8. Necessary work at home due to absence of parents/guardians.
9. Instruction at home from a person qualified to teach the branches of education in which instruction is required.

10. An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.
11. If a student is absent from School for the sole purpose of traveling out of state to participate in a School-approved enrichment activity or extracurricular activity, the School shall count that absence as an excused absence, up to a maximum of twenty-four (24) hours per school year that the School is open for instruction. The student must complete any classroom assignments he/she misses due to the absence. If the student will be absent for twenty-four (24) or more consecutive hours that the School is open for instruction, a classroom teacher must accompany the student during the travel period to provide the student with instructional assistance in order to count the student as in attendance.

Upon return to School, the student must provide to the School a written statement from a parent of the cause for absence, or the absence will be considered unexcused. The Principal or his/her designee reserves the right to verify such statements and to investigate the cause of each individual absence.

#### Withdrawal

A student who fails to participate in one hundred five (105) consecutive hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the Principal or his/her designee.

Whenever a student withdraws from the School voluntarily, the Student's teacher shall attempt to ascertain the reason for withdrawal and shall immediately inform the Superintendent or his/her designee of the reason for the withdrawal. If the Student voluntarily withdrew from the School as a result of a change in residence, the Superintendent or his/her designee shall notify the superintendent of the district to which the Student has moved of all essential information regarding the Student, including the Student's new address.

If the Superintendent or his/her designee becomes aware that a Student who has withdrawn from the School for reasons other than a change of residence is not enrolled in another school, the Superintendent or his/her designee shall notify the registrar of motor vehicles and the juvenile judge of the county in which the School is located of the Student's likely violation of the State's compulsory education laws. Notice shall be given within two weeks and shall include the Student's name, address, date of birth, School, and the district where the Student resides. Any notice given in error shall be immediately rescinded by the Superintendent or his/her designee.

### Disciplinary Action for Unexcused Tardiness or Absence

Repeated unexcused absences/tardiness shall be grounds for disciplinary action.

A student is tardy when a student is more than five minutes late for School or for a class. If a student misses more than half a class, the student will be marked absent for the class.

Any student who, due to a medically-documented physical or mental impairment, is absent for an extended period will not be disciplined. Such students may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

### Truancy and Absence Intervention Strategies

The Principal or his/her designee may act as the School's attendance officer or delegate that duty as permitted by law. The School's attendance officer shall investigate possible School attendance violations, and is authorized under Ohio law, to serve warrants, to enter places where children of compulsory School age are employed, and to take such other actions as may be necessary to enforce the compulsory education laws.

A student is excessively absent from school if a student is absent from the School with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month or sixty-five (65) or more hours in one (1) school year. Within seven (7) days of a student becoming excessively absent from School, the attendance officer shall notify the student's parents of the student's absences in writing.

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student otherwise habitually truant include but are not limited to:

1. the student was enrolled in another school;
2. the student's absence was excused in accordance with applicable law or policy; or,
3. the student has received an age and schooling certificate.

If the student is habitually truant and the student's parents have failed to cause the student's attendance, the School will assign the student to an absence intervention team ("AIT") within ten (10) days. The Principal or designee selects the AIT members, who shall include a representative of the School who knows the child and the child's parent, guardian, custodian, guardian ad litem, or temporary custodian. Members may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

Within seven (7) days of the School's determination that the student is a habitual truant, the School will make at least three (3) reasonable, meaningful attempts to secure the child's parent, guardian, or custodian's (for the purposes of this policy, "parent") participation on the AIT. If the parent responds to attempts but is unable to attend, the School will notify the parent of the right to participate by designee. In the event the parent does not respond to the attempts at all, the School will investigate whether the failure to respond triggers child abuse and neglect reporting requirements and instruct the other members of the AIT to develop a plan for the child.

Within fourteen (14) days after its formation, the AIT will develop a written plan to reduce or eliminate Student's further absences. The AIT plan will state that a complaint will be filed in juvenile court alleging that the child is an unruly child not later than sixty-one (61) days after implementation if the child refuses to participate in or fails to make satisfactory progress on the plan or other alternatives to adjudication. The School will make reasonable attempts to provide student's parent with written notice of the plan within seven (7) days of development.

If a student becomes habitually truant during the last twenty-two (22) school days of the year, the School may assign one official to work with the parent and develop an AIT plan in lieu of forming a full AIT.

AIT Exemption: The School shall be exempt from AIT procedural requirements if it has a chronic absenteeism rate of less than 5% of the student body per the last state report card.

Effective beginning with the 2017-2018 school year, the School shall employ absence intervention strategies for all students who are excessively absent from School. Such strategies shall include the following, if applicable:

1. Providing a truancy intervention plan for any student who is excessively absent from school;
2. Providing counseling for a habitual truant;
3. Requesting or requiring a parent to attend parental involvement programs;
4. Requesting or requiring a parent to attend truancy prevention mediation programs;
5. Notification of the registrar of motor vehicles of student's truancy status if the student misses sixty consecutive hours of instruction or ninety hours of instruction during the course of the school year; and
6. Taking legal action under R.C. 2919.222, 3321.20, and/or 3321.38.

On the 61st day after the implementation of an absence intervention plan or other intervention strategy, the attendance officer shall file a complaint with the juvenile court against a student, if all of the following apply:

1. the student is a habitual truant;

2. the School has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any other offered alternatives to adjudication; and
3. the student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternatives to adjudication.

If the 61st day falls during the summer months, at the School's discretion, the absence intervention team or attendance officer may extend the implementation of the plan and delay filing the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

If, however, at any time during the implementation phase of the absence intervention plan or other intervention strategy, the student is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint with the juvenile court against the student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

The Principal or his/her designee is also authorized to establish a parent education program for parents of students who are habitually truant. Any parent assigned to the program who does not complete the program is to be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

This Board consulted with the juvenile court of the counties in which the School is located, parents of students attending the School, and state and local agencies deemed appropriate by the Board prior to adopting this policy.

#### *Vacations during the school year*

Parents are encouraged not to take their child out of the Academy 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 necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

#### *Suspension and expulsion from Academy*

A suspended or expelled student is responsible for completing schoolwork missed due to suspension or expulsion; however, assigned work will not automatically count toward their grade.

#### *Tardiness*

Students are expected to be punctual and respectful of instructional time. Tardiness not only impacts the beginning of the child's day, but it also infringes on the rights of others. Habitual tardiness will not be tolerated. After the sixth (6th) tardy a notice sent home to notify the

parents of their child's status. Please note that six (6) tardies may be converted to one (1) unexcused absence at the discretion of the Administration.

*Student Attendance at Academy Events*

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

To ensure students attending evening events as participants or non-participants are properly safeguarded, a parent or adult chaperone must accompany students. Such events include but are not limited to school festivals, performances, and sporting events such as soccer and basketball. The Academy will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

# SECTION III - DRESS CODE

Students are required to follow the Academy’s dress code unless otherwise authorized by the teacher or Administration:

## Dress Code Guidelines

Students are required to generally plain shirts and pants; patterns, graphics, and logos bigger than approximately two inches are prohibited. Uniforms are meant to promote focus on academics and social equity and are under the discretion of the Administration.

### Approved Tops – Navy Blue

Polo	Oxford	School Event/Promo
		

+ Uniform shirts with the school logo may be purchased from the front desk.

### Approved Bottoms – Khaki/Tan

Dress Shorts	Pants/Slacks	Dress/Skirt
		

- + Bottoms with belt loops MUST have a belt (no color required).
- + Shorts, skirts, and dresses must be no shorter than three inches above the knee
- + Pants must be at waist level – “sagging” is expressly prohibited

### Approved Shoes – No Color Required

Athletic/Flats	Closed-Toe Sandals	Boots
		

+ Students should be able to run in their school shoes.

### Approved Layers – Varied Color Requirements

Undershirts	Cardigan	School Jacket
 Grey / White	 Grey / Navy	

+ School jacket orders will be announced when available

### Use and Care of Property

#### Personal Property

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

#### School Property

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

#### Academy 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 Academy equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

Outside individuals or organizations may request a Building Use Form from the Academy office.

### Search and Seizure

Search of a student and his/her possessions (including backpacks and purses) may be conducted at any time the student is under the jurisdiction of the Board of Trustees, if there is a reasonable suspicion (which is significantly less stringent than 'probable cause') that the student is in violation of the law or Academy 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, or other equipment in which to store materials. It should be clearly understood that this equipment is the property of the Academy and may be searched at any time, with or without reasonable suspicion that a student has violated the law or Academy rules. Locks are to prevent theft, not to prevent searches. Any and all property of the Academy, including lockers, may be subject to random or for-cause search.

Anything that is found in the course of a search that may be evidence of a violation of Academy rules or the law may be taken and held or turned over to the police. The Academy reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against Academy policy.

All computers, labs and offices of the Academy are the Academy's property and are to be used by students, where appropriate, solely for educational purposes. The Academy 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 Academy'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 Academy with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the Academy 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.

## **SECTION IV - CODE OF CONDUCT**

The Board of Trustees 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 Academy 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 Academy'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.

### Harassment/Bullying/Cyber-bullying/Hazing

The Ohio Legislature defines bullying as an intentional written, verbal, or physical act that a student has exhibited toward another particular student in a patterned behavior, both of which: (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. In addition, bullying is an imbalance of power, whether real or perceived where the victim is unable to defend him/herself.

### Harassment Policy

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the Academy environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on Academy property and to all Academy sponsored activities whether on or off Academy property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. 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 students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors. Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to any available staff member.

The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, while or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning

comments. Sexual Harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcomed touching; sexual jokes, posters, cartoons, etc.; Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Cyber-bullying is defined as the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and while behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual. The physical location or time access of a technology-related incident cannot be raised as a defense in any disciplinary action initiated.

#### Corrective Action

It is important to remember that the Academy's rules apply going to and from the Academy, at the Academy, on Academy property, at Academy-sponsored events, and on school transportation. In some cases, a student can be suspended or expelled from the Academy.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the Academy shall attempt to make corrective action prompt and equitable and to have the corrective action match the severity of the incident.

Alternative to Suspension (ASP) – The ASP program is designed to provide an alternative academic environment for students who are otherwise having a difficult time operating in a small or large group environment. If ASP is assigned to a student, concurrent/parallel coursework will be given that meets the same academic objectives as they are listed in the lesson plans by the teacher. ASP is not an in-school suspension and is not reported to the Ohio Department of Education.

#### Out-of-school Suspension

Out of School Suspension (OSS) is defined as the removal from Academy up to 10 days. Removal from extra-curricular activities.

#### Expulsion/Involuntary Removal

The Principal may expel a student from the Academy for a period not to exceed the greater of eighty school days or the number of school days remaining in this semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended consistent with the Code of Conduct and state law (see ORC 3313.66). If, at the time an expulsion is imposed, there are fewer than eighty Academy days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Principal may apply any remaining part or all the period of the expulsion to the following school year.

#### 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 Academy. It includes (but is not limited to): counsel with student, remove certain privileges, arrangement of student and/or parent conferences, behavior contracts, changes of seating or location. recess, lunch-time, and before or after-Academy detention in-school restriction.

#### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) days' notice. The student's parents are responsible for transportation.

#### Formal Discipline

Formal discipline removes the student from the Academy. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from the Academy. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

#### Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

#### Procedures for Suspension, Expulsion and Emergency Removal

**Suspension.** Suspension is defined as the denial to a student for a period of at least one (1) but no more than ten (10) school days.

After alleged misconduct becomes known to Academy administrators, the student shall be given written notice of the intention to suspend and the reasons for such action by the Principal or BIS, or assistant administrator. The student will be given an opportunity to appear at an informal hearing before the Principal or assistant administrator, or designee, to challenge the reasons for the possible suspension or to otherwise explain his/her actions.

Within one school day after the time of a student's suspension, the Principal, BIS, assistant administrator, or designee shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Trustees. The notice shall specify the duration of the suspension and the reasons therefore. It also shall include

notification of the right of the student or his/her parent, guardian or custodian to appeal the suspension to the Board of Trustees or its designee the Principal, within fourteen (14) calendar days of the first date of suspension, to be represented in the appeal proceeding, and to request that such hearing be held in executive session if conducted by the Board of Trustees.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular for a period of less than twenty-four (24) hours and is not subject to suspension or in cases where a student is removed from any extracurricular activities.

**Expulsion.** Expulsion is defined as the denial to the student, for a period of more than ten (10) Academy days but less than eighty (80) Academy days (except for circumstances identified below), of permission to attend Academy and to take part in any Academy function.

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 challenge the reasons for the possible expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the possible expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Principal or designee to hear and to challenge the reasons for the possible expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice is given unless the Principal grants an extension of time at the request of the student, or his/her parent, guardian, custodian or representative. Such extensions shall not exceed five (5) days. If an extension of time is granted, the Principal or designee shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

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 Trustees. 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 Trustees or to 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.

The Principal shall initiate expulsion proceedings pursuant to R.C. 3313.66 with respect to any student who has committed an act warranting expulsion under the Academy's policy regarding expulsion even if the student has withdrawn from Academy for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the

student still been enrolled in the Academy, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from the Academy.

Suspensions and expulsions may be carried over into the following school year. When students are expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Principal shall give the expelled student(s) the names, addresses and telephone numbers of public and private agencies that work toward improving student attitudes and behavior.

The Principal is authorized to expel a student from the Academy for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in Division (A)(5) of Section 2901.01 of the Revised Code or serious physical harm to property as defined in Division (A)(6) of Section 2901.01 of the Revised Code while the student is at the Academy, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other Academy program or activity not located either in an Academy or property owned or controlled by the Board. Any expulsion under this division shall extend, as necessary, into the school year in which the incident that gives rise to the expulsion takes place. The expulsion period may be reduced on a case-by-case basis for such reasons as the age and mental capacity of the student, the student's prior disciplinary record, the degree of remorse shown, and any other fact deemed mitigating by the Principal under the particular circumstances.

Whenever a student is suspended or expelled for possession or use of drugs or a firearm, knife, or other weapon, the Principal shall notify law enforcement. Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of R.C. 3321.13(B)(3).

**Emergency Removal.** Emergency Removal is defined as the denial to a student Principal 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 Academy premises, for a period not exceeding seventy-two (72) hours, of permission to attend the Academy and to take part in any Academy function.

When circumstances are such that a student's continuing presence in the Academy pending completion of the procedures set forth in sections 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 Academy premises or at Academy 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 Academy premises, without complying with the notice and hearing requirements of sections 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 sections A or B. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the Principal.

If a student is removed under this section, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing must be held within seventy-two (72) hours from the time the initial removal is ordered.

The hearing shall be held in accordance with the procedure set forth in section A above, pertaining to suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth in subparagraph B above, except that the hearing shall be held within seventy-two (72) hours of the initial removal. The Academy official who ordered, caused or requested the student's removal under this provision shall be present at the hearing, unless unable to attend. This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extracurricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

**Disciplinary Removal.** Disciplinary Removal is an action less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or other curricular activities for less than twenty-four (24) hours. A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or Academy rules and regulations. When a student is removed from a curricular activity for more than twenty-four (24) hours, the student shall be given notice of the removal and the reasons for the removal. The student will be given an opportunity to appear before the Principal or assistant administrator, or designee, to hear the reasons for the removal and to explain his/her actions.

**Other Matters.** The student and his/her parent, guardian, or custodian may be requested to come to the Academy for a conference with the Principal, BIS, or assistant administrator, or designee. This conference shall normally be held no later than the date the student is scheduled to return to the Academy from a suspension or expulsion. Personnel employed by the Academy to direct, supervise, or coach a pupil activity program may prohibit a student from participating in that program for up to five school days for violation of Academy rules, violation of program standards or other cause deemed sufficient by the Academy. The Principal, BIS, or assistant administrator, or designee, may suspend a student from any particular or all extracurricular activities of the Academy for any extended period of time.

## SECTION V – RECEIPT OF HANDBOOK

Please endorse one of the following options:

**YES**, I have received and read the Academy Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Academy. 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 Name (Print):	
Parent Signature:	
Student(s) Enrolled:	
Student(s) Enrolled:	
Student(s) Enrolled:	

-----OR-----

**NO**, I do not agree to the terms and conditions in this document. I understand that by choosing to *not* endorse these protocols, I agree to withdraw my child(ren) voluntarily (or involuntarily after 105 class hours have passed).

Parent Name (Print):	
Parent Signature:	
Student(s) Enrolled:	
Student(s) Enrolled:	
Student(s) Enrolled:	