



COLUMBUS PREPARATORY ACADEMY

2023-2024 Academic Year

Administrative Office
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Columbus, Ohio 43204
614-274-3600

<https://columbuspreparatoryacademy.org>

Revised August 2023

BOARD OF DIRECTORS

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Maggie Yan	Business Manager
Shannon Clark	Registrar
Jennifer Harris, M.Ed	Administrative Assistant to Executive Director

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Grades Kindergarten-2	Lisa Matheny, M.A.
Grades 3-5	Sean Seggerson, M.A.
Grades 6-8	Emily Nugent
Grades 9-12	Joshua Moorman

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INTRODUCTION

Welcome to Columbus Preparatory Academy! We are pleased to have you here as a student and as a part of our school community. We know that student success is directly linked to the

presence of a supportive parent(s) and/or guardian(s). We will do our best to help you and make your experience here productive and successful.

This handbook has been developed as a way of maintaining safe and organized programs and operations at CPA, while also building shared agreements between students, parents, and school leaders. It is important that every parent and student read this manual and have a familiarity with its contents. We ask that all families become familiar with this handbook and the pertinent information, rules, and regulations within. Once read, we ask that parents sign the form at the end acknowledging they have done so.

The administration, faculty, and staff appreciate your support. We hope that your child's school year will be both educational and enjoyable.

Columbus Preparatory Academy's Board of Directors encourages students, parents, administration, faculty, and staff to review this document and submit proposed modifications to the Board of Director's 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 Student Handbook.

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

EQUAL EDUCATION OPPORTUNITY

It is the policy of Columbus Preparatory Academy to provide an equal educational opportunity for all students regardless of race, color, creed, age, disability, religion, sex, ancestry, national origin, other protected characteristics, or social/economic background. A formal complaint can be made in writing to the Board of Directors^[SLT1]. Columbus Preparatory Academy will not threaten or retaliate against anyone who raises or files a complaint.

The School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies:

EXECUTIVE DIRECTOR: Tres Marangoni, M.Ed
ADDRESS: 3330 Chippewa Street, Columbus, Ohio 43204
TELEPHONE NUMBER: 614-275-3600
EMAIL ADDRESS: tres.marangoni@cpaohio.org

TITLE IX

The School intends to comply with Title IX of the Education Amendments Act of 1972, which states, in part: “No persons in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving financial assistance....”

As such, the School does not discriminate on the basis of sex in its education program or activities, and is required by Title IX and its regulations not to discriminate in such a manner. This requirement not to discriminate in the education program or activity extends to admission and employment.

The following person shall be the Compliance Officer/Title IX Coordinator and is responsible for investigating any complaint alleging noncompliance with Title IX.

EXECUTIVE DIRECTOR: Tres Marangoni, M.Ed
ADDRESS: 3330 Chippewa Street, Columbus, Ohio 43204
TELEPHONE NUMBER: 614-275-3600
EMAIL ADDRESS: tres.marangoni@cpaohio.org

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Inquiries about the application of Title IX and its regulations to the School may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department, or both.

A specific procedure for grievances related to Title IX issues is set forth as the “Title IX Grievance Procedure.” 34 CFR 106

The Title IX Grievance Procedure listed below is meant to provide for prompt and equitable resolution of student and employee complaints.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex

discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Should any School employee, or School official who has authority to institute corrective measures on behalf of the School, receive notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator.

If a report involves allegations by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report. If the Superintendent is the Title IX Coordinator, the person making the report should submit it to the Board President.

Grievance Process for Complaints Not Alleging Sexual Harassment

Level I – Informal Procedure

Upon receiving a report of sexual discrimination that does not allege sexual harassment (as defined below), the Title IX Coordinator shall facilitate resolution through an informal procedure, if possible. This informal procedure is not required as a precursor to the filing of a complaint. The informal procedure is only available in those circumstances where the parties agree to participate in it. Individuals who believe that they have been unlawfully sexually discriminated/retaliated against may proceed immediately to the complaint procedure and individuals who seek resolution through the informal procedure may request that the informal procedure be terminated at any time to move to the complaint procedure. While there are no set time limits within which an informal procedure must be resolved, the Title IX Coordinator or his/her designee will exercise his/her authority to attempt to resolve the informal procedure within fifteen (15) business days of receiving the report.

Parties who are dissatisfied with the results of the informal procedure may proceed to file a complaint with the Title IX Coordinator.

Level II – Complaint Procedure

If a report is not resolved through the informal procedure, if one of the parties requests that the informal procedure be terminated to move to the complaint procedure, or if the individual elects to file a complaint initially, the complaint procedure shall be implemented. The School

also reserves the right to investigate and resolve a complaint or report of sex discrimination/retaliation regardless of whether the individual alleging the unlawful discrimination/retaliation pursues a complaint.

The complaint should be in writing and state the date and nature of the alleged discrimination/retaliation and the relief sought. If the grievant is a student, the Title IX Coordinator shall assist in preparing the written complaint.

Upon receipt of the written complaint of sexual discrimination that does not allege sexual harassment, the Title IX Coordinator or his/her designee shall begin an investigation. The investigation will include, but not be limited to, interviews and a consideration of documentation or other information presented by any party that is reasonably believed to be relevant to the allegations, as applicable. Although certain cases may require additional time, the Title IX Coordinator or his/her designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the written complaint. The School reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

If an individual is alleged to have engaged in discrimination/retaliation, that individual shall be presumed to not be responsible for the alleged conduct until the conclusion of the complaint procedure. That individual must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

At the conclusion of the investigation, the Title IX Coordinator or his/her designee shall issue a written decision to the parties.

Level III – Appeal

If the student or employee believes that there still is a basis for a grievance, he or she may make a written statement of appeal to the Board. This written statement of appeal must be filed within ten (10) business days of the date of the Title IX Coordinator's decision

The Board or its designee (1-3 members of the Board) shall make a decision on the grievance appeal in a timely manner (ordinarily, within fifteen (15) business days of the appeal being received), and shall give that decision in writing to the Title IX Coordinator and the Student or employee.

Grievance Process for Complaints of Sexual Harassment

Definitions

For purposes of this grievance process,

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the School with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School’s education program or activity; or
- (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of

deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The School must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Training

Any individual designated by the School as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. In addition, these individuals shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment, the scope of the School's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The School will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, and that decision-makers receive training on any technology to be used at a live hearing, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Presumption of No Responsibility

Throughout this grievance procedure, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the

conclusion of the grievance process. In addition, the School shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The School must comply with this grievance process before the imposition of any disciplinary sanctions, or other actions that are not supportive measures, against a respondent.

The investigation of the grievance shall include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person’s status as a complainant, respondent, or witness. The standard of evidence to be used to determine responsibility will be the preponderance of the evidence standard.

Good Cause Delay

There may be a temporary delay of the grievance process or a limited extension of time-frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Level I – Response to Report

Upon receiving a report of sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The School will maintain as confidential any supportive measures provided before or after the filing of a formal complaint or where no formal complaint has been filed, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures.

Level II – Formal Complaint

Upon receipt of a formal complaint (or later as additional allegations become known), the School will provide the following written notice to the parties who are known:

- (A) Notice of the School’s grievance process that complies with this section, including any informal resolution process.

(B) Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must also inform the parties of any provision in the School's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the School decides to investigate allegations about the complainant or respondent that are not included in the foregoing notice provided, the School must provide notice of the additional allegations to the parties whose identities are known.

The School may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation:

The Title IX Coordinator or his/her designated investigator will investigate the allegations in a formal complaint. When investigating a formal complaint and throughout the grievance process, the Title IX Coordinator or his/her designated investigator must:

(A) Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the School and not on the parties provided that the School cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the School obtains that party's voluntary, written consent to do so for a grievance process (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the School must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

(B) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

(C) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

(D) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the School may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

(E) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

(F) Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the School does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the School must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) business days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

(G) Create an investigative report within thirty (30) business days of receipt of a formal complaint that fairly summarizes relevant evidence and, at least ten (10) business days prior to a time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

Question and Answer Period

After the School has sent the investigative report to the parties, the Title IX Coordinator or his/her designated investigator shall submit the investigative report to a decision-maker(s) to

reach a determination regarding responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator or the investigator(s).

Before reaching a determination regarding responsibility, the decision-maker(s) must afford each party five (5) business days to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. However, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Dismissal

The School must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the School's education program or activity, or did not occur against a person in the United States, then the School must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX. However, such a dismissal does not preclude action under another provision of the School's code of conduct.

The School may also dismiss the formal complaint or any allegations therein, if at any time during the investigation: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the School; or specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the School will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Determination Regarding Responsibility

The decision-maker(s) must issue a written determination regarding responsibility within twenty-five (25) business days of receiving the investigative report.

The written determination must include:

- (A) Identification of the allegations potentially constituting sexual harassment;

(B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

(C) Findings of fact supporting the determination;

(D) Conclusions regarding the application of the School's code of conduct to the facts;

(E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the complainant; and

(F) The School's procedures and permissible bases for the complainant and respondent to appeal.

The School must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the School provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

If a determination of responsibility for sexual harassment has been made against a respondent, the School will provide remedies to a complainant. The Title IX Coordinator is responsible for effective implementation of any remedies. Possible remedies to the complainant that the School may implement include: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures or individualized services offered as may be appropriate and reasonably available, without fee or charge to the complainant, that are designed to restore or preserve equal access to the School's education program or activity, to protect the safety of the complainant or the School's educational environment, or to deter sexual harassment.

Possible disciplinary sanctions the School may implement following any determination of responsibility by the respondent may include: suspension, expulsion, reprimand, documenting the occurrence in the personnel file, referral to counseling, withholding of a promotion, demotion, reassignment, temporary suspension without pay, termination of employment, or any other disciplinary measures outlined in the School's code of conduct or Staff Handbook.

Level III – Appeal

Either the complainant or respondent, or their parent or guardian, may appeal from a determination regarding responsibility or from a dismissal of a formal complaint, or any allegations therein. Any such appeal shall be received by the Title IX Coordinator in writing within ten (10) business days of the determination.

The appeal may be on one or more of the following bases:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The Title IX Coordinator shall give the written appeal to an appeal decision-maker(s) for decision. The decision-maker on appeal cannot be the same person(s) as the initial decision-maker, the Title IX Coordinator, or the investigator(s).

Within three (3) business days of receipt, the Title IX Coordinator shall also provide notice to the other party in writing that the appeal was filed. Each party shall then be provided five (5) business days to submit a written statement in support of, or challenging, the outcome.

Within ten (10) business days after the time to submit a written statement has passed, the decision-maker on appeal shall issue a written decision describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

For all appeals, the School must ensure that the decision-maker(s) for the appeal: (i) not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent; (ii) receive training on the definition of sexual harassment, the scope of the School's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; (iii) receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant; and (iv) receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Office for Civil Rights

If the student (or their parent or guardian) or employee is not satisfied with the grievance process determination, he or she may appeal it to the Office for Civil Rights. However, use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

A student (or their parent or guardian) or employee who believes there is a basis for a grievance related to Title IX may file a written complaint with the Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611. Any such written complaint must be filed within one hundred eighty (180) days from the date of the alleged discrimination, or, if this grievance procedure is utilized, within sixty (60) days after the last act of the grievance process.

Informal Resolution Process

The School may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.

Similarly, the School may not require the parties to participate in an informal resolution process, and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the School may facilitate an informal resolution process that does not involve a full investigation and adjudication, provided that the School:

(A) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

(B) Obtains the parties' voluntary, written consent to the informal resolution process; and

(C) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Any such informal resolution process should not exceed ten (10) business days.

Emergency Removal

Nothing in this grievance procedure precludes the School from removing a respondent from the School's education program or activity on an emergency basis, provided that the School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. However, this provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave

Nothing in this grievance procedure precludes the School from placing a non-student employee respondent on administrative leave during the pendency of a grievance process. However, this provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Recordkeeping

The School must maintain for a period of seven years records of:

- (A) Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the School's education program or activity;
- (B) Any appeal and the result therefrom;
- (C) Any informal resolution and the result therefrom; and
- (D) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The School must make these training materials publicly available on its website, or if the School does not maintain a website the School must make these materials available upon request for inspection by the public.

For each response to a report or formal complaint of sexual harassment in an education program or activity, the School must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the School must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the School's education program or activity. If the School does not provide a complainant alleging sexual harassment with supportive measures, then the School must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the School in the future from providing additional explanations or detailing additional measures taken.

Retaliation Prohibited

Neither the School, nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this grievance procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding in this grievance procedure. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this grievance procedure, constitutes retaliation.

The School must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination complaints not alleging sexual harassment. The exercise of rights protected under the First Amendment does not constitute prohibited retaliation under this grievance procedure. Charging an individual with a code of conduct violation for making a materially false

statement in bad faith in the course of this grievance procedure does not constitute prohibited retaliation under this grievance procedure, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Designations

The School retains discretion to designate suitably qualified persons to fulfill any function under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The School also retains discretion to appoint two or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent and/or Title IX Coordinator may delegate functions assigned to a specific individual under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation may be rescinded at any time.

CHILD FIND

The School must establish and implement procedures to identify, locate and evaluate children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during this process.

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the School and a copy in his or her native language will be provided.

Identification Activity

Child find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing within the School's geographic boundaries, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education can be made available. The types of disabilities that, if found, cause a child to need services are a cognitive disability (mental retardation), a hearing

impairment including deafness, speech or language impairment, visual impairment including blindness, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities, by reason thereof, the disabled child needs special education and related services.

The School is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected of having a disability that would interfere with his or her learning unless special education programs and services are made available. The activities include review of group data, conducting hearing and vision screening, assessment of student's academic functioning, and/or observation of the student displaying difficulty in behavior. Input from parents/guardians is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents/guardians give permission for their child to be evaluated.

Confidentiality

If after screening a disability is identified, upon parent/guardian permission the child will be evaluated. A written record of the results is called an education record, which is directly related to the child and is maintained by the School. These records are considered personally identifiable to the child.

The School will gather information regarding the child's physical, mental, emotional and health functioning through testing and assessment, observation of the child, as well as through review of any records made available to the School through the child's physician or other providers of services.

The School protects the confidentiality of personally identifiable information. The School will inform the parent/ guardian when this information is no longer needed to provide educational services to the child and will destroy the information at the request of the parent/guardian.

The parent/guardian of the child has a number of rights regarding the confidentiality of the child's records. The parent/guardian has the right to inspect and review any education records related to the child that are collected, maintained, or used by the School. The School will comply with a request to review the records without unnecessary delay and before any meeting regarding planning for the child's special education program (IEP meeting), and before a hearing

should there be a disagreement about how to educate the child who needs special education. In no case, may the school take more than 45 days to furnish the opportunity to inspect and review the child's records.

The parent/guardian has the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent exercising the right to inspect and review the records, and the right to have a representative inspect and review the records.

Upon request, the School will provide a list of the types and the location of education records collected, maintained, or used by the agency.

The parent/guardian has the right to request amendments on their child's education records that they believe are inaccurate or misleading, or violate the privacy or other rights of the child. The School will decide whether to amend the records within a reasonable time of receipt of the request. If the School refuses to amend the records, the parent/guardian will be notified of the refusal and right to a hearing.

Parent/guardian consent is required before personally identifiable information contained in a child's education records is disclosed to anyone other than officials of the School collecting or using the information for purposes of identification of the child, locating the child and evaluating the child or for any other purpose of making available a free appropriate public education to the child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the School, upon request, discloses records without consent, to officials of another School in which the child seeks or intends to enroll.

When a child reaches age 18, the rights of the parent/guardian with regard to confidentiality of personally identifiable information is transferred to the student.

Complaints alleging failures of the School with regard to confidentiality of personally identifiable information may be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

The School will be providing ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact the School.

RIGHTS OF INDIVIDUALS WITH DISABILITIES

It is the policy of the School that no otherwise qualified person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the School.

As used in this policy, “an individual with a disability” means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Notice of the School’s policy on nondiscrimination in employment and education practices shall be given in this Policy manual, posted in the School, and published in any School statement regarding the availability of employment positions or special education services.

Employment

No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely because of his/her disabling condition.

No candidate for employment shall be required to answer a question regarding a disabling condition and no such candidate will be discriminated against on the basis of a disabling condition that is not directly related to the essential functions of the position for which she/he has applied.

Reasonable modifications in scheduling and the allocation of duties, not directly affecting the instructional program, shall be made to accommodate employment conditions to the needs of individuals with disabilities.

Facilities

Barrier free access to School facilities or an alternative means of providing services shall be provided as required by law so that no individual with a disability is excluded from participation in a School program solely by reason of his/her disability. The School will comply with the building, program and other accessibility requirements of the Americans with Disabilities Act (ADA) and other applicable laws.

Program

All reasonable efforts shall be made to serve the School's special needs children eligible for special education and/or related services in accordance with the School's Special Needs policy. A free appropriate public education shall be provided for each child determined to be in need of special education and/or related services. Such a program of special education shall be provided in the least restrictive environment and in barrier free facilities comparable to those provided for non-disabled students. To the maximum extent appropriate to the student's disability, a disabled student shall be placed in an educational setting with non-disabled or less severely disabled students.

No student will be denied, because of his/her disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of the School.

The due process rights of disabled students and their parents will be rigorously enforced.

Section 504

It is the intent of the School to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), are identified, evaluated, and provided with appropriate educational services. Students may be identified as handicapped under Section 504 even though they are not eligible to receive services under the Individuals with Disabilities Act.

The Principal or his/her designee shall be the Section 504 Compliance Officer. A complaint regarding a violation of law and this policy in an employment decision shall be subject to a grievance procedure (Policy 228) that provides for the prompt and equitable resolution of disputes.

Procedures

The School shall annually adopt procedures for the Education of Children with Disabilities as approved by the Ohio Department of Education Office of Exceptional Children.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that students and 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 future reference. This should serve as 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, please 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

Through intentional learning, demonstrated humanitarianism, and curious ambition, it is the mission of Columbus Preparatory Academy to inspire students to become productive citizens of the world. Columbus Preparatory Academy is where we value diversity, are curious and innovative about the future, and where we equip students with essential knowledge and skills to shape a better world.

CORE VALUES

Come Prepared,
Give/Accept Respect,
Demonstrate Integrity,
Be Dependable,
Strive for Excellence

VISION STATEMENT

At Columbus Preparatory Academy our vision is to create a better world through education. We aspire to create a caring, collaborative community of engaged learners. It is our vision to appreciate the curiosity of all students in building the knowledge and skills needed for their success as global citizens using a challenging, culturally rich, and diverse curriculum where students will gain a deep understanding of academic rigor, as well as a deep respect for humanity.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Columbus Preparatory Academy 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 person responsible for directing, supervising or coaching the activity or the administrative team.

Students at Columbus Preparatory Academy have a responsibility to act in such a way so 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, 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 school and will be provided information on a regular basis or as needed when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact.

In order for our faculty and staff to effectively educate our children, we welcome our parents and guardians as partners. Parents/guardians are strongly encouraged to participate in a variety of activities and forums that will support our students academically and add to the vitality of our school. 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 used by their child's teacher, all of these concerns/questions should be directed to Administration^[SLT4].

The faculty and administration expect students to arrive at the school prepared to learn.

SCHOOL DAY

The School Day begins at 7:40 a.m. and dismissal begins at 2:30 p.m.

CPA 2023/24 School Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
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28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	School Closed
	Professional Development (No School)
	Parent-Teacher Conferences
	First/Last Day of School
	Interims/End of Quarter

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 the classroom and other school activities, which cannot be replaced by individual study.

Columbus Preparatory 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 their dependability in coming to work every day and on time. This is a habit CPA wants to help students develop as early as possible in their school careers.

School Attendance Policy

House Bill 410 was passed in order to encourage and support a preventative approach to excessive absences and truancy.

Truancy

A "habitual truant" is a child of compulsory school age who is absent without legitimate excuse for 30 consecutive hours, 42 hours per school month, or 72 hours per school year. "Excessive absences" describe a child who is absent without a legitimate excuse for 38 hours per school month or 65 hours per school year.

Ohio law demands that any student who, without legitimate excuse, fails to participate in **72 consecutive hours of learning opportunities offered to the student by the school shall be automatically withdrawn.**^[SLT5]

Unexcused absences from Columbus Preparatory Academy (truancy) are not acceptable. A student's designation as a habitual truant or excessively may result in the assignment of the student to an absence intervention team ("AIT").

Columbus Preparatory Academy 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:

- Offering counseling to the family of a student with truancy problems;
- Requiring the parent/guardian to contact the school to discuss the student's absences;
- Giving a student and his/her parent/guardian written warning about the possible legal consequences of truancy;
- Referring the matter to the Franklin County Court of Common Pleas, Juvenile Branch, for consideration;
- Initiating automatic withdrawal from the school as required by law ;

The School attendance officer will file a complaint with the juvenile court against students who fail to participate or make satisfactory progress towards an AIT or other interventions within 60 days, or who remain habitually truant or excessively absent.

Columbus Preparatory Academy 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 truancy.

Columbus Preparatory Academy 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. Parents/guardians of these students are to be informed of the concern and consequence of such absenteeism.

Columbus Preparatory Academy has appointed its leadership team (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.

Letters of notification and warning will be sent via mail/email to the parents/guardians of each habitually truant or excessively absent student.

Columbus Preparatory Academy 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 leadership team 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 school for one of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

- Personal physical or mental illness, or illness in the family that necessitate the presence of the child (as approved by the administrative team)
- Quarantine in the home
- Death in the immediate family
- Observance of a religious holiday consistent with a truly-held religious belief
- Medical, behavioral, or dental appointments that cannot be scheduled at non-school times
- Pre-enlistment reporting to military enlistment processing stations
- Absence due to homelessness or a placement/change in placement in foster care
- Absences approved by the administrative team for good cause
- Attendance at a college or university visit or travel out of state to participate in a school-approved enrichment activity (with administrative approval)
- Necessary work in a family business or on a family farm

Students with a health condition that causes repeated absences may be asked are to provide the school's office with an explanation of the condition from 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 leadership team), 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 for the missed school work.

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. Exceptions to this rule are at the discretion of the administrative team.

The makeup 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 absences 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.

Excusable, Non-approved Absence

If a student is absent from 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.

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.^[SLT6] 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 7:40 AM shall be considered tardy. Any student arriving late to school is to report to the office before proceeding to class. If a student misses any part of the instructional school day, their attendance is affected. Current Ohio attendance law calculates student attendance down to the minute, so being on time for school is extremely important. **Students under the age of 18 must be signed in and out by a parent.**

Arrival Policy:

- Students must be in their homerooms, seated by 7:40 AM.
- *Please allow ample time for arrival and dismissal and traffic when considering transportation options.*
- *If you arrive at or after 7:40 AM, a **PARENT/GUARDIAN** must come into the building and sign in the student for late arrival.*

Early Dismissal:

- No student will be allowed to leave the school prior to dismissal 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 the emergency card) without a permission note signed by the custodial parent(s).

Dismissal Policy:

- Students must be picked up from school at the end of the school day. **(2:30)**
- Students remaining in the building after this time will be referred to Child Protective Services.
- CPA does not offer an after-school care program.

Enrolling in the School

Students that are new to Columbus Preparatory Academy are required to enroll with their parents/guardians. 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 during January. Upon the receipt of all re-enrollment confirmations from the existing student body, enrollment is then opened and advertised to the public. When open enrollment begins, preference will be given to students who reside in the district where the school is located. [SLT7] 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. Enrollment is open to all 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 the school.

There will be no discrimination in the admission of students to the School on the basis of race, creed, color, disability, or sex. Upon the admission of any handicapped student, the school will comply with all federal and state laws regarding the education of students with disability. 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 do not exceed the capacity of the school's programs, classes, grade levels, and facilities.

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. Students on the waiting list will be admitted to the school upon the vacancy of a classroom spot in compliance with facility and room capacity. New students will be placed in classrooms based on skill level, and placement tests. There is no preferential treatment for students enrolling in our program.

Vacations During the School Year

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

College Visitations

- Submit a College Visitation Request form to the attendance office in advance. College visitation days are limited to three days total per year and are only for 11th and 12th-grade students.

Transfer out of School

- If a student plans to transfer from Columbus Preparatory Academy, the parent must notify the school. [SLT8]

3314.041

· Columbus Preparatory Academy is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency 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 are exempt from the compulsory attendance law for the purpose of home education pursuant to section 3321.042 of the Revised Code shall no longer be exempt for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administrator or the Ohio Department of Education and Workforce.

Homework Policies and Procedures

Homework Statement

The prime responsibility of homework belongs to the students themselves. The teachers, parents, and administrators also play an integral role in a successful homework experience. The need for active communication is essential throughout the homework process.

Purpose of Homework

- Practice/Review - to reinforce and/or master basic skills already presented in class
- Preparation - to introduce material to be presented in future lessons
- Extension - to provide students with opportunities to see concepts learned in class used in new situations
- Application - to enable students to connect skills and concepts to new situations.

Types of Homework

- Nightly assignments for practice or review of classwork
- Review for tests or exams
- Research activities
- Reading and/or writing assignments
- Projects, both individual and group

Time Guidelines

Students are expected to complete homework by the assigned due date. It is the student's responsibility to secure assignments and to complete work on time. When absent, upon returning to school, a student shall have a period of school days equal to the number of school days absent in which to make up any classwork.

- Semester 1:
 - a. Homework is due on the assigned date for full credit
 - b. Assignments 1 day late earn a 20% reduction in grade
 - c. Assignments 2 days late earn a 50% reduction in grade
 - d. Assignments 3+ days late earn a 100% deduction in grade

**For example, assume an assignment is worth 5 points.

- If the assignment is turned in on time, the student will receive a 5/5 (100%)
 - If the assignment is turned in 1 day late, the student will receive a 4/5 (80%)
 - If the assignment is turned in 2 days late, the student will receive a 2.5/5 (50%)
 - If the assignment is turned in 3+ days, the student will receive a 0/5 (0%)
- Semester 2:
 - a. Homework due on the assigned date for full credit

- b. Any late assignments are awarded an automatic 0%. Even though credit cannot be earned, all students are encouraged to do the missed work so as not to fall behind and have an understanding of the concept.
 - c. If the student is under suspension it is their responsibility to get missed work. All work is due upon return to school for full credit. Otherwise, it is not accepted.
- Students who are categorized as IEP and 504 will have 6 school days to complete work for full credit.

Areas of Responsibility

Though this is a rather comprehensive list, it is not intended to be all-inclusive.

Teacher Responsibility

The teacher has the autonomy to assign homework to their students based on what will best assist the students in their educational program. There are, however, certain procedures that all teachers are expected to adhere to concerning homework. These include the following items:

- Each teacher will distribute to every student a written homework guideline at the beginning of each semester. This guideline is to be reviewed by the student and parent, signed, and returned to the teacher.
- Homework guidelines from the teacher to the student include
 - The date on which an assignment is due.
 - Methods in which the assignments will be given.
 - Procedure for turning in assignments late, including any penalty. (See Time Guidelines).
 - Expected length of various written assignments.
 - The expected format of the assignment (e.g. medium to use, material, bibliography required, research style, etc).
 - Rubric where applicable.
 - Posted to Google Classroom.

Student Responsibilities

The students are expected to understand the importance of homework and are responsible to comply with each teacher's guidelines. Homework is the responsibility of the student - NOT the parent, sibling, or another party. Homework is "practice" and the benefits of doing it well will be reaped at assessment times. If a student is suspected of academic dishonesty, the instructor will communicate with the student for confirmation and the resulting consequences.

The student will be expected to:

- Read and review each teacher's guidelines on homework.
- Sign the homework guideline and return it to the teacher as instructed.
- Take responsibility for getting all assignments, whether they are in class or not.
- Make every effort to complete each homework assignment to the best of his/her ability.
- Seek help from the teacher if he/she does not understand an assignment or has difficulty completing homework.

Parent Responsibilities

Parents play a valuable role in the homework process.

The parent should:

- Review with their student each teacher's homework guideline at the beginning of each semester, sign it, and have their child return it as requested.
- Encourage good homework practice.
- Assist with homework when necessary, though not initially. Students should attempt to do it on their own first.
- Provide a quiet area that would be conducive to doing homework assignments.
- Communicate to teachers when the parent feels the homework might be too difficult or too much or cannot be completed due to extenuating circumstances.
- Contact the teacher directly when the student is having difficulty.

Administrative Responsibilities

For homework to be considered an important means to success in all curricula, administrators need to be involved in the process. They are educational leaders. Their leadership, support, and encouragement will assist all parties in the pursuit of good homework practices.

The administrators will:

- Review and monitor all teachers' homework guidelines before they are communicated to the students.
- Place homework procedures and practices on the agenda for Professional Development and department meetings on a quarterly basis, or as needed.

Code of Conduct

Expected Behaviors

Each student shall be expected to:

- Abide by national, Ohio, and local laws as well as the rules of Columbus Preparatory Academy
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- A major component of the educational program at Columbus Preparatory Academy 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 Columbus Preparatory Academy-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 Columbus Preparatory Academy. 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 administrative team is deemed to have all the power and authority accorded a principal in a traditional public school. The Board of Columbus Preparatory Academy is deemed to have all of the power and authority accorded to 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.
- Act at all times in a manner that reflects pride in self, family, and in school.
- Follow school-wide rules and expectation

Type of Infraction_[SLT9]

Infraction Type	Examples of behaviors	Examples of Consequences
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<p>TIER I</p>	<ul style="list-style-type: none"> ● Disrespectful or disruptive behavior (verbal and physical) ● Disrespect to a staff member ● Failure to follow class or school rules ● Failure to follow teacher's directions ● Poor behavior during assemblies or emergency drills ● Pushing, shoving, spitting, kicking, hitting, throwing objects ● Other disruptive behaviors/failure to comply with teacher instructions ● Gum chewing ● Profanity ● Dress code violation ● Earbuds/phones usage ● Tardiness to class ● Tardiness to school (with the exception of transportation issues caused by assigned school bus) ● Minor Public Displays of Affection (PDA) such as hand-holding, lingering hugs, possessive gestures 	<p>Initial Tier 1 infraction:</p> <ul style="list-style-type: none"> ● *Continuing In-class positive behavior intervention/management strategies implemented by the teacher ● Reprimand/Verbal Warning ● Parent Contact: phone call and/or email sent <p>Successive Tier 1 infractions:</p> <ul style="list-style-type: none"> ● Restorative Education assignment per Dean/Educator discretion after PBIS attempts and warning. ● i.e. Referral to the Dean of Students
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*In-class behavior interventions will include a variety of strategies that the teacher can implement before going to the next step of the disciplinary protocol. These strategies may include:

1. Proximity to the teacher
2. Use of a nonverbal signal or cue
3. Ignore, attend, praise strategy
4. Redirect, reteach, and provide situations to practice the expectations
5. Give students a choice between the desired behavior and a less preferred option
6. Conference with the student
7. Additional restorative assignments, seat placement, silent “thinking” lunch, removal of freetime

Infraction Type	Examples of Behaviors	Examples of Consequences
<p>TIER II</p>	<ul style="list-style-type: none"> ● Repeated (TIER I) offenses ● Abuse/damage to computer hardware and/or software ● Cheating, plagiarizing, copying work, deception ● Damage to property/vandalism ● Disrespect to a staff member - significant ● Fighting; physical contact of a negative nature ● Forgery and false information; lying, including interference with an investigation ● Gambling/Unauthorized sale of personal items to other students ● Insubordination ● Obscene language, gestures, or possession of obscene materials (including sexually explicit language and gestures and racial, ethnic and/or cultural slurs) ● Graphic Public Displays of Affection (PDA) such as sexual touching, kissing, groping ● Theft and/or possession of stolen property ● Truancy/Elopement - leaving school or classroom without permission; unexcused absence ● Disruptive behavior for substitute teacher ● Loitering, trespassing, or unauthorized entry 	<ul style="list-style-type: none"> ● Behavioral referral to the Dean of Students ● Depending on the severity of infraction: required student participation in “Restorative Education” before school. ● Parent Contact: phone call and/or email sent ● Out of School Suspension /Restorative Education Option <ul style="list-style-type: none"> ○ Complete Community Service Hours during OSS: <u>2 hours for every day of suspension; up to 8 service hours.</u> ○ One out-of-school suspension day = 3 Restorative Education days ● More than one suspension may result in expulsion review. ● Loss of student participation privilege in planned school activities/events. ● Parent Conference for re-entry; Collaborative PBIS plan for student success.

	<ul style="list-style-type: none"> ● Emergency Drills/ Assemblies —problems of a serious nature 	<ul style="list-style-type: none"> ● Community service partner documentation of completed service hours.
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Infraction Type	Examples of Behavior	Examples of Consequences
<p>TIER III</p>	<ul style="list-style-type: none"> ● Big disruptions ● False reporting of emergencies ● Physical harm to another person or property ● Possession of or sale of weapons, dangerous objects, fireworks ● Possession of lighters, matches, laser pointers, stink bombs, or other hazardous objects ● Smoking or possession/ distribution of tobacco products or look-alike products (including vape products) ● Substance violation (alcohol and other drugs) ● Threatening a person ● Violations of a city, state, or federal law ● Repeating suspendable offenses 	<ul style="list-style-type: none"> ● Sent to the Dean of Students and/or Principal ● Parent Contact: phone call and follow up email sent ● Out of School Suspension <ul style="list-style-type: none"> ○ Suspension pending expulsion process ○ Complete Community Service Hours during OSS: <u>2 hours every day of suspension; up to 8 service hours</u> ○ Parent conference for re-entry; collaborative PBIS plan for student success. ○ Community service partner documentation of completed service hours (see handbook attachment)

		<ul style="list-style-type: none"> ● Removal of activities at the discretion of teacher/ administration (clubs, trips, class parties, etc. ● Expulsion
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PROCEDURES FOR Restorative Education, Suspension, Expulsion and Emergency Removal

Restorative Education: Restorative Education is a practice designed to allow students to reflect on classroom behavior and how individual choices affect the learning environment and wellbeing of others. Students in before school restorative education will be given character building and social-emotional learning assignments and may bring homework if finished with restorative work.

- Restorative Education class when assigned **begins at 7:00 am and dismisses at 7:35 am.**
- Students may be assigned a day of restorative education by the Dean of Students or an administrator for Tier 1 or in some cases, Tier 2 behavior. Parents of students serving restorative education will be given the option of a 24-hour notice to arrange student transportation.
 - Restorative education is to be served in complete silence.
 - No electronics including phones, earbuds, or laptops are permitted.
 - Late arrivals and early departures are not permitted.
 - Transportation arrangements must be made in advance of the student Restorative Education service date. **School transportation (bussing) is not an option.**
 - Failure to report to Restorative Education will result in out-of-school suspension.

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

After Columbus Preparatory Academy administrators are informed of the alleged misconduct, the leadership team shall conduct an investigation into the incident to determine the facts. If it is determined that the student violated a school rule that warrants a suspension from school, the administrative team will meet with the student regarding forthcoming disciplinary measures. **A written notice will be given to students stating the intention to suspend and the**

reasons for such action will follow. Administration will attempt to make contact with the parent/guardian of the student.

A student will have an opportunity to participate in an informal hearing before a suspension is issued. Within one school day after the time of a student's suspension, the administrative team, or their designee, shall give a written notice of the suspension to the student. The notice shall specify the duration of the suspension and the reasons therefore. All disciplinary actions are at the discretion of the leadership team. The parent/guardian of the student may appeal the suspension to the School Board.

Out-of-school suspension includes mandatory volunteer/community service hours that must be completed off school grounds. Also as a restorative practice, **this requirement provides students with an opportunity to participate in community-needed activities to experience adult expectations for good citizenship as members of society.** Each day of out-of-school suspension equals 2 community service hours:

- 1 Day = 2 hours of community service
- 2 Days = 4 hours community service
- 3 Days = 6 hours of community service

Important: Repetitive suspendable offenses could result in expulsion from Columbus Preparatory Academy as a final disciplinary measure.

Expulsion

Expulsion is defined as the denial to the student of permission to attend school and to take part in any school function.

Prior to any expulsion, the Superintendent shall give the student and his/her parent, guardian, or custodian written notice of the possibility of expulsion and shall provide the student and their parent, guardian or custodian with an opportunity to appear in person before the administrative team 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 Superintendent 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 fewer than 3 and no later than 5 days after the notice of intent to expel is given unless an extension is granted by the parent.

Within one school day after the time of any expulsion, the administration shall send a written notice to the student and their 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 or their 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.

Suspension and expulsions from Columbus Preparatory Academy follow Ohio State Revised Code Section 3313.66.

Emergency Removal

Emergency removal may occur when a student's 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.

Discipline/Suspension/Expulsion of Disabled Students

In matters relating to the disciplining of disabled students, the Board shall abide by federal and state laws regarding suspension and expulsion.

Positive Behavioral Interventions and Supports, Seclusion, and Restraint

This policy governs the use of positive behavioral methods and emergency safety interventions including seclusion and restraint. Any use of emergency safety interventions that does not meet the requirements set forth below is prohibited.

Definitions

Aversive behavioral interventions: an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including interventions such as: application of noxious, painful and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalants or tastes, or other sensory stimuli such as climate control, lighting, and sound.

Behavior Intervention Plan: a comprehensive plan for managing problem behavior by changing or removing contextual factors that trigger or maintain the behavior, by strengthening replacement skills, teaching new skills, and providing positive behavior intervention and supports and services to address the behavior.

Chemical Restraint: a drug or medication used to control a student's behavior or restrict freedom of movement that is not (A) prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under State law, for the standard treatment of a student's medical or psychiatric condition; and (B) administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under State law.

De-escalation techniques: are strategically employed verbal and non-verbal interventions used to reduce the intensity of threatening, violent, and disruptive behavior before a crisis occurs.

Functional Behavior Assessment (FBA): is a collaborative problem-solving process used to describe the function or purpose that is served by a student's behavior. Understanding the function that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

Mechanical Restraint: (A) any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose; and (B) does not mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including: (1) restraints for medical immobilization; (2) adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or (3) vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Parent: (A) a biological or adoptive parent; (B) a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State); (C) an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; (D) a surrogate parent who has been appointed in accordance with O.A.C. 3301-51-05(E); and (E) any person identified in a judicial decree or order as the parent of the child or the person with authority to make educational decisions on behalf of the child.

Physical Escort: the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical Restraint: the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. This does not include a physical escort, mechanical restraint, or chemical restraint, or brief, but necessary, physical contact for the following purposes: (A) to break up a fight; (B) to knock a weapon away from student's possession; (C) to calm or comfort; (D) to assist a student in completing a task if the student does not resist the contact; or (E) to prevent a threat to the immediate safety of the student or others.

Positive Behavior Interventions and Supports ("PBIS"): (A) a school-wide systematic approach to embed evidence-based practices and data driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes and increase learning for all students, and (B) that encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminishes reoccurrences of challenging behaviors, and teaches appropriate behavior to students.

Positive Behavior Interventions and Supports Leadership Team: the team at the School that plans, coaches and monitors implementation on PBIS. The team may include the a School administrator, teacher representatives across grade levels, and staff able to provide behavioral expertise, and other representatives identified by the district or school such as bus drivers, food service staff, custodial staff, and paraprofessionals.

Prone Restraint: physical or mechanical restraint while the student is in a face down position.

Seclusion: involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

Student personnel: teachers, principals, counselors, social workers, school resource officers, teachers' aides, psychologists, bus driver, related service providers, nursing staff, or other School staff who interact directly with students.

Timeout: a behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

Creation of Positive Behavioral Intervention and Supports

The School shall establish an evidence-based school wide system of positive behavioral interventions and supports that will apply in all settings to all students and staff. The system shall include family involvement. The School's PBIS framework includes all of the following:

- A. A decision-making framework that guides selection, integration, and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students;
- B. Data-based decision making to select, monitor, and evaluate outcomes, practices, and systems;
- C. Evidence-based practices along a multi-tiered continuum of supports;
- D. Systems that enable accurate and sustainable implementation of practices; and
- E. Progress monitoring for fidelity and target outcomes.

The School's implementation of its PBIS framework includes:

- A. Explicit instruction of school-wide behavior expectations;
- B. A consistent systems of acknowledging and correcting behaviors;
- C. Teaching environments designed to eliminate behavior triggers; and
- D. Family and community involvement.

Prohibited Practices

The following are **prohibited under all circumstances**, including emergency safety situations:

- A. Prone restraint;
- B. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that:
 - a. involves the use of pinning down a student by placing knees to the student's torso, head, or neck;
 - b. uses pressure point, pain compliance, or joint manipulation techniques; or
 - c. otherwise involves techniques that are used to unnecessarily cause pain.
- C. Corporal punishment;
- D. Child endangerment as defined in R.C. 2919.22;
- E. Deprivation of basic needs;
- F. Seclusion or restraint of preschool students (if any);
- G. Mechanical or chemical restraints;
- H. Aversive behavioral interventions;
- I. Seclusion of students in a locked room or area; or

- J. Any physical restraint that obstructs the student's airway or impacts the student's primary mode of communication.

Staff must:

- A. Be appropriately trained to protect the care, welfare, dignity, and safety of the student;
- B. Continually observe the student in restraint and/or seclusions for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- C. Use verbal and on-verbal communication strategies and research based de-escalation techniques in an effort to help the student regain control;
- D. Remove the student from physical restraint and/or seclusion immediately when the immediate risk of physical harm to self or others has dissipated;
- E. Conduct a de-briefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. Complete all required reports and document staff observations of the students.

Restraint

Restraint may be used only in a manner that is age and developmentally appropriate, when there is an immediate risk of physical harm to the student or to others and no other safe and effective intervention is possible. Physical restraint must be performed by trained staff, except in the case of an unavoidable emergency situation.

Physical restraint may not be used for punishment, discipline, or as a substitute for other less restrictive means of assisting a student in regaining control, and should be used only as a last resort.

Seclusion

Seclusion may be used as a last resort for the student to regain control; it is age and developmentally appropriate; there is an immediate risk of physical harm to the student or others; and there is no other safe and effective intervention available.

Seclusion shall not be: used for punishment or discipline; as a substitute for an education program; as a substitute for inadequate staffing, or for staff training in PBIS frameworks and crisis management; for the convenience of staff; as a means to coerce or retaliate; in a manner

that endangers the student; or, as a substitute for other less restrictive means of assisting the student in regaining control reflective of the cognitive, social, and emotional levels of the student.

The room or area used for seclusion cannot be locked, and must allow for the student to exit the area should the staff become incapacitated or leave the area. The room or area must also provide for adequate space, lighting, ventilation, and the ability to observe the student. The student must be under constant supervision by staff trained to detect indications of physical or mental distress that require removal and/or immediate medical assistance and who document their observations of the student.

Multiple Incidents and Functional Behavioral Assessment

For students eligible for special education per the Individuals with Disabilities Education Act (“IDEA”) or who have a Section 504 Plan, the School shall convene the IEP team or Section 504 team within ten (10) school days after the third incident of seclusion or physical restraining in a school year. The IEP team or Section 504 team will consider the need to conduct a functional behavioral assessment (“FBA”). If necessary, this FBA should be followed by a behavioral intervention plan (“BIP”), or an amendment to an existing BIP, that incorporates appropriate positive behavioral interventions.

Training and Professional Development

The School PBIS Leadership Team or other qualified training shall train all staff working with students at least every three (3) years on the requirements of this policy and shall keep written or electronic documentation of the type of training and the participants. Professional development will include:

- A. An overview of PBIS;
- B. The process for teaching behavioral expectations;
- C. Data collection;
- D. Implementation of PBIS with fidelity;
- E. Consistent systems of feedback to students for appropriate behavior and corrections;
and
- F. Consistency in discipline and disciplinary referrals.

The School shall also ensure that an adequate number of personnel in each building are trained annually in crisis management and de-escalation techniques, as well as the safe use of physical restraint and seclusion, and that their training is kept current. The minimum training requirements include:

- A. Proactive measures to prevent the use of seclusion or restraint;
- B. Crisis management;
- C. Documentation and communication about the restraint or seclusion with appropriate parties;
- D. The safe use of restraint and seclusion;
- E. Instruction and accommodation for age and body size diversity;
- F. Directions for monitoring signs of distress during and following physical control; and
- G. Debriefing practices and procedures.

Training must include face-to-face training and allow for a simulated experience of administering and receiving physical restraint. The School shall maintain documentation that includes the following:

- A. The name and position of each person who completed training;
- B. The name, position, and credentials of each person who provided the training;
- C. When the training was completed; and
- D. What protocols, techniques, and materials were included in training.

Student personnel will be trained to perform the following functions:

- A. Identify conditions such as: where, under what conditions, with whom and why specific inappropriate behavior may occur; and
- B. Use preventative assessments that include at least the following:
 - i. A review of existing data;
 - ii. Input from parents, family members, and students; and
 - iii. Examination of previous and existing behavior intervention plans.

The School shall ensure that there is a support plan in place for substitute teachers if the individual needs assistance with PBIS or crisis management and de-escalation.

Required Data and Reporting

Staff must document each use of seclusion or restraint and report it to the building administration and the parent immediately. A written report of the incident must be created, given to the parent within twenty-four (24) hours of the incident, and placed in the student's file. This report is subject to the Family Educational Rights and Privacy Act.

The School shall report information concerning its use of seclusion and restraint annually to, and as requested by, the Ohio Department of Education.

The School shall give notice of this policy to parents annually, and shall post this policy on its website.

Monitoring and Complaint Procedures

The School shall review this policy on an annual basis.

A Parent may submit written complaints regarding an incident of seclusion or restraint to the School, and the Principal or his/her designee will investigate every complaint and make a reasonable effort to have an in-person follow-up meeting with the parent within 30 days of the complaint's filing.

Parents may choose to file a complaint with the Ohio Department of Education, Office of Integrated Student Supports, in accordance with the complaint procedures established by the Department.

SEARCH AND SEIZURE:

Columbus Preparatory Academy 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.

Columbus Preparatory Academy 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.^[SLT10]

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.

Principals and their designees are permitted to search the person and personal property (PCD's, purses, knapsacks, book bags, gym bags, etc) including vehicles of a student when there is a reasonable suspicion to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

The leadership team or their 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, Columbus Preparatory Academy personnel may not conduct strip searches.

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

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.

Columbus Preparatory Academy also authorizes the use of canines, trained in detecting the presence of drugs, when the administrator or their 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 administrative team or their 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 leadership team or their designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student

ANTI-HARASSMENT, INTIMIDATION, AND BULLYING POLICY

The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures, and standards for the School and students. Information regarding this policy must be incorporated into employee training materials. Annually, the School shall send a written statement describing the policy and the consequences for violating the policy to each student's custodial parent or guardian, either electronically or with report cards.

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: (1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once, and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or (2) violence within a dating relationship. The definition of "harassment, intimidation, or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying."

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or

Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying, and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying, or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying, or cyber-bullying range from positive behavior intervention up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and Code of Conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers, and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Should any School employee, or School official who has authority to institute corrective measures on behalf of the School, receive notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. In the case of sexual harassment as defined by Title IX, the School shall follow the School's Title IX Grievance Procedure. For all other incidents, the Principal or his/her designee is responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See **Appendix 264.1-A** Form for Reporting Incidents of Harassment Intimidation and Bullying). Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. To the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. All School personnel, volunteers, and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy promptly and in good faith.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a

person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures.

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying, and Students who deliberately do so will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims from new or additional harassment, intimidation, or bullying, and from retaliation: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to ensure that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of “harassment, intimidation, or bullying” will warrant disciplinary action whether and to what extent to impose disciplinary action (*i.e.*, detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal, or other decision-maker in the case of sexual harassment. The following procedure sets forth possible interventions for the Principal to enforce the prohibition against harassment, intimidation, or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills

may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

2. Disciplinary Interventions

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In- and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying, and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio or federal law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually, including a written or verbal discussion of the consequences for violations. The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct.

The School shall incorporate training on this policy into the in-service training required under R.C. 3319.073. The School may provide training, workshops, or courses to other Staff and volunteers who have direct contact with students.

TECHNOLOGY USAGE

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional disciplinary action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, email, and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, email, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students' and employees' rights to privacy; trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; or using other users' email addresses and passwords.
2. Using profanity, obscenity, or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; or transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials; accessing materials in violation of the Student Code of Conduct; or viewing, sending, or accessing materials that you would not want instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to his or her instructors immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging Technology devices, computers, computer systems, or computer networks (for example, by the creation, introduction, or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).

7. Using the Technology or the Internet for commercial purposes or activities, which are defined as offering or providing goods or services or purchasing goods or services for personal use, and include, but are not limited to, the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; or
 - d. any use for product advertisement or political lobbying.
8. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law, and the Student Code of Conduct

Students and Staff have no expectation of privacy with respect to the use of Technology, the Internet, intranet, or email. The School monitors the online activities of students. Maintenance and monitoring of the School network system may lead to the discovery that a user 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.

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or

images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

The School will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The School will also educate students on cyberbullying awareness and response.

Personal Communication Devices include cell phones, tablets, and personal computers. They are not permitted for use at school.

- Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the student to do otherwise, devices shall be turned off during the school day (upon arrival until 2:30pm). We will provide the following accommodations:
 - They will be collected in every classroom and stored in a designated location with a student identification number.
 - Phones will be returned at the end of each class period. Elementary students should not bring phones to school.
- Earbuds, airpods, headphones, and any other non-medical listening devices are expressly prohibited, in order that students might hear and respond to appropriate directions in case of emergency evacuation or situations.
- Cell phones may be used on school grounds before school and after school only.
- *Cell phone use is prohibited in classrooms, restrooms, cafeteria, and school offices.*

****Only high school students may have cell phones at lunch.**

- *If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.*
- *Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, **but are not limited to cheating, bullying, harassment, unlawful recording or photographing, pornography, and violating other school rules.***
- *The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones and earbuds.*
- *Students and their parents must read the cell phone policy and return a signed copy to the office before the school year. Signing the policy acknowledges acceptance. **Students***

will not be permitted to have their phones at school until the signed policy is returned.

SENIOR PRIVILEGE: *is just that –a privilege! Seniors may use their phones throughout the day in an appropriate manner as it applies to internships, CCP, work schedules, or internet access.*

No phones are permitted during classroom instruction, or in the cafeteria. Only students in grades 9 - 12 may use their cell phones during lunch time.

Consistent violations may result in loss of technology for the remainder of the quarter and possible school suspension.

TECHNOLOGY CONDUCT

All students are responsible for their behavior and communication on the network and while using any student account regardless of location. Transmission of any material in violation of State or Federal law or regulation is prohibited. Unauthorized or inappropriate use of the network or student accounts, including any violations of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability.

Columbus Preparatory Academy makes every effort for students to understand and demonstrate that the use of the internet is authorized for instruction, study, and research related to the curriculum. It is impossible to guarantee students will not gain access to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial regardless of internet connection use. Privacy in communication over the internet and the network is not guaranteed.

Students are expected to abide by the following:

1. Students may only access district resources by using their assigned account. Use of another person's password is prohibited. Students may not allow others to utilize their passwords.

2. **Students may not download programs from the internet**, nor may they copy programs from any other device. Students may not install, delete, or attempt to make changes on the laptop, for example, extensions, apps, programs, preloads, or toolbar settings.
3. Students are prohibited from using the internet to hack or other unlawful activities.
4. Columbus Preparatory Academy may review laptop files, messages, or other information created by the student. Students have no right to privacy on the school's equipment.
5. Students may not have food or drink when working on school laptops.
6. Students should not remove the School's network/equipment designated identifying marks or labeling from the laptops.
7. Students should share with the Business Manager when their computer is malfunctioning so that it may be referred for repair.
8. Cyberbullying is prohibited. It is the act of harassment that takes place using technical/electronic equipment of some type or method. See Code of Conduct on Harassment.
9. Students using Columbus Preparatory Academy's network will have no expectation of privacy in their use of the network. Students/parents/guardians will be required to sign the Technology Awareness/Usage Form.

TECHNOLOGY MISCONDUCT:

When students violate this prohibition, they shall be subject to disciplinary action. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent. All requests to confiscate these items must be complied with in a spirit of cooperation. If, upon confiscation, the school becomes aware of other misuse of the device, or has a reasonable suspicion of other violations of school policy, the student may be disciplined for additional violations of this or other school policies. In other words, a student loses his/her privacy rights in the device and information pertaining to an incident contained in the device, once a school policy is violated and the device confiscated so long as the school has a reasonable suspicion of misuse.

Laptops/Chromebooks:

Annual technology fees may change from year to year and will be announced prior to the start of each school year.

Parents and students are required to sign an acceptable use policy prior to a laptop being assigned. Until the technology fee is received, the student will not be issued a laptop. Students/parents/guardians, who need financial assistance to cover the technology fee should see the Registrar for a financial assistance form.

If a Chromebook is lost or damaged due to neglect or damage beyond repair, the Parent/Guardian/Student will be liable for the full purchase price of the device. Students should treat the laptop as a valuable piece of equipment. In the event of damages caused by wear and tear and in need of repair should be delivered to the Business Manager. The Chromebook is school property and all users will follow these expectations.

The Chromebook must remain free of any writing, drawing, stickers, or labels that are not the property of the school. Chromebooks should never be left unsupervised. Stolen/Lost laptops will be the responsibility of the Parent/Guardian/Student for the full purchase price of the device to be replaced. Students are responsible for charging laptops prior to each school day.

All laptops will need to be turned in prior to the end of the school year or the full-price replacement fee will be assessed.

USE OF CLASSROOM TELEPHONES

Students are not permitted to make calls from the classroom telephone unless the administrative team 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 office staff, 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.

COMPUTER TECHNOLOGY AND NETWORKS

Columbus Preparatory Academy 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. Columbus Preparatory Academy reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

DRESS CODE

Students and teachers are focused throughout the day on learning, therefore, no article of clothing shall be worn that distracts from that charge.

The following are dress code requirements:

Kindergarten - Ninth Grade:

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 the school uniform daily:

Shirts:

- Shirts must be solid white, gray, or blue. **Shirts must be collared shirts.** (No sleeveless or spaghetti straps). Shirts should be worn with appropriate non-violent and non-vulgar script and may be polo or oxford style. The Columbus Preparatory Academy logo is always allowed and school t-shirts are also acceptable.
- V-neck, cardigan, fleece, pullover that has a zipper at the top, vest or crewneck sweater or sweatshirt may be worn.
- Shirts should remain tucked during the school day for student and teacher safety.
- Students may wear jackets to school to protect them from the weather, but they must be removed once the student is in the classroom. Should the occasion arise that a room is cold, CPA faculty and administration will allow jackets to be worn.
- **Hoodies are not permitted at any time inside the school building for Kindergarten through 9th grade students.**

Bottoms:

- Slacks, shorts and Capri's must be solid khaki, navy, or black in color.
- The following items will not be allowed: spandex, lycra, leather, wet look, mesh, sheer, metallic, fishnet, frayed hems, sweatpants, stripes, "lace up" on ankles or waist pants (drawstring waist is okay).
- Pants, skirts, skorts, and shorts must be worn with the waistline at the waist level. No hip-huggers, low-rise, or sagging pants.
- Shorts, skorts, skirts, jumpers, and shorts must not be any shorter than mid-thigh.
- Proper undergarments should be worn but should not be visible.
- Shirts should remain tucked during the school day for student and teacher safety.

Accessories:

- 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 - Belly rings should not be visible.
- Any jewelry deemed harmful to the wearer or distracting to other students in the classroom must be removed.
- No hats, bonnets, scarves, or non-religious headwear is permitted.
- Hairstyles that may be deemed distracting may require alterations before returning to school the following day.
- No clothing or accessory with obscene language, pictures, or statements pertaining to drugs, alcohol, tobacco, sex, or violence is permitted. Hems must be finished (no cut-offs or frayed hedges). Sunglasses may not be worn in the building (exceptions allowed for medical reasons).
- Sneakers are preferred, any color. No open toed shoes.

Columbus Preparatory Academy's logo wear provider is 1st Place Spirit Wear.

<https://1stplacespiritwear.com/schools/OH/Columbus/Columbus+Preparatory+Academy>

Items may be ordered, purchased, and directly sent to your home from the site. The turnaround time for items is 12 days. Please plan in advance so that you have your items prior to the start of the school year. Items are available throughout the year for purchase. Any item on the site is deemed acceptable daily school wear.

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

- Call home for replacements
- Try to find the student acceptable replacements from our extra uniforms.

If a student borrows clothing from the school office, they should wash and return those clothes within a week.

Exceptions/Dress Down Policy/Spirit Days

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. Special days may be designated as school spirit days. On these days a school or CPA team T-shirt or sweatshirt may be worn, and jeans are approved during these events.

If any type of clothing worn at school leads to confusion or misunderstanding, the administration will make the final decision as to the clothing's appropriateness.

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

*Ninth-grade students will wear school uniforms as designated above for grades K-8 throughout the first semester. Behavior and academic performance will be monitored during the first semester and a determination regarding dress code for ninth grade will be made for the remainder of the school year.

10th-12 Grades

Shirts:

- No spaghetti straps, or strapless shirts to be worn
- Shirts should cover a chest from armpit to armpit and to the waist.
- **No crop tops or garments exposing mid-section allowed.**

Bottoms:

- Pants must be worn at the waist on top of the hips. Skirts, skorts, shorts, pants, jeans, leggings, and dresses may also be worn.
- No hip-huggers, low-rise, sagging pants.
- Proper undergarments should be worn but should not be visible.
Shorts MUST be finger tip length or longer.

The following items will not be allowed:

- Spandex, lycra, leather, wet look, mesh, sheer, metallic, fishnet, frayed hems, stripes, "lace up" on ankles, or waist pants.
- No clothing or accessory with obscene language, pictures, or statements pertaining to drugs, alcohol, tobacco, sex, or violence is permitted. Sunglasses may not be worn in the building (exceptions allowed for medical reasons).

Accessories:

- Students have the option of wearing dress shoes or tennis shoes to school every day. Appropriate shoes or a change of shoes should be worn during the quarter students have Physical Education or the grade will be impacted.
- All hats are to be removed upon entering the building. We embrace and celebrate the diversity of our school, so scarves or head coverings worn for

religious reasons are permitted. Head coverings worn for any other reason will not be permitted.

- **Other items such as bandanas, sweatbands, combs, rakes, picks, bonnets, scarves, or rollers are not to be worn as clothing.**

- All outerwear such as coats, jackets, oversized shirts, wind shirts, 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.

- If the 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.

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

- Call home for replacements.

- Try to find the student acceptable replacements from our extra uniforms.

If a student borrows clothing from the school office, they should wash and return those clothes within a week.

Exceptions/Dress Down Policy/Spirit Days:

- 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. Special days may be designated as school spirit days. On these days a school or CPA team T-shirt or sweatshirt may be worn.

If any type of clothing worn at school leads to confusion or misunderstanding, the administration will make the final decision as to the clothing's appropriateness.

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

Academics

SCHEDULING AND ASSIGNMENT

The administrative team will assign each student to the appropriate classroom and program in which the student will participate.

Class Schedules

Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled by the school counselor's office.

Schedule Add/Drop

By deadline, an add/drop form should be signed and submitted by parent, teacher, and school counselor for approval. Final decision will be based on graduation requirements. The add/drop window is 5 days after the start of the course.

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.

COLLEGE CREDIT PLUS (CCP)

Columbus Preparatory Academy affords their students in grades 7-12 enrollment full-time or part-time in a post-secondary institution to take courses for high school and/or college credit. A post-secondary institution or college is defined as any state-assisted college or university described in the Ohio Revised Code or any nonprofit institution holding a certificate of authorization. A student wishing to participate in the Program shall give notice to the School between February 15 and April 1. If notice is received after April 1, the Student must obtain the written consent of the Principal in order to participate. The administration will approve participation by students who apply to the participating college or university and meet their academic program requisites for admission, enrollment, and course placement.

Participating Students must enroll in any non-remedial and nonsectarian courses, so long as the courses apply to a degree or professional certificate. Students must be assessed using the same standard of achievement and held to the same grading standard as non-program students enrolled in the college course. The school shall ensure that enrollment in the college course with an end-of-course exam does not circumvent the student's obligation to sit for any required end-of-course examinations.

Students enrolled in CCP courses must maintain a passing grade of C or better prior to the drop/no funds returned deadline or will be withdrawn from the said course. Any student who fails a CCP course will be required to reimburse the school the sum of the course and textbook fees as determined by the institution in which the student is enrolled.

CREDIT FLEXIBILITY

Columbus Preparatory Academy offers options to students to earn high school credit by the following:

1. testing out or showing mastery of course content;
2. pursuing an educational option and/or individually approved options; and/or
3. any combination of the above.

Credit Flexibility applies to any alternative coursework, assessment, and/or performance. If a student is using Credit Flexibility to receive equivalent graduation credit, they must apply for and receive approval from administration in advance. Approved credit awarded through this

policy will be posted on the student's transcript and counted toward a student's grade point average (GPA), and graduation credit in the related subject area or as an elective.

GRADE REPLACEMENT

Students are permitted to retake any CPA course as replacement credit to increase their knowledge base and grade; however, students cannot earn credit twice for the same course unless otherwise noted in the course description. Both grades that a student earns in a replaced course remain on the transcript. The lower grade is not calculated in the student's GPA. Credit is removed from the lower grade. Credit Flexibility may not be used for credit recovery; however, it may be considered if there is an extenuating circumstance, and the final decision will be made by the administration.

PHYSICAL EDUCATION WAIVER

In accordance with Section 3313.603 of the Ohio Revised Code, student in grades 9-11 may be excused from Physical Education course requirements by participating in district-sponsored interscholastic athletics, marching band, cheerleading, show choir, or JROTC for at least two seasons (or two full years for JROTC). Columbus Preparatory students in grade 12 who have not completed the waiver requirements or taken a physical education course will be automatically enrolled in physical education their senior year.

SCHOOL COUNSELOR SERVICES

School Counselor services are available to students through each counselor's individual appointment method. No student should miss a scheduled class to see the counselor unless it is an emergency. The school's counselor will provide career advice to students in grades 6-12 through a combination of formally scheduled meetings with each student, classroom instruction regarding possible career options, and career advice provided by teachers. The school counselor may offer the following services to students:

- Personal Problem Counseling
- Referral to outside agency
- Schedule changes
- College Information CCP-FAFSA
- Transcript Request
- Career information
- Testing Information PSAT/SAT/ACT
- Work permits
- Summer School APEX

- Other

SPECIAL EDUCATION

Columbus Preparatory Academy 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, Columbus Preparatory Academy wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the school's administrative team or special education department. Columbus Preparatory Academy has adopted the Model Procedures for the Education of Children with Disabilities and will serve its students with disabilities consistent with the model procedure.

WORK PERMITS

All working students are required by the State of Ohio to have a work permit up to the age of 18. You may obtain the necessary documentation from the school counselor.

COLLEGE VISITS

Submit a College Visitation Request form to the attendance office in advance. College visitation days are limited to three days total per year and are only for 11th and 12th-grade students.

GRADING

Grade Classification Assignments to grade level classifications are made on the basis of credits accumulated as follows:

- Freshman must have completed 8th grade
- Sophomore must have five credits
- Junior must have ten credits
- Senior must have fifteen credits

REPORT CARDS are issued at the end of each grading period and are available on PowerSchool.

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

GRADE SCALE

A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

Parent-teacher conferences are scheduled three times per year (fall, winter, 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.

GRADUATION

https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio-sGraduation-Requirements_Long-term-Requirements-2023-and-Beyond.pdf.aspx?lang=en-US

Graduation Requirements

<https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/GradReq2023.pdf.aspx?lang=en-US>

Course Completion Ohio Revised Code section 3313.603 Ohio law outlines the course requirements all students must complete to earn a diploma. Ohio students must earn a minimum of 20 units in specific subject areas.

General Course Requirements	State Minimum
English language arts	4 units
Health	½ unit
Mathematics	4 units
Physical education	½ unit
Science	3 units
Social studies	3 units
Electives	5 units
Students must receive instruction in economics and financial literacy (in high school) and complete at least two semesters of fine arts* (during grades 7-12).	
<i>*Fine arts may not be required for students in career-tech programs unless it is a component of local course requirements.</i>	

Early Graduation

Students desiring to graduate early need to schedule a conference with the Principal, parents, and school counselor, and be in attendance themselves. Acceleration should be discussed as early as the end of the freshman year and the following requirements met to qualify for early graduation:

1. Schedule at the end of Freshman year
2. A cumulative GPA of 3.0 or better
3. 4 courses of English
4. Plans to attend university or college after graduation

Graduation Scale

Students will be honored at commencement based on the following cumulative GPA scale, there is no rounding up in regards to GPA:

- Summa Cum Laude: 3.900 GPA and above
- Magna Cum Laude: 3.700 to 3.89
- Cum Laude: 3.50 to 3.69

NATIONAL HONOR SOCIETY

Qualifications:

1. Students must have attained 10th, 11th, or 12th-grade standing.
2. Students applying to NHS must have attended a CPA high school at least two semesters prior to application.
3. Students should secure an application from the National Honor Society (NHS) adviser.

4. Cumulative GPA must be 3.0 or better for membership eligibility and must be maintained to remain eligible.
5. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualifications.
6. Members will have a minimum 20 hour service requirement.

Academic Probation

Middle and Upper School students who do not achieve a semester grade point average of 2.0 or higher will be placed on academic probation for the next semester. Parents will be notified in writing when a student is placed on academic probation.

By the end of the next semester, students must have improved their GPA to a 2.0 or higher. If the student raises his/her cumulative grade point average to 2.0 or higher, he/she will be removed from academic probation and assume regular student status.

At the end of the probationary period, if significant improvement has not occurred, the student may petition the administration for continued probationary enrollment for one semester. At the end of the second probationary semester, the student must attain a GPA of 2.0 or above or there will be no further appeal and the student will be asked to transfer.

Academic Discipline

Columbus Preparatory Academy is dedicated to the ideal of each student striving to maintain his/her own level of academic excellence.

- If a student is not performing according to his/her ability in any academic area or up to the standards set by Columbus Preparatory Academy, the teacher will meet informally with the student to discuss the problem, and the parent may be notified of the problem through a phone call, email, or personal conference. Parents must also maintain communication with the school by frequently checking the student's class performance as indicated through PowerSchool.
- If, through the efforts of the student, parent, and teacher, the problem cannot be resolved, the office will intervene with an administrator-parent conference or an all-teacher conference when deemed appropriate.
- Standardized diagnostic tests (i.e. reading, math) may be given to determine the nature of the academic problem, and what further corrective measures may need to be taken.

[SLT11]

Repeating Courses

A student in high school must repeat required core courses for which a failing grade of “F” is earned. These year-long courses or semester courses may be repeated during the summer or during the academic year if the schedule permits. If a student delays repeating the course, it may affect the student’s credits earned and expected graduation date. Upon completion of the course with a satisfactory grade, the failing grade will be replaced on the student’s transcript.

If a student repeats a class due to not mastering the material, the new grade replaces the old grade on the transcript, and will be included in calculating the cumulative grade point average. If the student chooses not to repeat an elective course for which a failing grade of “F” is earned, the “F” will appear on the student’s transcripts.

Plagiarism

Plagiarism is the taking of someone else's work or ideas and passing them off as one's own. The first time this occurs, the student receives a “0” for their work with the opportunity to make it up for half credit. The second time this occurs, the students will be suspended for one day and receive a zero with no option for credit. The third offense will result in expulsion from the School.

It is understood that all academic work that a student submits to their instructor is the result of the student's own work. When a student submits work claimed to be his or her own, but which in any way uses ideas, organization, wording, or anything else from some other source without an appropriate acknowledgment of that fact, the student has plagiarized. Plagiarism may take many forms.

This includes part or all of an assignment copied or paraphrased from another source such as a book, magazine, manuscript, or online sources, without proper citation, prepared by another person or organization or AI, the sequence of ideas, arrangement of material, or thought pattern of someone else.

Students are accomplices in plagiarism and equally culpable if they willfully allow their work such as a paper in outline or finished form, to be copied and submitted as the work of another.

Cheating

Cheating includes, but is not limited to, any attempt by a student to answer questions on a test or quiz by any means other than their own knowledge. Examples of cheating are as follows: Use of any materials in the process of completing an examination that has not been approved by the instructor, transmission of information, either given or received, during an examination period,

intended observation of another's work for hints on materials or technique during a laboratory test without the consent of the instructor, obtaining, in part or in whole, a copy of the examination without the consent of the instructor, buying or procuring previous examinations given in the course without the consent of the instructor, submission of identical papers or work.

Violations of Academic Dishonesty

If a student is suspected of cheating or plagiarism, the instructor will communicate with the student. If it is confirmed that a violation has occurred, the instructor will determine which of the following penalties is to be applied. The student may fail the test or paper in question. The student may be required to resubmit the work or to do additional work. The student may be assigned a grade of 'F' for the course.

Reports of Academic Dishonesty

When an instructor knows that academic dishonesty has occurred, they will file a written report with the Department Chair and the Dean of Students. The report will include the student's name, the nature and pertinent evidence of the violation, the student's response, and any action taken by the instructor. Once a report is received, the Dean of Students or designee may impose appropriate disciplinary sanctions. If no further action is requested or deemed warranted by the circumstances, the Dean will simply retain the report. If multiple reports are received regarding suspected or substantiated academic dishonesty by the same student, the Dean of Students will refer the case to the Executive Director.

If the student feels they have been wrongfully charged with cheating or plagiarism, they may wish to consider filing a formal grievance. The student should contact the Dean of Students.

STUDENT RECORDS

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the School receives a request for access. Parents or eligible students should submit to the Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the School to amend a record

that they believe is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. They should write the Principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic, or support staff position; a member of the school law enforcement unit, which consists of the Principal; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); or a person serving on the Board. A school official has a “legitimate educational interest” in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student’s education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student’s family, such as health care, counseling, or assisting with the college application procedure; or any other purpose that the Board deems necessary as related to a student’s education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

5. The School intends to forward any and all education records to another school or post-secondary institution at which the students seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information.
OFFICIAL DESIGNATION

This School HAS NOT designated any personally identifiable information as directory information and will not include such information in school publications, recognition lists, programs, or student directories or give such information to third parties without parental consent^[SLT12]

Officially designated directory information can also be disclosed to outside organizations unless parent(s)/guardian(s) have advised the School that they do not want their student's information disclosed without their prior approval.

If the School has chosen to not designate directory information, no directory information will be released (see above) and no parental opt out is required.

If the School has chosen to release directory information, and if you do NOT want the School to disclose directory information from your child's education records without your consent, you must notify us in writing within ten (10) days of your receipt of this notice or on _____, whichever is later.

STUDENT FEES, FINES, AND CHARGES

Columbus Preparatory Academy may charge specific fees. Such fees or charges are determined by the cost of materials, freight/ handling fees, and add-ons 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.

Columbus Preparatory Academy 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.

Transcripts

Students requiring a copy of their transcript should complete a Transcript Request Form available in the School Counselor's office. Please allow 7 days to process transcripts. There is a \$10.00 charge per transcript.

Diploma Seals

Diploma Seals afford students the chance to demonstrate academic, technical, and professional skills and knowledge that align with the student's passion, interests, and planned next steps after graduation.

Ohio law requires that seals earned by students using these graduation requirements be affixed to the student's diploma. The Ohio Department of Education has designed the seals linked below for this purpose. Schools and Districts can use whatever method meets their local needs to affix these seals to their students' diplomas.

- **Citizenship**

<https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/Citizenship.png.aspx?lang=en-US>

- **College-Ready**

<https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/College-Ready.png.aspx?lang=en-US>

- **Community Service**

[https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/Community-Service.png.aspx?lang=en-US\[SLT13\]](https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/Community-Service.png.aspx?lang=en-US[SLT13])

- **Fine and Performing Arts**

<https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/Fine-and-Performing-Arts.png.aspx?lang=en-US>^[SLT14]

- **Honors Diploma/Industry-Recognized Credential**

<https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/Industry-Recognized-Credential.png.aspx?lang=en-US>

- **Military Enlistment**

<https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/Military-Enlistment.png.aspx?lang=en-US>

- **OhioMeansJobs Readiness**

<https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Sections/Classes-of-2023-and-Beyond-Graduation-Requirements/OhioMeansJobs-Readiness.png.aspx?lang=en-US>

Health and Safety

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.

Columbus Preparatory Academy requires that all students have current and accurate emergency contact information 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 SHOULD submit those needs, in writing, with proper documentation by a physician, to the school's office. Columbus Preparatory Academy retains the discretion to reject requests for the administration of medicine. Columbus Preparatory Academy 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 Columbus Preparatory Academy to help assure the safety of students, staff, and visitors.

USE OF MEDICATIONS POLICY

Columbus Preparatory Academy 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.

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, Columbus Preparatory Academy may call 9-1-1.

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, Columbus Preparatory Academy shall require the written prescription from the child’s physician with detailed instructions, and written promises of the physician and parent to forward any changes in the prescription or instructions to the school immediately upon any changes. This also works 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 treating physician and returned to the office. The written prescription and completed Medication Administration Form shall be kept on file in the nurse’s office.

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 a 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.

Columbus Preparatory Academy 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 the administration of an emergency medication may have such medication, identified as stated above, stored in the nurse's office, and administered in accordance with this policy. The administrative team may prepare and distribute administrative guidelines to ensure the proper implementation of this policy.

- It is REQUIRED that the medication and the signed permission forms BE BROUGHT TO THE SCHOOL BY THE PARENT/GUARDIAN.
- 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 administrative team.
- Students are NOT permitted to keep medication on their person, unless specifically permitted by law. [SLT15]

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 immunization for good cause, including religious conviction, or upon certification by a physician that immunization against any disease is medical contraindicated. If a student does not have the necessary immunization or waiver, the leadership team 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 Ohio law. Any questions about immunization or waiver should be directed to the school's office.

INJURY AND ILLNESS

All parents are required to supply their current 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.

Emergency contact 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 EMERGENCY CONTACT INFORMATION 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.

At least one emergency telephone number for contacting the physician in an emergency, at least one emergency telephone number for contacting the parent or guardian in an emergency, and any other special instructions from the physician should also be provided.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because Columbus Preparatory Academy 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 Franklin Country and Ohio Health Departments, including COVID-19. 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.

CONTROL OF COMMUNICABLE DISEASES POLICY

Columbus Preparatory Academy recognizes that control of the spread of communicable diseases 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, COVID-19, 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, Columbus Preparatory Academy shall follow all state and federal laws and Board of Health regulations, which pertain to communicable diseases.

On the recommendation of a physician or a nurse, a teacher may exclude from the classroom and the leadership team or their 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:

- Instruct teaching staff members in the detection of disease and measures for its prevention
- File reports as required by law and the Ohio Department of Health.
- The Board directs the leadership team 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, Columbus Preparatory Academy 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. Columbus Preparatory Academy 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:

- HIV (human immunodeficiency virus);
- AIDS (acquired immune deficiency syndrome);
- AIDS-related complex (condition);
- HAV, HBV, HCV (Hepatitis A, B, C);
- Other diseases that may be specified by the Ohio 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.

EMERGENCY CLOSINGS AND DELAYS

If Columbus Preparatory Academy must be closed 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 and school app. The school's Facebook page will be updated 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 close early. If this situation occurs, the staff will notify all parents by phone, email, and/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 available for situations like this.

FIRE, TORNADO, and SAFETY DRILLS

Columbus Preparatory Academy has a multi-hazard plan in place and practices all necessary drills, such as fire, tornado, and safety (lockdown) in compliance with Ohio regulations and laws.

Columbus Preparatory Academy complies with all fire safety laws and will conduct fire drills in accordance with Ohio 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 the 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.

HALL PASSES

In efforts to continue to keep students safe at school, it is a priority to know their whereabouts. Teachers will provide hall passes to students who are outside of the classroom during their scheduled class period. Students encountered in an area where they should not be and without an approved pass will be referred to the Dean of Students for consequences as it applies to skipping class.

RECESS

Our policy is that all children in grades K-5 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 30 DEGREES OR LESS.

If a student is well enough to come to school, they are 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 leadership team/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) supervising recess.

STUDENT CODE OF CONDUCT

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

It is Columbus Preparatory Academy'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 Columbus Preparatory Academy and/or notification of law enforcement authorities.

1. Conduct Involving Drugs:

Columbus Preparatory Academy is a “Drug-Free” zone within the boundaries of the school safety zone established by Ohio 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 (see Tier 3 infraction process) from Columbus Preparatory Academy, and law enforcement officials will be contacted. The sale also includes the possession or sale of over-the-counter or prescription medication to another student.**

Drug Paraphernalia

Drug Paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, and any other normally or actually used for packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or student or student vehicles and will be subject to confiscation. **Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.**

Narcotics, Alcoholic Beverages, and Drugs

Students shall not possess, use, transmit, conceal, or make arrangements to sell or purchase or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (See Alcohol, Tobacco, and Drug Prevention Guidelines in the Code of Conduct section.) Specific violations include but are not limited to the Use, possession, sale, distribution, or knowledge of intoxicating alcoholic beverages; use, possession, sale, distribution, or knowledge of drugs other than tobacco or alcohol.

If caught, the student will be **expelled (see Tier 3 infraction process) from Columbus Preparatory Academy, and law enforcement officials will be contacted. The sale also includes the possession or sale of over-the-counter or prescription medication to another student.**

2. Alcohol/Drug Tests

The administrative team or designee may arrange for a breath or drug test for blood-alcohol or drug diagnosis to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage or used drugs of any type. Imposition of these tests is at the discretion of the school, and discipline may be imposed without tests upon other evidence of the use of alcohol/drugs.

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

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage or taken any form of drug. 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 test, she/he will be advised that such denial will be considered an admission of 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 test, 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. Columbus Preparatory Academy prohibits the sale, distribution, use or possession of any form of tobacco (including vapor devices) or betel nuts during school time or at any school activity.

3.a. NON-SMOKING / VAPING POLICY

The Ohio Department of Health prohibits smoking in all enclosed public places within the state. Columbus Preparatory Academy is committed to providing students, staff, and visitors with a smoke-free environment. Smoking and vaping are expressly prohibited in all buildings, on school property, on a school bus, or while en route to or from school, and at events occurring off school property if the student is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events.

This non-smoking/vaping policy applies to staff, students, contractors, and visitors. Evidence of indoor smoking/vaping, including the ashes of cigarettes, cigars, pipes, other smoking equipment or products, or vaping paraphernalia (e.g. electronic cigarettes and vape pens) will result in disciplinary action. Additionally, the sale and/or marketing of cigarettes, tobacco products, e-cigarettes, vape pens, and all e-cigarette and vape pen paraphernalia, is prohibited.

Tobacco Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, and at

any interscholastic competition, extracurricular event, or other school-sponsored event is prohibited. Tobacco products include but are not limited to cigarettes, clove cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco. Paraphernalia used for the consumption of tobacco products is prohibited including e-cigarettes and vaping devices. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Delaware Juvenile Court.

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 leadership team to discuss the proper way to plan such an activity. Students who disrupt the daily school operations 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 onto Columbus Preparatory Academy property, that student shall also be subject to the same disciplinary action.

A student will be expelled from Columbus Preparatory Academy, if they bring onto or has in their possession on Columbus Preparatory Academy property or at a school-related activity any of the following:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- A knife;
- 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. Knowledge of Dangerous Weapons or Threats of Violence

It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade, or any similar device that is used for or is readily capable of, causing death or serious bodily injury. Any object that is used to threaten, harm, or harass another may be considered a weapon. 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 administrative team. Failure to report such knowledge may subject the student to disciplinary action.

Dangerous Weapons and Instruments

Students shall not possess, handle, transmit, or conceal any dangerous weapon or instrument on school property, in a school vehicle, or at any school-sponsored activity. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property, competition, extracurricular event, or other school-sponsored events, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the superintendent.

Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices, and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle, or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to Ohio Revised Code §2923.122.)

Specific violations include but are not limited to: a. Use, possession, sale, distribution, or knowledge of a firearm b. A firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated. c. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity, or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and

indicating it is a firearm. d. Use, possession, sale, distribution, or knowledge of any explosive, incendiary, or poison gas. e. Use, possession, sale, distribution, or knowledge of a dangerous weapon other than a firearm or explosive, incendiary, or poison gas (including knives and any other object with a blade and a handle) f. A weapon is any device that may cause harm or physical damage to another.

7. 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 the school property, building, and grounds. This violation will result in expulsion from Columbus Preparatory Academy.

8. Physically Assaulting a Staff Member/Student/Person Associated with the School

At Columbus Preparatory Academy physical assault against a 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.”

9. Verbally Threatening a Staff Member/Student/Person Associated with the School

Verbal assault at Columbus Preparatory Academy 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 the school 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. Violations of this rule may result in expulsion from Columbus Preparatory Academy.

10. 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 at Columbus Preparatory Academy. Violations of this rule may result in expulsion from Columbus Preparatory Academy.

11. 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.

12. Falsification of Schoolwork, Identification, Forgery

Forgery of hall passes and excuses as well as false IDs 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 disciplinary action from Columbus Preparatory Academy.

13. 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 leadership team may expel a student from Columbus Preparatory Academy 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.

14. 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.

15. Trespassing

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

16. Theft

When a student is caught stealing school or someone’s property, they 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 leadership team or classroom teacher. Columbus Preparatory Academy is not responsible for personal property. Theft may result in suspension or expulsion.

17. Disobedience

School staff is acting “in loco parentis,” which means the 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.

18. Damaging Property

Vandalism and disregard for Columbus Preparatory Academy 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.

19. Persistent Absences or Tardiness

If a student misses more than 72 hours in a school year, without a legitimate excuse, they will be automatically withdrawn from Columbus Preparatory Academy.

20. Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on Columbus Preparatory Academy 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.

21. Refusing to Accept Discipline

Columbus Preparatory Academy 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 administrative team.

22. 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.

23. 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 Columbus Preparatory Academy or possibly expulsion.

24. Possession of Electronic Equipment

Most electronic equipment necessary in school is supplied by Columbus Preparatory Academy. 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 the leadership team.

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 seen by a member of the teaching staff, the staff member is instructed by the 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.

25. 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 leadership team will investigate the situation and assign disciplinary action to the student. All disciplinary action is at the discretion of the administrative team.

26. 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, athletics, 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 leadership team.

27. 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 an indefinite expulsion from Columbus Preparatory Academy.

28. Harassment Policy

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, volunteers, and employees. It is the policy of Columbus Preparatory Academy 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 Columbus Preparatory Academy 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 leadership team.

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 the administration immediately. If the administrative team's investigation finds harassment, intimidation, or bullying occurred it will result in prompt and appropriate action. The administration 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 the 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.

29. 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.

30. Notification

Notice of this policy will be given annually and discussed with students, as well as incorporated into the teacher and student handbooks. Ohio and federal rights posters on discrimination and harassment shall also be posted. All new hires of Columbus Preparatory Academy and parents of admitted students will be required to review and sign off on their agreement with this policy.

31. Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

32. Criminal Act

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

Students should be aware that Ohio law allows Columbus Preparatory Academy officials, teachers, and appropriate law enforcement officials to 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, analog or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in school as well as in the community.

33. Safety Concerns

Students should not use rollerblades, 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.

34. 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 leadership.

[SLT16]

General Information

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 to 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.

CAFETERIA RULES

The following common courtesies are expected of our students during lunch:

- Moving ahead of others in the lunch line is unacceptable.
- Loud talk and noise are not appropriate behavior.
- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly.
- Treat everyone with respect.
- Pay for all food.
- Ask permission to leave your seat (elementary and middle school).
- A signed pass must be presented to leave the cafeteria (high school). It is at the discretion of the cafeteria duty teacher.

High school seniors (only) may eat outside during their lunch periods.

BREAKFAST AND LUNCH FEES

The following fee arrangements for free and reduced lunches can be made by filling out the free and reduced lunches application.

Breakfast fees are: \$3.00 per student per meal

Lunch fees are: \$3.75 per student per meal

Payment can be made through PowerSchool

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 on the last day of each quarter.

VISITORS

Visitors, particularly parents, are welcome at Columbus Preparatory 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 leadership team/Board of Directors and may result in a lockdown situation with police notification, and/or future ban from the premises.

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 leadership team/Board of Directors may have restrictions placed on visiting, up to and including the prohibition visitor policy from the and the premises. The leadership team/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 Columbus Preparatory Academy without first obtaining permission from the leadership team/Board of Directors.

VISITORS, VOLUNTEERS AND GUESTS POLICY

The Board welcomes and encourages visits to school programs by parents, other adults, and interested educators. 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 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 administrative team/Board of Directors or their designee's discretion for families who are considering enrollment.

The leadership team/Board of Directors or their 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 administrative team/Board of Directors or their designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The leadership team/Board of Directors or their 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 wishes 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 administrative team/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 Board of Directors, or if a request for exception is made to the 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, Columbus Preparatory Academy will no longer utilize the volunteer in any position involving access to children.

203 PARENT AND FOSTER CAREGIVER INVOLVEMENT

The School recognizes that having Parents and foster caregivers of Students actively involved in Students' education promotes Student success in educational efforts. This involvement of Parents and foster caregivers is likely to bring about overall improvements in academic achievement and encourage positive student behavior.

In order for our faculty and staff to effectively educate our children, we welcome our Parents and foster caregivers as partners. Parents and foster caregivers are strongly encouraged to participate in a variety of activities and forums that will support our students academically and add to the vitality of our school.

Parents and foster caregivers will be expected to participate in regularly scheduled status reviews and to sign an agreement with the School confirming their commitment to the educational success of their child. A status review is a formally scheduled conversation between faculty and Parents/foster caregivers in order to discuss their Student's development and progress. Parents and foster caregivers will be required to confer with faculty about their child's social and academic achievement on a regular basis, as scheduled by the School on the School calendar. Parents should attend status reviews in order to receive written report cards. The School also encourages Parents to initiate conferences about their questions and concerns with the Principal or his/her designee and/or faculty members.

The School further encourages Parents and foster caregivers to do the following:

1. Engage in consistent and meaningful communication with the School, including active participation in any parent-teacher conferences/ status reviews;
2. Prioritize Student learning in both the School setting as well as at home;
3. Be aware of School policies, procedures and curriculum and contribute in order to promote the improvement of the School;
4. Participate in School activities where appropriate, including through efforts as a volunteer; and
5. Support and reinforce Student learning at home.

The School will make available information regarding the School's policies, procedures, programs, and curriculum in both in a format and language that is understandable to Parents and foster caregivers.

R.C. 3313.472

STUDENT DRIVING

In the interest of student safety, provisions have been made for students to ride local school district bus transportation. Students given permission to [SLT17] park at School should understand that driving their vehicles to school is a privilege that may be revoked by the administration in the event a student violates any of the guidelines pertaining to the State of Ohio driving regulations.

Parking permits may be found in the office of the School Counselor. If a student wishes to park on campus, Parents and students must sign the form to include the information of the color, make and model of the vehicle and license plate number.

In addition, students will have their parking privileges revoked if:

They've been absent without legitimate excuse for more that 10 consecutive days or a total of at least 15 school days

Been suspended or expelled from school pursuant to Ohio Revised Code 2923.122 (A) (B) (D) and (E) (1) knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordinance, knowingly possessing a deadly weapon or dangerous ordinance on school premises, in a school or school building, at a school activity or on a school bus.

SENIOR PRIVILEGE

A Senior who returns late from CCP, off campus lunch, or internships, more than 3 times is jeopardizing the privilege. Exceptions are weather prohibited conditions. Seniors participating in Open Lunch may not bring food back to campus for anyone who does not have senior standing. Seniors failing to observe this privilege will have it revoked. Students and Parents will sign in advance the Senior Open Lunch Policy prior to being granted the opportunity.

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

SCHOOL PARTIES

Teachers may enlist the help of parents with the planning of parties and/or the donation of treats. Watch for information from your child's teacher. The date and time of parties will be determined by the classroom teacher and approved by the administrative team.

Birthday parties are left up to the discretion of the teacher. Please contact the teacher first before sending any treats to the school as many students have special dietary requirements. Distributing birthday party invitations during school is at the discretion of the teacher.

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.



Community Service Verification

1. Organization Name: _____

2. Organization Point of Contact: _____

3. Organization Email/Phone: _____

4. Describe duties completed by student:

5. Number of hours completed: _____

6. Date of Completion: _____

Student Signature

Parent/Guardian Signature

Service Representative Signature



Parent Acknowledge Form

I have received my copy of the Parent Handbook for Columbus Preparatory Academy and understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this handbook.

I understand that I should consult an administrator regarding any questions or concerns not answered in this handbook.

I understand that violations of the policies contained in the handbook could result in disciplinary action, up to and including expulsion of the student(s).

I further understand that Columbus Preparatory Academy has the right to add to, modify, or delete provisions of this handbook and the policies and procedures on which they may be based, at any time without advance notice. I understand that no oral statements or oral representations can in any way change or alter the provisions of the Parent Handbook.

Student Signature

Parent/Guardian Signature