



COLUMBUS PREPARATORY ACADEMY

2023-2024 Academic Year

Administrative Office
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Columbus, Ohio 43204
614-274-3600

<https://columbuspreparatoryacademy.org>

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DIVISION CHAIRS

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Grades 3-5	Josh Evans
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.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, other protected characteristics, or social/economic background, has the right to file a complaint. A formal complaint can be made in writing to the Board of Directors. The complaint will be investigated, and a response will be communicated to all those associated with the complaint within 30 days. Under no circumstances will Columbus Preparatory Academy threaten or retaliate against anyone who raises or files a complaint.

AMERICANS WITH DISABILITIES ACT-SECTION 504

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

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

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 procedures.

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/Board of Directors.

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

Columbus Preparatory Academy

2024 - 2025 School Calendar

August '24						
Su	M	Tu	W	Th	F	S
				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 '24						
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22	23	24	25	26	27	28
29	30					

October '24						
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27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	S
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

February '25						
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23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29
30	31					

April '25						
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27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	S
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25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July '25						
Su	M	Tu	W	Th	F	S
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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		

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

SCHOOL DAY

The school day begins at 7:40 a.m. and dismissal begins at 2:30 p.m.

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**. Columbus Preparatory Academy will provide the parent/guardian notice and an opportunity to respond prior to an automatic withdrawal to the Franklin County Court of Common Pleas, Juvenile Branch, and to the public school district where the student's parent/guardian resides.

Unexcused absences from Columbus Preparatory Academy (truancy) are not acceptable. A student's designation as a habitual truant, tardy or excessively absent may result in a hearing before a judge in a court of law and/or a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

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;
- 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 and chronic truancy.
- The school will assure the attendance policy will be issued annually to parents/guardians (parents/guardians are asked to acknowledge receipt of the policy in writing).
- 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 habitual and chronic truant.
- When a child meets the habitual truant standard the parent/guardian will be sent a notice for the student to be placed on an attendance improvement plan.
- 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 illness but not an illness in the family unless the circumstances are approved by the administrative team
- Death in the immediate family
- Bona-fide religious holiday
- Professional appointments that cannot be scheduled at non-school times
- Absences approved by the administrative team for good cause
- Students with a health condition that causes repeated absences 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. Students that miss more than 72 hours in a school year without a legitimate excuse will be automatically withdrawn from the school. 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.

Unexcused Absences

Any student who is absent from the school for all or any part of the day without a legitimate excuse may be considered truant and the student and their parents may be subject to truancy laws of Ohio.

Notification of Absence

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

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

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

Tardiness

A student who is not in his/her assigned location by 7:40 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 calculated 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, 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, handicapping condition, or gender. Upon the admission of any handicapped student, the school will comply with all federal and state laws regarding the education of handicapped students. Columbus Preparatory Academy will not limit admission to a student on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. The school will admit the number of students that 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. Transfer of educational records will be authorized only after the parent has completed the withdrawal form, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the school office for specific details or questions.

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 expectations.

Type of Infraction

Infraction Type	Examples of behaviors	Examples of Consequences
<p>TIER I</p>	<ul style="list-style-type: none"> ● Disrespectful or disruptive behavior <ul style="list-style-type: none"> ○ Physical: Pushing, shoving, spitting, kicking, hitting, throwing objects ○ Verbal: Name calling, obscene language, profanity, crude jokes ○ Disrespect to a staff member ● Academic dishonesty - classwork and homework (see page 39 for full detail on projects, papers and tests) ● Failure to follow class or school rules ● Failure to follow teacher's directions ● Poor behavior during assemblies or emergency drills ● Dress code violation ● Tardiness to class ● Minor Public Displays of Affection (PDA): <ul style="list-style-type: none"> ○ Hand-holding ○ Lingering hugs ○ Possessive gestures 	<p style="text-align: center;">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 style="text-align: center;">Successive Tier 1 infractions:</p> <ul style="list-style-type: none"> ● Restorative Education assignment per Dean/Administrator discretion after PBIS attempts and warning: <ul style="list-style-type: none"> a. Any out of classroom referral to the Dean of Students will be evaluated for continued Restorative Education/and other disciplinary options.

*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 style="text-align: center;">TIER II</p>	<ul style="list-style-type: none"> ● Abuse/damage to computer hardware and/or software ● Damage to property/vandalism ● Fighting/ physical escalation ● Interference with an investigation ● Forgery ● Gambling/Unauthorized sale of items ● Insubordination - refusal to comply resulting in safety/security risk ● Obscene language, gestures, or slurs ● Possession of obscene materials ● Use of sexually explicit language and/or gestures ● Use of slurs to demean physical attributes, mental ability or cultural identity, including repeating offensive song lyrics or quotes, or stories ● Graphic Public Displays of Affection (PDA) such as sexual touching, kissing, groping ● Theft and/or possession of student or school property ● Repeated Tier I offenses 	<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. ● In school suspension activities ● 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.

	<ul style="list-style-type: none"> • Truancy/Elopement - leaving school or classroom without permission • Disruptive behavior for substitute teacher • Loitering, trespassing, or unauthorized entry • Emergency Drills/ Assemblies—poor behavior resulting in increased safety/security risk • Prohibited technology use (see pages 24-25) 	<ul style="list-style-type: none"> • Loss of student participation privilege in planned school activities/events. • Parent Conference for re-entry; Collaborative PBIS plan for student success. • 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"> • Infractions that compromise the safety and security of school community • False reporting of emergencies • Physical harm to another person or property • Possession and/or sale of weapons, fireworks, lighters, matches, laser pointers, stink bombs, or other hazardous objects • Substance violation (possession, sale and/or use) not limited to <ul style="list-style-type: none"> ○ Tobacco ○ Marijauna ○ Vape Products ○ Prescription medicine ○ Alcohol ○ Other illegal substances • Threatening the safety and security of another 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 Executive Director • 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

		<p style="text-align: center;">hours (see handbook attachment)</p> <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 but not limited to: phones, earbuds, smart watches, 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.

In School Suspension Activities: ORC 3313.66, 2-2: Students may be assigned a day away from classmates to complete classwork, and/or intensive social emotional development coursework to address behaviors of concern in a restorative manner.

Out of School Suspension : ORC 3313.66: is defined as the denial of a student for a period of time dependent upon the type and severity of code of conduct violations.

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/and/or phone call to students and parents of 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.**

Within one school day after the time of a student's suspension, the administrative team, or their designee, shall send written notice of the suspension to the student and his/her parent, guardian, or custodian. The notice shall specify the duration of the suspension and the reasons therefore. All disciplinary actions are at the discretion of the 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. Students may not return to school prior to submitting documented community service hours** (the form is attached to the handbook). 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. Expulsions from Columbus Preparatory Academy follow state Ohio State revised code, section 3313.66, effective 3/20/2019:

Prior to any expulsion, the leadership team 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 leadership team or designee to hear and discuss the reasons for the possible expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. This meeting is to take place no later than 5 days after the notice of expulsion is given unless an extension is granted by the

administration.

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, effective 3/20/2019:

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

Emergency Removal

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

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. The Board may require the administrative team or their designee to conduct a regular search at least annually of all such storage places.

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

Columbus Preparatory Academy authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including personal communication devices (PCD's) and vehicles of a student, with or without the student's consent, whenever they deem that the search is required to discover evidence of a violation of law or of school rules. Any student who exercises the privilege of parking a vehicle on school grounds shall be considered to have given implied consent to a search of such vehicle at any time a search is requested by the school administration.

Specifically:

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

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 conduct no 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

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, smart watches, 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; to include video recording of students without consent and on school property, trespassing in others' folders, work, or files; copying other people's work or attempting to intrude into 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/Cell Phone Usage

Personal communication devices include, but are not limited to: cell phones, smart watches, tablets, and personal computers. They are not permitted for use at school.

- Cell phones may be used on school grounds before school and after school only.
- Use is prohibited in classrooms, hallways, lunchroom, restrooms, outside during instruction time, and school offices.
- 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.
- 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). The school will provide the following accommodations:

- Devices will be collected in every homeroom and stored in a designated, locked location with a student identification number.
- Devices will be returned at the end of each day.
- 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.
- Students will be subject to disciplinary action if personal use of their cell phone takes place outside of arrival or dismissal and/or 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.

Disciplinary Protocol

Violation of school technology usage expectations is a serious breach of the student code of conduct. Devices and frequent usage in the school building have been linked to bullying and harassment, physical aggression, academic misconduct, poor academic performance, compromised emergency and behavioral procedures and overall mental health wellness. Parents, students and school staff must partner to mitigate risk and distraction to the school community during the academic day. Columbus Preparatory Academy will implement the following technology protocol:

1. On the first incident of possession of cellular devices, student will be required to surrender the device to staff member for secure storage and will have
 - a. Parent contact home
 - b. Be issued Written Warning
 - c. Allowed pick up at end of day
2. Continued violation will result in:
 - a. Restorative education/In school restorative activities to be determined by administrative and teaching team staff.
 - b. Out of school suspension if persistent misuse and abuse associated with chronic violation of school technology policy.
 - c. Parent contact will be made and the parent will need to pick up the device.

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. Seniors allowing other students to use their devices will lose the privilege.*

No phones are permitted during classroom instruction.

Consistent violations may result in loss of technology for the remainder of the semester 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 or blue. **Shirts must be collared shirts.** (No sleeveless or spaghetti straps). Shirts should be polo or oxford style. The Columbus Preparatory Academy logo is always allowed. Religious wear must be in school colors (white/navy blue).
- Plain White or blue cardigan, sweater, pullover, or crewneck 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 in Kindergarten through 9th grade.**

Bottoms:

- Slacks, shorts, skirts and capri's must be solid khaki or navy blue.
- The following items will **NOT** be allowed: leggings, 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.

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. Religious wear must be in school colors (white/navy blue)
- 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 hems). 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

<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
- Continued violations will result in following of tiered disciplinary actions within the student code of conduct

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, strapless shirts, midriffs are to be worn.
- No crop tops or garments exposing the mid-section. Shirts should cover a chest from armpit to armpit and to the waist.
- Hoodies may be worn but the hood must not be worn on the head inside the school building.
- No shirts with obscene language, pictures, or statements pertaining to drugs, alcohol, tobacco, sex, or violence is permitted.

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.
- Proper undergarments should be worn but should not be visible.
- Shorts, skirts, dresses must reach mid thigh.

The following items will not be allowed:

- 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 semester 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
- Continued violations will result in following of tiered disciplinary actions within the student code of conduct

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

The first full week of school will be assigned as the deadline window for an add/drop to a student's schedule. The add/drop form is required to be signed and submitted by parent, teacher, and school counselor for approval. Final decision will be based on graduation requirements.

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 counselor. 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 (interim's) 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

[Graduation Requirements](#)

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:

- Summa Cum Laude: 4.000 GPA and above
- Magna Cum Laude: 3.800 to 3.999
- Cum Laude: 3.50 to 3.799

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 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.

Referrals may be given for outside agencies, including tutoring centers, diagnostic centers, or various educational specialists. All costs for such services are borne by the parents.

- If measures taken are not successful, the parents, teachers, and administration will assess whether the school is able to meet the particular needs of the student.
- If it is determined that the student's special academic needs cannot be met within the Columbus Preparatory Academy system, parents will be asked to find an educational alternative at the end of the school year (or sooner if appropriate).
- Throughout the student's tenure at the school, it is required that each individual maintains a 2.0 grade point average. An unacceptable grade point average leads to academic probation. Students who do not improve their grade point average to a minimum of 2.0 may be asked to transfer out of the program.

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.

Academic Dishonesty

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, 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

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

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

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

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

STUDENT RECORDS POLICY

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

STUDENT FEES, FINES, AND CHARGES

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 7-10 days to process transcripts.

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>
- **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>
- **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 MUST 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 seek authorization from an involved non-custodial parent (i.e. a parent who has rights of unsupervised visitation with the child).

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician, and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures, which require special training, such as catheterization. The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child. Before any medication or treatment may be administered to any student during school hours, 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 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 of ANY KIND on their person, Columbus Preparatory Academy's policy allows medication to be administered by the administrative team or their designee under the following conditions:
 - Parents must have a Medication Administration Form completed to have medication administered at school. DOCTOR'S INSTRUCTIONS INCLUDING STUDENT'S NAME AND ADDRESS, NAME OF MEDICATION, DOSAGE, DATE AND TIME OF ADMINISTRATION, POSSIBLE SIDE EFFECTS, ANY SPECIAL INSTRUCTIONS, AND DOCTOR'S SIGNATURE ARE NEEDED TO COMPLETE THIS FORM. This form must be dated and signed by the student's parent/guardian. It will be the student's responsibility to report to the office at the proper time for medication.
 - New Medication Administration Forms must be submitted each school year or as necessary for changes in medication orders.
 - Medication must be in the ORIGINAL CONTAINER and have an affixed label including the student's name, name of medication, dosage, route of medication, and time of administration. Medication cannot be stored in lunch boxes, or in their desks unless prior permission has been given as outlined.
 - If the student is authorized by his/her physician and the written approval of the parent or guardian to carry a new asthma rescue inhaler and self-medicate, all of steps 1-3 will be required. The physician's written approval shall also include instructions that outline procedures that school personnel should follow in the event the asthma medication does not produce the expected relief from the student's asthma attack and identification of any severe adverse reactions that may occur to the child using the inhaler. Any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication should be reported by the physician

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 County 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/Vapes

Smoking/vaping, 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/vapes and/or paraphernalia during school time or at any school activity.

The Ohio Department of Health prohibits smoking/vaping 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.

General Information

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.

CAFETERIA RULES

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

- Students are expected to stay seated while eating lunch.
- Students are expected to eat silently for the first 10 minutes and then talk in quiet voices to their friends at their table for the remainder of the lunch period.
- Students are not allowed to eat or trade from other student's lunches.
- Students may raise their hand to get help from supervisors.
- Students are expected to leave the table and benches clean after eating.
- Proper lunchroom manners are expected.
- Moving ahead of others in the lunch line is unacceptable.
- 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.
- A signed pass must be presented to leave the cafeteria (high school). It is at the discretion of the cafeteria duty teacher.
- Students are not permitted to use door dash/uber eats/other food delivery services.

Applications for the school's Free and Reduced-Meal program are available in the school's office for all students. Families may not charge school meals. No family may accrue a negative balance.

High school seniors (only) may eat outside during their lunch periods or leave campus with written permission of parents. The permission form can be found in the school counselor's office. Students with the privilege to leave campus for lunch may not bring food back to campus for other students/siblings. Violations will result in the loss of privilege.

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: \$2.75 per student per meal*

Lunch fees are: \$3.50 per student per meal*

Payment can be made through the PowerSchool portal.

*Subject to change in August 2024

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.

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.

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 drive to and from 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.

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

They've been absent without legitimate excuse for more than 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.

PARKING PERMITS

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.

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
Columbus Preparatory Academy**

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: _____

Signatures:

Organization representative:

Student:

Parent/Guardian:



Parent Acknowledgement 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.

Parent Signature

Date

Printed Name _____

Student (s) Name(s) _____

