

C  **L U M B U S**

A R T S & T E C H N O L O G Y

Academy

2021-22

Student Handbook

Columbus Arts & Technology Academy

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*****Please sign and return the Compact Agreement on page 30 to the office at Columbus Arts & Technology Academy after reading the content of this packet.***

Columbus Arts & Technology Academy

ACCEL Schools

2255 Kimberly Parkway E.

Columbus, OH 43232

2021-2022 School Calendar

CATA Dates
August 4-9: All Staff Professional Development
August 9: Back to School Night
August 11: First day for Students
September 6: Labor Day (School Closed)
September 9: Muffins with Mom
September 10: Quarter 1 Interim Report Card Distribution
September 16: Donuts with Dad
September 23: Bagels with Grandparents/ Green for Jeans
September 24: Professional Development (No Students)
October 8: Records Day for Teachers(No students)
October 11: No School, Indigenous People Day
October 14: Report Card Distribution
October 21: Awards Assembly
October 29: Professional Development (No Students)
November 8-23: Canned Food Drive
November 23: Quarter 2 Interim Report Card Distribution
November 24-26: Thanksgiving Break, No School
November 29: No School

November 30: Class Resumes
December 16: "BLAZE" The Musical
December 20-January 3: Winter Break (No School)
January 4: Teacher's Records Day (No Students)
January 5: Class Resumes
January 10: Quarter 2 Report Card Distribution
January 14: Parent -Teacher Conferences (No Students)
January 17: Martin Luther King Jr Day (No School)
January 19: Awards Assembly
January 28: Professional Development (No Students)
February 10: Quarter 3 Interim Report Card Distribution
February 21: Presidents Day (No School)
February 24: BLACK HISTORY Program
February 25: Professional Development (No Students)
March 4: Teacher's Records Day (No Students)
March 10: Quarter 3 Report Card Distribution
March 16: Awards Assembly
March 18: Parent- Teacher Conferences (No Students) & Retention Discussions as Needed
March 21-25: Spring Break (No School)
March 28: Professional Development (No Students)
March 29: Classes Resumes
April 15: School Closed
April 21: Quarter 4 Interim Report Card Distribution
April 29: Professional Development (No School)

May 19: Last Day of School for Student
Spring ELA Testing (Tentative)
Spring Math Testing (Tentative)
Spring Science Testing (Tentative)
Butterfly Ball (K-2) (Tentative)
Spring Recital (Tentative)
End of Year 3rd-5th Grade Dance (Tentative)
Final Exam Week
End of Quarter
HS Last Day
Kindergarten Recognition (Tentative)
8th Grade Recognition (Tentative)
Talent Show (Tentative)
May 26: Final Report Card Distribution via Mail

CATA Overview

MISSION:

To surpass the global standards of academic excellence by investing in partnerships with our students, community and home environments, in order to encourage the development of creativity and self-direction. Through the cooperative efforts of the school community, students will develop the knowledge, responsibility and a positive self-concept needed to become effective citizens in our ever-changing and multicultural world.

LEADERSHIP

The School's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the School's highest priority, so we hope you will contact the School's leaders with any questions or concerns.

- ❑ Antoinette M. Bates, Superintendent & Principal/Head of School
- ❑ Tierra Blackwell-Heath, Assistant Principal
- ❑ Marcy Drafts, Director of Academics/Testing Coordinator
- ❑ DelQuan Black, Behavior Intervention Specialist
- ❑ Staneka Lewis, Office Manager/Attendance Coordinator/Human Resources
- ❑ Adrienne Cordell, Office Assistant/Enrollment Specialist
- ❑ Quanita Fair, Student Wellness Coordinator/Family Liaison
- ❑ Robert Burgett, Special Education Coordinator & RESA Coordinator
- ❑ Christopher Green, Facilities Manager
- ❑ Jessika Garnes, Office Assistant/Principal's Secretary
- ❑ Vacant, School Counselor

You may reach our Administrative Staff at (614) 577-0900.

Overview (Continued)

Social & Emotional Learning

Columbus Arts & Technology Academy (CATA) will be introducing Social and Emotional Learning (SEL) into the curriculum and the **CATA Culture**. The goal of SEL is to provide students with tools that support success in school, the workplace, relationships, and the community. Providing our students these tools to develop prosocial behaviors and skills, we are increasing their ability to manage stress and depression, and build better attitudes about themselves, others, and school. Social and Emotional Learning teaches key attitudes and skills necessary for understanding and managing emotions, listening, feelings and showing empathy for others while making thoughtful, responsible decisions. SEL is not only for our CATA students. Encouraging Social and Emotional Learning in adults helps educators build their expertise and skills to lead our SEL initiative. It also cultivates the adult's own social and emotional competencies, which enables staff to demonstrate the attitudes and behaviors we want to see in our students.

CATA Culture

What is CATA Culture?

Who we work daily to become in the lives of everyone we encounter...

It is classroom management.

The way we manage our space and encourage calculated risk-taking to get the best out of ourselves and our students. (with foundations in C.H.A.M.P.S. and SEL)

It is the Awareness and Significance of Feelings.

The way we recognize, understand, and manage our own emotions, and the way we respect the feelings of others. (with foundations in Social Emotional Learning)

It is Restorative

The way we restore (or bring back to center) our classroom environment as well as the climate (energy) of the school. (with foundations in Restorative Practices)

What is the Goal of CATA Culture?

To create a supportive school environment that cultivates mindful, self-aware individuals who manage their emotions, make responsible decisions, and honor others to establish positive relationships.

How do we Achieve CATA Culture?

By creating a sense of belonging, making CATA an anti-“ism” safe place, where we can freely share our truths with an empathetic and supportive family of staff and students

EQUAL EDUCATION OPPORTUNITY

It is the policy of Columbus Arts & Technology Academy (CATA) to provide an opportunity for equal opportunity for all students.

Any person who believes that Columbus Arts & Technology Academy or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, other protected characteristics, social and economic background has the right to file a complaint. A complaint can be made in writing to the Academy’s Head of School.

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

SCHOOL DAY

School will begin promptly at 7:30 am and end at 3:00 pm, Monday through Friday. No student will be admitted into the school building before 7:00 am, unless he/she participates in the OASIS program. There is no other adult supervision for children until 7:05am. Students are late to school starting at 7:30 am. An adult is required to sign the student in if they arrive after 7:30 am. In the event a student is picked up early from school, an authorized adult must sign the student out of school.

Students are dismissed each day beginning at approximately 2:50 pm. It is the policy of CATA that students may not be released early for pick-up after 2:00pm. When a student has an appointment or emergency situation, they must be picked up prior to 2:00 pm. The school day officially ends at 3:00 pm. Situations arise when students must be picked up early, please make certain to coordinate with your child’s teacher to ensure he/she collects the assignments they will miss.

DISMISSAL

Please be advised that the school day for our students ends at 3:00 pm daily.

Please note that the timeframe between 2:00 pm – 3:00 pm is a high volume time for the entire CATA family. Teachers are attempting to wrap up the day and assign homework. The office staff is usually fielding phone calls concerning transportation for students, and the students are getting ready for the transition to go home. As a result of the intensity of this time period, **we will not be able to release students after 2:30 pm.**

Again, **CATA will not release students for early dismissal after 2:00 pm.** If you have an appointment or an emergency situation, please make sure you pick up your child prior to 2:30 pm. We will not be able to release children after 2:00 pm daily.

Students not enrolled in OASIS and not picked up before 3:30 PM on a school day will be turned over to Franklin County Children Services.

BREAKFAST & LUNCH

Students at CATA are eligible to receive free breakfast and lunch each day after completing the proper paperwork. Breakfast begins daily at 7:05 am and **ends promptly at 7:25 am.** Any

student who arrives late to school, **unless on a school bus that arrives late**, will not receive breakfast. All students will have a designated lunch period for their grade level. Any food allergies must be reported to the school nurse at time of enrollment to ensure the proper accommodations are made for the student. Students also have the option to pack their lunches if desired. However, all parents must complete a free and reduced lunch form. Students may not receive food from an outside source unless it is delivered from an authorized adult. Food delivered from restaurants/delivery services will not be accepted or delivered to students. Parent delivered lunches must be delivered prior to the scheduled lunch period. Students will not be permitted in the classroom with delivered food.

BEFORE AND AFTER SCHOOL CARE

Students in kindergarten to fifth grade are able to enroll in our OASIS before and after school care program. An application must be completed and approved to participate in this program. The OASIS program hours are 6:00 am to 7:05 am, and 3:00 pm to 6:00 pm daily. Call the OASIS Director for details during the school day.

TITLE I SERVICES

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

TESTING

All students who enroll in our school will complete an entrance assessment. Prospective kindergarten students will be given a 1:1 literacy and phonics assessment. First grade students will also be given a 1:1 literacy, phonics assessment, as well as a math assessment. Students enrolling for grades 2-12 will complete an online i-Ready assessment for the grade in which they are enrolling. Administration will use the data to determine the best educational placement for each student in our school.

Students at CATA are assessed regularly throughout the school year. Our teachers collect data on each student and use the data to meet the academic needs for every individual in all subjects. Assessment tools include: Kindergarten Readiness Assessment (KRA), iReady Diagnostic Assessment, ACCEL Mock Assessments, teacher generated tests (Scrimmages) and Ohio State Tests. The data is monitored closely from week to week in order to provide appropriate instruction and support to all students.

HOMWORK

Your child will be given homework assignments daily. Students in Kindergarten through second grade will be assigned a maximum of 15-30 minutes of homework per night. Students in grade 2 will receive 30-45 minutes of homework per night. Grade 3 will be assigned a maximum of 45-60 minutes of homework per night and students in 4th grade will be assigned a maximum of 60-75 minutes. 5th grade will be assigned a maximum of 75-90 minutes, students in 6th grade will be assigned a maximum of 90-110 minutes, students in 7th grade will be assigned a maximum of 105-115 minutes, and 8th grade and High School students will be assigned a maximum of 120-135 minutes. Grades, including homework assignments, can be viewed online at the school website. Call the front office for details.

Building a strong homework routine for students at home is proven to enhance academic performance. Following are some suggestions for ways you can help your child gain the most from his or her homework experience.

- Make homework rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do homework, such as a desk in his/her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child's homework and ask him or her about it each night.
- Give your child a healthy snack before he/she begins homework. This should help with concentration.
- Give your child a short break from his or her work if needed.
- Encourage your child to work independently. Assist him or her if needed.
- Give your child positive words of encouragement, such as, "I'm proud of you," or "I knew you could do this all by yourself!"

CATA believes that not all learning takes place in the classroom, therefore, we will be applying consequences to students who do not complete or turn in their homework. For this intervention we will be using a progressive discipline system to discourage students from not turning in their homework. Homework completion will be recorded on a quarterly basis. The corresponding consequences below will be applied to Kindergarteners to 8th Graders:

Consequences	# of missing assignments
• Verbal warning	1
• Communication with Parent	2
• Lunch/Recess Intervention & Parent phone call (Teacher Monitored)	3
• Thursday After School Intervention (3:00 pm – 4:00 pm)	4
• Mandatory Parent Meeting	5
• Assigned 1 Day ASP(for each occurrence)	6+

***Be advised that consequences are based on the number of missing assignments within the same quarter. Each quarter the total will start over.**

The intervention steps 1-6 are pre-suspension consequences. Failure to accept pre-suspension consequences can result in an automatic suspension from school regardless of the number of infractions he/she commits. If a student does not serve his/her consequence, the consequence will proceed to the next level of consequences. For example, if a student misses an after school detention, or the parent does not accept the consequence, the student

will then receive a mandatory parent meeting. The student may not return to school until the parent meeting is held. The days missed while waiting for the mandatory parent meeting will be counted as unexcused absences. Homework is essential to learning and **can** affect up to 30% of a student's overall grade for each class.

FIELD TRIPS

NOTE: *Due to COVID-19 safety protocols, field trips have been suspended until further notice.*

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. **Students without signed permission slips will remain at the school in another class.** Participating students will be provided a bagged lunch if participating through the school's regular lunch program.

Grade Level Placement, Promotion and Retention Policy

CATA recognizes that the personal, social and academic growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Currently, enrolled students will be promoted to the succeeding grade level when he/she has, achieved the instructional objectives set for the present grade, and demonstrated the degree of social and emotional maturation necessary for a successful learning experience in the next grade.

Decisions regarding a student's promotion and/or placement will be determined on an individual basis. No less than two measures from the below list will be used to make a determination regarding promotion and/or placement within the academy.

- Student Academic Report Card
- Attendance Record (minimum standard of 93%)
- Grade Level Assessments
- iReady Diagnostic Assessments
- Teacher Recommendation
- Performance on the Ohio State Tests
- Developmental Reading Assessment Level

CATA students in grades three and above will be required to take the Ohio State Tests based on their respective grade level or course. Students who do not pass any part of these assessments will be subject to retention.

CATA students in grades kindergarten through second will be administered the iReady Diagnostic Assessment throughout the school year. Students must meet the established benchmark for their respective grade level by the end of the school year to be considered for promotion. If the student does not reach the established grade level benchmark, he/she is subject to retention.

Students who are placed or retained below chronological grade level may be required to participate in some or all of the following interventions:

- After School Tutoring
- Summer School
- Supplemental Course Work
- Individual Assistance through the Response to Intervention Team/MTSS Team

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) OF THE REHABILITATION ACT

Students who are identified disabled under the IDEA of the Rehabilitation Act or a Section 504 will be promoted or retained in accordance with their performance as well. The progress towards meeting Individual Education Plan (IEP) goals will be the primary measure to determine promotion or retention.

Student Conduct/School-wide Expectations

Columbus Arts & Technology Academy recognizes that effective instruction requires an orderly environment focused on learning, and that schools have an important role to play in supporting parents’ efforts to teach basic values to their children. Columbus Arts & Technology Academy students will adhere to our school-wide expectation as stated in our CATA Pledge;



The CATA Pledge

Because I am a Trailblazer...

I will always follow the PATH.
I will respect others, and I am worthy of respect.
I will treat people as I want to be treated.
I believe I can achieve success.
When I think big, I can do big...

FOR I AM A TRAILBLAZER!

The CATA Anthem

*Oh CATA we stand in gratitude
For all the things you do
Excellence has become the common goal
We ever will pursue
Now we humbly sing your praises
And we pledge our loyalty
May your memories stay with us
As we grow and succeed
Our hearts will hold a place for you
So dear and true you'll be
As we come into our destiny
We'll claim the victory*

Pledge of Allegiance

*I pledge allegiance to the flag of the
United States of America
And to the Republic for which it stands
One nation under God
Indivisible with liberty and justice for all*

Anti-Bullying/Harassment Policy

The following concept is a part of our school's culture and will be the guidelines that will allow us to create the school climate that we envision at CATA.

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off school property, including school buses and other school related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the school is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, such as disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Students learn by example, as

such, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

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

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

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

Dress Code

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

Grades K-5: Navy polo shirt with khaki bottoms
Grades 6-8: Maroon polo shirt with khaki bottoms
HS: Black polo shirt with khaki bottoms.
Students may also wear CATA Gear t-shirts and polos as they desire.
See Ms. Sawyer to purchase CATA Gear.

- *Polo Shirt, button-down or blouse must have a collar*
- *Long sleeve shirts can be worn under the collared shirt*
- *Khaki bottoms include pants, shorts, jumpers, skirts and skorts*
- *All shorts, skirts, jumpers, and skorts must not be any shorter than 1 inch above the knee*
- *Hoodies are permitted if they are a solid color that matches the uniform shirt, white or gray*
- *No skin should be shown under ripped clothing*
- *Defacing uniforms will not be accepted while at school*
- *Bonnets, sleep head wear (night scarves), du-rags, and bandanas are prohibited.*

SHOES

Any closed toe shoe is acceptable.

***Open toe shoes are not permitted (NO sandals or flip-flops).**

CATA WEAR

Students are permitted to wear approved CATA t-shirts or sweatshirts in lieu of a uniform shirt. To be permitted, CATA wear cannot be altered in any way. Students must wear the uniform bottoms with the CATA wear top.

If a student has a manner of appearance that is disruptive to the educational process or presents a risk to themselves or others, he/she may be removed from the educational setting. All final decisions will be determined by the Head of School.

Code of Conduct

Schools must set boundaries that will ensure all students experience a safe, orderly and productive environment. The School's ability to ensure this experience is influenced greatly by individual and school-wide behavioral choices.

The code of conduct is the behavioral framework by which Columbus Arts & Technology Academy carries on its day to day operations. The code reflects academic standards and the right for every student to learn in a non-threatening environment. The code further reflects the School's desire to protect each individual's right to deal with violations of safety issues through consequences.

The code that appears on the following pages governs the most serious and obvious types of student misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct which interfere with the good order of CATA, the proper functioning of the educational process, or the health and safety of students, staff and visitors.

The administrators of CATA will issue consequences and enforce violations of the code of conduct. It is our goal to treat each situation with consistency. However, there will be occasions where the use of flexibility within this plan will best serve the needs of the individual student and the population as a whole. Details regarding specific incidences are not available for public scrutiny. The CATA administrators reserve the right to make decisions based on experience and knowledge of individual cases.

The code of conduct consists of the following three tiers:

TIER 1:

- Disregarding School/Classroom Rules and Policies
- Significant Disruptive Behavior/Disorderly Conduct
- Verbal and Nonverbal Disrespect
- Foul Language/Inappropriate Language and/or Contact
- Cell Phones (*Will Be Confiscated and Will Be Returned Only to An Adult*)
- Repetitive Gum/Food/Drink in Class
- Uniform Violations
- Inappropriate Use of Materials
- Scholastic Dishonesty/Cheating
- Leaving The Room Without Permission
- Being in an Inappropriate Place
- Cutting Class
- Non-Compliant Behavior
- Refusal to Follow Directions
- Pretend/Play Fighting

****Consequences for Tier 1 offenses:**

- **Parent conference with administration**
- **Suspension for repeated offenses**
- **Saturday Intervention or After-School Intervention**
- **Alternate to Suspension Program (ASP)**

Tier 2:

- Failure to Accept Pre-Suspension Interventions
- Repeated Offense in Tier 1
- Inappropriate Touching or Exposure of Body Parts Inappropriately

Instigating or Inciting Inappropriate Actions
Aggressive Behavior towards staff/students
Bullying / Harassment (verbal)
Fighting
Profanity or Obscenity
Sexual Misconduct
Theft / Stealing
Defacement/Destruction/Damage of School Property or Personal Property
Gambling

****Consequences for Tier 2 Offenses:**

- ***Students who violate rules in Category 2 can be suspended regardless of the number of infractions that he/she commits.***

Tier 3:

Repeated infractions in Tier 1 and/or 2
Physical Assault or Threat of Physical Assault
Sexual Assault or Threat of Sexual Assault
Violent Disorderly Conduct
False Fire Alarm or Bomb Threat (Inducing Panic)
Weapons
Drugs/Alcohol
Look-a-like Weapons or Drug Paraphernalia
Fireworks or Explosives
Bullying, intimidation or Extortion (in person, physical or electronic venues)
Distribution, possession or creation of pornographic images
Robbery
Gang Activity
Breaking and Entering

****Consequences for Tier 3 Offenses:**

- ***Students who violate rules in Category 3 will be suspended and recommended for expulsion.***
- ***Students breaking a law will be reported and turned over to the police.***

PROGRESSION OF CONSEQUENCES

Students must follow the School's Code of Conduct before, during, and after school, as well as in school buildings, on school grounds, at school-related activities, and on the way to and from these activities. Students' behavior must not keep any of the members of the School community from effectively managing their responsibilities.

CLASSROOM CONSEQUENCES

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set expectations, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them when their attention or behavior falters, and to continue with instruction. However, if a student demonstrates unwillingness to participate in this learning environment, he/she may be removed from the regular class setting.

BUS INFRACTIONS

All bus infractions will be handled according to the Code of Conduct and in conjunction with the

school district providing transportation. Students' behavior shall not impede any members of the School community from performing his/her professional responsibilities. The school bus is an extension of the school; therefore, all policies and procedures are in effect until the child is dropped off at their stop.

AFTER-SCHOOL INTERVENTIONS

When students repeatedly disrupt the classroom by demonstrating behaviors listed as offenses in the Code of Conduct, they might be issued an after school intervention. After-school interventions will be issued once a notice has been communicated with parents/guardians. After-school interventions will last one hour, and students must provide their own transportation from school. If a student fails to attend the assigned after-school intervention, it may result in suspension from school.

SATURDAY SCHOOL INTERVENTION

When students repeatedly disrupt the classroom by demonstrating behaviors listed as offenses in the Code of Conduct, they may be assigned a Saturday Intervention. Students must arrive on time for Saturday Detention and serve the entire three (3) hours. Students must be in uniform when attending Saturday Intervention. Students who are late will not be admitted and will be considered as "Failure to Attend." Failure to attend constitutes a failure to accept intervention, and additional consequences will be issued to include suspension.

SUSPENSION

Any time students are sent to administration for disciplinary consequences, a Referral Form will be generated. This form briefly describes the behaviors that caused the student to be removed from class, hallway, playground, or bus. Administration keeps an electronic record of all infractions. When students have accumulated a record that reflects unwillingness to abide by school expectations and policies, administration can refer the student's discipline record to the Head of School with a recommendation for suspension or expulsion. Even without such a record of repeated misbehavior, students who violate the Code of Conduct can be sent home for a period of up to ten (10) school days. They will continue to do assigned work while suspended; however, it may not count at 100% of the assigned value. Suspensions may be appealed to a team consisting of an administrator and appropriate teachers. If the outcome is not acceptable to the student/parent, they may appeal the matter further:

The steps to appeal the matter further should be as follows:

1. Administration should be contacted for reconsideration.
2. The unresolved appeal should be brought to the Head of School's attention.
3. It should be brought to the Regional Vice President of ACCEL Schools.
4. The School Board should be contacted to hear the unresolved appeal if not already resolved

EXPULSION

In general, students in grades K-12, who have had multiple suspensions (i.e. 3 or more) at any point in the school year, may be expelled. High School students who disregard school policies, cause extreme classroom disruptions or threaten the safety of the school at any point (without prior suspensions) may be expelled. In addition, any student who violates Tier 3 Code of Conduct may be sent home for up to eighty (80) school days. However, if a firearm or knife is involved, then the expulsion may last up to one year. If there are fewer days left in the school year than the expulsion period, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period, nor will they be permitted to enroll in any other public school. Parents/guardians will be informed in writing of The School's intent to expel. Students and parent(s)/guardian(s) have the right to appeal this decision to the School Board. Any student

that brings illegal drugs or a firearm to school will likely be referred to the criminal justice or juvenile delinquency system.

EXPULSION PROCESS

1. Parent will be notified of the recommendation to expel.
2. Expulsion hearing will be scheduled within 10 days of the date the notice gets mailed to the parent/guardian.
3. The expulsion committee will hear the expulsion. Parent/guardian and student can attend hearing, however it is not mandatory. The committee will consist of at least 3 school officials as follows:
 - a. The Head of School or designee
 - b. Another Administrator
 - c. Two teachers who do not teach the child. If scheduling permits, a K – 5th grade teacher will chair the committee for students recommended for these grade levels, and a 6th – 12th grade teacher will chair the committee in the event that a 6th – 12th grader is recommended for expulsion.
4. If recommendation is to expel, parents/guardians have the right to request an appeal to the School Board. Parents/guardians have 5 days from the hearing to request an appeal.
5. If the parent/guardian exercises his/her rights, the steps to appeal to the matter further should be as follows:
 - a. Administration should be contacted for reconsideration.
 - b. The unresolved appeal should be brought to the Head of School's attention.
 - c. It should be brought to the Regional Vice President of Accel.
 - d. The School Board should be contacted to hear the unresolved appeal if not already resolved.

REMOVAL

(Emergency removal from school pending parent meeting)

If students violate the Code of Conduct causing danger or threat of danger to any person (including him/herself) or property, the Head of School or designee, will have the student removed from school without warning.

CORPORAL PUNISHMENT POLICY

No school employee or agent of the school shall exercise corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, or property or to prevent bodily harm or death to another.

SEARCHES

The following section delineates the school's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to: purses, backpacks, book bags, packages, and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school board policy, Code of Conduct, and/or law. Reasonable suspicion may be based on a school official's personal observation; a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct, both in and out of the school context; or other reliable sources of information.

LOCKERS

School lockers are the property of the School. Inspection of the interior of lockers may be conducted by school personnel, for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possession of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school policies. As soon as practical, after the search of a student's personal possessions, the School officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOCKS

Locks will not be provided by the school. Students wishing to use a lock on his/her locker must provide his/her own lock. In the event of a necessary search or emergency, the school administrators have the authority to cut locks off of the lockers. The cost of the lock will not be reimbursed.

DESKS

School desks are the property of CATA. Inspection of the interior of desks may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant.

PERSONAL POSSESSIONS AND A STUDENT'S PERSON

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will disclose a violation of law or school policies. The search will be reasonable in its scope and intrusiveness.

RANDOM SEARCHES

All school property, students, and personal possessions of students are subject to a random search at any time. Random searches may be conducted at the discretion of the Head of School. The search will be reasonable in its scope and intrusiveness.

ANTI-BULLYING POLICY

Bullying is any intentional written, verbal, electronic, or physical act that a student or group of student's exhibits toward another particular student(s) and the behavior causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for the student(s). Columbus Arts & Technology Academy believes that a safe and civil school environment is necessary for students to learn and achieve, and that bullying cause's physical, psychological, and emotional harm to students and interferes with the ability to learn and participate in school activities. It is the goal of Columbus Arts & Technology Academy to create a learning environment where students are protected from bullying so they feel safe and supported in their efforts to succeed academically. Any student who believes he/she has been harassed, or any parent who has a concern, should, bring forward a complaint to a teacher, school personnel, or school administrator immediately.

Parent Involvement and Communications

PLEASE NOTE: DUE TO COVID-19 SAFETY PROTOCOLS & RESTRICTIONS, VOLUNTEERS AND VISITORS ARE LIMITED UNTIL FURTHER NOTICE.

VOLUNTEERING

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground, student drop-off and pick-up, crosswalk, and assisting with school events. Additionally, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects.

All volunteers who work with or around students on a consistent basis must complete an application, and each must be fingerprinted (for federal and state clearance). Volunteers receive structured training, and must follow all policies and procedures defined by the School. If activity occurs that is not in keeping with the school policies, the Head of School reserves the right to relieve the volunteer of his/her responsibilities.

PARENT TEACHER ORGANIZATION

The Columbus Arts & Technology Academy Parent Teacher Organization (PTO) is comprised of a group of parents dedicated to supporting student learning and the overall success of the School. The PTO provides ongoing input on the operation of the School and serves as a vital link between the School and home. All parents are encouraged to join the PTO. For more information, contact the School office at (614) 577-0900.

PARENT CONFERENCES

Formal parent/teacher conferences are scheduled throughout the year to facilitate open communication between parents and teachers regarding students' progress. Information on the scheduled parent/teacher conferences will be sent home prior to holding the conferences. For the 21-22 school year, parent conferences will be scheduled via the MyConferenceTime online app. Please connect with your child's teacher for log-in and scheduling information.

Columbus Arts & Technology Academy maintains an open door policy, and parents are encouraged to visit their children's classrooms to see teaching and learning "in action". We ask that parents make an appointment with the office prior to attempting to visit a classroom in order to keep academic disruptions to a minimum. Formal and informal conferences and conversations are encouraged, but must be scheduled with teachers or administrators to allow for scheduling accommodations.

Due to COVID-19 safety protocols and restrictions, conferences may still be held virtually and scheduled via myconferencetime.com. We'll keep you posted as guidance changes.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be sent to parents each quarter to provide specific information about student progress in each subject. At the end of each quarter, parents will receive report cards with cumulative data on their children's performance and progress. Progress for students with disabilities will also reflect progress toward their IEP goals.

Attendance Policy

Students at Columbus Arts & Technology Academy must attend school in order to acquire the necessary knowledge to both pass End of Course Exams but to be productive and informed citizens. To be at their best and be provided the best opportunities for success, students must come to school daily, and they must be on time. State law mandates: No parent, guardian, or person having care of a child of school age shall violate any provision of those laws which govern school attendance.

Please refer to **Section 3321.28** of the Ohio Revised Code, ***Failure to Send***, and the Revised Code of Senate Bill 181 if there are any questions concerning the laws on attendance.

EXCUSED ABSENCES

The following are examples of valid reasons for non-attendance and apply only to the students who are enrolled and have been in attendance:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Medical & Dental appointment
- A family emergency or set of circumstances which, in the judgment of the Head of School, constitutes a good and sufficient cause for absence in school

When a student is absent, documentation/verification must be provided. A doctor's excuse or a note signed by a parent or guardian must be sent with the student upon his/her return to school and the Head of School must approve the absence in order for the absence to be considered excused. A student absent for three (3) consecutive days will require a physician's statement as to the nature of the child's illness.

UNEXCUSED ABSENCES/TARDIES

Absences not recognized by the law or approved by the Head of School will be considered unexcused. After 21 hours of unexcused absences, a letter will be sent to inform parents/guardians of their child's status. If the school's efforts do not lead to a correction of the situation, after 35 hours of unexcused absences, another letter will be sent home and the school will contact the parents/guardians regarding the absences. After 56 hours unexcused absences, a referral will be sent to the appropriate authorities so legal action can be initiated. **Any student who accumulates 72 hours (or approximately ten school days) of unexcused absences at any point in the school year will be withdrawn for truancy per House Bill 410.**

Students who are chronically tardy lose critical instructional time and are often frustrated by being behind their peers. Therefore, tardiness not only impacts the beginning of the child's day, but it is also disruptive to the class and infringes upon the continuity of the learning environment. Habitual tardiness will result in parent conferences, After-School and/or Saturday Interventions. If there is an issue impeding your child's ability to arrive at school on time, daily, please contact the main office immediately. We want to support your family as much as possible, when possible.

Technology and Internet Acceptable Use

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

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

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

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

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

- a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
8. Neither the Internet nor any other technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

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

Students and staff have no expectation of privacy with respect to the use of technology, the Internet, intranet, or e-mail. The School monitors the online activities of students. Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating school policy or the law. Violations of school policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

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

In accordance with the Children's Internet Protection Act (CIPA), the school has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The school blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

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

FERPA NOTICE

The Columbus Arts & Technology Academy (CATA) honors families' privacy while meeting its obligation to share education-related information with the community. The Family Education and Privacy Act (FERPA) notification and opt-out process – described in this form – helps schools balance these interests.

FERPA is a federal law that allows school districts' to share "directory information" to anyone, without consent, as long as the district annually notifies parents and allows them the chance to opt-out. FERPA defines "directory information" as information contained in a student's education record that generally would not be considered harmful or invasive to privacy disclosure. The law allows school districts to determine and notify parents of its exact definition of such directory information.

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

If you do not want CATA to release this information about your child, you must make a request in writing and send it to the Head of School by September 15th of each year. A sample FERPA opt-out letter can be found at www.columbusata.org.

What happens if you write a FERPA opt-out letter? CATA will not release your student's information in any publications that reach beyond the schoolhouse or to any outside organization. This means, that you will not be included in the school yearbook, PTO newsletters, school directories, photos or videos on school websites, event and athletic programs, award listings in local media, or school newspapers. Essentially, the school will not provide any information that validates your child's identity or his/her enrollment in our school.

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

More information about your rights under FERPA is available online at www.ed.gov/policy/gen/guid/fpco/derpa/index.html.

Child Find

Child Find is the process of identifying, locating, and evaluating all children from age three to twenty-one who may have a disability and be in need of special education and related services, regardless of the severity of the disability. The district seeks to identify, through child find, all children in the Columbus Arts & Technology Academy who are enrolled at the school, including those who are homeless or wards of the state who may be in need of special education and related services. Students enrolled into CATA for the first time in either kindergarten or first grade shall be screened for hearing, vision, speech and communications, health or medical problems, and for any developmental disorders. All state requirements are met by Columbus Arts & Technology Academy.

A child with a disability is a child having an intellectual disability, hearing impairment (including deafness), visual impairment (including blindness), a speech or language impairment, a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities.

Parents, relatives, public and private agency employees, and concerned citizens are asked to help Columbus Arts & Technology Academy find any child who may have special needs, and contact administration at 614-577-0900.

POLICY OF NON-DISCRIMINATION

Columbus Arts & Technology Academy does not discriminate on the basis of race, color, national origin, sex, handicap, or religion in the educational programs and/or any other legally-protected status. The District is an equal opportunity employer.

STUDENT RECORDS

It is the intent of the Columbus Arts & Technology Academy to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's legal guardian(s) or the eligible student, (2) as directory information, or (3) under certain circumstances, as permitted by law.

It is the right of the student's legal guardian(s) or an eligible student to seek to correct parts of the student's education records, which he/she believed to be inaccurate, misleading, or in violation of students' rights. This right includes a hearing to present evidence that the records should be changed if the school decides not to alter them according to the parent(s) or eligible student's request.

A student's guardian(s) or eligible student should contact the office to obtain copies of this policy.

Emergency Response Plan

The safety and wellness of our students is the primary concern of our teachers, staff, and administrative team. Our goal is to ensure that our students are safe and that school personnel can properly respond to any emergency situation. The school will publish and distribute *Emergency Procedures for Guardians*. Our goal is to keep parents properly informed of the processes and procedures that are in place to safeguard their children while they are in school including:

- Security screening and the use of picture identification upon entering the school building
- Release and pick-up procedures
- Emergency procedures
- First Aid procedures
- Evacuation procedures
- Student Emergency Kit
- Emergency relocation procedures
- Crisis communication procedure and parent notification
- Early dismissal

Guardians can help us keep their child safe by making sure that we have updated student information. Open communication between parents and the school will be extremely important for the safety and the welfare of each child. We ask that parents keep the school informed of any potential situations that may impact the safety and welfare of their child including changes in custody, change of address, phone number, or change in emergency contact information.

Student Emergency Contact/Permission Cards for the classroom teacher are to be completed at the time of enrollment. Please fill out these forms as soon as possible and return them to the school for inclusion in the school's Emergency Response Plan.

We look forward to working with you to ensure a safe school environment for your child.

College and Career Readiness Policy

Through the Columbus Arts & Technology Academy's (CATA) College and Career Readiness Policy, students will receive annual instruction and access to a wide range of services tailored to their needs. Students identified as economically and/or academically disadvantaged will receive assistance in academic intervention, career exploration, implementation of a career path plan, and will have an opportunity to explore the advantages of work-based learning.

CATA's College and Career Readiness Program utilizes the College Credit Plus Program which is available to college-ready students in grades 7 to 12. The purpose of the program is to increase student success in high school. Through these efforts, CATA will strive to keep students from becoming disengaged and dropping out of school and will provide students with opportunities for college and careers.

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COMPACT

The success of **Columbus Arts & Technology Academy** depends on the support of each member of the school community. By working together, faculty, staff, parents, and students can promote academic achievement and good character which can ensure the success of students at the school and throughout life. On behalf of the administration, management, faculty, and staff of the **Columbus Arts & Technology Academy**, I pledge to fulfill the responsibilities and uphold the expectations outlined in the *Student Handbook*.

Columbus Arts & Technology Academy is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Your signature in the appropriate space below will indicate your commitment to helping fulfill the school's primary mission to provide a rigorous academic learning environment.

As the parent of _____, who is in the _____ grade:
(Print child's name) (Grade)

I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress at school
- to support my child's best efforts
- to model appropriate and encouraging life skills to ensure the development of citizenship and character in my child, and
- to support and work with school staff to promote my child's learning

I have read the *Student Handbook* and I support the rules and expectations outlined herein.

Print Guardian name: _____

Guardian E-Mail: _____ **Guardian Cell:** _____

Guardian signature: _____ **Date:** ___/___/2021

As a student at **Columbus Arts & Technology Academy**, I pledge:

To conduct myself in accordance with the CATA Pledge and expectations of CATA and to try my best in everything I do. I will respect the expectations that have been set before me.

Student Signature: _____ **Date:** ___/___/2021

As an alternative to returning a signed paper copy, the parent/guardian may complete and submit the online form here: <https://columbusata.org/handbook-compact-form/>