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## Parent - Student Handbook

2022-2023

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Columbus Arts & Technology Academy

[www.columbusata.org](http://www.columbusata.org)

Columbus Arts & Technology Academy aims 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.

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## **1.2. Notice**

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 proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

## **1.3. Disclaimer**

Parent-Student Handbook is based in significant part on policies contained in the Board Policy Manual adopted by the Board of Directors. Those Board Policies are incorporated by reference into the provisions of this Handbook. The Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the policies provided in this Handbook since it was printed and disseminated in July 2021. If anything in this Parent-Student Handbook conflicts with a Board Policy, the Board Policy Manual shall supersede the Parent-Student Handbook. If you have questions or would like more information about a specific policy or document, contact the school principal.

## **1.4. Introduction**

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Become familiar with the following information and keep the Handbook available for reference by you and your parents. The term “parent” when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent, or court-appointed guardian. If you have any questions about this Handbook, please contact the Principal. The Principal has similar authority and responsibilities as the superintendent of schools for a local district and in some cases serves in that role as well. This Handbook does not constitute a contract between the School and the student/parent, and the School reserves the right at its discretion to change or amend the handbook at any time in the future.

Cooperation, respect for others, and a sense of wonder are essential to learning. For this reason, the following regulations and guidelines have been outlined in this manual to assist in maintaining a positive learning environment.

## **1.5. Mission Statement**

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.

## **1.6. 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
- ★ Franklin D. Brewer, Assistant Principal
- ★ Marcy Drafts, Director of Academics/District Testing Coordinator
- ★ Joshua B. Hatch, Behavior Intervention Specialist
- ★ Staneka Lewis, Office Manager/Attendance Coordinator/Human Resources
- ★ Chanel Russell, Office Assistant/Enrollment Specialist
- ★ LaTausha Bonner, Student Wellness Coordinator/Family Liaison
- ★ Robert Burgett, Special Education Coordinator & RESA Coordinator
- ★ Brian Drummond, Facilities Manager
- ★ William Lomax, Office Assistant/Principal’s Administrative Assistant
- ★ Sarah Snider, School Counselor
- ★ Maurice Mason, OASIS Director

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

## **1.7. Social & Emotional Learning**

Columbus Arts & Technology Academy actively practices Social and Emotional Learning (SEL) in the academic curriculum and overarching **CATA Culture**. The goal of SEL is to provide students with tools that support success in school, the workplace, relationships, and the community. By providing our students with the tools to develop prosocial behaviors and skills, their ability to manage stress and depression and build healthier attitudes about themselves, others, and school increases. Social and Emotional Learning teaches key attitudes and skills necessary for understanding and managing emotions and feelings, listening, 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 enable staff to demonstrate the attitudes and behaviors we want to see in our students.

## **1.8. What is CATA Culture?**

Who we work daily to become in the lives of everyone we encounter, with foundations in Social Emotional Learning.

- **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

- **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

- **It is Restorative**

The way we restore, or bring back to center, our classroom environment as well as the climate of the school

### **2.1. 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

### **2.2. 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



## **1.9. Equal Education Opportunity**

It is the policy of Columbus Arts & Technology Academy (CATA) to provide an equal educational 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 CATA'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 CATA threaten or retaliate against anyone who raises or files a complaint.

## **1.10. Admission Information**

### **2.3. Preference of Admission**

Preference for admission shall be given to students attending the school the previous year, to students who reside in the district in which the school is located, and to siblings of students attending the school the previous year.

If enrollment exceeds capacity, the school will perform a blind, random lottery to determine what students are enrolled and what students are placed on a waiting list (in order of their selection). Any students who inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first served basis.

### **2.4. Kindergarten Entrance and Screening**

Children entering the Kindergarten program must be five years of age on or before September 30<sup>th</sup> or qualify for early entrance under the School's policy.

By November 1, of the school year, in which a kindergartener or first grader is enrolled for the first time, the child must be screened for vision, hearing, speech and communication, health and medical problems and any developmental disorders. If the screening reveals the possibility of potential learning needs, the District must provide a further assessment. A child's screening and assessment data cannot be used to determine eligibility to enter kindergarten. Furthermore, the screenings are not intended to diagnose an educational disability or to be used for placement procedures. Screening results help identify areas of individual development that require further assessment for educational programming, particularly for students who might benefit from early intervention, prevention, acceleration, and enrichment programs. A parent may sign a statement that they do not wish to have the child screened.

### **2.5. Placement 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.

## 2.6.Registration and Enrollment

Registration and enrollment are two different steps in the process of becoming a student at CATA. Registration initiates the first step in the two-step process. By registering, the parent expresses a desire to have his/her child attend the school. It does not mean the child will be enrolled in the school.

Parents/guardians express the desire to have their child attend by:

- Completing and submitting the Registration Form
- Providing the child's:
  - Birth Certificate or other certification permitted by state law
  - Proof of Residency
  - Current Immunization Record
  - Last Report Card, when appropriate

The second step is enrollment. After the registration period described above is completed and the lottery process is completed, enrollment can begin. The child is not officially a student at the school until the second step, enrollment, is completed.

The child is enrolled when:

- All the registration steps are complete
- The enrollment packet including all required documents is completed and submitted
- Grade placement is assigned

Student enrollment shall comply with the admissions procedures specified in the Ohio Revised Code and CATA's Admission and Enrollment Policy.

**Annual Address Verification Information** - Parents/guardians/students 18 years of age and older are required to provide the school with proof of residency/address verification annually and at any time a change of address, residency or custody changes.

## 2.7.Re-Enrollment

For those students presently attending the school, re-enrollment starts at the end of January or during the first week of February. Students are not automatically re-enrolled from school year to school year. All parents must state their intention to have their child/student be re-enrolled each school year. It is the responsibility of the parent to inform the school of any changes to their residency or contact information.

## 2.8.Non-Discrimination Policy

Enrollment will not be denied to any eligible applicant on the basis of: gender, age, race, religion, color, national origin, ancestry, pregnancy, marital or parental status, economic status, sexual orientation, physical ability, homelessness, mental, emotional or learning disability. The school will also not discriminate in its pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

## 2.9.State of Ohio Immunization Requirements for School Attendance

All new students are required to submit a copy of their Immunization Records within the first fourteen (14) days that they are enrolled. No student shall be permitted to remain in school for more than fourteen (14) days if the student has not met the minimum immunization requirements established by the Ohio department of health which may be accessed at <https://www.odh.ohio.gov>.

**On the 15<sup>th</sup> day after school entrance, it will be necessary to exclude all students from the school who do not meet the above requirements.**

Medical authorities and school educators urge that every child have a complete medical examination before entering school, so that the child may be physically ready to accept all the advantages which education has to offer.

## 2.10.Change of Address / Phone Number / Custody

It is the parent's/responsibility to inform the school office of any change of address, phone number or custody. For changes of address, a new proof of residence will be required. For a change of custody, parents will be required to provide a copy of the custody order to the school.

# 1.11. Student and Parent Responsibilities

## 2.11.Behavior Guidelines

Effective learning cannot occur without an approach to student behavior that stresses self-discipline, consistent with the maturity level of the students. Discipline, which reflects the school's policy of non-violence, exists to promote an atmosphere favorable to concentration, attention, and creativity. In addition, discipline is a positive attempt to help all students realize that they are important, worthwhile, and capable of learning. In classroom management, teachers shall be fair, firm, consistent, and impartial, displaying sensitivity to the needs of the individual child.

The following are the main ideas basic to the CATA's system of discipline. Students will be successful by:

- Knowing and adhering to the classroom, school, and campus expectations
- Accepting responsibility for their behavior

**Corporal punishment is not permitted.** No employee shall threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student.

The rules of the Student Code of Conduct apply to any conduct:

- On school grounds during the school day or immediately before or after school hours;
- On school grounds at any other time when the school is being used by a school group;
- On or off school grounds at any school activity, function, or event;
- Traveling to and from school, including actions on any school bus, van, or public conveyance; and
- On the Internet including but not limited to any social media platforms, whether on school grounds or off school grounds if the conduct affects the school's teachers and staff or the education of the school's students.

## 2.12. Code of Conduct

Schools must set boundaries that will ensure all students experience a safe, orderly and productive environment. CATA'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. It operates in three tiers based upon the gravity of the infraction. The code reflects academic standards and the right for every student to learn in a non-threatening environment. The code further reflects the CATA'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 or exhaustive. 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 incidents are not available for public scrutiny.

CATA administrators reserve the right to make decisions based on experience and knowledge of individual cases.

Violation of the Code of Conduct may subject the student to discipline including, but not limited to: lunch, after-school, or Saturday interventions, community service assignments, Alternative to Suspension Program (ASP), out of school suspension, expulsion, or permanent exclusion. The following behaviors are a violation of the Student Code of Conduct (this is not an exhaustive list):

- Tardiness – Arriving later than scheduled\*
- Truancy – Absent without permission\*
- Dress Code Violation – Not adhering to school dress code regulation
- Disobedient/Disruptive Behavior – Unwillingness to submit to authority, refusal to respond to a reasonable request or any act that disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment (i.e., dress code violation, inappropriate language, cursing, inappropriate gestures)
- Cheating – To act dishonestly; copying of someone else's work; to deceive, take credit for work not done by the student himself/herself
- Profane/Obscene Language or Gestures Between/Toward Students or Staff – Use of unacceptable words, terms, or gestures to embarrass or insult another student or staff member
- Theft – To take the property of an individual or the school without right or permission
- Fighting/Violence – To participate in physical contact with one or more students with the intent to hurt or injure
- Use, Possession, Sale or Distribution of Tobacco Products
- Use, Possession, Sale or Distribution of Alcoholic Beverages
- Vandalism/Damage to School or Personal Property – Purposeful destruction, misuse or defacing of school or other's personal property

- Intimidation/Interference/Hazing of Student or Staff – Threatening to physically or verbally harm, interfere, or degrade another student or staff
- False Alarms/Bomb Threat – Purposefully engaging in a false alarm
- Use/Possession/Sale/Transmission/Concealment of any Drug or look-alike drug or other illegal or Controlled Substance
- Use, Possession, Sale or Distribution of a Firearm – Firearm has the same meaning as provided pursuant to the “Gun Free Schools Act of 1994.”
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poison Gas – Any destructive device, including a bomb, a grenade, or a rocket
- Any Sexual Conduct – Welcomed or Unwelcomed sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment, i.e., pinching, grabbing, suggestive comments, gestures, jokes, or pressure to engage in sexual activity
- Harassment, Intimidation, or Bullying behavior (including by an electronic act) as defined in the school’s Policy on Harassment, Intimidation, and Bullying (**Appendix I**)
- Gang involvement – Participation in gang-related actions, dress, or activities
- Weapons – No student at any time, for any reason, shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on the property of the school, or any school-sponsored activity held away from the school property. For purposes of illustration, but without limitation, this rule shall include firearms, explosives, fireworks, and knives, including penknives, chemicals, and other dangerous objects, which are of no reasonable value to a student other than as a weapon. Possession of a “weapon” may result in immediate expulsion.
- Serious Bodily Injury – An incident that results in serious bodily injury to one’s self or others. Serious bodily injury is defined as “a bodily injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member or organ.”
- Wrongful Conduct – Actions not in the listing above that impede, obstruct, interfere, or violate the mission, philosophy, and regulations of the school or classroom, including any policies listed in this handbook or CATA’s Board of Director’s Board Policy Manual.

\*A student may not be suspended or expelled for truancy.

The code of conduct consists of the following three tiers:

**Tier 1:**

- 1.12. Being in an Inappropriate Place
- 1.13. Cell Phones (Will Be Confiscated and Will Be Returned Only to An Adult)
- 1.14. Cutting Class
- 1.15. Disregarding School/Classroom Rules and Policies
- 1.16. Foul Language/Inappropriate Language and/or Contact
- 1.17. Inappropriate Use of Materials
- 1.18. Leaving The Room Without Permission
- 1.19. Non-Compliant Behavior
- 1.20. Pretend/Play Fighting
- 1.21. Refusal to Follow Directions
- 1.22. Repetitive Gum/Food/Drink in Class
- 1.23. Scholastic Dishonesty/Cheating
- 1.24. Significant Disruptive Behavior/Disorderly Conduct

- 1.25. Uniform Violations
- 1.26. Verbal and Nonverbal Disrespect

**Consequences for Tier 1 offenses:**

1. Lunch Recess Intervention
2. Parent conference with administration
3. Community Service Projects/Activities
4. Saturday Intervention or After-School Intervention
5. Alternative to Suspension Program (ASP)
6. Suspension for repeated offenses

**Tier 2:**

- 2.13. Failure to Accept Pre-Suspension Interventions
- 2.14. Repeated Offense in Tier 1
- 2.15. Inappropriate Touching or Exposure of Body Parts Inappropriately
- 2.16. Instigating or Inciting Inappropriate Actions
- 2.17. Aggressive Behavior towards staff/students
- 2.18. Bullying / Harassment (verbal)
- 2.19. Fighting
- 2.20. Profanity or Obscenity
- 2.21. Sexual Misconduct
- 2.22. Theft / Stealing
- 2.23. Defacement/Destruction/Damage of School Property or Personal Property
- 2.24. Gambling

**Consequences for Tier 2 Offenses:**

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

**Tier 3:**

- 3.1. Repeated infractions in Tier 1 and/or 2
- 3.2. Physical Assault or Threat of Physical Assault
- 3.3. Sexual Assault or Threat of Sexual Assault
- 3.4. Violent Disorderly Conduct
- 3.5. False Fire Alarm or Bomb Threat (Inducing Panic)
- 3.6. Weapons
- 3.7. Drugs/Alcohol
- 3.8. Look-alike Weapons or Drug Paraphernalia
- 3.9. Fireworks or Explosives
- 3.10. Bullying, intimidation or Extortion (in person, physical or electronic venues)
- 3.11. Distribution, possession or creation of pornographic images
- 3.12. Robbery
- 3.13. Gang Activity
- 3.14. Breaking and Entering

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

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

### **2.25. 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.

### **2.26. Progression Of Consequences**

Students must follow CATA'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 CATA 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 CATA 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 or school environment 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 or school environment 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.

### **Community Service Projects/Activities**

When students repeatedly disrupt the classroom or school environment by demonstrating behaviors listed as offenses in the Code of Conduct, they may be issued a Community Service Assignment. Community Service Assignments are issued in lieu of suspensions, ASP, or other interventions when appropriate. Parents/guardians will be notified if community service has been assigned. If a student fails to participate in the community service assignment it may result in suspension from school.

### **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. CATA's Board of Directors 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 CATA's intent to expel. Students and parent(s)/guardian(s) have the right to appeal this decision to CATA's Board of Directors. 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**

- Parent(s) will be notified of the recommendation to expel.
- Expulsion hearing will be scheduled within 10 days of the date the notice gets mailed to the parent/guardian.
- 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 three school officials as follows:
  - The Head of School or designee
  - Another Administrator
  - Two teachers who do not teach the student. 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.
  - One teacher who does teach the student.
- If recommendation is to expel, parents/guardians have the right to request an appeal to CATA's Board of Directors. Parents/guardians have 5 days from the hearing to request an appeal.
- If the parent/guardian exercises his/her rights, the steps to appeal to the matter further should be as follows:
  - Administration should be contacted for reconsideration.
  - The unresolved appeal should be brought to the Head of School's attention.
  - It should be brought to the Regional Vice President of Accel.
  - CATA's Board of Directors should be contacted to hear the unresolved appeal if not already resolved.

### **Emergency Removal**

If a student violates the Code of Conduct by 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. Once removed, the student may not return to the building until a parent meeting is held.

### **2.27.Dress Code**

All students are expected to come to school in clean and properly fitting uniforms with proper hygiene and hair styled neatly. Daily personal grooming is important. Pride in one's appearance is the first step in gaining self-esteem and confidence. Moreover, limiting distractions associated with inappropriate or unusual dress and personal style promotes a positive learning environment. Parents will be contacted if a student is out of uniform or comes to school poorly groomed.

The student dress code is an important part of the school program and philosophy. Making a choice to attend the school, the student (with parent support) agrees to follow all dress code requirements. **The dress code is not an option for the student or parent.** Not choosing to follow the dress code may lead to suspension or expulsion.

## Uniform

While fashions change, the reason for being in school does not. Students are in school to learn. **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.** 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 top with khaki bottoms
- Grades 6-8: Maroon top with khaki bottoms
- Grades 9-12: Black top with khaki bottoms

## Uniform Clarifications & Qualifications

- Appropriate tops include polo shirt, button-down or blouse, and 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 be below fully extended arms (at sides) and past fingertip length
- Hoodies are permitted if they are a solid color that matches grade level uniform shirt colors (see above)
- Labels, designs, and brand markings can be no larger than a credit card (3 ½ inch by 2 ½ inch)
- No skin should be shown under ripped clothing
- Defacing uniforms will not be accepted while at school
- Bonnets, sleep headwear, 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.

## Physical Education

Tennis shoes must be worn on scheduled physical education days.

## 1.27. Attendance

Regular attendance and punctuality are essential for success in school and necessary for success later in life. Each student at CATA has the responsibility to attend all classes regularly and to be on time.

The required attendance of students shall conform to the minimum standards prescribed by Ohio HB410. Therefore, absences from school should be only for illness or an emergency. In case of an absence from school:

- The parent must notify the school before the beginning of the school day from which his/her child will be absent. Calls are to be made to the school office or an absence excuse can be completed from CATA's website: columbusata.org under "resources". Within 120 minutes of the beginning of each school day, the school shall make at least one attempt in compliance with ORC 3321.141 (A)(2) to contact the parent/guardian for any student absent without legitimate excuse. Parents or a designated adult will be required to sign the child out when they leave and/or sign them in if they arrive after 8:05am or return from early release. A photo ID will be required to sign a student in or out.
- While permission will be given to keep a dental/doctor appointment during school hours, parents are encouraged to make these appointments for times other than class hours, if possible. Every tardy or absence (excused or unexcused) slows the progress of a child's development.
- Both "excused" and "unexcused" absences are counted toward the maximum allowable absences. The distinction is made between "excused" and "unexcused" absences for determining whether a student may have the opportunity to make up class work and whether disciplinary action is in order.
- **A student will be retained** in his/her present grade level if he/she has been truant for more than **10% of the required attendance days** of the current school year and has failed two or more of the required curriculum subject areas. A student may only be promoted under these circumstances if the school administrator and the student's teachers of any failed subject areas agree that the student is academically prepared to be promoted.
- Per Ohio HB410, a student will be automatically withdrawn from school if the student does not have a legitimate excuse (see below "excused" absence from class) and fails to participate in seventy-two (72) consecutive hours of the learning opportunities offered to the students.
- Students who are habitually or excessively absent or tardy may be referred for interventions pursuant to the school's Attendance, Truancy and Withdrawal Policy.

The term "excused" will refer to any absence from a class based on the following:

- Medical appointment
- Pursuant to medical advice
- Death of an immediate family member
- Personal illness
- Court appearance
- Religious observance
- Other as deemed by the school administrator

The term "unexcused" will refer to any absence from a class based on the following:

- Leaving school early without proper authorization
- Other unexcused absences defined by the Head of School

**Note:** Failure to attend any school function outside the regular school day will not be considered absent.

## **2.28. Truancy**

School attendance is key to achievement. Students are expected to attend CATA regularly and on time. Parents/guardians are encouraged to partner with CATA to ensure attendance and timeliness.

Parents/guardians are encouraged to make any doctor, dentist, etc., appointments for times other than school hours.

No student shall be suspended or expelled based solely on the number of absences.

### **Excessive Absences**

A student shall be considered excessively absent when absent (with a non-medical excuse or without legitimate reason) for 38 or more hours in one school month or 65 or more hours in one school year.

When a student is excessively absent, CATA will notify the student's parents in writing of the student's absence within seven days of the triggering absence. CATA will work with the parent/guardian in developing an Attendance Intervention Plan (AIP) that may include any applicable appropriate interventions in this policy.

### **Habitually Truant**

A student shall be considered habitually truant when the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 hours or more in one school month, or 72 hours or more in a school year.

When a student is habitually truant:

- Within seven days of the triggering absence: The Head of School shall establish an absence intervention team. The team should be based on the needs of each student. Still, the team shall include two representatives from CATA, one of whom knows the student, and the student's parent. The team may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families reduce absences.
- CATA shall make three meaningful reasonable faith attempts to secure participation on the team by the student's parent/guardian/custodian/designee/guardian ad litem ("parent"). If the student's parent responds to any of those attempts but is unable to participate, CATA shall inform the parent of the parent's right to participate through a designee. If seven school days elapse and the student's parent fails to respond to the attempts to secure participation, CATA shall do both of the following:
  - Investigate whether the failure to respond triggers mandatory reporting to Franklin County Children's Services in the manner described in section 2151.421 of the Ohio Revised Code; and
  - Develop an Attendance Intervention Plan (AIP) for the student, notwithstanding the absence of the child's parent.
- Within ten days of the triggering absence, the student will be assigned to the selected attendance intervention team.
- Within 14 days after the team's assignment, CATA will develop an attendance intervention plan (AIP) for that student to reduce or eliminate further absences. Within seven days after

acquiring the plan, CATA shall make reasonable efforts to provide written notice of the plan to the student's parent/guardian.

- If the student does not make progress on the plan within 61 days or continues to be excessively absent, CATA will file a complaint in the juvenile court.

**EXAMPLE:** Suppose a student becomes habitually truant within 21 school days before the last day of instruction of a school year. In that case, CATA may, at its discretion, assign one school official to work with the student's parent/guardian/custodian/designee/guardian ad litem to develop an attendance intervention plan during the summer. If CATA selects this method, the plan shall be implemented no later than seven days prior to the first day of instruction of the next school year. In the alternative, CATA may toll the periods to accommodate the summer months and reconvene the attendance intervention process upon the first day of instruction of the next school year.

## **2.29.Reporting**

The School shall report as soon as practical to the Ohio Department of Education:

- When a notice of excessive absence is submitted to a parent.
- When a student meets the definition of habitually truant.
- When a student has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication.
- When an absence intervention plan has been implemented.

**EXAMPLE:** Suppose the student is violating a court order regarding the student's adjudication as an unruly child for being habitually truant. In that case, as a result of this, the board authorizes CATA's administrator or their designee to inform the student and parent/guardian of the violation and notify the Juvenile Court.

CATA may take legal action against the parent/guardian according to ORC 3321.20 or ORC 3321.38 if a student is not attending school.

See the Attendance, Truancy, and Automatic Withdrawal policy in the CATA Board Policy Manual.

## **Tardy Policy**

After the school day begins, all students reporting to school tardy will be considered delinquent. Tardy arrivals are added to hours absent, and the student may be referred to the Attendance Intervention Team.

Students must be in their assigned classroom by the start of the school day. Just being "in school" or "hanging around" in the restrooms, gym, or the halls is not considered ready for school and the classroom. Students using such an excuse will be marked tardy.

If possible, parents are encouraged to make dental/doctor appointments for times other than class hours. Every tardiness, even if excused, slows the progress of a child's development.

Tardiness is only excused for the same reasons as absences.

## **Suspension and Expulsion Procedures**

CATA recognizes that exclusion from the educational program is a severe sanction and that suspension and expulsion must follow due process mandates. Additionally, CATA will comply with all state and federal laws pertaining to students with disabilities.

A student may be disciplined for any violation of the student code of conduct, even if the violation occurs on property not owned or controlled by CATA, if the violation occurred during activities connected with CATA or if the behavior is directed at a school official.

Any student suspended or expelled under this policy will not be permitted to participate in any extracurricular activities.

Students in grades kindergarten through third grade will only be suspended in accordance with the CATA Board's Suspension and Expulsion Policy.

### **Suspension:**

The administrator or designee may suspend a student from CATA for not more than ten school days. If at the time a suspension is imposed, there are fewer than 10 school days remaining in the school year in which the incident that gives rise to the suspension takes place, and the administrator may apply any remaining part or all of the suspension period to the following school year. Or the administrator may require the student to participate in a community service program or another alternative program for a number of hours equal to the remaining suspension period. The student shall be required to begin the program during the first full weekday of the summer break. If community service is issued, the principal may not apply the remaining suspension period to the following year, unless the balance of hours owed is not met by the assigned student.

Except in the case of a student given an ASP, no student shall be suspended unless, prior to the suspension, the administrator does both of the following:

1. Gives the student written notice of the intention to suspend the student and the reasons for the intended suspension;
2. Provides the student an opportunity to appear at an informal hearing before the administrator or designee and challenge the reason for the intended suspension or otherwise explain the student's actions.

CATA shall provide students an opportunity to complete any classroom assignments missed because of ASP or out-of-school suspension. Students shall be entitled to receive at least partial credit for a completed assignment; however, reasonable grade reduction may be made on account of a student's suspension. The School shall not assess a failing grade for a completed assignment solely on account of the student's suspension.

### **Expulsion**

The Superintendent may expel a student from CATA for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed, there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, and the Superintendent may apply any remaining part or all of the expulsion period to the following school year. No student shall be expelled under this policy unless, prior to the student's expulsion, the Superintendent does both of the following:

- Gives the student and the student's parent, guardian, or custodian written notice of the intention to expel the student;
- Provides the student and the student's parent, guardian, custodian, or representative an opportunity to appear before the Superintendent (or designee) to challenge the reasons for the intended expulsion or otherwise explain the student's actions. The notice required

under this section shall include the grounds for the planned expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian, or representative to appear before the superintendent (or designee) to challenge the reasons for the intended expulsion or otherwise to explain the student's action, and notification of the time and place to appear. The time to appear shall not be earlier than three or later than five school days after the notice is given unless the Superintendent grants an extension of time at the student's request or the student's parent, guardian, custodian, or representative. Suppose an extension is granted after giving the original notice. In that case, the Superintendent shall notify the student and the student's parent, guardian, custodian, or representative of the new time and place to appear.

Unless a student is permanently excluded, the Superintendent shall expel a pupil for one year for bringing a firearm to the School, an extracurricular event, or onto any other property controlled by CATA's Board of Directors. "Firearm" has the same meaning provided in the "Gun-Free Schools Act," a "firearm means (A) any 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, which includes a bomb grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant and that has a barrel with a bore of more than one half in diameter. The term does not include an antique firearm. The Superintendent may reduce the expulsion time on a case-by-case basis based on the student's overall record at the School.

### **Permanent Exclusion**

A student may be permanently excluded from attending any school in the state if the student is convicted of, or adjudicated a delinquent child for, committing an act that would be a criminal offense if committed by an adult when the student was sixteen years of age or older if the act is one of the following:

- Illegal conveyance or possession of a deadly weapon or dangerous ordnance or an object indistinguishable from a firearm in a school safety zone violates R.C. 2923.11.
- Carrying a concealed weapon, trafficking in drugs, or possession of controlled substances, if the violation was committed on property owned or controlled by the School or at a school activity in violation of R.C. 2923.12, R.C. 2925.03, and/or R.C. 2925.11.
- Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or felonious sexual penetration in violation of R.C. 2903.01, R.C. 2923.02, R.C. 2903.03, R.C. 2903.04, R.C. 2903.11, R.C. 2903.12, R.C. 2907.02, R.C. 2907.05, and/or the former section R.C. 2907.12 if the violation was committed on property owned or controlled by the school or a school activity if the victim at the time of the commission of the act was an employee at the school.
- Complicity in any of the above violations regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, the school.

If the superintendent of the school obtains or receives proof that a student has been convicted of committing or adjudicated a delinquent child for the commission when the student was sixteen years of age or older of one or more of the above, the superintendent may issue to the school's

governing authority a request that the student be permanently excluded from public school attendance in Ohio, if both of the following apply:

- After obtaining or receiving proof of the conviction or adjudication, the superintendent (or designee) determines that the student's continued attendance in school may endanger the health and safety of other students or school employees and gives the student and the student's parent, guardian, or custodian written notice that the superintendent intends to recommend that the governing authority adopt a resolution requesting the superintendent of public instruction to permanently exclude the student from public school attendance.
- The superintendent (or designee) forwards to the governing authority the superintendent's written recommendation that includes the determinations the superintendent (or designee) made pursuant to this policy and a copy of the proof the superintendent received showing that the student has been convicted of or adjudicated a delinquent child for a violation listed in this section that was committed when the student was sixteen years of age or older.

The school shall follow all requirements for permanent exclusion as described by ORC 3313.66, including providing notice of the possibility of permanent exclusion with each suspension and expulsion notice.

### **Emergency Removal:**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent or principal or assistant principal may remove a student from curricular activities or from the school premises or a teacher may remove a student from curricular activities under the teacher's supervision without the notice and hearing requirements of this policy. A teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal.

If a student is removed under this Emergency Removal section from a curricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. The hearing shall be held in accordance with suspension provisions of this policy unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion provisions of this policy shall be held, except that the hearing shall be held on the next school day after the date of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

A student in grades kindergarten through three may be removed pursuant to Emergency Removal procedures only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities the following school day. A student in grades kindergarten through three subject to emergency removal shall not be suspended or expelled unless the student has committed an act described in ORC 3313.668 (B)(1)(a) or (b). A student that returns to school based on this paragraph shall not be subject to the emergency removal hearing procedures.

### **Right to Appeal to Board:**

Within one school day after the time of a student's expulsion or suspension, the superintendent or principal shall notify in writing the parent, guardian, or custodian of the student and the Board of



Directors of the school of the expulsion or suspension. The notice shall include the following reasons for the expulsion or suspension and notification of: (1) the right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the Board of Directors of the school or to its designee; (2) the right to be represented in all appeal proceedings; (3) the right to be granted a hearing before the Board of Directors of the school or its designee in order to be heard against the suspension or expulsion; (4) and the right to request that the hearing be held in executive session. The notice shall specify the manner and date by which the student or the student's parent, guardian, or custodian shall notify the school's Board of Directors of the student's, parent's, guardian's, or custodian's intent to appeal the expulsion or suspension to the board or its designee. If the superintendent expels a student under this section for more than twenty school days or, for any period of time, if the expulsion will extend into the following semester or school year, the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and 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 student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

If the student or the student's parent, guardian, or custodian intends to appeal the expulsion or suspension to the Board of Directors of the school or its designee, the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the school in the manner and by the date specified in the notice. The student or the student's parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the Board of Directors of the school or its designee in to be heard against the suspension or expulsion. At the request of the student or of the student's parent, guardian, custodian, or attorney, the Board of Directors of the school or its designee may hold the hearing in executive session but shall act upon the suspension or expulsion only at a public meeting. The Board of Directors of the school, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension or expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion. The Board of Directors of the school or its designee shall make a verbatim record of hearings held under this division. The decisions of the Board of Directors of the school or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

This policy shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a student is removed from a curricular activity for a period of less than one school day and is not subject to suspension or expulsion.

For purposes of this policy, the Board of Directors appoints the Operator as its designee.

### **2.30.Discipline for Students with Disabilities**

Consistent with this policy, to the extent the principal may order removal of a student without disabilities, the principal may remove a student with a disability, but not for more than ten (10) school days.

After a child with a disability has been removed from the child's current placement for ten (10) school days in the same school year, during any subsequent days of removal, the school must provide services.

If a child is removed for a period of time exceeding ten (10) school days and the behavior was not determined to be a manifestation of the disability, the student must continue to receive educational services and receive a functional behavioral assessment and behavioral intervention services.

### **Change in Placement**

The school will notify the parent of the removal decision that constitutes a change in placement for a student with a disability and provide the parent with a copy of the notice of procedural safeguards on the same day as the date of the removal decision.

A change in placement will occur when:

- a removal is for more than ten (10) consecutive school days; or
- a series of removals constitute a pattern because
  - the removals cumulate to more than ten (10) school days in a school year
  - the behavior of the student is substantially similar to prior incidents
  - factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another have occurred.

### **Manifestation Determination**

Within ten school days of any decision to change the placement of a child with a disability due to a violation of the code of student conduct, the school, parent, and relevant members of the IEP team must review all relevant information in the student's file to determine:

- If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability or
- If the conduct was a direct result of the school's failure to implement the IEP.

If either of these two conditions are found to exist, the conduct must be determined to be a manifestation of the disability.

If the IEP team and other qualified personnel determine that the student's behavior was not related to the disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities.

If the IEP team determines that the student's behavior was a manifestation of the disability, the school must either:

- Conduct a functional behavioral assessment, or,
- If the behavioral plan has already been developed, review the behavioral intervention plan and the implementation plan, and modify them if necessary.

The child must return to the placement from which the child was removed unless the parent and the school district agree to a change of placement as part of the modification of the behavioral intervention plan.

School personnel may remove a student to an interim alternative educational setting for not more than forty-five school days without regard to whether the behavior is a manifestation of the disability if the student:

- Carries a weapon to or possesses a weapon at school, on school premises, or to a school function;
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or
- Has inflicted serious bodily injury upon another while at school, on school premises, or at a school function.

Students removed under this section must continue to receive services and receive a functional behavioral assessment and behavioral intervention services.

### **Appeals**

If a parent disagrees with any decision regarding placement or the manifestation determination decision made by the IEP team, the parent may request a hearing. Whenever a hearing is requested, the school will comply with the procedures for an expedited due process hearing.

## **2.31. Withdrawal Policies and Procedures**

### **Voluntary Withdrawal**

Parents withdrawing students from School are asked to give the school at least one week's notice. The School requests that parents use the Withdrawal Form available from the School Office to provide notification of the new school the student will be attending. This signed form gives official notice of the child's withdrawal. Records will not be released until a Release of Information form is completed by the legal parent or a request for records is received from a subsequent school. In addition, all outstanding fees, academic records, or obligations must be met, including the return of all textbooks/electronics.

### **Mandatory Withdrawal**

Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the school with documentation of approved excused absences. The student's parent will be sent a notification in accordance with the Attendance, Truancy, and Automatic Withdrawal Policy. If a student reaches 72 consecutive hours missed, he or she will be withdrawn. Final withdrawal letters will be sent to the parent and the appropriate truancy procedures will begin.

## **1.28. Academics**

### **2.32. Curriculum**

The school provides a high-quality standards-based curriculum using an inquiry model to enable the students to meet individualized goals and prepare for their lives after elementary school. The school shares the student progress with parents and provides an explanation of the results to parents during the school year.

### **2.33. Assessment and Intervention**

Assessment is an ongoing evaluation of student progress at all grade levels and in all courses. Classroom assessment occurs daily and includes such strategies as observations, oral presentations, reports, role-playing, reviews, projects, homework, quizzes, and tests. In addition, grades K through 3 will complete diagnostic assessments, and grades 3 through 8 will complete required state testing. Nationally normed assessments will also be administered for grades K through 8. These assessments are mandatory for all students.

Intervention is supplemental instruction based on student needs, designed to provide remediation, reinforcement, enrichment, or support for student learning about specified student performance objectives.

State law requires that each school district in Ohio assess reading skills for students in kindergarten, first, second and third grades by September 30th of each year to determine whether they are reading at grade level. If a student is not reading at grade level, the school will notify the parent or guardian and the school will provide intervention services to improve the student's reading performance. If the student does not attain the required level of reading competency by the end of third grade, he/she must be retained. A copy of the complete Reading Skills Assessments and Interventions Policy, including information regarding the midyear promotion of retained students, is available from the administrator.

### **2.34. Homework**

Your child will be given homework assignments daily. Students in Kindergarten through second grade will be assigned a maximum of 20-45 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 4<sup>th</sup> grade will be assigned a maximum of 60-75 minutes. 5<sup>th</sup> grade will be assigned a maximum of 75-90 minutes, students in 6<sup>th</sup> grade will be assigned a maximum of 90-110 minutes, students in 7<sup>th</sup> grade will be assigned a maximum of 105-115 minutes, and 8<sup>th</sup> 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. Connect with your child's teacher for details. Parent and student access to PowerSchool will be provided. Please contact the front office if you need assistance.

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 8<sup>th</sup> Graders based in the number of missing assignments:

<b>Consequences</b>	<b># of missing assignments</b>
1. Verbal warning	1
2. Communication with Parent	2
3. Lunch/Recess Intervention & Parent phone call	3
4. After School Intervention	4
5. Mandatory Parent meeting	5
6. Assigned 1 or more days of ASP (for each occurrence)	6+

**\*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.

### **2.35. Make-Up Work**

When an excused absence occurs, students are responsible for making up the assignments that are missed. The teacher will assign make-up work and set a date for completion, which shall be the same number of days as the corresponding absence. Assignments not completed will result in failing grades.

In the event of a planned excused absence, the school must be provided with three or more days of advanced notice for teachers to provide class assignments. Students must return completed assignments within two days of returning to school.

Make-up work will not be provided for unexcused absences.

It is strongly suggested that absences not occur during state testing week(s).

### **2.36. Report Cards**

Report cards are sent to the home through the mail, given directly to the parent, or sent home with the student for each grading period (four times a year). See the school calendar for these dates. Please check with the administrator to learn what distribution method is used at the school.

The grading scale, EK-12, is as follows:

- 90%-100%      A
- 80%-89%      B
- 70%-79%      C
- 60%-69%      D
- 59% and below      F

### **2.37. Parent / Teacher Conferences**

Formal parent-teacher conferences are conducted at least once a year. Conference dates are specified in the school calendar. Conference schedules will be issued through the school office but arranged by each student's teacher. Once a conference date and time have been arranged, parents should contact the student's teacher if a change is necessary. Parents may request conferences throughout the year.

Parent-teacher conferences are a focal point in student evaluation and reporting to the parents. This is a two-way avenue for both parents and teachers and may be initiated by either party as needed.

#### **Required Parent Conferences for Classroom and Academic Support**

We believe that student success is more likely when parents and caregivers are involved. That involvement becomes critical when students are not experiencing success. We cannot allow students to continue a pattern of failure without making every effort to partner with them and their families to plan ways to improve their performance.

Any student who has a failing grade at the first quarter interim (September 22) or the third quarter interim (February 16) will be required to participate in a conference with the relevant teacher and their parent(s) and/or caregivers on the scheduled conference day. Students whose parent(s)/caregivers do not participate in the required conference on the scheduled day or make other

arrangements prior to the scheduled conference day will not be permitted to return to school until the Parent – Teacher conference has been held.

### **2.38.Open House**

Open house will be held during the month of September. Parents will be notified of the exact dates and are encouraged to attend.

### **2.39.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
- i-Ready Diagnostic Assessments
- Teacher Recommendations
- 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 early-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 Coursework
- Individual Assistance coordinated by the MTSS Team

### **2.40.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.

## 1.29. School Operations

### 2.41. School Day, Arrival and Dismissal

#### School Hours

- Breakfast: 7:45-8:00 a.m.
- Instructional Start Time: 8:00 a.m.
- Student Marked Tardy After: 8:10 a.m.
- Instructional End Time: 3:30 p.m.
- PM Announcements & Dismissal Begin by: 3:35 p.m.

#### School Day

School days and vacations are provided in the school year calendar.

School will begin promptly at 8:00 am and end at 3:30 pm, Monday through Friday. No student will be admitted into the school building before 8:00 am, unless he/she participates in the OASIS program. There is no other adult supervision for children until 8:00am. Students are late to school starting at 8:10 am. An adult is required to sign the student in if they arrive after 8:10 am.

In the event a student is picked up early from school, an authorized adult must sign the student out of school using the [PikMyKid Dismissal App](#)

Students are dismissed each day beginning at approximately 3:35 pm. It is the policy of CATA that students may not be released early for pick-up after 2:30pm. When a student has an appointment or emergency situation, they must be picked up prior to 2:30 pm. The school day officially ends at 3:35 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 3:35 pm daily.

Please note that the timeframe between 2:30 pm and 3:35 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 2:30 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 2:30 pm daily.

Students not enrolled in OASIS and not picked up before 4pm on a school day may be turned over to Franklin County Children Services.

### 2.42. Breakfast & Lunch

Students at CATA are eligible to receive free breakfast and lunch each day after completing the proper



paperwork. Breakfast begins daily at 7:45 am and **ends promptly at 8:00 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.

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.

### **2.43. 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 8:00 am, and 3:35 pm to 6:00 pm daily. Call the OASIS Director for details during the school day.

### **2.44. 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.

### **2.45. Illness**

Parents are encouraged to examine their child each morning before sending him/her to school to see if any signs or symptoms of illness are present.

If a student is ill, please keep the student at home and notify the school of the absence. Should a condition persist, the student's physician should be consulted. Parents are urged to establish children with a physician so that one can be promptly called when the need arises. Cooperation in the communicable disease program will be greatly appreciated. Students should not return to school until a 24-hour period of a normal temperature has elapsed. All guidelines on COVID-19 prevention must be followed.

### **2.46. Emergency Phone Calls**

Parents should not call the school for the delivery of messages to children, except in cases of emergency.

Students may give the school's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible.

Students are not permitted to use school phones without approval from school personnel.

#### **2.47.Unplanned Early School Dismissal**

Occasionally, weather conditions or other building emergencies may arise that necessitate sending students home earlier than the regular dismissal time. Every possible effort will be made not to make such a closing. In case of closing, every effort will be made to contact the parents under these conditions. It will be necessary for the parent to arrange procedures (such as stay with a neighbor, friend, relative, etc.) for their child to follow in case there is no one home to meet him/her. Parents should make these arrangements beforehand and instruct the child on what he/she is to do. The school cannot make any such decisions.

#### **2.48.Emergency School Closings**

Should it be necessary to close the school for weather or other unforeseen emergencies, information will be given over radio and television stations. Usually, if the city school district in which the school is located is closed, the school will also close; however, this is not always the case. Consequently, parents are asked to monitor their television or radio to be certain. Primary contacts receive automated phone calls to alert of the school closing.

#### **2.49.Cars, Parking, and Buses**

For the sake of order and safety, parents coming to drop off or pick up their children are to park in designated areas only. The school will give traffic, parking, and bus information before the opening of school.

#### **2.50.Free/Reduced Breakfast and Lunch**

Families needing financial assistance may apply for free or reduced breakfast/lunch fees through the school office. Information for the free and reduced breakfast/lunch program is sent home early in the school year and the forms are available throughout the year in the school office. Note: it is the responsibility of the parent to see to it that their child is provided lunch or to notify the school of qualification for free or reduced lunch.

Some ACCEL schools participate in the Community Eligibility Provision (CEP) food program. Students at schools participating in the program may receive breakfast and/or lunch at no cost to the family.

#### **2.51.Recess**

When scheduled, students are expected to participate in outdoor recess activities during the school day – weather permitting. If a student is too sick to go outside for recess, the student should not be in school. Parents must ensure that the student has the appropriate clothing with him/her for outdoor activities. Coats, hats, and gloves should be worn as recess will be outside unless the temperature is 32 degrees or less (actual or wind chill).

#### **2.52.Textbooks**

Students are expected to take care of and are responsible for the textbooks assigned during the school year. Parents will be responsible for paying a replacement fee for lost or damaged books. The student's academic records will not be released until payment of the replacement fee is settled.

### **2.53.Money**

All money turned into the school should be in an envelope marked with the child's name, grade, amount, and purpose. The children are not to bring additional money to the school. The school will not be responsible for any money brought to the school.

### **2.54.Lost and Found**

Any personal items that have been left at the school will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. The school is not responsible for lost money, jewelry, phones, or other personal items.

Many clothing items find their way into the lost and found containers. Parents are encouraged to have their children request permission to look for missing items. Many good clothing items are never claimed and are given to various charitable organizations as space permits.

Money, jewelry, and other personal items may be turned in at the office. Students should ask permission from their teacher to come to the office to claim any such items.

### **2.55.Student Photographs**

School pictures will be taken in the fall of each school year. Parents/Guardians will be offered a package of individual and class photographs through the photography company. All students will be photographed whether or not a package is purchased unless the parent sends a written refusal.

### **2.56.Visitors**

Visitors are required (for the safety and security of everyone) to report to the school office before their visit to a classroom or other parts of the building. All visitors must sign in upon arrival, sign out before leaving the building, and wear a visitor's identification badge while in the building. Visitors are not to approach students and should always be escorted by a staff member while in the building.

All visitors must pre-arrange, through the office, any meetings or visits with the teacher or classroom. The length and repetition of visits shall be determined by the school administrator to be in the student's and the school's best interest.

Visitors are asked not to attempt an impromptu parent-teacher conference, particularly while students are in the classroom.

The school reserves the right to deny access to anyone, including parents, to the school facility and grounds.

### **2.57.Volunteer Program**

Parents and members of the community may be asked or wish to give of their time in the form of volunteering. Information regarding these opportunities will be forwarded to the parents as appropriate. This is a wonderful opportunity to become more involved with the child's school.

**Please note:** Recurring volunteers will be required to comply with the school's background check policies.

## **2.58. Parent Teacher Organization**

The Columbus Arts & Technology Academy Parent Teacher Organization (PTO) is comprised of teachers and 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.

## **2.59. Field Trips**

Field trips may be conducted throughout the school year and are correlated with students' educational experiences within the classroom. Parental permission slips are required for a student to participate. Without a signed permission slip, the student will not be able to participate in the field trip. In addition, an Emergency Medical Authorization Form must be on file at the school before a student may participate. Teachers may request parents/guardians to assist in organizing and chaperoning field trips.

**Please note:** To be considered as a chaperone, it is required that you obtain a BCI/FBI check with no disqualifying offenses prior to participating in any school activity.

## **2.60. Classroom Parties**

Parties may be scheduled for special holidays and/or special occasions. The classroom teacher will coordinate and communicate dates, times, and procedures for such events. Each classroom teacher will establish a party policy for his/her individual classroom. Parental requests for parties will be approved or denied by the classroom teacher. Any request for a child not to participate in any/all such parties or activities should be in writing and forwarded to the teacher ahead of time.

## **2.61. Cell Phones**

**REVISED CELL PHONE POLICY:** The School understands that students come to school with cell phones for a variety of reasons. Regardless of those reasons, it is CATA's policy that students are not permitted to have their cell phones on their person or in their possession during the school day. Cell phones that are brought to school must be turned in to the student's homeroom teacher upon arrival, and will be returned at the end of the school day. In the event it is deemed necessary by the Administration, a student may be permitted to access their cell phone. Parameters of such exceptions are at the discretion of the Administration and do not constitute a permanent exception

**Please note:** The school is not responsible for the cost, usage, or replacement of lost, damaged, or stolen cell phones that are brought to the school whether confiscated by staff or in possession of a student. Therefore, we strongly recommend leaving cell phones at home and if an emergency arises, warranting the need to make calls, we will provide students with access to the school's telephone.

## **2.62. Personal Items Brought to the School**

Students are not allowed to bring personal items to school. To avoid disruption of the educational process, currently popular items such as blankets, pillows, trading cards, electronic games and action figures are to be left at home. Such articles will be taken and returned only to the parent or the law enforcement authorities if deemed prudent to do so by the building administrator. Except for approved fundraisers, students are not permitted to sell or trade anything among themselves at school, on the

school grounds or the bus. This includes food from lunches. Pets should never be brought to school without prior permission of the administrator. Further, items should not be brought in glass jars because of the danger of breakage (e.g., lunch items).

**Please Note:** The school is not responsible for replacement of lost, damaged, or stolen items brought to school.

### **2.63.Stolen Items**

The school **is not responsible** for stolen personal items, including cell phones, even if turned over to school personnel.

### **2.64.Backpacks, Desks, Lockers and Other Personal Storage Areas**

All lockers, desks and other storage areas provided to the student for use remain the property of the school. The student has no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any locker or storage area, except with a lock (if any) approved and provided by the school. Unapproved locks will be removed and destroyed with no compensation. Upon authorization of the building administrator, personal storage areas may be searched at any time for any reason.

Upon authorization of the search team, including the administrator or designee, backpacks, desks, and other personal storage areas may be searched at any time for any reason. The search team may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein, as provided in the **Search Policy** attached as **Appendix 2**.

### **2.65.Pesticide Notice and Log Policy**

In accordance with Ohio law, parents and guardians of minor children, adult students, faculty and staff who are enrolled or employed at the school may request and receive prior notifications of the applications of pesticides that are scheduled for a time when school is in session. All such requests shall include the requesting party's email address or telephone number and shall be submitted to the school administrator at the school office. The school administrator is designated as the contact person for all pesticide applications made at the school.

Additionally, pesticide logs shall be available for inspection at the school office during normal school hours. Said logs shall be retained for one year following the date of the pesticide application.

This Policy shall not apply to disinfectants, sanitizers, germicides, and antimicrobial agents.

## **1.30. Health and Safety**

The school provides a safe and clean environment and takes precautions to protect students and staff.

The building doors are locked during the school day. Entrance to the building is by office permission. Closed circuit cameras cover all entrances and are placed at strategic locations throughout the building.

### **2.66. Reporting Injuries**

If a student is injured at the school, he/she must immediately report the injury to school personnel. The main office will complete an injury report and will provide a copy of the report to the parents/guardians as notice of the incident.

### **2.67. Health Clinic**

When available, the school nurse or health aide handles all first aid; otherwise, first aid issues will be handled by other school personnel. All students are required to have an Emergency Authorization Form on file at the school. These forms will be used in case there is a medical emergency or illness.

### **2.68. Emergency Medical Authorizations**

Each parent is asked to complete and return to the school an Emergency Medical Authorization Form, which will be included in the student's cumulative record folder. Parents are responsible for ensuring that this authorization form includes the necessary information the school must have should an emergency arise. It is extremely important that this authorization form is fully completed and updated as medical needs change.

### **2.69. Medication Administration**

Per Ohio Revised Code Section 3313.716 students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms at the school.

Per Ohio Revised Code Section 3313.718(B) and 3314.03(A)(11)(d) students are permitted to carry and use an epinephrine auto-injector to treat anaphylaxis (an intense allergic reaction). In order for a student to properly possess or use an epinephrine auto injector at the school written approval from the student's physician and parent must be signed and received by the school.

For medications asthma inhalers and epinephrine auto injectors, written approval by the student's physician must include all information as detailed herein below or as indicated on the Food Allergy Action Plan, if applicable. If a student has a serious food allergy, the parent must complete a Food Allergy Action Plan.

“Written Approval” hereunder must include the following information:

- The name and address of the student;
- The name of the school and class in which the student is enrolled;
- The name of the medication and the dosage to be administered;
- The times or intervals at which each dosage of the medication is to be administered;
- The date the administration of the medication is to begin;
- The date the administration of the medication is to cease (if applicable);
- Acknowledgement that the physician has determined that the student is capable of possessing and using auto injector appropriately and has provided the student with training in the proper use;

- Any severe adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency;
- Instructions outlining procedures to follow if the asthma inhaler does not provide adequate relief;
- A list of adverse reactions that may occur if an individual for whom the asthma inhaler was not intended uses the medication; and
- At least one emergency telephone number for contacting the physician and one number for contacting the parent
- Any other special instructions.

Should any information regarding the medication change, the parent must submit a revised written statement. All medications must be in the prescribed container.

The school shall acquire and retain copies of each request and accompanying statement. The statement shall be given to the employee authorized to administer the drug by the next school day after receipt.

The school shall store the medication in a locked location in the school office or other location as determined by School personnel that meets legal requirements for storage. Any drugs that require refrigeration shall be stored in a refrigerator located in a place not commonly used by students.

Properly trained school staff may administer epinephrine in an emergency situation, in accordance with the Written Approval and/or the student's Food Allergy Action Plan when emergency medical service providers are not immediately available, and the exigency of the circumstance requires immediate action. School staff will immediately request assistance from an emergency medical service provider whenever a student is administered epinephrine at the school or at an activity, event, or program sponsored by the school. This request for medical assistance applies whether the student self-administers the medication, or a school staff member administers it to the student.

## **2.70.Students with Diabetes**

All students enrolled in the school will receive appropriate and needed diabetes care in accordance with an order signed by the treating physician. The care includes any of the following:

- Checking and recording blood glucose levels and ketone levels, or assisting the student with the check
- Responding to blood glucose levels outside of the student's target range
- Administering glucagon or other prescribed emergency treatment during a case of severe hypoglycemia
- Administering or assisting in the administration of insulin
- Providing oral diabetes medication
- Understanding schedules and food intake for meals and snacks to calculate medication dosages pursuant to the physician's order
- Following the physician's instructions regarding meals, snacks, and physical activity
- Administering diabetes medication as long as the following conditions are met:
  - Administered by a school nurse, or in the absence of a school nurse, an employee trained in diabetes care.
    - Any training shall be coordinated by a school nurse or a licensed health care professional with expertise in diabetes;
    - Each year the training shall take place prior to the beginning of the school

- year, or as needed, not later than fourteen days after receipt of a physician's order;
  - Any individual who completes the required training shall be considered by the Board as qualified to administer diabetes care.
  - The school nurse or licensed health care professional shall provide follow up training and supervision.
- The school receives a written request with the following information:
    - The name and address of the student
    - The school and class in which the student is enrolled
    - The name of the drug and the dosage to be administered
    - The times or intervals at which each dosage of the drug is to be administered
    - The date the administration of the drug is to begin
    - The date the administration of the drug is to cease
    - Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency
    - Special instructions for administration of the drug, including sterile conditions and storage
  - The parent agrees to submit a revised statement upon any changes.
  - The person administering the drug has a copy of the statement.
  - The medication is in the prescribed container.

Within fourteen days of receipt of a physician's order regarding a student with diabetes, the Board or Governing Authority shall inform the student's parent that the student may be entitled to a 504 plan.

Upon written request of a parent, a student with diabetes shall be permitted to attend to his/her own care in accordance with the physician's order if the student's treating physician determines the student capable of performing the tasks. The student shall be permitted to perform the care tasks in any area and to possess all necessary supplies and equipment. If the student uses the medical equipment for purposes other than the student's own care, the Board may revoke the student's permission to attend to his/her own care.

The School, members of the Board, and employees of the School are not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties associated with diabetes care unless the act or omission constitutes willful or wanton misconduct.

No later than the last day of December of each year, the Board shall report to the Ohio Department of Education, the following information:

1. The number of students enrolled during the previous school year;
2. The number of errors associated with the administration of diabetes medication during the previous school year.

### **2.71. Food Allergy Action Plan**

If a student has a serious food allergy, the student and his/her parent(s) must complete a Food Allergy Action Plan.



### **2.72. Vision, Hearing, and Scoliosis Screening**

Screening for the students will be conducted in accordance with state guidelines. The school nurse will notify the parent of the results. Any conditions discovered that might impede the student's health or school progress will be brought to the parent's/guardian's attention by the school nurse.

### **2.73. Eye Protective Devices**

Staff and Students shall wear eye protection which complies with Federal and State standards when working in areas involving:

- flying particles
- molten materials
- acids, caustic, or explosive materials
- chemical mists or vapors
- potentially injurious light radiation
- welding, milling, sawing, drilling, turning, shaping, cutting, grinding, buffing

### **2.74. Wellness Program**

In light of the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004 by Congress, the school recognizes the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The passing of the Healthy, Hunger-Free Kids Act of 2010 added provisions to expand upon the previous local wellness policy requirement of the 2004 Act. The school supports student health and wellness. For further information regarding the Wellness Policy, refer to the Board of Director's Board Policy Manual.

### **2.75. Reporting Child Abuse / Neglect**

When any staff member suspects abuse or neglect, he/she will first notify the building administrator. The staff member will then call the local reporting agency in the presence of the administrator. The staff member will document the notification. All reports are to be confidential. For further information regarding reporting of child abuse or neglect, refer to the Board of Director's Board Policy Manual.

### **2.76. Technology and Internet Safety**

As more fully outlined in the school's Technology and Internet Safety Policy attached as **Appendix II** to this handbook, the use of technology is a privilege and an important part of the school's overall curriculum. The school will, from time to time, make determinations on whether specific uses of technology are consistent with school policies for students and employees of the school but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. The school always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

**By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:**

- To abide by all school policies relating to the use of technology;
- To release all school employees from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege; and
- That use of the technology will be monitored, and there is no expectation of privacy whatsoever in any use of the technology.

**The parent/student further agrees and understands that the student may have his/her privileges revoked or other disciplinary actions taken against him/her for actions or misuse such as, but not limited to, the following:**

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to or disclosing materials the school believes may be unlawful, obscene, pornographic, abusive, harmful to minors or otherwise objectionable;
- Using technology resources for commercial, political, or other unauthorized purposes – the school technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, bullying, profanity, vulgar statements, or discriminating remarks;
- Interfering with others' use of technology;
- Installation of software without consent of the school;
- Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy;
- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware;
- Damaging any technology devices;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior.

The parent and student also acknowledge and agree that the student is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

The parent and student must also know and further agree that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user will be liable for any and all costs; and
- Violation of the Internet Usage Policy is also a violation of the school Code of Conduct and may result in other disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

### **2.77. Harassment, Intimidation, Bullying**

As more fully set forth in the school's Policy on Harassment, Intimidation and Bullying, including by an electronic act, and attached as **Appendix I** to this handbook, harassment, intimidation, or bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from school. The school's commitment to addressing harassment, intimidation, and bullying, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which this behavior will not be tolerated by students, faculty or school personnel.

It is imperative that harassment, intimidation, and bullying be identified only when the specific elements of the definition are met, because the designation of the conduct of such behavior carries with it special statutory obligations. Any misconduct by one student against another student or staff, whether or not appropriately defined as harassment, intimidation, or bullying will result in appropriate disciplinary consequences for the perpetrator.

### **2.78. Prohibited Gang Activity**

Students are prohibited from engaging in gang activities while at school, on school property, to or from school, or at a school-related function or event whether at the school or outside of the school facility, and on the Internet. Any student who violates this policy will be subject to disciplinary action, up to and including expulsion from school.

The term "gang" is defined as any non-school sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others

The term "gang activity" is defined as any conduct engaged in by a student:

- On behalf of a gang;
- To perpetrate the existence of a gang;
- To effect or promote the common purpose and design of any gang, including the wearing of apparel, jewelry, or symbols;
- To recruit for membership in a gang;
- To threaten or intimidate by use of gang affiliation; or
- To represent a gang affiliation, loyalty, or membership in any way while on school grounds or while attending a school function.

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students or staff against their will to promote the common purpose and design of any gang.

### **2.79. Drug-Free School**

In accordance with applicable law, the school prohibits the use, possession, concealment, or distribution of drugs by students on the school grounds, in the school building, on school buses, or at any school related event. Drugs include any alcoholic beverage, an anabolic steroid, and any dangerous controlled substance as defined by state or federal statute, or any substance that could be

considered a “look alike” controlled substance. Compliance with this school policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action as specified in this Parent/Student Handbook, up to and including expulsion from the school. When required by state law, the school will also notify law enforcement officials.

## **2.80. Weapon-Free School**

No student at any time, for any reason shall possess, handle, transmit, or use any object, which can be reasonably considered a weapon or considered a “look-alike” weapon in or on property of the school, school bus, or any school-sponsored activity held away from the school property. Possession of a weapon may result in immediate expulsion and involvement of local law enforcement.

- A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, box-cutters, etc.).
- A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone, or put someone in fear (examples: belts, combs, compasses, etc.).
- An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.).
- Any object that closely resembles a weapon or explosive and could put persons in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc.).

Firearm has the same meaning as provided under the “Gun Free Schools Act of 1994.” At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter’s gun) which will or is designed to or can readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the “Gun Free Schools Act of 1994” changes, then the definition outlined in this policy shall automatically change to conform to it.

Knife is defined as a cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters or other similar tools determined by the administrator to be necessary for the school setting at a particular building or grade level, if used only for the necessary purpose.

## **1.31. School Records**

The school takes student records and their confidentiality very seriously and has a policy of not disclosing any student records to anyone outside of the school except in strict accordance with state and federal law. Records of students are only released to another school upon properly authorized request from that school or from a signed release by the parent or as otherwise required by law.

### **2.81. Current Information**

To ensure student records are up-to-date parents must inform the school of address, telephone (home/work, cell), and legal custody changes as they occur during the school year.

### **2.82. Request for Records**

The school secretary will request student records from the previous school(s) upon completion of enrollment. Pursuant to the Ohio Revised code, the requested records must be received within fourteen (14) days. If the records are not received within fourteen (14) days or if the previous school indicates there are no records, the local law enforcement agency will be notified regarding the possibility that the student may be a missing child. All fees are due at the time of record release.

### **2.83.Student Directory Information**

While FERPA permits schools to adopt a policy allowing the release of Directory Information Policy under which “directory information” concerning students may be released to the public under certain circumstances, schools are not required to do so. Whereas the school has not adopted such a policy, the school’s practice in compliance with FERPA is not to release education records or personally identifiable information in the absence of explicit consent from a parent or student over the age of eighteen.

### **2.84.Audio-Visual Information**

The school recognizes the value of audio-visual and other types of electronic communication in providing students with an effective education. In communicating school-related activities, opportunities exist to photograph and videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include school newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in school is an integral part of the reporting responsibility to the community. The school will, however, respect parents’ wish for privacy in this area. Parents should call the school with any questions or concerns. Parents may also notify the school in writing if they prefer that the school not use their student’s name, picture or work product for presentations or other uses.

### **2.85.Release of Student Records**

Access to records will be in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as pertaining to release of records. In compliance with FERPA, parents have the right to inspect and request corrections to student records. Parents are required to submit their request to inspect student records in writing to the administrator to allow him/her to schedule a reasonable and appropriate time and date for the parent to present their case. Records will be provided for parental inspection only under the direct supervision of administrator or his/her designee. The school must comply with the parent’s request for inspection within forty-five (45) days.

Parents have the right to request corrections to student records. Requests for corrections must be submitted in writing to the administrator in a letter that includes the basis for such correction. Parents have the right to a response to reasonable requests for explanations and interpretations of the records. Parents also have a right to obtain copies of the records or make other arrangements where circumstances would effectively prevent the parent or student from exercising the right to inspect.

Release or inspection of student records will be handled in accordance with the Board of Director’s Student Records Policy.

Parents have the right to file a complaint with the Ohio Department of Education if they think that the school or the school district their student previously attended is not complying with the federal laws or regulations regarding student records.

## **2.86.Non-Custodial Parent Record Request**

The school will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the school. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the enrollment file, academic file, vocational file, Title One file, and graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the child is classified as being handicapped, and only the custodial parent can make decisions about the child.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

## **2.87.Protection of Pupil Rights Amendment (PPRA) Notification**

### **Description of Intent**

The school follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the school's programs and strategies. From time to time, the school will collect and analyze student performance data and various measures of effectiveness. Families may also be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA. For example, the names of the student, parent, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

### **Rights Afforded by the PPRA**

The PPRA affords parents of minors' certain rights regarding the school's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before students are required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education. Protected areas include the following:
  - political affiliations or beliefs of the student or student's parent
  - mental or psychological problems of the student or student's family
  - sexual behavior or attitudes
  - illegal, antisocial, self-incriminating, or demeaning behavior

- o critical appraisals of others with whom respondents have close family relationships
  - o legally recognized privileged relationships, such as with lawyers, doctors, or clergy
  - o religious practices, affiliations, or beliefs of the student or parent/
  - o income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
  - o any other Protected Information Survey, regardless of funding
  - o any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
  - o activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- The right to inspection, upon request and before administration or use, of the following:
  - o Protected Information Surveys of students
  - o instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  - o instructional material used as part of the educational curriculum

### **Notification Procedures**

The school will work to develop and adopt policies regarding these rights in consultation with parent(s). The school will also work to make arrangements to protect student privacy in the administration of Protected Information Surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The school will directly notify the parent of these policies annually in this PPRA Notice or after any substantive changes. The school will also directly notify by U.S. mail, e-mail, or other reasonably available method, the parents of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the parent to opt students out of participation in the specific activity or survey. The school will make this notification to parents near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the parent will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The parent will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales, or other distribution

- administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

Where a student is scheduled to participate in these activities, the student will be notified as described above.

### **Reporting a Violation**

The parent/or student who believes his/her rights have been violated may file a complaint to the following:

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

## **1.32. Child Find**

The school is participating in an effort to assist the State of Ohio in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive Free and Appropriate Public Education (FAPE).

School districts across the State of Ohio are also participating in this effort to identify disabilities such as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, cognitive impairments, physical impairments, autism, traumatic brain injury, and other health impairments.

The school is committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, to accomplish this, the school must know that a need is present.

Parents, guardians, relatives, public and private agency employees, and concerned citizens are used to help schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify the school's administrator.

The school will contact the parents or guardians of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether a special need exists. If a need is identified, the child can begin receiving special education and related services.

## **1.33. Parents' Right to Know Teacher Qualifications**

A parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the parent's or guardian's child. The information that may be requested includes:

- Licensure and certification information
- Educational background



- Qualifications of instructional aides (if applicable)

### **1.34. Parent Involvement Policy**

The school recognizes that the involvement of parents (hereinafter including guardians/caretakers/foster caregivers) and families in their children's education is critical to students' success. In order to accomplish the goal of welcoming, encouraging, and promoting parental/family involvement, the school shall:

1. Create a welcoming school climate.
  - a. Provide a welcome packet for all parents visiting the school, including important school contact information, school calendar and information about the vision and mission of the school.
  - b. Have teachers make personal contacts with families through e-mail, phone calls or home visits.
  - c. Hold an open house, prior to school opening, at which families can meet their children's teachers, tour the school building, and meet other families.
2. Provide families information related to child development and creating supportive learning environments.
  - a. Provide information for parents on typical development and appropriate parent and school expectations for various age groups.
  - b. Print suggestions for parents on home conditions and activities that support learning at each grade level.
  - c. Partner with local agencies to provide resources to families.
3. Establish effective school-to-home and home-to-school communication.
  - a. Provide information for parents on homework policies and on monitoring and supporting student work at home.
  - b. Send home student work for parent review and comment.
  - c. Allow access so families can frequently monitor their children's progress.
  - d. Clearly communicate school policies to all families.
  - e. Establish formal mechanisms for families to communicate with administrators and teachers as needed (e.g., phone numbers, e-mail addresses, weekly hours for families to call or meet).
  - f. Create a "suggestion or comment" box (electronic or onsite) for families to anonymously provide their questions, concerns and recommendations.
4. Strengthen families' knowledge and skills to support and extend their children's learning at home and in the community.

- a. Provide training and materials for parents on how to improve children’s study skills or learning in various academic subjects.
  - b. Make regular homework assignments that require students to discuss with their families what they are learning in class.
  - c. Provide information on community resources and activities that link to student learning skills and talents, including summer programs for students.
  - d. Inform families of the high expectations and standards children are expected to meet in each grade level. Provide ways for families to support the expectations and learning at home.
  - e. Engage families in opportunities to work with their children in setting their annual academic and career goals.
5. Engage families in school planning, leadership and meaningful volunteer opportunities.
- a. Invite parents to be involved at the School, including Title One planning.
  - b. Identify family volunteer interests, talents, and availability, matching these resources to school programs and staff-support needs. (Recurring volunteers will be required to comply with background check policies of the school.)
  - c. Create volunteer recognition activities such as events, certificates, and thank-you cards.
  - d. Host events which encourage interaction among parents.
6. Connect students and families to community resources that strengthen and support students’ learning and well-being.
- a. Through school-community partnerships, facilitate families’ access to community-based programs (e.g., health care and human services) to ensure that families have resources to be involved in their children’s education.
  - b. Establish school-business partnerships to provide students mentoring, internships and onsite, experiential learning opportunities.
  - c. Connect students and families to service-learning projects in the community.
  - d. Invite community partners to share resources at annual open houses or parent-teacher conferences.

### **1.35. Complaint Procedure**

The Board of Directors (“Board”) believes that Complaints from parents or other members of the community regarding school personnel should be addressed thoroughly and completely. The people involved should treat one another with the highest level of respect and dignity.

Initially, Complaints shall be addressed formally or informally with the staff member. Complaints must be made in a civil/respectful manner in order to be considered by school personnel. Where appropriate, the Complaint should be in writing on a form developed by the Administrator and should contain a

statement of the facts and the specific outcome desired by the parent or other person making the Complaint (“Complainant”). The Complainant may sign the Complaint and should be given a copy. The staff member should work with the Complainant to resolve the issue in a timely, professional, and courteous manner. The efforts used to resolve the Complaint and the outcome should be noted on the form. Allegations involving illegalities should be reported immediately to the Administrator.

Complaints unresolved through a parent-staff member communication or Complaints involving teachers or staff members should be in writing as noted above and directed to the Administrator. The Administrator shall investigate and attempt to resolve the issue in a fair and timely manner. The outcome should be noted on the form and further documented by letter or email as appropriate under the circumstances. If the Administrator cannot resolve the issue with consultation with school advisors or consultants, the Complaint (with documented history or preceding steps) is forwarded in written form to the Board of Directors and a copy is sent to the school’s legal counsel.

### **1.36. Non-Discrimination and Title IX/Section 504 Notice**

The school does not discriminate on the basis of religion, race, color, ethnicity, national origin, gender, sexual orientation, economic status, homelessness, or disability in its programs and activities.

All employees shall report to the Title IX coordinator at any time the employee has notice of sexual harassment, including allegations of sexual harassment.

The following have been designated to handle inquiries regarding non-discrimination policies and can advise parents on the specific civil rights grievance procedure.

#### **Title IX Coordinator**

Antoinette Bates, Principal  
2255 Kimberly Parkway E  
Columbus, OH 43232  
614-577-0900

#### **Section 504 Coordinator**

Sarah Snider, School Counselor  
2255 Kimberly Parkway E  
Columbus, OH 43232  
614-577-0900

### **1.37. Homeless Policy**

The School provides an educational environment that treats all students equally. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. Accordingly, the School will enroll each homeless student in the school determined to be in the student’s best interest. This commitment to the educational rights of homeless or unaccompanied youth applies to all services, programs, and activities provided or made available. The School shall fully comply with McKinney-Vento Homeless Assistance Act.

The School shall designate a staff member to be the school liaison for homeless students (“School Liaison”). The School shall display the contact information for the School Liaison in the building.

Homeless issue awareness training shall be provided to all staff members. All questions and concerns of the staff members should be referred to the School Liaison.

The School Liaison for Homeless Students shall ensure that the parent or guardian of a homeless student and any unaccompanied youth is:

- Assisted in accessing transportation to the selected school
- Provided assistance in exercising the right to attend the school of his/her choice
- Serviced without being labeled as homeless by school personnel
- Provided the information in this policy in a manner and form understandable to the parent or guardian, and if necessary, in the native language of the parent or guardian
- Assisted in the Dispute Resolution process as outlined herein

### **2.88. Eligibility:**

A student may be considered eligible for services as a “Homeless Child” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- With other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubling up”)
- In a shelter, temporary shared housing, or transitional living program
- In emergency or transitional shelters
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus or train station, park, car, or abandoned building, public spaces, substandard housing
- In a temporary or transitional foster care placement or awaiting placement
- Abandonment in hospitals
- A primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
- Migratory students

### **2.89. Placement**

The School shall make school placement determinations on the basis of the best interest of the student. To the extent feasible, homeless students are kept in the school of origin unless doing so is contrary to the wishes of the student’s parent or guardian or otherwise not in the best interest of the student.

To the extent feasible, the School shall comply with a request made by parents regarding school placement regardless of whether the student lives with the homeless parents or is temporarily residing elsewhere.

### **2.90. Immediate Enrollment**

Should a dispute arise over eligibility, school selection, or enrollment, then the dispute resolution procedures shall be followed as provided herein. The student shall be immediately enrolled during the pendency of the dispute and all appeals. Proof of residence, birth certificate, immunization records, and other documentation cannot serve as a barrier to enrollment in a school.

### **2.91. School Selection**

The eligible student has the right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which he/she currently resides (School of Residency)

### **2.92.Participation in Programs**

Eligible students have a right to access all of the school's programs and services on the same basis as all other students, including special education, school breakfast and lunch, and any extra-curricular activities.

### **2.93.Transportation**

Any eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

### **2.94.Dispute Resolution**

The student, parent or guardian has the right to appeal any School determination of eligibility, school selection, or enrollment. The School Liaison will guide the student, parent or guardian through the entire dispute resolution process. The School Liaison will assist in both the local and state-level appeals process, if necessary. This includes recording evidence that will be used to write an appeal if a parent, guardian or unaccompanied youth cannot do so by themselves and providing access to School materials, such as copiers and fax machines.

Should a dispute arise over eligibility, school selection, or enrollment in a school the following procedure is to be followed:

- The School shall immediately enroll the child/unaccompanied youth in the school in which he/she is seeking enrollment, pending resolution of the dispute, including all appeals. Enrollment for these purposes is defined as attending classes and participating fully in school activities.
- Upon determination of eligibility, enrollment, or school selection, the School will provide a written explanation of any decisions made to parents, guardians or unaccompanied youth. The School should use Attachment 1 in order to capture all relevant information. Regardless of what form is used, the written explanation should be easy to understand and free of jargon. When appropriate, the School will translate the decision into the recipient's dominant language. At a minimum, the written explanation of how the School reached its decision regarding eligibility, school selection, or enrollment will include:
  - A description of the action that the School proposed or refused
  - An explanation of why the School proposed or refused the action
  - A description of any other options the School considered
  - The reasons why the School rejected any other options
  - A description of any other factors relevant to the School's decision and information related to the eligibility or best interest determination. (This includes the facts, witnesses and evidence relied upon and their sources.)
  - Appropriate timelines to ensure any relevant deadlines are met
  - Contact information for the School liaison and state homeless education coordinator and a brief description of their roles
  - Notice to the recipient of their right to file an appeal, including step-by-step instructions of how to file an appeal

- The school will refer the student, parent or guardian to the School Liaison who will initiate the dispute resolution process as quickly as possible. The Liaison will make sure that the schools follow the dispute resolution process. The Liaison also must ensure that unaccompanied youth receive the same rights to appeal to the school's eligibility, school selection or enrollment decision as parents and guardians. The role of the Liaison is to assist the student, parent, or guardian through the duration of the dispute resolution process. The process will be open and transparent among those involved.
- Following an appeal at the school level, if the student, parent, or guardian still disagrees with the determination, they may appeal to the Ohio Department of Education. The School Liaison will forward all written documentation and related documents to the state coordinator for Homeless Education at the Ohio Department of Education. The School Liaison may use Attachment 2 to help capture all relevant information. Upon receipt of any requested documentation, the state coordinator for Homeless Education will investigate the dispute and request applicable documentation. The Ohio Department of Education will make a decision within 15 school days from the receipt of all necessary materials. The Department will provide the final decision to the school superintendent, building principal, School Liaison, and parent, guardian, or unaccompanied youth. All parties must immediately adhere to the final determination.

### **1.38. COVID – 19**

By signing the contract page of this handbook, we acknowledge that we are aware that the symptoms of COVID-19 may include fever, chills, muscle pain, cough, sore throat, shortness of breath/difficulty breathing, and/or new loss of taste or smell. This list does not include all possible symptoms. CDC will continue to update its website as we learn more about COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. We acknowledge that if a child/student develops these symptoms or comes into contact with a person that is suspected/confirmed of having COVID-19, the parent/ guardian will immediately contact the School. We agree to support and adhere to guidelines for safety. For updated information and resources regarding COVID-19, please visit [www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov) or <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

### **1.39. 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.

**1.40. Parent/Student Handbook Contract 2022-2023**

**1.41.**

**Please print clearly:**

Name of participating student	
Age	
Grade	
Name of Parent or Guardian	

We have read and understand all the information contained in this manual including student code of conduct, internet usage policy and related policies. We agree to abide by and support the school's policies and code of Conduct in the Parent – Student Handbook and all policies included in the Board of Directors' Board Policy Manual.

Agreed to by:

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent / Guardian's Signature Date

- PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY AND RETURN TO THE OFFICE

OR

- [COMPLETE THE ONLINE VERSION OF THIS FORM BY CLICKING HERE](#)

### 1.42. Media Release

#### STUDENT INFORMATION FORM

Please print clearly:

Name of participating student	
Age	
Grade	
School	Columbus Arts & Technology Academy
city/town/zip	2255 Kimberly Pkwy E Columbus, OH 43232

TO BE COMPLETED BY PARENT or GUARDIAN:

I/We understand that as part of my/our child's/my attendance at the school, photos, videos, and quotations may be taken for use in publications and reports about the program. I/We further understand that members of the news media invited to cover the program may take photos, videos, and quotations. I/We grant permission to use such materials for the promotion of the program.

---

Signature of parent or guardian

Date

- PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY AND RETURN TO THE OFFICE



### **1.43. 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.

## 1.44. 2022-23 CATA Calendar & Dates to Remember

### 2.95.2023 CATA Calendar



July 2022							August 2022 (11 Instructional Days)						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

September 2022 (20 Instructional Days)							October 2022 (18 Instructional Days)							November 2022 (18 Instructional Days)							December 2022 (14 Instructional Days)						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
				1	2	3						1			1	2	3	4	5					1	2	3	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

January 2023 (16 Instructional Days)							February 2023 (17 Instructional Days)							March 2023 (22 Instructional Days)							April 2023 (14 Instructional Days)						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	
																					30						

May 2023 (20 Instructional Days)							June 2023						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30		

Columbus Arts & Technology Academy  
2255 Kimberly Parkway E Columbus, OH 43232  
614-577-0900

AM Announcements & Breakfast: **8:00-8:15 a.m.**  
Instructional Start Time: **8:00 a.m.**  
Student Marked Tardy After **8:10 a.m.**  
Instructional End Time: **3:30 p.m.**  
PM Announcements for Dismissal: **3:35 p.m.**

**COLOR CODE & SYMBOL LEGEND**

- First and Last Day of School
- End of Quarter
- All Staff Professional Development Day
- Interim Reports distributed
- Report Cards distributed
- Students Return to School [All Grades]
- No School for Students
- Leadership and Support Staff Report to School
- Parent/Teacher Conferences: No Classes
- STATE TESTING DATES

**TOTAL INSTRUCTIONAL DAYS: 170**  
**TOTAL HOURS: 1190**

### **5.2022-2023 Dates to Remember**

August 3-16: All staff report to school for professional development.

August 11: Back to School event

August 17: First day of school

September 5: Labor Day, no school for students and staff. School closed.

September 23: No school for students, all staff report to school for professional development.

October 10: Indigenous Peoples Day, no school for students. All-day Parent-Teacher Conferences.

October 14: Quarter 1 ends

October 17-21 : Fall 3rd Grade Testing Window Opens (TENTATIVE)

October 28: No school for students, all staff report to school for professional development.

October 31: No School for Students. Teacher Records Day

November 23-25: Thanksgiving Break, no school for students and staff. School closed.

November 28: No school for students, all staff report to school for professional development.

November 29: Classes resume, students return to school.

December 20: Quarter 2 ends.

December 21- January 4: Winter Break, no school for students. School closed.

January 4: Professional Development for staff. School closed.

January 5: Classes resume, students report to school. Quarter 3 begins.

January 13: No School. Teacher Records Day

January 16: Martin Luther King Jr. Day, no school for students and staff. School closed.

January 27: No school for students, all staff report to school for professional development.

February 17: No school for students. All-day Parent-Teacher Conferences.

February 20: President's Day, no school for students and staff. School closed.

February 24th: No School for students. Professional Development for Staff.

March 9: Quarter 3 ends.

March 10: No School. Teacher Records Day

April 3-April 10: Spring Break, no school for students and staff. School closed.

April 10th: No School for students. Professional Development for Staff.

April 11th: Classes resume, students report to school.

April 11-21: Spring ELA Testing (TENTATIVE)

April 17-28: Spring Math Testing (TENTATIVE)

April 24 - 28: Spring Science Testing (TENTATIVE)

May 16: Last day for Seniors

May 19: Last day for High School

May 21: High School Graduation

May 26: Last Day for Students. Quarter 4 ends.

May 30: End of Year Meetings - All Staff

May 31: Last Day for 10 month employees

## **1.45. Glossary and Definitions**

Parent: Refers to any parent, guardian, foster caregiver, or caretaker.

The School: Refers to Columbus Arts & Technology Academy, or CATA.

The Administration: Any member of the [Leadership Team](#).

## **1.46. Appendix I - Anti-Bullying/Harassment/Intimidation 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 cyberbullying 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 cyberbullying 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.

## **1.47. Appendix II - 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, inciting or other inappropriate use of technology, including, but not limited to: e-mail, messaging, posts, 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' email 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 or 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.

Students in violation of school technology and usage policies may be subject to disciplinary action including, but not limited to: relinquishing of technology or other privileges, removal or suspension from school, up to expulsion. Incidents will be evaluated on an individual basis and disciplinary actions will be evaluated against the Code of Conduct tiered progression.

## **1.48. Appendix III - Search Policy**

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.

### **2.97.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.

### **2.98.Lock**

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.

### **2.99.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.

### **2.100.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.

### **2.101.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.

## 1.49. Appendix IV - 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 15<sup>th</sup> of each year. A sample FERPA opt-out letter can be found at [www.columbusata.org](http://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 <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>