

South Columbus Preparatory Academy at Southfield Parent-Student Handbook

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Table of Contents

WELCOME5

FOREWORD6

MISSION OF THE SCHOOL.....6

EQUAL EDUCATION OPPORTUNITY.....6

TITLE IX COORDINATOR.....7

SCHOOL DAY.....7

TESTING AND COMPULSORY ATTENDANCE.....7

STUDENT RIGHTS AND RESPONSIBILITIES.....7

STUDENT BILL OF RIGHTS/RESPONSIBILITIES POLICY8

STUDENT WELL-BEING.....9

USE OF MEDICATIONS POLICY10

SECTION I – GENERAL INFORMATION12

ENROLLING IN THE SCHOOL.....12

SCHEDULING AND ASSIGNMENT13

EARLY DISMISSAL.....13

TRANSFER OUT OF THE SCHOOL13

IMMUNIZATION.....13

INJURY AND ILLNESS13

USE OF MEDICATIONS14

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS15

HEAD LICE/BED BUGS.....15

CONTROL OF COMMUNICABLE DISEASES POLICY16

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES.....17

NON-CASUAL-CONTACT COMMUNICABLE DISEASES POLICY.....17

AMERICANS WITH DISABILITIES ACT-SECTION 50418

SPECIAL EDUCATION18

STUDENT RECORDS18

STUDENT RECORDS POLICY19

STUDENT FEES, FINES, AND CHARGES19

STUDENT VALUABLES.....20

CAFETERIA/STUDENT EATING AREA.....20

FIRE, TORNADO, AND SAFETY DRILLS.....20

EMERGENCY CLOSINGS AND DELAYS	21
VISITORS.....	21
VISITORS, VOLUNTEERS AND GUESTS POLICY.....	21
USE OF SCHOOL MEDIA	22
USE OF SCHOOL EQUIPMENT AND FACILITIES	22
LOST AND FOUND	23
STUDENT SALES	23
USE OF CLASSROOM TELEPHONES.....	23
ARRIVAL AND DISMISSAL	23
SCHOOL PARTIES.....	24
RECESS	24
LEAVING THE SCHOOL.....	25
GUM.....	25
MONEY AND OTHER VALUABLES	25
STUDENT PICTURES.....	26
SECTION II – ACADEMICS.....	27
FIELD TRIPS.....	27
GRADING PERIODS.....	27
PROMOTION, PLACEMENT, AND RETENTION	27
PROMOTION AND RETENTION POLICY.....	28
PROMOTION.....	28
RETENTION	28
FACTORS.....	29
STUDENTS WITH DISABILITIES	30
THIRD GRADE READING GUARANTEE.....	30
COMPUTER TECHNOLOGY AND NETWORKS.....	30
STUDENT ASSESSMENT	31
SECTION III – STUDENT CONDUCT.....	32
SCHOOL ATTENDANCE POLICY.....	32
TRUANCY.....	32
EXCUSED ABSENCES	34
SUSPENSION FROM SCHOOL	34
EXCUSABLE, NON-APPROVED ABSENCE	34

UNEXCUSED ABSENCES	35
NOTIFICATION OF ABSENCE.....	35
TARDINESS	35
VACATIONS DURING THE SCHOOL YEAR	35
MAKE-UP OF TESTS AND OTHER SCHOOL WORK FOR EXCUSED ABSENCES.....	35
STUDENT ATTENDANCE AT SCHOOL EVENTS	36
STUDENT RULES OF CONDUCT.....	36
EXPECTED BEHAVIORS.....	36
STUDENT DRESS CODE	37
DRESS DOWN POLICY:.....	39
PROCEDURES FOR DRESS CODE VIOLATIONS	39
CARE OF PROPERTY.....	40
SEARCH AND SEIZURE	40
SEARCH AND SEIZURE POLICY	41
STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES	42
STUDENT CODE OF CONDUCT.....	ERROR! BOOKMARK NOT DEFINED.
EXPLANATION OF TERMS APPLYING TO THE STUDENT CODE OF CONDUCT	ERROR! BOOKMARK NOT DEFINED.
HARASSMENT POLICY	ERROR! BOOKMARK NOT DEFINED.
CONFIDENTIALITY	ERROR! BOOKMARK NOT DEFINED.
CORRECTIVE ACTION	ERROR! BOOKMARK NOT DEFINED.
DEFINITIONS.....	ERROR! BOOKMARK NOT DEFINED.
INFORMAL CORRECTIVE ACTION	ERROR! BOOKMARK NOT DEFINED.
FORMAL DISCIPLINE	ERROR! BOOKMARK NOT DEFINED.
PROCEDURES FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL	ERROR! BOOKMARK NOT DEFINED.
SUSPENSION.....	ERROR! BOOKMARK NOT DEFINED.
EXPULSION.....	ERROR! BOOKMARK NOT DEFINED.
EMERGENCY REMOVALS.....	ERROR! BOOKMARK NOT DEFINED.
MEMORANDUM TO PARENTS REGARDING BOARD POLICY ON DRUG-FREE SCHOOLS	42

WELCOME

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

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

Note: Some sections of this handbook represent summaries of extensive Board policies. Parents may request copies of full Board policies by calling or visiting the school office.

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

The Governing Authority of the School, known to most as the "Board" encourages students, staff, administration, and parents to review this document and submit proposed modifications to this handbook to the PRINCIPAL's office no later than March 1 of each school year. The PRINCIPAL will then compile all such recommendations and will provide for a review of the Parent-Student Handbook.

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

FOREWORD

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

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

MISSION OF THE SCHOOL

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

EQUAL EDUCATION OPPORTUNITY

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

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

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

TITLE IX COORDINATOR

South Columbus Preparatory Academy at Southfield does not discriminate on the basis of sex in its education program or activities, and is required by Title IX and its regulations not to discriminate in such a manner. Our Title IX Coordinator is responsible for investigating any complaint alleging noncompliance with Title IX.

Kyle Glispie
3220 Groveport Rd, Columbus, OH 43207
(614) 986-0116
kglispie@socolumbusprep.org

SCHOOL DAY

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

TESTING AND COMPULSORY ATTENDANCE

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

STUDENT BILL OF RIGHTS/RESPONSIBILITIES POLICY

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

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

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

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

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

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

1. All individuals are deserving of respect and acceptance. Both adults and youth at the

school will exhibit respectful behavior in their speech and actions. All individuals are expected to set positive examples.

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

STUDENT WELL-BEING

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

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

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

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

USE OF MEDICATIONS POLICY

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

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

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

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

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

The School may permit, if no other choice is available, or in an emergency, the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a

device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training. Training should be provided by the prescribing physician's office. The administration of such medication must take place in the school office, unless under emergency circumstances.

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

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

Enrollment is first offered to the existing student body and families during January. Upon the receipt of all re-enrollment confirmations from the existing student body and families 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 South Columbus Preparatory Academy at Southfield is open to any individual who is entitled to attend South Columbus Preparatory Academy at Southfield in the State of Ohio pursuant to Section 3313.64 or 3313.65 of the Ohio Revised Code in a school district in this state. Enrollment is open to residents of Ohio. Students who have reached the age of five (5) by September 30th of the current school year or who fall within the guidelines for early enrollment of students age four (4) will be allowed to enroll for admission to school. If there are available seats in a kindergarten classroom for enrollment, exceptions to this rule can be made upon review by the principal/superintendent in compliance with facility and room capacity.

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

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

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL

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

TRANSFER OUT OF THE SCHOOL

If a student plans to transfer from South Columbus Preparatory Academy at Southfield, 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 be released if the transfer is not properly completed. Parents are encouraged to contact the school office for specific details or questions.

IMMUNIZATION

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

INJURY AND ILLNESS

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

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

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

USE OF MEDICATIONS

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

1. Parents must have a Medication Administration Form completed to have medication administered at school. DOCTOR'S INSTRUCTIONS INCLUDING STUDENT'S NAME AND ADDRESS, NAME OF MEDICATION, DOSAGE, DATE AND TIME OF ADMINISTRATION, POSSIBLE SIDE EFFECTS, ANY SPECIAL INSTRUCTIONS AND DOCTOR'S SIGNATURE ARE NEEDED TO COMPLETE THIS FORM. This form must be dated and signed by the student's parent/guardian. It will be the student's responsibility to report to the office at the proper time for medication.
2. New Medication Administration Forms must be submitted each school year or as necessary for changes in medication orders.
3. Medication must be in the ORIGINAL CONTAINER and have affixed label including the Student's Name, Name of Medication, Dosage, Route of Medication, and Time of Administration.
4. It is REQUIRED that the medication and the signed permission forms BE BROUGHT TO THE SCHOOL BY THE PARENT/GUARDIAN.
5. Non-prescription medications, such as Tylenol, cold remedies, etc. will be treated as prescription medication as in #1 above. Parents may, at their choice, come to the School and administer medication to their child. Cough Drops may be allowed with written parental permission at the discretion of the Principal.
6. Students are NOT permitted to keep medication of ANY KIND on their person, in their lunch boxes, or in their desks unless prior permission has been given as outlined in #7.
7. If the student is authorized by his/her physician and the written approval of the parent or guardian to carry a new asthma rescue inhaler and self-medicate, all the steps 1-3 will

be required. The physician's written approval shall also include instructions that outline procedures that School personnel should follow in the event the asthma medication does not produce the expected relief from the student's asthma attack, and identification of any severe adverse reactions that may occur to the child using the inhaler and it should be reported to the physician, and any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication, and at least one emergency telephone number for contacting the physician in an emergency, and at least one emergency telephone number for contacting the parent or guardian in an emergency, and any other special instruction from the physician.

8. If a student shows unsafe or irresponsible behavior, the right to self-medicate may be revoked.

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

HEAD LICE/BED BUGS

THE SCHOOL HAS A NO NIT/BUG POLICY.

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

student has been cleared of all lice/bed bugs, and the receipt of a notice of treatment of the home by an exterminator, the student will be allowed back in class.

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

CONTROL OF COMMUNICABLE DISEASES POLICY

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

For purposes of this policy, “communicable diseases” shall include: Amebiasis, Campylobacteriosis, Chickenpox, Cholera, Conjunctivitis, Cryptosporidiosis, Cyclosporiasis, Diarrhea (infectious or of unknown cause), Diphtheria, Escherichia coli (E. coli) 0157:H7 or hemolytic uremic syndrome (HUS), Giardiasis, Hepatitis A, Measles, Meningitis (aseptic, and viral meningoencephalitis, but not including arthropod-borne disease), Meningococcal disease, Mumps, Pediculosis, Pertussis (whooping cough), Plague, Rubella, Salmonellosis, Scabies, Shigellosis, Smallpox, Streptococcal infection, Tuberculosis (TB) Typhoid fever, Typhus, Viral hemorrhagic fever (VHF), Yellow fever, Yersiniosis. This list is not exhaustive and may be modified in accordance with State and Federal law.

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

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

The school shall:

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

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

NON-CASUAL-CONTACT COMMUNICABLE DISEASES POLICY

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

For purposes of this policy, these diseases shall include:

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

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

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

AMERICANS WITH DISABILITIES ACT-SECTION 504

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

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

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

SPECIAL EDUCATION

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

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

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

STUDENT RECORDS

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

Included in the confidential records may be test scores, psychological reports, behavior data, disciplinary actions, and communications with the family and outside service providers.

Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-School professional agencies or individuals.

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

Records may be withheld if an outstanding account balance exists.

STUDENT RECORDS POLICY

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

STUDENT FEES, FINES, AND CHARGES

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

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

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

STUDENT VALUABLES

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

CAFETERIA/STUDENT EATING AREA

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

CAFETERIA/STUDENT EATING AREA PROCEDURES:

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

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

FIRE, TORNADO, and SAFETY DRILLS

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

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

EMERGENCY CLOSINGS AND DELAYS

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

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

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

VISITORS

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

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

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

VISITORS, VOLUNTEERS AND GUESTS POLICY

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

made at the Principal or his/her designee's discretion for families who are considering enrollment.

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

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

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

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

All visitors are subject to health and safety polices as determined by the Board, the Ohio Department of Education, and/or the Ohio Department of Health.

USE OF SCHOOL MEDIA

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

Outside individuals or organizations may request use of the school building from the principal/superintendent. The use of the school building, and any of its materials and property, is at the discretion/permission of the principal/superintendent.

LOST AND FOUND

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

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

STUDENT SALES

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

USE OF CLASSROOM TELEPHONES

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

ARRIVAL AND DISMISSAL

ARRIVAL: School begins promptly at 7:45am. Students that have not entered their classroom by this time are considered tardy. Three (3) tardies equals one (1) absence from school. More than fifteen (15) absences from school requires the retention of the student in their current grade for the following year. No exceptions.

For the first week of school parents of kindergarteners are encouraged to park and walk their child(ren) into the school. This option is subject to review based upon the current health and safety guidelines from the Ohio Department of Education, the Ohio Department of Health, and/or the Board. Upon the start of the second week or earlier, dropping their child(ren) off at the Kindergarten Drop off area is encouraged. This drop off point is open from 7:30-7:45am. Parents arriving before this time need to pull through to the middle of the parking lot to one of

the 1st-8th grade student drop off points. School personnel will be present in the parking lot to guide parents through.

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

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

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

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

Any questions about dismissal can be answered by calling the school office.

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

SCHOOL PARTIES

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

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

RECESS

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

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

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

LEAVING THE SCHOOL

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

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

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

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

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

GUM

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

MONEY AND OTHER VALUABLES

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

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

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

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

STUDENT PICTURES

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

SECTION II – ACADEMICS

FIELD TRIPS

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

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

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

GRADING PERIODS

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

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

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

PROMOTION, PLACEMENT, AND RETENTION

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

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

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

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

PROMOTION AND RETENTION POLICY

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

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

PROMOTION

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

RETENTION

A student is required to be retained if he/she is truant for more than a total of fifteen (15) school days, or has failed at least two (2) courses of study, unless the Superintendent and the teachers of the failed subjects determine that the student is academically prepared to be promoted. Three (3) tardies equals one (1) day of absence from school.

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

Retention and/or placement decisions will be made only after the school has notified the parent(s) as to the student's progress or lack thereof. These notifications will be sent home three times during the school year. The first notification will be mailed in October, the second in January, and the final notification in May. Parent/Teacher conferences will take place on two scheduled occasions during the school year. The first in conference are scheduled for October, and the second in January. The parent can request other conferences by making an appointment with the school office, teacher, and superintendent.

Factors

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

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

The School will utilize a student's scores on any statewide achievement tests and diagnostic evaluations as a factor in every decision of promotion to a higher grade level. The following assessments and diagnostic evaluations will be considered for each grade:

- K ITBS tests; DRA level; classroom short cycle assessments
- 1st grade ITBS tests; DRA level; classroom short cycle assessments
- 2nd grade ITBS tests; DRA level; classroom short cycle assessments
- 3rd grade Reading achievement tests; AIR Assessment results; DRA level; classroom short cycle assessments
- 4th grade Reading and Math AIR Assessment results; DRA level; classroom short cycle assessments
- 5th grade Reading, Math, Science AIR Assessment results; DRA level; classroom short cycle assessments
- 6th grade Reading and Math AIR Assessment results; DRA level; classroom short cycle assessments
- 7th grade Reading and Math AIR Assessment results; DRA level; classroom short cycle assessments
- 8th grade Reading, Math, Science AIR Assessment results; DRA level; classroom short cycle assessments

The Developmental Reading Assessment (DRA) will be used to determine the reading level of students. This test will be administered three times during the course of an academic year: August, January, and May. For students to be promoted to the next grade their reading performance, both in comprehension and fluency, must be at the appropriate reading level.

- For Kindergarten promotion to 1st grade: Level 6
- For 1st grade promotion to 2nd grade: Level 18
- For 2nd grade promotion to 3rd grade: Level 30
- For 3rd grade promotion to 4th grade: Level 40
- For 4th grade promotion to 5th grade: Level 50
- For 5th grade promotion to 6th grade: Level 60
- For 6th grade promotion to 7th grade: Level 70
- For 7th grade promotion to 8th grade: Level 80

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

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

STUDENTS WITH DISABILITIES

Promotion and retention of previously identified student with a disability shall be subject to the factors and policy above, but shall also consider the contents of the student's Individualized Educational Plan (IEP).

THIRD GRADE READING GUARANTEE

Ohio crafted the Third Grade Reading Guarantee, which mandates a minimum score that students must earn in reading in order to be promoted to the next grade. Please see the Ohio Department of Education's website for the current score requirements.

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

COMPUTER TECHNOLOGY AND NETWORKS

The School retains the right to review and monitor computer equipment and networks, and users of School computer equipment or networks should have no expectation of privacy. The use of the Network is a privilege, which may be revoked by the School at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The School reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

STUDENT ASSESSMENT

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

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

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

Additional group tests, such as, the Iowa Test of Basic Skills, will be administered in the fall and/or spring to monitor progress and determine educational mastery level. These tests are used to help the staff determine instructional needs.

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

SECTION III – STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

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

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

A copy of the full Board adopted Attendance, Absence, and Truancy Policy is available upon request.

TRUANCY

A “habitual truant” is a child of compulsory school age who is absent without legitimate excuse for thirty(30) or more consecutive school hours, forty-two (42) or more school hours in one school month, or seventy-two (72) or more school hours in a school year.

A child is “excessively absent” if he or she is absent, with or without excuse, for thirty-eight (38) or more hours in one school month or sixty-five (65) or more school hours in one school year.

Ohio law demands that any student who, without legitimate excuse, fails to participate in seventy-two (72) consecutive hours of learning opportunities offered to the student by the School shall be automatically removed from the School. The School will provide the parent/guardian notice and an opportunity to respond prior to an automatic removal to the Franklin County Court of Common Pleas, Juvenile Branch, and to the public school district where the student’s parent/guardian resides.

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

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

1. Taking disciplinary action against a student for truancy, in accordance with the student code of conduct.;

2. Offering counseling to the family of a student with truancy problems;
3. Requiring the parent/guardian to contact the School to discuss the student's absences;
4. Giving a student and his/her parent/guardian written warning about the possible legal consequences of truancy;
5. Referring the matter to the Franklin County Court of Common Pleas, Juvenile Branch, for consideration;

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

1. The attendance policy will be issued annually to parents/guardians (parents/guardians are asked to acknowledge receipt of the policy in writing).
2. The School will maintain a "flagging" system to identify students who may become excessively absent or habitually truant before they meet the mandatory timelines for classification as such. Parent/Guardians of these students are to be informed of the concern and consequence of such absenteeism.
3. The School has appointed its PRINCIPAL (or designee) as the attendance officer for the School. This person may be subpoenaed to Court to verify and testify should there be questions about attendance issues.
4. The School shall designate an Attendance Intervention Team comprised of at least two representatives of the School who will work together with students and parents on absence intervention plans, strategies, and efforts.
5. Letters of notification and warning will be sent via certified mail to the parents/guardians of each habitual truant.
6. The police will be notified when a child meets the habitual truant standard.
7. The School will send notice to the superintendent of the public school district where the parent/guardian of a habitually truant student resides.

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

EXCUSED ABSENCES

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

1. Personal illness but not illness in the family unless the circumstances are approved by the Principal
2. Death in the immediate family
3. Bona-fide religious holiday
4. Professional appointments that cannot be scheduled at non-school times
5. Pursuant to an age and schooling certificate
6. Absences approved by the Principal for good cause

Students with a health condition that causes repeated absence are to provide the School's office with an explanation of the condition from a registered physician or other licensed healthcare provider.

Parents must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence or send a note the following day. They are to call the School's office [and explain the reason for the absence]. If the absence can be foreseen (the "good cause" must be approved by the Principal), the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

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

SUSPENSION FROM SCHOOL

A suspended student should take self-responsibility for completing schoolwork missed due to suspension or expulsion. It is recommended that a student complete missed assignments during the suspension or expulsion and turn them in to the teacher upon his/her return to school. Pursuant to the policy adopted by the Board, the student can receive at least partial credit for a completed assignment.

EXCUSABLE, NON-APPROVED ABSENCE

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

UNEXCUSED ABSENCES

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

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 parent improve their child's attendance.

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

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

TARDINESS

A student who is not in his/her assigned location by 7:45am shall be considered tardy. Any student arriving late to the School is to report to the School's office before proceeding to class. If a student misses any part of the instructional school day, their attendance is affected. The actual time that a student is tardy will be recorded to the nearest hour and the total amount of time that a student is tardy is considered in determination of excessive absences and habitual truancy.

An academic record of a student who is tardy fifteen (15) or more times during the school year will be automatically reviewed to determine whether the student is academically prepared for promotion to the next grade level.

VACATIONS DURING THE SCHOOL YEAR

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

MAKE-UP OF TESTS AND OTHER SCHOOL WORK FOR EXCUSED ABSENCES

Students who are excusably absent from School shall be given the opportunity to make-up work that has been missed.

Students will be given the number of days of excused absence within which to make-up work. Students will not be given an exemption from making up any work or classroom assessments that were given unless excused by the teacher.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

STUDENT RULES OF CONDUCT

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

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

The Principal is deemed to have all the power and authority accorded a Principal and Superintendent in a traditional public school. The Board of South Columbus Preparatory Academy at Southfield is deemed to have all of the power and authority accorded a Board of Education in a traditional public school district.

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

EXPECTED BEHAVIORS

Each student shall be expected to:

1. abide by Federal, State, and local laws as well as the rules of the School;

2. respect the civil rights of others;
3. Act courteously to adults and fellow students;
4. Be prompt to the School and attentive in class;
5. Complete assigned tasks on time and as directed;
6. Help maintain a school environment that is safe, friendly, and productive;
7. Act at all times in a manner that reflects pride in self, family, and in the School;
8. Follow School-wide rules and expectations

STUDENT DRESS CODE

Note: The School and Board recognize that under Ohio law parents and families must be provided six months' notice before implementing a dress code; however, the Board and administrators encourage students to comply with the dress code as soon as possible.

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

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

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

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

Slacks, shorts and capri pants must be solid khaki, black, grey or navy in color. Logos no larger than a quarter on the pocket will be acceptable. The following items will not be allowed: denim material, cargo pocket pants, leggings, parachute pants, windbreakers, fad fabrics, spandex,

lycra, leather, wet look, mesh, sheer, metallic, fishnet, frayed hems, stripes, MUDD handprint, “lace up” on ankles or waist pants (drawstring waist is okay). Snug pants are not appropriate. Pants must be worn at the waist on top of the hips.

Skirts, skorts, or jumpers in navy or khaki may also be worn and leggings, stockings or knee-highs should all be one color of white, blue or black. No designs please.

Shirts should remain tucked during the school day for student and teacher safety.

NO Flip Flops. Tennis shoes will be allowed, but “skate shoes” (heelies) are never allowed with or without wheels, No crocs. All shoes must cover the toes and heels-no sandals.

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

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

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

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

No hair spiking or unnaturally colored hair (i.e. green, blue, orange). Students are not allowed to have words or designs cut into their hair. Mohawks or faux hawks are not allowed.

Highlights that are not natural to the student are not allowed. Any kind of braid, weave, extensions or feathers that are a different color than your natural hair are NOT allowed.

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

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

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

1. Call home for replacements.
2. Try to find the student acceptable replacements from our extra uniforms.
3. Assign the student to Alternative to Suspension Program (ASP.)

Exceptions:

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

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

DRESS DOWN POLICY:

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

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

PROCEDURES FOR DRESS CODE VIOLATIONS

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

Second Offense: One (1) day ASP.

Third Offense: Two (2) days ASP.

Fourth Offense: Three (3) days ASP.

Fifth Offense: Four (4) days ASP.

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

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

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

CARE OF PROPERTY

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

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

SEARCH AND SEIZURE

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

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

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

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

Review of such information may be done by the School with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Search and Seizure Policy

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

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

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

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

Search and Seizure of Property:

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

The Principal or his/her designee shall conduct the search of a student's person or intimate personal belongings. This person should be of the student's gender and conduct the search in

the presence of another staff member of the same gender. However, School personnel may conduct no strip searches.

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

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

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

The Principal or his/her designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal or his/her designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

STUDENT CODE OF CONDUCT/SUSPENSION, EXPULSION, REMOVAL AND PERMANENT EXCLUSION POLICY

The Board has adopted the Student Code of Conduct/Suspension, Expulsion, Removal and Permanent Exclusion Policy. The Code includes the types of

misconduct that will subject a student to disciplinary action and the procedures for implementing disciplinary action. For a copy of the full policy adopted by the Board, please contact the School Office.

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

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. South Columbus Preparatory Academy students must conform with school regulations and accept directions from authorized school personnel. The School will not tolerate violent, disruptive, or inappropriate behavior by its students. Such behavior is punishable and will result in disciplinary action which may include suspension, exclusion or other forms of discipline.

This Code of Conduct applies to any student, whether or not the student is enrolled at the School, attending, or otherwise participating in any curricular program provided in a school operated by the Board or provided on any other property owned or controlled by the Board and also applies while a student is in the custody or control of the School, on School grounds or close thereto, while at a School-sponsored function or activity or on School-owned or provided transportation vehicles. In addition, this Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the South Columbus Preparatory Academy ("School").

Students and parents shall be provided annually (at the beginning of the school year or upon entering the School) written information on the rules and regulations to which students are subject while in school and while participating in any school-related activity or event. The information provided shall include the types of misconduct for which a student is subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of this student Code of Conduct and the fact that any violations of the student code of conduct are punishable. This Code of Conduct / Suspension, Expulsion, Removal and Permanent Exclusion Policy shall be posted in a central location in the School and also made available to students and parents upon request.

If a student violates the Code of Conduct, school personnel, students or parents should report the student to the appropriate principal or assistant principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Students' basic constitutional rights to speak and express opinions, even if they are unpopular, will be respected. When misconduct occurs, each student will have due process

rights under the law.

The teacher is the key figure in school discipline. (S)he is expected to make every effort to personally handle the usual problems of maintaining classroom discipline. When a disciplinary problem becomes acute enough to involve the school administrator, then the teacher should seek his/her assistance. Under these circumstances both the teacher and the administrator are expected to give the student his/her due process rights.

Levels of Offenses

Truancy and chronic absenteeism are addressed separately from these levels of offenses. Acts of misconduct that are not specifically attendance-related are categorized into the following four levels of offenses:

A. Level I: Violation of general classroom, bus or school rules – Level I consists of minor offenses that generally occur in the classroom, on the bus or on school premises and can be corrected by the teacher, bus driver or school administrator.

B. Level II: Conduct requiring administrative intervention – Level II consists of offenses that are more serious in nature or persistent or serious Level I misconduct.

C. Level III: Suspension and/or removal from the classroom to an alternative learning environment – Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, including bus transportation, or persistent or serious Level I or II misconduct.

D. Level IV: Expulsion and/or removal from the classroom to an alternative learning environment – Level IV consists of serious offenses which include willful or malicious acts that have the effect of materially and substantially disrupting the educational environment in the school, on the school bus or at school activities or Level I, II, or III infractions depending on the severity or persistence of the act.

Level I Offenses

Rule 1: Dress Code. The Board believes that student dress should enhance a positive image of students and the District. The standards of dress and grooming outlined are necessary to promote discipline, maintain order, secure student safety, and provide a healthy environment that is conducive to learning.

- (A) When a student is at school, participating in school activities or at school-sponsored events, his/her dress and grooming must not:
- I. Present a health or safety hazard to the student or to others in the school or attending the school-sponsored activity;
 - II. Materially interfere with school work, create disorder, or disrupt the educational environment;

- III. Cause excessive damage or wear-and-tear to school property; and/or
- IV. Keep the student from participating safely in his/her own education.

(B) To facilitate a consistent pattern of application of the student dress code, the following standards shall be applied:

- I. Shirts and tops must cover all undergarments and have high enough necklines to cover all cleavage. Strapless, crop, and see-through tops are not acceptable;
- II. Lower garments should not drag on the floor or allow undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. Form-fitting lower garments must be worn under a shirt, skirt or dress that extends to the thighs;
- III. No skin should be visible between a student's top and bottom garment when the student sits, stands, raises his/her hand or bends over;
- IV. Clothing or accessories that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (i.e., race, religion, gender, etc.);
- V. Coats and jackets meant for outdoor wear, book bags and oversized bags must be kept in the school locker or other designated area during the school day;
- VI. Facial hair must be kept neat and clean;
- VII. Recreational head coverings and sunglasses should not be worn inside any building; and
- VIII. Appropriate footwear must be worn to provide for safe and sanitary conditions.

(C) Building administrators shall judge student dress and grooming in individual buildings. The building administrator may exclude (i.e. not admit to class or suspend) any student, when in his/her judgment, the student is not following appropriate dress and grooming standards.

(D) Exceptions to these standards may be considered based on personal circumstance, cultural beliefs and to promote school spirit. Students who request an exception must have parental permission to do so and obtain permission from the building administrator prior to deviating from the standards of dress. A parent conference may be requested by the building administrator.

Rule 2: Tardiness. A student shall be prompt to school and to class according to its scheduled time. Note: No student will be suspended or expelled solely for tardiness or absenteeism though students may be subject to other discipline actions and/or required to participate in one or more absence intervention program.

Rule 3: Student Drivers. In order to promote safety and enable the school to effectively supervise students immediately before and immediately after school hours, only students who secure a valid school parking permit are allowed to park on school property.

Rule 4: Miscellaneous Offenses. Disciplinary problems such as not doing required homework, throwing objects in school, and other such offenses are prohibited and may result in disciplinary actions.

Level I Disciplinary Options

Disciplinary options or responses to Level I offenses will include one or more of the following:

- A. Verbal correction
- B. Teacher-student conference
- C. Student-counselor conference
- D. Teacher-parent conference
- E. Behavioral probation
- F. Detention (maintained by teacher before or after school or during recess)
- G. Parent shadowing
- H. Restriction of school bus privileges by the building administrator
- I. Other appropriate disciplinary action
- J. Serious or repeated violations may be treated as Level II or III infractions

Level II Offenses

Rule 5. Skipping Detention. *A student assigned to detention shall report on the assigned day and at the assigned time.*

Rule 6: Forgery. A student shall not change a grade or place the name of a parent, guardian, teacher or other individual as representative of that individual's signature on a school document or on an official document for school purposes.

Rule 7: Use of Tobacco. A student shall not use or possess tobacco or any tobacco products such as cigarettes, cigars, dip, chewing tobacco, etc.

Rule 8: Gambling. A student shall not participate in gambling.

Rule 9: Stealing. A student shall not steal or attempt to steal school property or private property of other students or school personnel.

Rule 10: Insubordination. A student shall not repeatedly violate rules or fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, bus drivers, principals, or other authorized school personnel.

Rule 11: Violation of Ohio Criminal, Traffic, or Juvenile Code. Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on or off the school grounds, regardless if school related or not, that would, in the judgment

of school officials, be a detriment to the ongoing educational processes and/or orderly administration of the school if the student were permitted to continue regular school attendance.

Rule 12: Violation of the Network Acceptable Use Policy. Students must have a signed Acceptable Use Agreement before gaining access to the District's computer network. Students shall abide by the District's Network Acceptable Use Policy and any school or classroom rules for network access.

Rule 13: Personal Communication Devices. Students may possess and use personal communication devices (PCDs) on school property, school-provided transportation, or at school-sponsored activities only during approved times and for approved purposes. Student use of PCDs on school property is a privilege and not a right. This privilege may be revoked by the School at any time. The District reserves the right, in its sole discretion, to determine which types of PCDs it will allow students to use. Such determinations are subject to change. Notwithstanding the foregoing, Students may possess and use PCDs on school property and at school-sponsored curricular and extra-curricular activities when specifically permitted by staff or administration of the School. Such use shall not create a distraction, disruption, or otherwise interfere with the educational environment. Authorized student use of PCDs shall include the following:

- A. Before and after the student instructional day;
- B. During designated lunch periods;
- C. In between class periods. However, PCDs must be powered off and stored out of sight prior to the start of and during the entirety of any class period;
- D. During participation in curricular and extra-curricular activities for instructional or educational purposes, and at the discretion of the District Official;
- E. When authorized pursuant to an Individual Education Plan ("IEP"), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student's physician.

Rule 14: Academic Dishonesty. Students shall not cheat on tests; shall not copy tests, assignments, or papers; shall not plagiarize; and shall not violate copyright policy or law.

Level II Disciplinary Options

Disciplinary options or responses to Level II offenses will include any of the previous (Level I) options and/or one or more of the following:

- A. Parental contact by phone and written or oral notification to parent or guardian
- B. Behavioral probation
- C. Administrator/teacher/student conference
- D. Detention

- E. Parent shadowing
- F. Exclusion from extracurricular activity
- G. Mediation
- H. Behavioral contract
- I. Confiscation
- J. Temporary removal of the student from the classroom
- K. In-school suspension
- L. Friday/Saturday school
- M. Suspension of transportation privileges
- N. Monetary restitution for damages
- O. Report to Juvenile Court and/or Bureau of Motor Vehicles
- P. Another appropriate disciplinary option or logical consequence determined by the administrator
- Q. Serious or repeated Level II misbehavior may result in a more serious consequence including but not limited to any disciplinary option for a Level III offense or expulsion.

Level III Offenses

Rule 15: Disruption of School. A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Rule 16: Damage or Destruction of School or Private Property. A student shall not intentionally cause or attempt to cause damage to public or private property, including that of other students, teachers, administrators, and other school employees.

Rule 17: Discrimination and Harassment. No student shall harass or discriminate against any student, employee, or other person on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age or disability. No student shall retaliate, coerce or intimidate any person who exercises their right to file a complaint of harassment or discrimination, or who participates in the investigation of such complaint. Any participant in a school activity who believes this rule has been violated should report the matter immediately to his or her teacher or to the School Principal.

Rule 18: Bullying/Assaults/Hazing/Dating Violence. A student shall not harass, haze, bully, retaliate against, coerce, interfere with, intimidate, inflict injury, cause another to inflict injury, or behave in any way which could cause physical injury or mental anguish to another student, teacher, or other school personnel. These acts are prohibited on school property, on a school bus, or at school-sponsored events. A student shall not intentionally direct to another student, teacher or other school employee words, phrases, or gestures which are

vulgar, obscene, or degrading. Students are prohibited from using a Personal Communication Device (PCD) to violate this Rule.

Any student or student's parent/guardian who believes he or she has been or is the victim of behavior prohibited by this Rule should immediately report the situation to the student's teacher or to the School Principal. The student may also report concerns to other teachers and school staff who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report student behavior prohibited by this Rule. Reports should be made to those identified above.

All complaints about behavior that may violate this Rule shall be promptly investigated pursuant to Board Policy controlling such investigations. For purposes of this rule, "harassment, intimidation or bullying" is defined as any intentional written, verbal, electronic or physical act that a student exhibits toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the student, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or (3) violence within a dating relationship.

For the purposes of this rule, "dating violence" is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship.

Rule 19: Extortion. A student shall not extort or cause others to extort money or personal property from other students or school personnel.

Rule 20: Narcotics, Alcoholic Beverages, Drugs, Counterfeit or Look-Alike Drugs and Drug Paraphernalia. A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind.

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any counterfeit controlled substance. A counterfeit controlled substance is any substance that is made to look like a controlled substance or is represented to be a controlled substance or that a student believes to be a controlled substance.

Except as legitimately provided for in Policy, a student shall not buy, sell, transfer, possess, or use any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances.

Drug paraphernalia shall not be worn, carried, or brought to school or school events.

Students found to be in violation of this rule shall be expelled or suspended.

Rule 21: Acts of Immorality. Possession of indecent, obscene, or pornographic matter is prohibited. Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior with a person of the same or opposite sex is prohibited.

Rule 22: Fighting. Students shall not engage in intentional efforts to cause physical harm to a student or staff member. Neither shall students intentionally incite another student to engage in willful physical conflict or combat.

Rule 23: Direct Threat. Students shall not intentionally commit or promote any act or expression of a threatening nature directed to any individual or group of teachers, other staff members, students or other groups at school.

Level III Disciplinary Options

Disciplinary options or responses to Level III offenses will include any of the previous (Level II) options as well as:

- A. Out-of-school suspension
- B. In-school suspension
- C. Removal from the classroom to an alternative learning environment
- D. Serious or repeated Level III misbehavior may result in a more serious consequence, including but not limited to expulsion
- E. Another appropriate disciplinary option or logical consequence determined by the administrator.

Level IV Offenses

Rule 24: Weapons and Dangerous Instruments. A student shall not possess, handle, transport, carry, use, conceal, or transmit any objects that can reasonably be considered a weapon, a firearm (including any object represented as a firearm or made, construed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm), a knife, or other dangerous object of no reasonable use to the student.

Any student who is determined to have brought to school or to any extracurricular event or school-related activity a firearm as defined below shall be expelled for one year, subject to permanent exclusion or reduction of this term by the Principal or Superintendent on a case-by-case basis.

"Firearm" shall have the same meaning as provided at ORC §3313.66(B)(2)(c), as may be

amended from time to time, specifically, "(A) [a]ny weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. (4) The term 'destructive device' means (A) (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses."

A student who possesses a firearm or as defined below at school or at any extracurricular event or school-related activity shall be expelled for a period of one year, subject to reduction of this term by the Principal or Superintendent on a case-by-case basis.

"Knife" shall be defined by the School as any device consisting of a sharp blade three (3) inches or longer in length, whether or not fastened to a handle, designed or intended for use as a cutting instrument.

A student who possesses a dangerous object at school or at any extracurricular event or school-related activity with intent to use such dangerous object to cause injury or damage to another person or to property may be expelled for a period of one year, subject to reduction of this term by the Principal or Superintendent on a case-by-case basis.

"Dangerous object" shall be defined by the School as a device which is or may be used to cause harm to another person, including but not limited to a club, chain, razor or other sharp blade less than three (3) inches in length, metal knuckles, noxious irritants, chemicals, or explosive or incendiary device.

Rule 25: Bomb Threat. A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled for a period of one year, subject to reduction of this term by the Principal or Superintendent on a case-by-case basis.

Rule 26. Criminal Act Resulting in Physical Harm. A student who commits an act that is a criminal offense when by committed by an adult and results in serious physical harm to person(s) or property while the student is at school, on any other property owned or controlled by the Board or at any school-related activity or extracurricular event, may be expelled for a period of one year, subject to reduction of this term by the Principal or Superintendent on a case-by-case basis.

Suspension

The administrator will determine the length of the suspension (up to ten days) or removal and whether the suspension will be served in-school or out-of-school on a case-by-case basis. No part of any out-of-school suspension may be applied to the school year following the school

year in which the offending incident took place.

If, at the time of the imposition of an out-of-school suspension, there are fewer than ten days left in the school year, the School may require the student to participate in a community service program or other alternative consequence for a number of hours equal to the remaining part of the out-of-school suspension. In such situation, the community service or other consequence shall begin during the student's first full weekday of summer break.

Prior to the imposition of a suspension, the School Principal shall give the student (a) written notice of the School's intention to suspend together with the reason(s) for the intended suspension, and (b) an opportunity for the student to appear at an informal hearing before the School official responsible for imposition of the out-of-school suspension, to challenge the suspension or otherwise explain the student's actions. For students age sixteen or older, the written notice must include a statement that the School may seek permanent exclusion if the student is convicted or adjudicated a delinquent child for that violation.

The parameters for completing and grading assignments missed because of a pupil's suspension are as follows:

1. The pupil shall have an opportunity to do both of the following:
 - a. Complete any classroom assignments missed because of the suspension;
 - b. Receive at least partial credit for a completed assignment.
2. This policy permits grade reductions on account of the pupil's suspension subject to the approval of the Principal or Superintendent.
3. This policy prohibits the receipt of a failing grade on a completed assignment solely on account of the pupil's suspension.

Within one school day after the imposition of a suspension, the School shall give written notice to the student's parent/guardian and to the Board Treasurer. The written notice shall include:

- a. The length and other specifics of the suspension;
- b. The reason(s) for the suspension;
- c. The right to appeal by the student, parent(s) or guardian(s) to the Board or Board's designee;
- d. The date by which the student, parent(s) or guardian(s) must notify the Board of the intent to appeal the suspension, which date shall be the first school-day after fifteen calendar days from the date of the written notice;
- e. The manner by which the student, parent(s) or guardian(s) must notify the Board of the intent to appeal the suspension, which manner shall be written notice delivered to the School Principal or by email to an email address provided in the notice;
- f. The right to be represented in all appeal proceedings;
- g. The right to be granted a hearing before the Board or Board's designee;

- h. The right to request that hearing before the Board or Board's designee be held in executive session; and
- i. The following statement (for students age 16 or older):

Notice:

The Principal or Superintendent of the school may seek the permanent exclusion of a student who has been suspended or expelled under the following conditions:

- a. The student is age 16 or older;
- b. The misconduct giving rise to the suspension or expulsion is related to drugs, weapons or violence;
- c. The misconduct giving rise to the suspension or expulsion, if committed by an adult, would be a violation of ORC §§ 2923.122, 2923.12, 2925.11, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02 or 2907.05 or any substantially similar ordinance; and
- d. The student is convicted of or adjudicated a delinquent child for that violation.”

An appeal hearing held before the Board or Board's designee shall be in the presence of a court reporter or certified audiographer or videographer.

Expulsion

Except as provided under *Level IV* offenses above, the term of a student expulsion shall be limited to the greater of 80 days or the number of school days remaining in the semester or term in which the incident giving rise to expulsion occurs. In the event that the term of expulsion exceeds the number of school days left in the school year, the Principal or Superintendent may apply all or any part of the period of expulsion to the following school year.

The School Principal or Superintendent shall consider, on a case-by-case basis, all of the relevant facts and circumstances of the misconduct underlying the expulsion including (a) applicable Ohio or federal laws, (b) the student's disability, and (c) extent of culpability of the student. The Principal or Superintendent may reduce the period of expulsion if, in the judgment of the Principal or Superintendent:

- A. The student has not engaged previously in other serious misconduct, whether or not similar to the misconduct underlying the expulsion;
- B. The misconduct was committed under circumstances not likely to reoccur;
- C. The student shows genuine remorse for the misconduct; and
- D. The student is not likely to engage in further serious misconduct.

The Principal shall notify the appropriate criminal justice or juvenile delinquency authorities of these determinations. In the event the School or Principal later determines that such

notification was in error or that the determinations reflected in the notifications have changed, the Principal shall provide supplemental notice of such error or change in the same manner.

Within one school day after the imposition of an expulsion, the School shall give written notice to the student's parent/guardian and to the Board Treasurer. The written notice shall include:

- a. The length and other specifics of the expulsion;
- b. Information, including names, addresses and telephone numbers, about services or programs offered by public or private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the expulsion. **This requirement applies only when expulsion is for more than twenty school days or if expulsion will extend beyond the current semester.
- c. The reason(s) for the expulsion;
- d. The right to appeal by the student, parent(s) or guardian(s) to the Board or Board's designee;
- e. The date by which the student, parent(s) or guardian(s) must notify the Board of the intent to appeal the expulsion, which date shall be the first school-day after fifteen calendar days from the date of the written notice;
- f. The manner by which the student, parent(s) or guardian(s) must notify the Board of the intent to appeal the expulsion, which manner shall be written notice delivered to the School Principal or by email to an email address provided in the notice;
- g. The right to be represented in all appeal proceedings;
- h. The right to be granted a hearing before the Board or Board's designee;
- i. The right to request that hearing before the Board or Board's designee be held in executive session; and
- j. The following statement (for students age 16 or older):

Notice:

The Principal or Superintendent of the school may seek the permanent exclusion of a student who has been suspended or expelled under the following conditions:

- e. The student is age 16 or older;
- f. The misconduct giving rise to the suspension or expulsion is related to drugs, weapons or violence;
- g. The misconduct giving rise to the suspension or expulsion, if committed by an adult, would be a violation of ORC §§ 2923.122, 2923.12, 2925.11, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02 or 2907.05 or any substantially similar ordinance; and
- h. The student is convicted of or adjudicated a delinquent child for that violation.

An appeal hearing held before the Board or Board's designee shall be in the presence of a court reporter or certified audiographer or videographer.

Emergency Removal

A student who poses a continuing danger to persons or property or an ongoing threat of disrupting academic progress in the School may be immediately removed from curricular activities or from the school premises by a teacher or School administrator.

As soon as practicable after the emergency removal of a student, written notice shall be given to the student of the reason(s) for the removal and the date, time and place of a hearing on the removal, which hearing shall take place within three days after the removal. The individual who ordered, caused or requested the removal shall be present at the hearing.

Unless it is likely that the student will face expulsion for the behavior resulting in emergency removal, the hearing shall be conducted as described in the *Suspensions* section above.

If it is likely that the student will face expulsion for the behavior resulting in emergency removal, the hearing shall be conducted as described in the *Expulsions* section above except that it shall occur within three days after the removal.

If, prior to the hearing, the student is reinstated to curricular activity by the Principal or Superintendent, the teacher supervising the student on reinstatement may request a written explanation of the reinstatement from the Principal or Superintendent.

Permanent Exclusion

The Board may request an adjudication order of permanent exclusion of a student from the Superintendent of Public Instruction at the Ohio Department of Education on the recommendation of the Superintendent or Principal of the School.

A recommendation of permanent exclusion may be made by the School's Superintendent or Principal must include (A) proof that the student was convicted of or adjudicated a delinquent child for behavior, the commission of which as an adult would have been a violation of ORC §§ 2923.122, 2923.12, 2925.11, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02 or 2907.05 or any substantially similar ordinance, (B) the written determination(s) of the Superintendent or Principal that the student's continued attendance in school may endanger the health and safety of other students or school employees, and (C) a copy of the written notice provided to the student and the student's parent or guardian of the School's intent to recommend permanent exclusion.

Within fourteen days after receipt of a recommendation of permanent exclusion from the School's Superintendent or Principal, the Board may adopt a resolution requesting an order of permanent exclusion from the Superintendent of Public Instruction. Prior to adopting such a resolution, the Board shall review and consider all of the following available information:

- A. The academic record of the student and a record of any extracurricular activities

- in which the student previously was involved;
- B. The disciplinary record of the student and any available records of the student's prior behavioral problems other than the behavioral problems contained in the disciplinary record;
- C. The social history of the student;
- D. The student's response to the imposition of prior discipline and sanctions imposed for behavioral problems;
- E. Evidence regarding the seriousness of and any aggravating factors related to the offense that is the basis of the resolution seeking permanent exclusion;
- F. Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion;
- G. Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in a public school setting;
- H. Evidence regarding the probable disruption of the teaching of any school's graded course of study by the continued presence of the student in a public school setting;
- I. Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that would enable the student to remain in a public school setting without posing a significant danger to the health and safety of other students or of school employees and without posing a threat of the disruption of the teaching of any school's graded course of study.

If the Board does not adopt a resolution requesting an order of permanent exclusion, it shall immediately send written notice of that fact to the recommending Superintendent or Principal, the student and the student's parent(s) or guardian(s).

Suspension/Expulsion of Students Grades Pre-Kindergarten through 3rd Grade

Restriction on Suspending and Expelling Students in Grades Pre-Kindergarten through 3

Starting with the 2021-2022 school year, the School shall not issue an out-of-school suspension or expulsion to a student in grades pre-kindergarten through three unless the student has committed an act that could result in a one-year expulsion under the Weapons Expulsion rules, described above, or only as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

The General Assembly recognizes that out-of-school suspensions are a widely used classroom management tool and that it may take time to completely discontinue the practice of out-of-school suspensions for students grades pre-kindergarten through three. While the School is gaining knowledge and experience related to how positive behavior intervention and supports ("PBIS") improve social, emotional, and academic development for students in grades pre-

kindergarten through three, it is imperative that these students remain in the classroom whenever possible. Accordingly, a gradual implementation is necessary and the School will be considered to be in compliance with respect to suspension and expulsion of students in grades pre-kindergarten through three so long as it follows the annual requirements below:

Harassment, Intimidation, Bullying and Title IX Policy

The Harassment, Intimidation, Bullying, and Title IX Policy of South Columbus Preparatory Academy at German Village (the "School"), an Ohio non-profit corporation and tax-exempt organization, has been established to set forth requirements established by the United States Department of Education, the Ohio Department of Education, and the Ohio Revised Code, with respect to school policies prohibiting harassment, intimidation or bullying.

Article I: Harassment, Intimidation, and Bullying

Section I: Policy

1. It is the policy of the School that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden.
2. The disciplinary procedure for any student guilty of harassment, intimidation, or bullying shall not infringe on any student's rights under the first amendment to the Constitution of the United States.
3. The School's administration shall semiannually provide the president of the board of directors a written summary of all reported incidents and post the summary on its web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232q, as amended.
4. The School's policy on harassment, intimidating and bullying shall appear in any student handbooks, and in any of the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students. Information regarding the policy shall be incorporated into employee training materials.
5. Any School employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in this policy.
6. Except as provided in paragraph five (5) above, nothing in this section prohibits a victim from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.
7. This policy does not create a new cause of action or a substantive legal right for any person.
8. Students who have been determined to have engaged in prohibited behaviors are subject

to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation or bullying will not be tolerated by students, faculty or school personnel.

9. It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

Section II: Definitions

1. Harassment, intimidation, or bullying means either of the following:
 - a. Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - i. Causes mental or physical harm to the other student;
 - ii. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - b. Violence within a dating relationship.
2. Harassment, intimidation or bullying also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student/school personnel; and
 - b. is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.
3. In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.
4. A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by The School.

Section III: Types of Conduct

1. Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:
 - a. Physical violence and/or attacks;
 - b. threats, taunts and intimidation through words and/or gestures;
 - c. extortion, damage or stealing of money and/or possessions;
 - d. exclusion from the peer group or spreading rumors; and
 - e. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
 - i. Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
 - ii. sending abusive or threatening instant messages;
 - iii. using camera phones to take embarrassing photographs of students and posting them online;
 - iv. using websites to circulate gossip and rumors to other students; and
 - v. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Section IV: Complaint Process

1. Publication of the prohibition against harassment, intimidation and bullying and related procedures.
 - a. The prohibition against harassment, intimidation or bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for students at the School. In addition, information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:
 - i. Harassment, intimidation, or bullying behavior by any student/school personnel at the School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school

grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Section V: Complaints

1. Formal complaints

- a. Students, parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the principal for review and action in accordance with Section 7 of this policy.

2. Informal complaints

- a. Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the principal for review and action in accordance with Section 7 of this policy.

3. Anonymous complaints

- a. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and

administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (i) does not disclose the source of the complaint, and (ii) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

4. False complaints

- a. Students are prohibited from deliberately making false reports of harassment, intimidation or bullying. Any complaints made or reports filed alleging harassment, intimidation or bullying, as provided in this policy, found to be false will be disciplined according to current school disciplinary procedure(s) established and implemented and being consistent with due process rights of all students involved, including the student(s) making such false claims. If it is found that a student made deliberately false claim(s) of harassment, intimidation, or bullying the student is subject to the full range of disciplinary consequences in accordance with Section 7 of this policy and being consistent with due process rights of the student making such false claims.

Section VI: School Personnel Responsibilities and Intervention Strategies

1. Teachers and other school staff

- a. Teachers and other school staff who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or their designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or their designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal and/or their designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal and/or their designee.
- b. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school

personnel, even if such conduct does not meet the formal definition of “harassment, intimidation or bullying.”

2. Administrator responsibilities

a. Investigation

- i. The principal and/or their designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal and/or their designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
- ii. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

b. Remedial actions

- i. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal and/or their designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- ii. Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of “harassment, intimidation or bullying,” as defined above, will generally warrant disciplinary action against the perpetrator of such prohibited behaviors, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building

principals to enforce the board of directors prohibition against “harassment, intimidation or bullying.”

c. Non-disciplinary interventions

- i. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.
- ii. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

d. Disciplinary interventions

- i. When acts of harassment, intimidation and bullying are verified, or a false claim alleging the same is substantiated, and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
- ii. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
- iii. Expulsion may be imposed only after a hearing before the board of directors or an impartial hearing officer designated by the board of directors in accordance with board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

3. Intervention strategies

a. General

- i. In addition to the prompt investigation of complaints of harassment, intimidation or bullying and direct intervention when such prohibited acts

are verified, other board actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

1. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents or school personnel;
2. planned professional development programs addressing targeted individuals' problems, including what is safe and acceptable Internet use;
3. data collection to document victim problems to determine the nature and scope of the problem;
4. use of peers to help ameliorate the plight of victims and include them in group activities;
5. avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
6. awareness and involvement on the part of all school personnel and parents with regard to victim problems;
7. an attitude that promotes communication, friendship, assertiveness skills and character education;
8. modeling by school personnel of positive, respectful and supportive behavior toward students;
9. creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines);
10. employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and
11. form harassment, intimidation and bullying task forces, programs and other initiatives involving volunteers, parents, law enforcement and community members.

b. Intervention strategies for protecting victims

- i. Supervise and discipline offending students fairly and consistently;
- ii. provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition;
- iii. maintain contact with parents and guardians of all involved parties;
- iv. provide counseling for the victim if assessed that it is needed;
- v. inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited

- behaviors are witnessed; and
- vi. check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Section VII: Reporting Obligations

1. Report to the parent or guardian of the perpetrator
 - a. If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal and/or their designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.
2. Reports to the victim and his/her parent of guardian
 - a. If after investigation, acts of bullying against a specific student are verified, the building principal and/or their designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.
3. List of verified acts of harassment, intimidation or bullying
 - a. It is a requirement that the School administrators semiannually provide the president of the board of directors a written summary of all reported incidents and post the summary on the School website. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.
 - b. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is protected by state or federal law such as the nondiscrimination, suspension/expulsion, due process, violent and aggressive behavior, hazing, discipline/punishment, sexual harassment, peer sexual harassment and equal educational opportunity acts.

Section VIII: Police and Child Protective Services

1. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The School must also investigate for the purpose of determining whether there has been a violation of the School's Policy or Procedure, even if law enforcement or CPS is also

investigating. All School personnel must cooperate with investigations by outside agencies.

2. In addition to, or instead of filing a harassment, intimidation or bullying complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

Section IX: Training

1. Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other school policies, procedures and rules at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer and parent handbooks.
2. Information regarding the policy on harassment, intimidation and bullying behavior shall be incorporated into employee and volunteer training materials and with direct contact with students. Time spent by school employees in the training, workshops or courses shall apply toward any state or school mandated continuing education requirements.
3. School personnel members are encouraged to address the issue of harassment, intimidation and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student or school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying."

MEMORANDUM TO PARENTS REGARDING BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board prohibits the use, possession, concealment, or distribution of drugs by students on School grounds, in School or School-approved vehicles, or at any School-related event. Drugs include any alcoholic beverage, anabolic steroid, controlled substance, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, as specified in the student handbook, up to and including expulsion from the School, the School will also notify law enforcement officials.

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

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

We, _____ and _____,
Parent/Guardian Student

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

Parent/Guardian Signature

Date

Student Signature

Date