

August 2019



Student-Parent Handbook

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

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

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

The Academy Board of Trustees encourages students, staff, administration and parents to review this document and submit proposed modifications to the HOS's office no later than March 1 of each school year. The HOS will then compile all such recommendations and will provide for a review of the Student-Parent Handbook.

FOREWORD

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

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

MISSION OF THE ACADEMY

The Academy is committed to providing a safe, nurturing environment where our students achieve academic excellence and develop positive self-esteem, leadership, multi-cultural awareness, community involvement, and a love for life-long learning.

EQUAL EDUCATION OPPORTUNITY

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

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

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

SCHOOL DAY

The school day is 8:00 a.m. to 3:30 p.m.

TESTING AND COMPULSORY ATTENDANCE

The Academy is a community school established under Chapter 3314 of the Ohio Revised Code. The Academy is a public school and students enrolled in and attending the Academy are required to take achievement tests and other examinations prescribed by law. In addition, there may be other requirements for students at the Academy that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined in the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the HOS or the Ohio Department of Education.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Students in the Academy system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in Academy programs on or off

Academy property, students shall accept the responsibility to conduct themselves according to the rules and regulations and provisions governing the operation of these programs. The ideal of any educational experience is for the students to become self-disciplined.

The Academy's HOS is responsible for establishing and enforcing procedures necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming or showing responsibility. There is a right of appeal by students who believe their rights have been violated. An appeal process for suspension and expulsion is outlined in the appropriate section of the guidelines. It should be noted that the Academy's HOS must use discretionary judgment in taking disciplinary action.

Parents have the right to know how their child is succeeding in the Academy and will be provided information on a regular basis and as needed when concerns arise. Often it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

STUDENT WELL-BEING

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

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

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

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

SECTION I – GENERAL INFORMATION

ENROLLING IN THE ACADEMY

Students that are new to the Academy are required to enroll with their parent/guardian. To enroll a child, parents are required to bring the following:

- A Birth Certificate or other certification permitted by state law
- Proof of Residency
- Proof of Immunization
- Custody/Guardianship papers from the court, when appropriate
- Last Report Card, when appropriate
- Copy of educational interventions (i.e. IEP, ETR, 504)

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Admission to the Academy is open to any individual who, as of September 30, is entitled to attend the Academy in the State of Ohio pursuant to Section 3313.64 or 3313.65 of the Ohio Revised Code in a school district in this state. Enrollment is open to residents of Ohio.

There will be no discrimination in the admission of students to the Academy on the basis of race, creed, color, handicapping condition, or sex. Upon the admission of any handicapped student, the Academy will comply with all federal and state laws regarding the education of handicapped students. The Academy will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. The Academy will admit the number of students that does not exceed the capacity of the Academy's programs, classes, grade levels, and facility. If the number of applicants exceeds the capacity restrictions of the Academy, students shall be admitted by lot from all those submitting applications, except preference shall be given to students attending the Academy the previous year. Preference may be given to siblings of students attending this Academy the previous year.

SCHEDULING AND ASSIGNMENT

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

TRANSFER OUT OF THE ACADEMY

If a student plans to transfer from the Academy, the parent must notify the Academy in writing. Transfer of educational records will be authorized only after the parent has completed the withdrawal form, returned all Academy materials, and paid any fees or fines that are due. Academy records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Academy Office for specific details.

IMMUNIZATION

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

INJURY AND ILLNESS

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

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

All injuries must be reported to a teacher, aide, or the office. If the injury is minor, the student will be treated and returned to class. If medical attention is required, the office will attempt to contact the parent. If the parent cannot be contacted, emergency numbers will be used.

A student who becomes ill during the school day should request permission from his/her teacher or aide to go to the nurse's office. The nurse will determine whether the student will remain in school. No student will be released from school without proper parental permission.

USE OF MEDICATIONS

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

1. Parents must have a medication permission form completed to administer medication. DOCTOR'S INSTRUCTIONS INCLUDING STUDENT'S NAME AND ADDRESS, NAME OF MEDICATION, DOSAGE, DATE AND TIME OF ADMINISTRATION, POSSIBLE SIDE EFFECTS, ANY SPECIAL INSTRUCTIONS AND DOCTOR'S SIGNATURE ARE NEEDED TO COMPLETE THIS FORM. This form must be dated and signed by the student's parent/guardian. It will be the student's responsibility to report to the office at the proper time for medication.
2. New medical request forms must be submitted each school year and as necessary for changes in medication orders.
3. Medication must be in ORIGINAL CONTAINER and have affixed label including the Student's Name, Name of Medication, Dosage, Route of Medication, and Time of Administration.
4. It is REQUIRED that the medication and the signed permission forms BE BROUGHT TO THE ACADEMY BY THE PARENT/GUARDIAN.
5. Non-prescription medications, such as Tylenol, cold remedies, etc. will be treated as prescription medication as in #1 above. Parents may, at their choice, come to the Academy and administer medication to their child. Cough Drops may be allowed with written parental permission at the discretion of the HOS.
6. Students are NOT permitted to keep medication of ANY KIND on their person, in their lunch boxes, or in their desks unless prior permission has been given as outlined in #7.
7. If the student is authorized by his/her physician and the written approval of the parent or guardian to carry an emergency medicine and self-medicate, all of the steps 1-3 will be required. The physician's written approval shall also include instructions that outline procedures that Academy personnel should follow in the event the medication does not produce the expected relief from the student's attack, identification of any severe adverse reactions that may occur to the child using the medication which should be reported to the physician, any severe adverse reactions that may occur to another child, for whom the medication is not prescribed, should such a child receive a dose of the medication, at least one emergency telephone number for contacting the physician in an emergency, at least one emergency telephone number for contacting the parent or guardian in an emergency, and any other special instruction from the physician.
8. If a student shows unsafe or irresponsible behavior, the right to self-medicate may be revoked.

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because the Academy has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk. The Academy's professional staff has the authority to remove or

isolate a student who has been ill, has an undiagnosed rash or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, ringworm, strep infection, whooping cough, mumps, measles, rubella, pink eye, impetigo, and other conditions indicated by Local and State Health Departments.

If a child contracts a Communicable Disease, the Academy Office should be notified as to the nature of the illness and the student shall not return to the Academy until a Physician gives him/her written permission to do so. This is a means of protecting all children.

Any removal will only be for the contagious period as specified in the Academy's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact communicable diseases, the Academy still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the applicable Board of Health, to ensure that the rights of the person affected and those in contact with that person are respected. The Academy will seek to keep students and staff persons in the Academy unless there is definitive evidence to warrant exclusion.

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

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

HEAD LICE

THE ACADEMY HAS A NO NIT POLICY.

Any child found to have head lice will be temporarily excluded from the Academy learning environment until ALL NITS AND/OR LIVE LICE are removed from the child's head. The excluded child will be rechecked for head lice by the Academy medical staff or designee prior to being allowed to return to class. As a precaution, the child will be rechecked within 10 days after returning to class for possible re-infestation.

AMERICANS WITH DISABILITIES ACT - SECTION 504

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

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

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

HEARING AND VISION SCREENINGS

All Kindergarten students will receive a hearing screening prior to November. Students in grades K, 1, 3, 5, 7 will receive a vision screening. Both assessments are conducted by a licensed physician.

SPECIAL EDUCATION

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

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

The Academy has adopted the model procedures for the education of children with disabilities and will serve its students with disabilities consistent with the model procedures.

STUDENT RECORDS

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

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

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

STUDENT FEES, FINES, AND CHARGES

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

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

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

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the Academy. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the HOS prior to coming to the Academy.

Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

CAFETERIA/STUDENT EATING AREA

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

CAFETERIA/STUDENT EATING AREA PROCEDURES:

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

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

FIRE AND TORNADO DRILLS

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

The Academy complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

EMERGENCY CLOSINGS AND DELAYS

If the Academy must be closed because of inclement weather, it will be on local radio/television stations listed specifically under **CAPITAL COLLEGIATE PREPARATORY ACADEMY**.

Parents and students are responsible for knowing about emergency closings. If transportation is provided to you by a district that calls a delay, operating hours for the Academy will remain unchanged. The Academy day will begin at the regular time of 8:00 am. The Academy will not delay the start of school for any reason.

There may be some emergency instances, which will require the Academy to be closed early. IT IS EXTREMELY IMPORTANT THAT PARENTS DISCUSS WITH THEIR CHILD EMERGENCY PROCEDURES THAT THEY SHOULD FOLLOW IN THE EVENT THE ACADEMY IS CLOSED EARLY.

VISITORS

Visitors, particularly parents, are welcome at the Academy. For the safety of students and staff, ALL visitors MUST report to the office to sign in and pick up a visitor's pass. Any visitor found in the building without signing in shall be reported to the HOS.

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

Students may not bring visitors to the Academy without first obtaining permission from the HOS.

USE OF ACADEMY MEDIA

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

USE OF ACADEMY EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the HOS to use any other Academy equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

Outside individuals or organizations may request a Building Use Form from the Academy office.

LOST AND FOUND

A lost and found area is located in the building lobby. Students may check for lost items. Parents are invited to come and check for lost items. Lost items or valuables found in or around the Academy should be turned in to the office. Parents are asked to mark each child's coats, sweaters, hats, boots, backpacks, and lunch boxes for identification. Unclaimed items will be given to charity at the end of each month.

STUDENT SALES

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

USE OF TELEPHONES

Students are not permitted to make calls on the telephone unless the HOS or teacher gives permission.

STUDENTS WILL NOT BE CALLED FROM CLASS FOR TELEPHONE CALLS. Phone messages from parents to students may be given to the front office, which will give the message to the student. It is extremely disruptive to have students called from class. No telephone calls will be forwarded to the classrooms.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the HOS. A minimum of twenty-four (24) hours notice is required to ensure that the HOS has the opportunity to review the announcement or posting.

ARRIVAL AND DISMISSAL

Academy students may arrive as early as 7:30am and are expected to be **in their classroom** promptly at 8:00am each morning. During morning drop off or afternoon pickup, we ask that parents follow Academy procedures closely to protect all children. The hallway doors will be locked promptly at 8:00am as staff members have

assigned duties that require their prompt attention. We respectfully request that a parent or adult accompany all students to the front office when dropping off at 8:00am or later. Students are considered tardy if they arrive after 8:05am. Breakfast may be obtained between 7:30-7:55am. Dismissal begins at 3:30pm and ends at 3:45pm. All students must be picked up by 3:45pm each day unless they are enrolled in our after school program.

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

EARLY DISMISSAL

No student will be allowed to leave the Academy prior to dismissal time without a parent coming to the Academy office to request the release of and sign the child out. No student will be released to a person other than a parent or legal guardian (or name listed on emergency card) without a permission note signed by a parent or legal guardian. Students may be picked up from the front office prior to the Academy's 3:15 pm cut off time. For the safety of all students, doors will be locked at 3:15 pm and students will only be released via normal dismissal and pickup procedures at the regular dismissal time of 3:30 pm. The Academy will not call students to the front office until the parent or guardian has arrived to sign said student out for the day. We will make every effort to have a student ready and waiting within the classroom if a call is received just prior to pickup to make those arrangements.

ACADEMY PARTIES

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

Birthday parties are left up to the discretion of the teacher. Please contact the teacher first before sending any treats to the Academy. **IT IS THE ACADEMY POLICY NOT TO PASS OUT BIRTHDAY INVITATIONS UNLESS THERE IS ONE FOR EACH MEMBER OF THE CLASS. HANDING OUT A FEW INVITATIONS MAY CAUSE DISRUPTION AND HURT FEELINGS.** Celebratory items such as balloons, flowers, stuffed animals, etc. are prohibited as they cause distractions in the learning environment.

RECESS

Our policy is that all children go out for recess. They should wear adequate clothing and dress for the weather. On days when the weather is extremely cold (determined by wind chill factor) or rainy, recess will be held inside. **STUDENTS WILL HAVE INDOOR RECESS IF THE WIND CHILL IS 32 DEGREES OR LESS.**

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

Students are expected to stay in their assigned play area. Students may not bring items such as, baseballs (hardballs), Frisbees, skateboards, roller blades, scooters or any toy which may present a safety hazard. It is expected that students listen and follow all instructions given by the playground staff.

LEAVING THE ACADEMY

Students may not leave the Academy grounds without permission from office personnel. Before this can be granted, a written request from the parent must be presented. **STUDENTS MUST BE SIGNED OUT IN THE OFFICE BY PARENT/GUARDIAN BEFORE LEAVING THE BUILDING DURING THE ACADEMY DAY AND/OR AFTER SCHOOL.** Students leaving the Academy without permission will be considered truant.

GUM

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

MONEY AND OTHER VALUABLES

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

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

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

Students are not allowed to bring valuable equipment such as CD/DVD/MP3 players, computer games, remote controlled cars, or other electronic toys unless there is a special occasion, and prior permission granted from the teacher and parent. If such items are brought to the Academy, they will be confiscated, and a parent will be required to pick the item(s) up.

STUDENT PICTURES

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

PARENT INVOLVEMENT

The Academy encourages volunteerism in the school. Volunteers are important to our educational program. When parents volunteer in the Academy, they should be a positive role model for our students and follow all Academy rules. Volunteers are **REQUIRED** to complete a criminal background check and have it sent directly to the Academy's HOS. Volunteers are required to sign in and out at the Academy office and obtain a visitor's pass each time they are volunteering in the building. To ensure the safety of all students and promote the best learning environment, access to all classrooms is restricted between the hours of 8:00 am and 3:30pm. Parents may contact their child's teacher to make arrangements to visit the classroom if needed. Viewing of facility cameras is available at any time throughout the day.

SECTION II – ACADEMICS

FIELD TRIPS

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

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

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

GRADING PERIODS

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

Progress reports are sent home to the parents of all students at the midpoint of each ten-week grading period. They are used to inform parents of any problem or improvement of the students. Parent-Teacher Conferences are scheduled in the fall and spring. The Academy calendar will list the exact dates. The classroom teacher will schedule conferences. Parents may arrange a conference with their child's teacher any time during the Academy year by contacting the Academy and arranging an appointment.

PROMOTION, PLACEMENT, AND RETENTION

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

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

Parents are to be notified of possible retention in writing, near the end or directly after the third ten-week grading period.

A final decision to retain a student will be made no later than one week before the Academy year ends, and parents will be notified in writing. Teachers will arrange conferences with the parent to explain the benefits of retention and the probable effect it will have on the student's educational growth.

The HOS will be available to discuss the reasons for promotion or retention of any student.

HOMEWORK

The assignment of homework should be expected. Student grades will reflect the completion of all work, including outside assignments. It is the **student's** responsibility to complete and turn in homework assignments. Homework is part of the student's preparation for the standardized tests and graduation. School consequences will apply if homework is not completed.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her Academy career through participation in the Academy's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action consistent with the student code of conduct and referral to law enforcement authorities. The Academy retains the right to review and monitor computer equipment and networks, and users of Academy computer equipment or networks should have no expectation of privacy.

The use of the Network is a privilege, which may be revoked by the Academy at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The Academy reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

STUDENT ASSESSMENT

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

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

Unless exempted, each student will be expected to pass the appropriate Ohio Achievement tests. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

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

SECTION III – STUDENT CONDUCT

ATTENDANCE

Academy Attendance Policy

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

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

Truancy

A "habitual truant" is a child of compulsory school age who is absent without legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year. A "chronic truant" is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Ohio law demands that any student who, without legitimate excuse, fails to participate in 72 consecutive hours of learning opportunities offered to the student by the Academy shall be automatically withdrawn from the Academy. The Academy will provide the parent/guardian notice and an opportunity to respond prior to an automatic withdrawal. The Academy will send notice of automatic withdrawal to the Franklin County Court of Common Pleas, Juvenile Branch, and to the public school district where the student's parent/guardian resides.

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

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

1. Taking disciplinary action against a student for truancy, in accordance with the student code of conduct;
2. Offering counseling to the family of a student with truancy problems;
3. Requiring the parent/guardian to contact the Academy to discuss the student's absences;
4. Giving a student and his/her parent/guardian written warning about the possible legal consequences of truancy;

5. Requiring the student's parent/guardian to attend a parental education or training program to encourage parental involvement in compelling the student's attendance at the Academy;
6. Referring the matter to the Franklin County Court of Common Pleas, Juvenile Branch, for consideration;
7. Initiating automatic withdrawal from the Academy;
8. Filing a complaint against the student and his or her parent/guardian in the Franklin County Common Pleas Court, Juvenile Branch.

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

1. The attendance policy will be issued annually to parents/guardians (parents/guardians are asked to acknowledge receipt of the policy in writing).
2. The Academy will maintain a "flagging" system to identify absent students as potential habitual and chronic truants before they meet the mandatory timelines for classification as such. Parents/Guardians of these students are to be informed of the concern and consequence of such absenteeism.
3. The Academy has appointed its HOS as the attendance officer for the Academy. This person may be subpoenaed to Court to verify and testify should there be questions about attendance issues.
4. Letters of notification and warning will be sent via certified mail to the parents/guardians of each habitual and chronic truant.
5. The police may be notified when a child meets the habitual truant standard.
6. The Academy will send notice to the superintendent of the public school district where the parent/guardian of the truant student resides.

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

If an enrolled student is considered a chronic truant, and the enrolled student's parent/guardian fails to compel the student's attendance at the Academy, the Academy may file a complaint jointly against the student and the student's parent or guardian in the Franklin County Court of Common Pleas, Juvenile Branch, in accordance with Ohio law.

Excused Absences

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

- personal illness but not illness in the family unless the circumstances are approved by the HOS
- death in the immediate family

- bona-fide religious holiday
- professional appointments that cannot be scheduled at non-school times
- absences approved by the HOS for good cause

Students with a health condition that causes repeated absence are to provide the Academy office with an explanation of the condition from a registered physician.

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

Students who are excusably absent for more than ten (10) days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues.

Suspension and expulsion from Academy

A suspended or expelled student should take self-responsibility for completing schoolwork missed due to suspension or expulsion. It is recommended that a student complete missed assignments during the suspension or expulsion and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension or expulsion. The student will not be given credit for properly completed assignments.

Excusable, Non-approved Absence

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

Unexcused Absences

Any student who is absent from the Academy for all or any part of the day without a legitimate excuse may be considered truant and the student and his/her parents may be subject to the truancy laws of the State.

Notification of Absence

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

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

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

Tardiness

A student who is not in his/her assigned location by the start of the Academy day shall be considered tardy. Any student arriving late to the Academy is to report to the Academy office before proceeding to class. If a student misses any part of the instructional school day, his/her attendance is affected. A parent/guardian is required to sign in any tardy student in the Academy office upon arrival.

Vacations during the school year

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

Make-up of Tests and Other Academy Work for Excused Absences

Students who are excusably absent from Academy shall be given the opportunity to make-up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses an Ohio Achievement Test or other standardized test, the student should consult with the teacher to arrange for taking the test within the testing window.

STUDENT ATTENDANCE AT ACADEMY EVENTS

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

However, in order to ensure that students attending events outside regular school hours as non-participants are properly safeguarded, it is required that a parent or adult chaperone must accompany students when they attend the event. The Academy will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

STUDENT RULES OF CONDUCT

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

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

The HOS is deemed to have all the power and authority accorded a principal and a superintendent in a traditional public school. The Board of Trustees is deemed to have all of the power and authority accorded a board of education in a traditional public school district.

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

Expected Behaviors

Each student shall be expected to:

- A. Abide by national, State, and local laws as well as the rules of the Academy;
- B. Respect the civil rights of others;
- C. Act courteously to adults and fellow students;
- D. Be prompt to the Academy and attentive in class;
- E. Complete assigned tasks on time and as directed;
- F. Help maintain an Academy environment that is safe, friendly, and productive;
- G. Act at all times in a manner that reflects pride in self, family, and in the Academy;
- H. Follow Academy-wide rules and expectations :

L – Lead instead of follow

E – Enter and exit safely

A – Always be prepared to try your best

R – Respect yourself, others and our school

N – Nice words work best

(This acronym can be adapted to fit any environment to add structure.)

Dress and Grooming

While fashions change, the reason for being in the Academy does not. Students are in the Academy to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Students are required to wear the Academy uniform every day. The Academy colors are khaki, gray or navy blue for bottoms and gray, white or navy blue for tops. **Students cannot wear neon colors or any other color NOT part of the Capital Collegiate Preparatory Academy approved color schemes.**

The uniform guidelines are as follows:

Bottoms (Solid Khaki, Gray or Navy)

Tops (Solid White, Gray, or Navy)

Pants*

Polo Shirt

Shorts*

Collared Button-down shirt or blouse

Jumpers*
Skorts*
Skirts*

Turtlenecks
Cardigans, sweaters, vests or sweatshirt

- * All shorts, skirts, jumpers, and skorts must be NO less than 1 inch above the knee.
- * Tattered, torn or oversized clothing is not acceptable. Shirts must be tucked into bottoms at all times.
- * Prohibited: hoodies, hooded jackets, outerwear (worn in class), sweatshirts/t-shirts with designs/logos, and any items with sequins, glitter or jewels.
- * Long pants or leggings under skirts, shorts or skorts are required during the cold months of December – February, no shorts allowed. Leggings may ONLY be worn under skirts, dresses, skorts or shorts and are not acceptable attire alone.
- * Collared tops must be worn under sweaters/sweatshirts except on PE days. NO stripes or patterns on any day and its color MUST adhere to the approved dress code color scheme.

Shoes

Black Dress
Brown Dress
Navy Blue Dress
Tennis Shoes (white, black, navy, gray)
Dress Boots, Uggs, Bearpaw, North Face, etc. with approved color scheme above for dress shoes

Accessories

Belts: Black, Brown, Navy Blue (Not Required)
Ties/Bow Ties: Solid Navy Blue or Gray (Not Required)
Tights/Leggings/Socks/Hijabs or other hair accessories:
Solid Navy, Grey, Black or White

***Shoes Prohibited: Flip flops, shoes with wheels, open toed shoes/sandals, ballet-type shoes (no soles), and open CROCS. All approved shoes cannot be in neon colors/ any other color not approved, with sparkles/ anything that shines, animal prints or shapes and patterns (polka dots, squares, triangles, swirls, etc.). All shoes MUST adhere to their approved color scheme. During the winter months students are allowed to come with winter boots, however must change to regular approved shoes for the rest of the day.**

*** Belts/ Accessories Prohibited: Studded belts/chains, patterned/striped socks/ tights/ leggings, patterned/striped hijabs/head scarves, large hair bows, facial jewelry, eyewear that is decorative or nonprescription, hair must be a natural color. All approved accessories cannot be in neon colors or any other color that is NOT part of the approved color scheme (white, black, navy, gray, and khaki).**

Gym Clothes

Tennis Shoes (white, black, navy, gray)
Solid navy blue, gray or white t-shirts or sweatshirts (no logos or designs other than Academy Gear)
Solid navy blue or gray sweatpants (no logos or designs other than Academy Gear) **Sweat pants with a solid stripe/s cannot be in neon colors or any other color and MUST adhere to the approved color scheme (white, navy, gray).**
Academy uniform shirt or optional Academy designated t-shirt. No clothing with any other logo/designs

Academy Gear may be purchased from the Capital Collegiate Preparatory PTO. Please contact the PTO at Capital Collegiate Preparatory AcademyPTO@gmail.com

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting, and be subject to penalty under the Student Code of Conduct.

Dress Down Policy

In the event that the Academy allows a dress-down day, the following styles or manner of dress are **NOT PERMITTED:**

1. Clothing that is disruptive to the educational process.
2. Cut-off tops, half shirts, mesh shirts, tank tops, spaghetti straps, short shorts, and short skirts.
3. Items of clothing that contain profanity, suggestive comments or obscenities.
4. Clothing which advertises, or advocates drug or alcohol use.
5. No open shoes are permitted. Shoes must be worn at all times.
6. Wearing of hats in the building.
7. Clothing must cover all tattoos. Body piercing is unacceptable; single-post ear-piercing is acceptable.

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

Care of Property

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

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

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Trustees, if there is a reasonable suspicion that the student is in violation of law or Academy rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

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

Anything that is found in the course of a search that may be evidence of a violation of Academy rules or the law may be taken and held or turned over to the police. The Academy reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against Academy policy.

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

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

STUDENT RIGHTS OF EXPRESSION

The Academy recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following Academy guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting Academy or a Academy event.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet Academy guidelines may present them to the HOS twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in an Academy activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

STUDENT CODE OF CONDUCT

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

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

The following provides examples of major areas that could result in disciplinary action. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be disciplined.

EXPLANATION OF TERMS APPLYING TO THE STUDENT CODE OF CONDUCT

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from the Academy and/or notification of law enforcement authorities.

1. Conduct Involving Drugs

The Academy is a "Drug Free" zone within the boundaries of the Academy safety zone established by State law as well as to any Academy activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter or prescription medication to another student.

2. Use of Breath-Test Instruments

The HOS or assistant administrator or designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. Imposition of a breath test is at the discretion of the Academy, and discipline may be imposed without a breath test upon other evidence of use of alcohol.

The student will be taken to a private administrative or instructional area on Academy property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of Academy rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The Academy prohibits the sale, distribution, use or possession of any form of tobacco during Academy time or at any Academy activity. This prohibition also applies when going to and from the Academy and at Academy bus stops. Violations of this rule could result in suspension or expulsion.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any Academy activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the HOS to discuss the proper way to plan such an activity. Students who disrupt the Academy may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes conventional objects like a firearm, guns, pellet guns, ammunition, knives, or club type instruments. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. A "firearm" has the same meaning as provided in the "Gun-Free schools Act of 1994," 108 Stat. 270, 20 USC 8001(a)2. A "knife" is any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing. This definition shall include, but is not limited to: straight razors, razor blades, utility knives, box cutters, ice picks, pocket knives, switch blades

and hunting knives. Possession of a weapon may subject a student to suspension or expulsion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on Academy property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A student may be expelled from the Academy, if she/he brings onto or has in his/her possession on Academy property or at a Academy-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. a knife
- C. any firearm or similar objects that are intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. This violation may subject a student to suspension or expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe Academy environment, students are required to report knowledge of dangerous weapons or threats of violence to the HOS. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire or attempting to set fire

Anything, such as fire, that endangers Academy property and its occupants will not be tolerated. Arson will subject the student to suspension or expulsion.

9. Physically assaulting a staff member/student/person associated with the Academy

Physical assault at the Academy against an Academy employee, student, volunteer, or contractor, or another, which may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as "causing or attempting to cause physical harm to another."

10. Verbally threatening a staff member/student/person associated with the Academy

Verbal assault at the Academy against an Academy employee, volunteer, or contractor or making bomb threats or similar threats directed at an Academy building, property, or an Academy-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of schoolwork, identification, forgery

Forgery of hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Violations of this rule could result in suspension or expulsion. The HOS may expel a student from the Academy for a period of up to one year for making a bomb threat to an Academy building or to any premises at which an Academy activity is occurring at the time of the threat. An expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

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

17. Theft

When a student is caught stealing Academy or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to the Academy that is not needed for learning without prior authorization from the HOS or teacher. The Academy is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

Academy staff is acting "in loco parentis," which means they are allowed, by law, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Disobedience can result in suspension or expulsion.

19. Damaging property

Vandalism and disregard for Academy property will not be tolerated. Violations could result in suspension or expulsion, and repayment to the Academy of the costs of repair or replacement of the damaged property.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension or expulsion from school.

21. Unauthorized use of Academy or private property

Students are expected to obtain permission to use any Academy property or any private property located on Academy premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

22. Refusing to accept discipline

The Academy may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of Academy rules

If a student assists another student in violating any Academy rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, hugging, kissing, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from the Academy or possibly expulsion.

25. Possession of electronic equipment

Most electronic equipment necessary in the Academy is supplied by the Academy. Students are not allowed to bring radios, portable TV's, electronic toys, cellular telephones, tablets, computers, laser pens, and the like without the permission of HOS. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

26. Violation of individual Academy/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the Academy. While every attempt will be made to teach/re-teach appropriate behavior, persistent violations of rules could result in suspension or expulsion.

27. Disruption of the educational process

Any actions or manner of dress that interferes with Academy activities, disrupts the educational process and/ or are considered unsafe are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Unsafe behaviors such as throwing, pushing, slamming or kicking school supplies (not limited to books, writing tools, electronic equipment and/or media, lab equipment, etc.) classroom furniture (chairs, desks, tables, bookshelves, etc.) or anything else that can cause harm or not to the student, or any other person in the classroom, hallways, or anywhere else inside or outside school grounds, could result in suspension or expulsion.

28. Harassment/Bullying/Cyberbullying/Hazing

The Ohio Legislature defines bullying *as an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.*

Harassment Policy

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the Academy environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the Academy to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on Academy property and to all Academy sponsored activities whether on or off Academy property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on

characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to any available staff member.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the Academy;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the Academy;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;

- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement.

Cyberbullying – the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual. The physical location or time access of a technology-related incident cannot be raised as a defense in any disciplinary action initiated.

Hazing – any type of initiation procedure for any Academy related activity, which involves conduct such as but not limited to: illegal activity, such as drinking or drugs;

- A. physical punishment or infliction of pain
- B. intentional humiliation or embarrassment;
- C. dangerous activity;
- D. activity likely to cause mental or psychological stress;
- E. forced detention or kidnapping;
- F. undressing or otherwise exposing initiates.

Note: If the Academy club or organization does not have an official and approved initiation procedure, and if no Academy staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Notification

Notice of this policy will be given **annually**, and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted.

All new hires of the Academy will be required to review and sign off on this policy and the related complaint procedure.

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

The HOS shall expel any student who possesses a dangerous weapon in a weapon-free Academy zone or commits either arson or criminal sexual conduct in the Academy building or on Academy property, including Academy buses and other Academy transportation.

A dangerous weapon is defined as “a firearm, knife, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEIA or Section 504 shall be suspended or expelled in accordance with Academy and/or Board Policy and Federal due process rights appropriate to students with disabilities.

30. Criminal acts

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

Students should be aware that state law allows that Academy officials, teachers and appropriate law enforcement officials be notified when a student of this Academy is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the Academy as well as in the community.

31. Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in Academy hallways or Academy pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

32. Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, offensive, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

CORRECTIVE ACTION

It is important to remember that the Academy's rules apply going to and from the Academy, at the Academy, on Academy property, at Academy-sponsored events, and on school transportation. In some cases, a student can be suspended or expelled from the Academy.

Ultimately, it is the HOS's responsibility to keep things orderly. In all cases, the Academy shall attempt to make corrective action prompt and equitable and to have the corrective action match the severity of the incident.

DEFINITIONS

- **Verbal Reprimand/Warning**
- **Detentions** - Up to an hour before or after school on a day the Academy is in session under the supervision of Academy personnel. Parent notification and acknowledgment will be made prior to detention.
- **In-school Suspension** - Isolation from peers (one hour to all day). Daily class work will be made available. Credit will be given for all complete work. Removal from co-curricular activities may occur.
- **Out-of-school Suspension** - Removal from Academy up to 10 days. Removal from co-curricular activities.
- **Expulsion** The HOS may expel a student from the Academy for a period not to exceed the greater of eighty school days or the number of school days remaining in this semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended consistent with the Code of Conduct and state law. If, at the time an expulsion is imposed, there are fewer than eighty Academy days remaining in the school year in which the incident that gives rise to the expulsion takes place, the HOS may apply any remaining part or all the period of the expulsion to the following school year.
- **Saturday school** – Saturday school may be used as an alternative form of discipline at the discretion of the HOS.

Two types of corrective action are possible, informal corrective action and formal discipline.

Informal Corrective Action

Informal correction action takes place within the Academy. It includes:

- counsel with student
- remove certain privileges
- arrange student and/or parent conference
- behavior contract
- change of seating or location
- recess, lunch-time, before or after-Academy detention
- in-school restriction

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student's parents are responsible for transportation.

Formal Discipline

Formal discipline removes the student from the Academy. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from the Academy. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

PROCEDURES FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL

A. Suspension

Suspension is defined as the denial to a student for a period of at least one (1) but no more than ten (10) school days.

After alleged misconduct becomes known to Academy administrators, the student shall be given written notice of the intention to suspend and the reasons for such action by the HOS or assistant administrator. The student will be given an opportunity to appear at an informal hearing before the HOS or assistant administrator, or designee, to challenge the reasons for the possible suspension or to otherwise explain his/her actions.

Within one school day after the time of a student's suspension, the HOS or assistant administrator, or designee shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Trustees. The notice shall specify the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student or his/her parent, guardian or custodian to appeal the suspension to the Board of Trustees or its designee the HOS, within fourteen (14) calendar days of the first date of suspension, to be represented in the appeal proceeding, and to request that such hearing be held in executive session if conducted by the Board of Trustees.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular for a period of less than twenty-four (24) hours and is not subject to suspension, or in cases where a student is removed from any extracurricular activities.

B. Expulsion

Expulsion is defined as the denial to the student, for a period of more than ten (10) Academy days but less than eighty (80) Academy days (except for circumstances identified below), of permission to attend Academy and to take part in any Academy function.

Prior to any expulsion, the HOS shall give the student and his/her parent, guardian or custodian written notice of the possibility of expulsion and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the HOS or designee and challenge the reasons for the possible expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the possible expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the HOS or designee to hear and to challenge the reasons for the possible expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice is given unless the HOS grants an extension of time at the request of the student, or his/her parent, guardian, custodian or representative. Such extensions shall not exceed five (5) days. If an extension of time is granted, the HOS or designee shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within one school day after the time of any expulsion, the HOS shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Trustees. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the student or his/her parent, guardian or custodian to appeal the expulsion to the Board of Trustees or to its designee within fourteen (14) days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session if conducted by the Board.

The HOS shall initiate expulsion proceedings pursuant to R.C. 3313.66 with respect to any student who has committed an act warranting expulsion under the Academy's policy regarding expulsion even if the student has withdrawn from Academy for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the Academy, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from the Academy.

Suspensions and expulsions may be carried over into the following school year. When students are expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the HOS shall give the expelled student(s) the names, addresses and telephone numbers of public and private agencies that work toward improving student attitudes and behavior.

The HOS is authorized to expel a student from the Academy for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in Division (A)(5) of Section 2901.01 of the Revised Code or serious physical harm to property as defined in Division (A)(6) of Section 2901.01 of the Revised Code while the student is at the Academy, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other Academy program or activity not located either in an Academy or property owned or controlled by the Board. Any expulsion under this division shall extend, as necessary, into the school year in which the incident that gives rise to the expulsion takes place. The expulsion period may be reduced on a case-by-case basis for such reasons as the age and mental capacity of the student, the student's prior disciplinary record, the degree of remorse shown, and any other fact deemed mitigating by the HOS under the particular circumstances.

Whenever a student is suspended or expelled for possession or use of drugs or a firearm, knife, or other weapon, the HOS shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of R.C. 3321.13(B)(3).

C. Emergency Removals

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

When circumstances are such that a student's continuing presence in the Academy pending completion of the procedures set forth in subparagraphs A or B is reasonably certain to pose a continuing danger to persons or property or an ongoing threat or disrupting the academic process taking place either within the classroom or elsewhere, on the Academy premises or at Academy sponsored or related activities or events, the HOS or assistant administrator, or designee, may remove a student from curricular or extracurricular activities or from the Academy premises, without complying with the notice and hearing requirements of subparagraphs A or B. In like circumstances, a teacher may remove a student from curricular or extracurricular activities under his/her supervision, without complying with the notice and hearing requirements of subparagraphs A or B. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the HOS.

If a student is removed under this subparagraph, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing must be held within seventy-two (72) hours from the time the initial removal is ordered.

The hearing shall be held in accordance with the procedure set forth in subparagraph A above, pertaining to suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth in subparagraph B above, except that the hearing shall be held within seventy-two (72) hours of the initial removal. The Academy official who ordered, caused or requested the student's removal under this provision shall be present at the hearing, unless unable to attend.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extracurricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

D. Disciplinary Removals

Disciplinary Removal is an action less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or other curricular for less than twenty-four (24) hours.

1. A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or Academy rules and regulations.
2. When a student is removed from a curricular activity for more than twenty-four (24) hours, the student shall be given notice of the removal and the reasons for the removal. The student will be given an opportunity to appear before the HOS or assistant administrator, or designee, to hear the reasons for the removal and to explain his/her actions.

E. Other Matters

1. The student and his/her parent, guardian, or custodian may be requested to come to the Academy for a conference with the HOS or assistant administrator, or designee. This conference shall normally be held no later than the date the student is scheduled to return to the Academy from a suspension or expulsion.
2. Personnel employed by the Academy to direct, supervise, or coach a pupil activity program may prohibit a student from participating in that program for up to five school days for violation of Academy rules, violation of program standards, or other cause deemed sufficient by the Academy. The HOS or assistant administrator, or designee, may suspend a student from any particular or all extracurricular activities of the Academy for any extended period of time.

INTERNET ACCEPTABLE USE POLICY

Students at Capital Collegiate Preparatory Academy, Franklin County, have access to the Internet. Internet access will help promote educational excellence in schools by facilitating student research, resource sharing, searching and technology techniques and utilization, and internal and external communication.

The Internet is an electronic network of computer networks connecting millions of computers and hundreds of millions of people all over the world. The following services are available to our students: World Wide Web access. Capital Collegiate Preparatory Academy has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and block materials that may be inappropriate for school use. Capital Collegiate Preparatory Academy believes that the valuable information and communications accessible through the Internet far outweighs the possibility that users may come across inappropriate information.

The following guidelines are provided as a framework for proper Internet use at Capital Collegiate Preparatory Academy. Any violation of any of the provisions stated here may cause the Capital Collegiate Preparatory Academy to terminate or restrict the users account and access may be permanently denied

Internet: Terms and Conditions of Use

- A. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege.

B. **Acceptable Use** – The use of your account and Internet privileges must be in support of education and research and consistent with the educational objectives of the Capital Collegiate Preparatory Academy. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing or obscene email or material; or material protected by trade secret or other laws.

C. **Network Etiquette** – You are expected to follow generally accepted rules of Internet etiquette. General rules include (but are not limited to) the following:

1. Do not reveal your personal address or phone numbers of fellow students.
2. Do not give out your password to anyone.
3. Use appropriate language. Remember that the Internet is not private and anything you say may be resent and reposted.
4. Do not participate in illegal activities.
5. Be polite in all of your writing. Remember that words are easily misunderstood.
6. Email is not private. System operators and authorities have access to all communications.
7. Do not forward other email without their express permission.
8. Use your Web privileges for the benefit of your education and the mission of Capital Collegiate Preparatory Academy.

D. **Waiver** - Capital Collegiate Preparatory Academy makes no direct or implied warranties for any of the services it may provide Capital Collegiate Preparatory Academy will not be responsible for any damages suffered directly or indirectly by the user. This will include access or lack of access to email, material or data and/or loss of service or electronic data and communications.

E. **Security** – Security is of vital importance to Capital Collegiate Preparatory Academy. We will do everything in our power to make sure that the network is secure. Since technology and humans are not perfect, lapses in security may occur. Capital Collegiate Preparatory Academy is in no way responsible for this and shall be held harmless.

F. **Vandalism** – Vandalism will not be tolerated and is a reason for immediate suspension of privileges.

Capital Collegiate Preparatory Academy Internet Use Agreement

I understand and will abide by the above Internet Use Agreement. I further agree that any violation of the regulations will result in the termination of my Internet privileges. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

APPENDIX

MEMORANDUM TO PARENTS REGARDING BOARD OF TRUSTEES POLICY ON DRUG-FREE SCHOOLS

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

specified in the student handbooks, up to and including expulsion from the Academy, the Academy will also notify law enforcement officials.

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

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Please visit the Academy's website at www.capcollprep.org and go to the Family Access tab to view the Student-Parent Handbook. If you prefer, you may request a hard copy of the handbook from the school.

Parent/Student Acknowledgement of Student Code of Conduct

We, _____ and _____
Parent/Guardian Student

have received and read the Academy Handbook and Code of Conduct. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Academy. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects, that this handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law, and that this handbook may be revised at any time, with or without notice. The signatures on this document are legally binding and indicate the parties who signed have read and understand the terms and conditions herein.

Parent/Guardian Signature Student Signature

Date

Universal Consent Regarding Release of Student Information 2019-2020 Academic Year
Complete one form for each student in your family. Please print information when appropriate.

Student's Name Student's School Grade or Homeroom

I. Permission for Release of Directory Information:

I give consent (or do not give consent) for my student's school to release Directory information (student's name, address, parent's/guardian's name, telephone number, date and place of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, and degrees and awards received).

_____ I give my consent _____ I do not give my consent.
_____ I give my consent to release only to parent-teacher or organizations and booster groups supporting school sponsored activities and programs.

II. Permission to Display Photograph, Audio, Video or Electronic Images:

I give consent (or do not give consent) for photographs, audio, video or electronic images of my student, to be used by the Academy for exhibition, public display, publication, publicity materials, advertising, a news media story, video, audio, or other electronic media, such as the Internet, television, CD-ROM, or DVD. I understand

that my student's full name may also be used with such display except that only my student's first name will be used on the Academy websites.

_____ I give my consent.

_____ I do not give my consent.

III. Permission to Display Student Work:

I give consent (or do not give consent) for original written materials, artwork or other work created by my student during the course of instruction to be used by the Academy for exhibition, public display, publication, publicity material, advertising, a news media story, video, audio, or other electronic media, such as the Internet, television, CD-ROM, or DVD. I understand that my student's full name may be used with such display except that only my student's first name will be used on the website. If consent is denied, such denial shall not apply where the student's material is incorporated into a greater or larger body of work (such as a student's voice in a choral recording).

_____ I give my consent.

_____ I do not give my consent.

IV. Permission for News Stories:

I give consent (or do not give consent) for quoted statements given by my student, or photographs, audio, video or electronic images of my student, with possible identification by full name, to be used for the purpose of news stories or interviews about the Academy or educational experiences by our area news media.

_____ I give my consent.

_____ I do not give my consent.

VI. Permission for Educational Correspondence:

I give consent (or do not give consent) for my student to participate in letter writing as part of the educational experience to people outside the Academy (e.g.: pen pals, thank-you letters, letters to authors, or letters to public officials), and I understand these letters may include the student's full name and may include other personally identifiable information about the student.

_____ I give my consent.

_____ I do not give my consent.

VII. Agreement to Internet Usage Terms and Policies

I give consent (or do not give consent) for my student to use internet per the Internet Use Agreement outlined within the handbook. I further agree that any violation of the regulations will result in the termination of Internet privileges for my student. Any violation may result in access privileges being revoked, school disciplinary action may be taken, and/or appropriate legal action.

_____ I give my consent.

_____ I do not give my consent

Signature of Parent or Responsible Custodian/Guardian

Date

Printed Name of Parent or Responsible Custodian/Guardian