



Student & Family Handbook

2010-2011

STRIVE FOR COLLEGE!

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Chapter 1: The School

Mission

Columbus Collegiate Academy prepares middle school students to achieve academic excellence and become citizens of integrity. High expectations for scholarship and behavior and an achievement-oriented school culture ensure all students are equipped to enter, succeed in, and graduate from the most demanding high schools and colleges.

School History

Columbus Collegiate Academy received a five-year charter from the Fordham Foundation that officially began on July 1, 2008, opened in August 2008 with 75 students in sixth grade, and will add an additional grade each year until sixth-eighth grades are served at a capacity of 304 students. CCA targets middle-school students from neighborhoods with predominantly low-income families and some of the lowest academic proficiency scores in Ohio.

The Executive Director, Andrew Boy, is an experienced urban educator. At W.E.B. DuBois Academy, Mr. Boy served as Science Lab Director from 2001-2005, improving students' proficiency scores from 0% passing to 80%+. Mr. Boy initiated and fostered academic programs between DuBois and NASA, COSI, Boys Hope Girls Hope, St. Xavier's Companion Scholars program, and Mad Science of Cincinnati. From 2005-2006, Mr. Boy was Lead Teacher for CSRIC, a new school within the DuBois school district, was twice awarded Teacher of the Year, and facilitated several mentoring relationships between students and Cincinnati professionals.

He participated in the Building Excellent Schools (BES) Fellowship, a one-year, nationally-recognized training program that prepares potential charter school founders to design and run high-performing urban public schools. The school structure and rigorous academic goals outlined in the charter proposal for Columbus Collegiate Academy were developed during the BES Fellowship program based on best practices identified among a network of successful charter schools nationwide. In addition to this training, Mr. Boy holds a B.A. in Education and Communication from the University of Cincinnati and M.Ed. in Education Administration from Xavier University.

STRIVE Values

At the center of our culture will be the ***STRIVE Values: Scholarship, Teamwork, Respect, Intelligence, Virtue, and Effort.*** Teachers will explicitly teach behaviors related to these values at all times, as a part of the regular academic program. The attached statement of values includes simple descriptions of behaviors so students will fully understand them. Every portion of the program, including meals, classes, recess, advisory meeting, Morning Meeting, Community Meeting, and enrichment activities will include activities to support the STRIVE values.

Students will be evaluated weekly on a STRIVE Paycheck, which will be created by the faculty, based directly on the values statements. Students who consistently earn high paychecks will be entitled to special recognition at the Community Meeting and can earn special privileges.

Vision

The central focus of our educational program is college preparation. All children should be expected to achieve success in school and be prepared to achieve success in college.

Our mission requires that we develop in all students the foundational skills, core content knowledge, critical-thinking ability, and personal characteristics necessary to succeed in demanding high schools on their way to college. We can only accomplish this through a highly structured and disciplined environment in which rigorous instruction drives every classroom and frequent assessments allow us to ensure every student is

receiving the ongoing academic support necessary for success. Our educational philosophy and program are built on four core values.

Core Value 1: All students have the ability to achieve academic excellence.

We understand that many students will enter Columbus Collegiate two to three grade levels behind. It is our duty to provide the expectations, structures, and supports that will allow them to efficiently and effectively strengthen any academic weaknesses and advance forward.

The *expectations* we provide: all students are college bound - every one. We expect students to behave well and work hard. We expect students, families and staff to be accountable to each other for maintaining high expectations. All members of the school community will sign a contract of commitment¹, a pledge to do all in their power and whatever is necessary to achieve academic success. We expect families to attend annual family orientations and participate in parent conferences throughout the year. Progress reports will be distributed three times each trimester and report cards will be issued at the end of each trimester. We expect students to arrive at school on time, attend classes prepared to work and learn, and complete homework assignments thoughtfully, carefully, and on time. We expect teachers to raise the bar by developing lessons that reflect passion for and knowledge of their subject, assign work that is challenging and engaging, and assess student progress thoughtfully, fairly, and regularly.

The *structures* we provide: all students participate in a highly disciplined school environment based upon respect and accountability for one's actions, participate in an extended school day, an extended school year, Saturday classes and college trips, and complete challenging homework every night.

The *supports* we provide: all students receive at least 100 minutes of literacy and 100 minutes of math instruction daily. Tutoring sessions, Homework Center, and Saturday Academy will be provided to students who need extra support.

Core Value 2: All students thrive in a highly disciplined school environment.

"You have to build the culture first or you will never get to the academics." - Dr. Howard Fuller²

A highly disciplined school environment will allow students to learn and teachers to teach. It is our responsibility to implement a culture of discipline, respect, and hard work every minute of every day. School staff will explicitly teach values like respect, citizenship, and hard work. The school culture will make it "cool" to do well – and to help others. Columbus Collegiate will have clear, high expectations for student conduct and a strict discipline policy. Through clear rules and constant positive reinforcement, all Columbus Collegiate students will learn to take responsibility for themselves, their school, and their community. Older students will be expected to provide leadership to their younger peers by modeling hard work and respectful behavior.

Core Value 3: All students must be prepared to excel in demanding high schools on their way to selective colleges.

"No excuses. That is the message that superb schools deliver to their students. And that is the message that schools (and school board members) need to hear. Sure, some kids are easier to teach than others. But dysfunctional families and poverty are no excuse for widespread, chronic educational failure." – Abigail and Stephan Thernstrom³

Many of our students will be the first members of their families to attend college, and so the path to higher education will be a long and strenuous climb. A school can encourage, cajole, and prepare a student academically, but ultimately success relies on a student's internal belief in and commitment to his or her own

¹ Please see Attachment E: Family and School Contract.

² Presentation by Dr. Howard Fuller at Building Excellent Schools on 11/18/06.

³ Thernstrom, Abigail and Thernstrom, Stephan. *No Excuses: Closing the Racial Gap in Learning*. New York: Simon & Schuster, 2003. 43.

success. To place our students firmly on the long climb to college, we will explicitly and pro-actively instill perseverance and courage in each of our students. In order to fulfill our long-term goal of having students enter and succeed in demanding high schools and colleges, we will inculcate commitments to enthusiasm, hard work, and achievement with no excuses. Students who attend Columbus Collegiate will have many opportunities to visit and experience demanding high schools and colleges first hand. Students will visit top high schools and colleges during which they will observe and experience these environments.

Core Value 4: All students deserve outstanding teachers that produce outstanding results.

“The best teachers stand for a set of principles on which they will not compromise.”

- Rafe Esquith⁴

Teachers’ attitudes and actions critically influence student performance. A teacher who moves too quickly through curriculum, or who ignores the needs of a struggling student, shows favoritism to another, or complete apathy towards the subject material diminishes the possibility of success for many of his/her students. Outstanding teachers have an uncompromising desire to see their students excel, challenge all of his/her students to do their best, learn the most, and see the world through new eyes. Outstanding teachers have mastery in and passion for their content areas and instill such passion in their students, and they are prepared with strong lessons every day and with frequent assessments to ensure they have a close and clear understanding of what their students are learning. These are the teachers Columbus Collegiate will recruit.

Experience with educating students in high-poverty environments and a track record of successful, measurable results in the classroom will be key characteristics our teachers must possess. A belief that every student can learn, and that standards-driven lessons and assessments are supportive of learning are also key. The ideal candidate will be willing to work hard to give students discipline, boundaries, and challenges, and to work as a member of a mission-driven team relentless about academic results.

Columbus Collegiate will support its teachers in many ways. New teachers will be trained in a four-week summer orientation prior to the start of the school year. Professional development time will be part of the school’s weekly and annual schedule. Meetings between the Dean of Academics and teachers will be held regularly to exchange ideas, concerns, and supports. Collaborative subject area teams will have daily opportunities to observe and learn from their colleagues. Three periods of planning time will be incorporated into each teacher’s daily schedule. All staff will have the professional supplies and resources necessary to challenge the students and themselves.

Columbus Collegiate teachers will use materials demonstrating success with similar populations. We will never use any one instructional approach in isolation, as we believe it is important to encourage teachers to devise the most comprehensive methods to deliver the best educational outcomes for students. Curriculum will be standards-driven, and we will ensure that all students meet specific national, state, and school standards required before progressing into higher grades. We believe that standards provide a clear and useful framework by which to measure real student progress and hold teachers accountable for student performance.

Chapter 2: Who We Are

Board of Trustees

The Board of Trustees of Columbus Collegiate Academy is a diverse, passionate group of committed citizens who have dedicated their experience and credibility to this project. Board members include community leaders, organizers, and business leaders.

Below is a list of Board members, and their current affiliations.

- Chad Aldis, School Choice Ohio

⁴ Esquith, Rafe. *There are No Shortcuts*. New York: Anchor Books, 2004. 47.

- Andrew Boy, Executive Director, *ex officio*
- Michael Hassel, Retired Educator/Bellefontaine City Schools
- Chris Malinowski, Messer Construction Co.
- Jackie Messinger, Action for Children
- John Shockley, Shockley & Naylor Co., LPA
- Stephanie Vecchiarelli, OSU Center for Clinical and Translational Science
- Jack Windsor, Windsor Consulting Group & The MasterMinds Group

Chapter 3: Student Conduct

Philosophy & Intentions

Columbus Collegiate Academy students will abide by a strict Code of Conduct based on the philosophy that classroom respect and order are essential for academic progress, that students benefit from the explicit teaching of acceptable behavior, and that having immediate and clear consequences for seemingly minor infractions guarantees that major infractions will not take place. Students, parents, and teachers will together sign a Family & School Contract, which demonstrates knowledge of the Code of Conduct, at the mandatory family orientation prior to the start of school. The purpose of this Code is to bring absolute clarity to the expectations and consequences of student behavior so that misunderstanding is never the reason for student misbehavior.

Intention

The mission of Columbus Collegiate Academy is to provide a demanding, standards-based education in order to ensure acceptance and success in college-preparatory high school programs. Respectful behavior without disruptions is necessary to achieve this goal. The following beliefs inform our Code of Conduct:

- **Safety.** The Code of Conduct is designed first and foremost to ensure that Columbus Collegiate Academy is safe for every student at all times.
- **Respect.** One of the six core values of Columbus Collegiate Academy is respect. Respectful behavior is a hallmark of effective character development and facilitates strong community.
- **Self-discipline.** By learning to behave professionally, students learn skills useful beyond the walls of Columbus Collegiate Academy. Students who behave well in school, speak well in public, and are helpful to others will develop strong self-advocacy skills that will serve them well throughout their lives.
- **Making a big deal out of “little” problems.** The founders of Columbus Collegiate Academy believe that there are no “little” problems, but that every seemingly small problem can quickly contribute to more serious problems. By making a big deal out of “little” problems, the school can make sure that big problems happen very, very infrequently.
- **Clear consequences.** Many disciplinary problems can be avoided by having clear, well-articulated consequences. The students of Columbus Collegiate Academy will know exactly what behavior is expected and what consequences will result if the expectations are not met. The school will always promptly communicate with parents about any disciplinary consequence.
- **Uninterrupted learning.** The purpose of this Code of Conduct is to remove distractions from the classroom so that students can commit 100 percent of their attention to academic learning.

Family & School Contract

The Family & School Contract is the guiding commitment between Columbus Collegiate Academy students, teachers, and parents/guardians. *All parents/guardians, students, and teachers will sign the Family & School Contract prior to the opening of school.* This contract outlines general and specific expectations for students, teachers, and parents/guardians, and is signed in the spirit of mutual accountability. Our work together is a three-way partnership, and the highest expectations must govern all of our actions to ensure the highest-quality education for every child.

COLUMBUS COLLEGIATE ACADEMY FAMILY AND SCHOOL CONTRACT

At Columbus Collegiate, accomplishing our mission to prepare students to enter, succeed in, and graduate from college is a family activity. By choosing to send your child/ren to Columbus Collegiate, you have chosen to actively participate in your child's life at school.

For Parents & Guardians:

- I commit to making sure that my child is at school on time every day by 8am.
- I commit to ensuring my child is in proper school uniform every day.
- I commit to checking that my child does his or her homework every night.
- I commit to looking at returned, graded work every night.
- I commit to picking my child up at 1:30pm from the school every Wednesday.
- I commit to reading and signing my child's STRIVE Paycheck every Wednesday evening.
- I commit to listen to auto-dialer calls from the school.
- I understand that at CCA, they make a big deal out of small things.
- I understand that teachers don't *give* grades, students **earn** them.

For Students:

- I commit to coming to school every day **on time** (by 8am).
- I commit to being in proper school uniform every day.
- I commit to completing **all** of my homework every night.
- I commit to bringing home and showing my family my STRIVE Paycheck every Wednesday.
- I commit to listening to my teachers at all times and following the Code of Conduct.
- I understand that I **earn** my grades – they are not *given* to me.

For CCA:

- We commit to providing our students with an **excellent** education using great curriculum.
- We commit to creating a weekly syllabus for our students and their families.
- We commit to providing tutoring for children who need it.
- We commit to returning graded work to our students every day.
- We commit to providing a STRIVE Paycheck to our students which will update families on their child's progress.
- We commit to enforcing every rule with every child to ensure academic success.
- We commit to communicating regularly with families.
- We commit to being available for phone conversations until 8pm each night.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Staff Signature _____ Date _____

Code of Conduct

The Code of Conduct is the concise description of the fifteen primary rules that govern student behavior at Columbus Collegiate Academy. All parents/guardians and students will read the Code of Conduct at their meeting with an administrator prior to the start of school. Signing the Family & School Contract indicates that each parent/guardian and student has read, understands and agrees to abide by the Code of Conduct.

Columbus Collegiate Academy Rules

1. All students treat fellow students, staff, and school property with respect.
2. Students must arrive at school in the Columbus Collegiate Academy uniform every day. The uniform includes a Columbus Collegiate Academy polo shirt, tucked in at all times, Khaki pants or skort (at or below the knees), a black or brown belt, and black or brown dress shoes. Sneakers and sandals are not allowed.
3. Attend school every day. Absences are excused only for illness, religious observance, or family emergency, and must be verified in writing by a parent/guardian.
4. Always arrive on time for class.
5. Do not disrupt class, Morning Meeting, Community Celebration, or Advisory by talking out of turn.
6. Do not chew gum, eat, or drink anything other than water during class.
7. Do not bring headphones, cell phones, game boys, or any other electronic devices to school.
8. Always be prepared for class.
9. Do not behave in any way that is disruptive to your learning or the learning of another.
10. No play-fighting or touching another student. Keep your hands to yourself.
11. No intimidating or threatening behavior or language.
12. No profane or otherwise inappropriate language.
13. No possession of weapons (even toys).
14. No fighting, violence, or behavior threatening violence.
15. No possession or sale of any drugs, alcohol, tobacco, or illegal substance.

School Rules & Consequences

Rule 1: Disrespect

Respect is one of the 6 STRIVE values at Columbus Collegiate Academy. Maintaining a respectful learning environment at all times is critical to effective delivery of the academic program at Columbus Collegiate Academy.

Disrespectful behavior - to other students or teachers -- will never be tolerated. **Any student who demonstrates disrespect toward another student or teacher, in the judgment of any member of the staff, will receive a deduction, and in the case of serious disrespect, will receive a suspension.**

Rule 2: Dress Code

The purpose of the Columbus Collegiate Academy dress code is to create a professional, safe and respectful community where students can place their sole focus on learning. The dress code is in effect from the start of the school day until the end of the school day. Students are required to wear the Columbus Collegiate Academy uniform Monday-Fridays, unless otherwise noted.

Students must arrive at school in the Columbus Collegiate Academy uniform every day. The uniform includes a Columbus Collegiate Academy polo shirt, tucked in at all times, khaki pants or skort (at or below knees), a black or brown belt, and black or brown dress shoes. Sneakers and sandals are not allowed.

Any student who arrives at school out of uniform will receive a deduction, an immediate phone call home and/or will be prevented from participating in class until he or she is in uniform.

Students must present a neat, professional appearance in order to be considered in uniform. Students' shirts must be tucked in and shoelaces must be tied.

Students are under no circumstances allowed to:

- Wear facial make-up of any kind.
- Wear facial jewelry of any kind.
- "Sag" their pants.
- Carry cell phones, pagers, or any electronic devices (if these are necessary for students traveling to and from school, they can be checked with the office manager.)

The school staff retains the sole right to interpret and enforce the school's dress code.

Rule 3: Attendance Policy

Absences are excused only for illness, religious observance, or family emergency, and must be verified in writing by a parent/guardian. Absences for illness of longer than 2 days must be verified in writing by a doctor.

Unexcused absences are never acceptable. Any unexcused absence will result in an immediate parent conference. More than three unexcused absences per trimester, or more than seven per year, may result in a student receiving no credit for the year.

Rules 4-9: Deductions

Any student who violates Rules 4-9 will receive a deduction. If the violation is serious or occurs multiple times, the student will receive an in-class suspension or out-of-school suspension.

Records of all deductions will be recorded on the STRIVE tracking sheet in the students' classroom and will be reported to the Dean of Students. Students who receive three deductions in one week will be referred to the office of the Dean of Students for further disciplinary action.

Rules 10-12: Suspension

Any student who violates Rules 10-12 will receive an immediate suspension.

A student may be suspended from one day to up to 10 days and may be suspended in school or out of school. A formal written notification will be given to the parent(s)/guardian(s). As a part of the suspension, the student will be required to catch up on all academic work.

Rule 13: Weapons

Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, anywhere on the premises, on school-sponsored transportation, or at any school-sponsored or school-related event. Violations will lead to expulsion. Items that appear to be weapons or could be reasonably used as weapons are banned as well. Toy weapons are never permitted.

Rule 14: Violence Policy

The primary purpose for the Code of Conduct is to ensure that the Columbus Collegiate Academy community is safe for all students. As a result, violent behavior will never be tolerated and will be treated with the most severe consequences. Any student who commits an act of physical violence at school, on school-sponsored transportation, or at a school-related event will receive an immediate out-of-school

suspension. An expulsion hearing is possible at the discretion of the Executive Director and Dean of Students.

Rule 15: Drugs, Alcohol, and Tobacco Policy

Student use, possession, distribution, or sale of alcohol, tobacco or illicit drugs is prohibited on school grounds, at any school-sanctioned activities, when students are being transported in school-sponsored vehicles, or at any time or in any place where the school conducts business. A student violation of this policy will lead to a suspension, reporting to authorities, and/or a recommendation for expulsion, as required by law, or at the discretion of the school.

If a student receives a suspension for a first violation of this policy, the student may be required to enroll in a rehabilitation/counseling program at the sole cost of the family. The family, when appropriate, will be required to report back with an assessment, diagnosis and treatment plan as a condition for re-admittance into the school. A second violation of this policy will be reported to authorities and lead to an expulsion hearing.

Other School Discipline Policies & Procedures

General Discipline Procedures

The purpose of disciplinary consequences is to ensure that both individual students and the school community maintain complete focus on learning and growth. Inappropriate student behavior not only impacts the individual, but also exacts a cost on the larger school community. Students must understand that they are a part of a larger whole and are accountable to their peers for adhering to the values and expectations of the community. Prompt resolution of problems and student/family solutions to inappropriate behavior is expected.

Disciplinary action, depending upon the nature of the action and/or referral, may include but is not limited to: deduction, office referral, parent phone call, a written assignment, Wednesday Extension, in-class suspension, out-of-school suspension, or expulsion.

All decisions regarding disciplinary action will be made by the Dean of Students and Executive Director. Columbus Collegiate Academy will make every effort to notify parents/guardians promptly of any disciplinary action and will do so in writing wherever possible.

Gang Affiliation

Columbus Collegiate Academy has adopted this policy pursuant to state law, in recognition of the fact that gang activities at school threaten the welfare and safety of students and others in the school community. The term “gang” as used in this policy refers to all groups of three or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school.

Prohibited gang affiliation or appearance includes: Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, and badges which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang will not be allowed in school buildings or on school grounds, at school-sanctioned activities and events, or school-sponsored transportation. Gestures, signals, or graffiti that denote gang membership or activities are prohibited in the school building and on school grounds, at school-sanctioned activities and events, and on school-sponsored

transportation. The prohibition against gang-related apparel and actions will be applied at the discretion of the staff at Columbus Collegiate Academy. Consequences will be applied according to the circumstances of the infraction and may include suspension or expulsion. Columbus Collegiate Academy will communicate with law enforcement regarding this policy in order to further its purposes.

Student Searches

School property is under the control of the school. A search of school property (including but not limited to student storage units) may be made at the discretion of the school administration if a reasonable suspicion arises that items considered illegal, disruptive, or a general nuisance to the educational process are at the school. School authorities may also search a student's person and/or personal property, desk area, backpack, or vehicle parked on school property whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. School officials will detain a student if there is a reasonable suspicion that the student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession would constitute a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Furthermore, school officials will promptly notify parents and the appropriate law enforcement agency of illegal possession of such materials, if found.

Expulsion

Long-Term Suspension or Expulsion

If a student commits an offense that calls for long-term suspension (10 or more days) or expulsion, the following steps are taken:

- If necessary, the student is immediately removed from class and/or school.
- The parent/guardian is notified by the Dean of Students or his designee.
- The school sets a hearing date. The student and or his/her parent/guardian are notified in writing of the:
 - *charges and statement of the evidence
 - *date, time and place of a hearing
 - *notice of the right at the hearing to:
 - Be represented by legal counsel (at the student/parent's own expense)
 - Present evidence and question witnesses
- After hearing the case, the Executive Director or his designee issues a written decision to be sent to the student, the parent/guardian, the school's Board of Trustees, and the student's permanent record.
- Any student who is expelled or given a long-term suspension (10 or more days) has the right to appeal the decision in writing to the Board of Trustees within 10 days of the date of expulsion. The appeal is heard, at the discretion of the Board Chairperson and by the Executive Director who did not serve as the initial Hearing Officer or by Trustee subcommittee (of one or more Trustees designated by the Board Chairperson). In such a case, the school sets a hearing date and the student and/or his/her parent/guardian are notified in writing of the:
 - *charges and a statement of the evidence
 - *date, time and place of a hearing
 - *notice of the right at the hearing to:
 - Be represented by legal counsel (at the student/parent's own expense)
 - Present evidence and question witnesses

Pursuant to Ohio State Law Section 3313.66 a Director is vested with the authority to suspend or expel:

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife;
- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance, including, but not limited to, marijuana, cocaine, heroin, and ecstasy;
- Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school-related events, including athletic games;
- A student charged with or convicted of a felony.

When a student is expelled under the provisions of Section 3313.66 **no school or school district within the State of Ohio shall be required to admit the student or to provide educational services to the student.** If the student does apply for admission to another school or district, the superintendent of the school district to which the application is made may request and shall receive from Columbus Collegiate Academy a written statement of the reasons for the expulsion.

Habitually Disruptive Students

Any student who is suspended for disruptive behavior, as defined by this policy, for the first time during any one school year while in school or on school grounds, at a school-sanctioned activity or event, or on school-sponsored transportation will be closely monitored behaviorally. If the student continues the disruptive behavior, and reaches five days in suspensions, a parent/teacher/student/administrator meeting will be held (attendance by parent is mandatory), and a behavior contract will be drafted for the student. The student and family must adhere to the contents of the contract, and if the student breaks the contract and reaches ten days in suspensions, an expulsion hearing will occur and expulsion from Columbus Collegiate is likely.

Corporal Punishment

Corporal punishment is defined as action taken by school employees to spank or otherwise physically handle a student in any way to purposely inflict punishment. No corporal punishment will be administered to students by anyone in the school.

Student Restraint

Physical restraint and intervention or force by trained staff are reasonable, appropriate and may be applied at Columbus Collegiate Academy for the following purposes:

1. To quell a disturbance threatening physical injury to themselves or others.
2. To obtain possession of weapons or other dangerous objects upon a student or within the control of a student.
3. For the purpose of self-defense.
4. For the protection of persons.

Such acts do not constitute child abuse and will not be construed to constitute corporal punishment within the meaning and intent of this policy.

Discipline for Students with Special Needs

Disruptive behavior, as defined by school policy, by a student with disabilities will be managed in accordance with the student's individual education plan (IEP) and state and federal law. A student with disabilities will be subject to recommendation for expulsion as a habitually disruptive student only if the

appropriate special education team has determined that the disruptive behavior is not a manifestation of the student's disability.

Complaints about Student Discipline

The school administration and the Board of Trustees work in conjunction to hear and resolve any complaints. In the event of a complaint regarding student discipline, both the school administration and the Board encourage the complainant to address the problem directly with the staff member involved. If the complainant is dissatisfied with the resolution proposed by the staff member involved, or if such resolution is not practical under the circumstances, he or she should schedule a meeting with the Dean of Students and/or the Executive Director.

If an individual believes that the school has violated any applicable laws or regulations, or if he or she is unsatisfied with the results of the above process, he or she may file a formal, written complaint with the Board of Trustees. After receiving the complaint, the Board will respond in writing to the individual within 30 days.

STRIVE Paycheck, STRIVE Dollars, and Awards

Every week, students receive a numerical score on the STRIVE Paycheck, from \$0 to over \$100, based on their adherence to the STRIVE values that week. The paycheck is a document, created and enforced by the Dean of Students, that evaluates the qualities described in the STRIVE Values Statement, listed below.

Especially low scores on the STRIVE Paycheck may lead to phone calls home, deductions, Wednesday Extension, or the inability to participate in school activities. High scores on the STRIVE rubric make a student eligible for group and individual rewards which will be presented at Morning Meeting or Community Celebration. In addition, students with an average Paycheck score of \$70 will be eligible for school activities and events.

STRIVE Paycheck scores are final at the sole discretion of the staff of Columbus Collegiate Academy.

Wednesday Extension

As part of Columbus Collegiate Academy's STRIVE discipline structure, students with low STRIVE Paycheck scores will attend Wednesday Extension. Students who have earned \$70 or more on their STRIVE Paycheck will leave at the regularly scheduled early dismissal time of 1:30pm on Wednesdays, after Community Celebration. Students who have earned \$69 or less on their STRIVE Paycheck will be assigned to Wednesday Extension from 12:30-4:30, missing Community Celebration and staying after their peers to complete Wednesday Extension protocol, complete homework, catch up on missing work, and conference with the Dean of Students regarding their attendance, behavior, homework completion, and any other factors that led to a low STRIVE Paycheck.

STRIVE Values Statement

- 1) Scholarship: I conduct myself as a scholar at all times, demonstrating curiosity, enthusiasm for academics, and high quality work.***
 - a) I show my teachers and my classmates that I am curious about learning. I never tease another student about their intelligence or their curiosity.***
 - b) I participate in every class by listening, raising my hand, answering questions that my teachers ask, and asking questions if I do not understand. I never disrupt class and do not speak to my classmates inappropriately during class.***

- c) I wear my complete school uniform every day. I arrive at school with my uniform already in place and I understand that I will be sent home or not allowed to attend class if I am not fully in uniform.
 - d) If I am bored in class and already understand the material, I let my teacher know in a respectful way and ask for more challenging work. I carefully check my work on assignments and tests so that it is the best work I am able to do.
 - e) I complete my homework fully and well each day. I will bring my neat, fully completed homework to school and turn it in during advisory. If I have problems completing my homework, I contact my teacher before 9 P.M. I understand that if I do not complete my homework, I will stay after school.
- 2) ***Teamwork: I make a positive contribution to my team at all times, including my classmates, my teachers, and members of my community.***
- a) I act in a caring way toward my classmates and teachers. I am nice at all times and do not say mean or disrespectful things to others.
 - b) I clean up after myself, take good care of my things and the things in the school.
 - c) I welcome guests into our school by telling them my name, shaking hands, speaking respectfully, and answering their questions.
 - d) I always conduct myself in a professional manner. When I meet new people or greet familiar people, I make eye contact, shake hands, and speak clearly with a positive tone.
 - e) I participate in the community service activities of the school with a positive attitude. I understand that part of my education is giving back to others.
- 3) ***Respect: I always treat myself and others with the highest level of respect.***
- a) I always respect my classmates. I do not argue, speak disrespectfully, or say mean things and I keep my hands to myself, even when playing.
 - b) I always respect my teachers. I never talk back during class, I always use a positive tone when speaking, and I never bring a negative attitude to a teacher.
 - c) I always respect property of the school, my teachers, and my classmates.
 - d) I always use a positive tone when I speak to my teachers or my classmates, even if the subject does not interest me.
 - e) If I have a conflict with another student or a teacher, I only speak about it in a respectful manner. I get help from a teacher in the school to resolve the conflict in a peaceful way.
- 4) ***Intelligence: I appreciate that I can learn to be smart. I am proud of my intelligence and the intelligence of my classmates.***
- a) I never tease my classmates about their success.
 - b) If I see classmates who understand the material, I ask them for help.
 - c) If I see classmates who do not understand the material, I help them.
 - d) I never hold back on doing my work as well as I possibly can.
- 5) ***Virtue: I always behave in a way that I am proud of and such that my family is proud of me.***
- a) I think about what is right and wrong and I make smart choices for myself and others. I do the right thing even when no one is looking.
 - b) I stand still, in the right place, and I listen attentively during Morning Meeting. I clap for my classmates and participate when I am supposed to.
 - c) I always look for ways to help others. I treat everyone with kindness and in a way that I want to be treated.
 - d) I take full responsibility for my actions at all times. If I am at fault, I will admit my mistake honestly. I will not blame other people for my mistakes or make excuses for my behavior.

- e) I always tell the truth with my teachers and my classmates. I understand that being honest is a part of my personal integrity.
- 6) **Effort: I always work as hard as I possibly can.**
- a) I come to school every day and always arrive on time.
 - b) I come to class well-prepared. By the time class begins, I am seated in my seat with my materials out, quiet, facing forward, and ready to learn.
 - c) When asked, I always take notes during class. I record notes, assignments, and homework in the appropriate places in my binder
 - d) I always listen when someone else is speaking. I look at them, nod to show that I understand, track the speaker, and ask questions if I do not understand.
 - e) If I do not understand the material in class, I always ask my teacher for help.

At all times, I will STRIVE!

Chapter 4: Academics

Academic Standards

As a college-preparatory middle school, Columbus Collegiate Academy has the highest academic standards for all students. It is expected that students will take challenging classes, complete high-quality work promptly both at school and at home, study for and perform well on exams, and receive excellent support from the teaching staff through after-school tutoring and summer school if necessary. The highest effort from students, teachers, and parents/guardians is necessary to reach this goal.

General Academic Calendar

During the 2010-2011 school year, school will be in session from August 16, 2010 to May 27, 2011 with a Summer Institute from June 6- June 17. The year will be divided into three trimesters. Every trimester, students will take a comprehensive exam. These tests will be designed by teachers in collaboration with the Dean of Academics and will directly evaluate students' mastery of the curriculum.

<i>Trimester</i>	<i>Dates</i>	<i>Assessment</i>	<i>Total School Days</i>
1	August 16 – November 12	November 9-11	63
2	November 15 – February 25	February 23-25	60
3	March 1 – May 27	May 24-26	57
Total Days			180

Promotion

We believe that students should only be promoted when they have demonstrated mastery of academic standards. Columbus Collegiate is founded upon the understanding that promoting students to the next grade because of their age, not their readiness to do the work, is not beneficial to students. Thus, one of the most critical and distinctive aspects of Columbus Collegiate's academic program is its promotion

policy. To build a culture of learning and achievement, and to ensure students demonstrate readiness for the next grade level, we will use a strict and simple promotion policy: students may not exceed absences of 14 days of the school year and must pass all core academic classes with a 65% or better to earn promotion to the next grade. Students who fail one or two core academic classes will be eligible for summer remediation and must demonstrate readiness by earning a 65% or better on a comprehensive assessment in each class that they failed. Students who fail three or more core academic classes will be retained in their current grade level. We expect that with our multiple layers of student supports that are part of our extended day, week, and year, the majority of students will successfully meet our academic expectations. Students who do not demonstrate readiness will not be promoted.

Homework

Columbus Collegiate Academy will assign homework to students on a nightly basis. The homework will be meaningful and will serve an important purpose of extending the learning that goes on in the classroom. Homework has developmental benefits as well as academic benefits. It helps develop students' responsibility, time management skills and independent problem solving skills. The development of these skills is essential to a student's success at Columbus Collegiate Academy and to excelling in college. Each night, students are expected to complete all homework in a thorough manner paying attention to detail and quality. Completion of homework is mandatory.

Parents/guardians must be aware and supportive of their child's efforts with homework. Parents are expected to actively check and review their child's homework each night and to let teachers know if their child is struggling with homework. Parents may assist students with their homework, but should never do it for them. Before your child leaves for school each morning, parents should review their child's homework for quality and completeness.

Teacher phone numbers are published for student use to get assistance with anything relevant to their work at school. Students are expected to call a teacher prior to 8:00 PM if they need help with their homework. If a teacher does not answer, students should leave a message and the teacher will call them back. If parents experience any teacher that is consistently unavailable to assist with homework, the Executive Director should be notified.

Cheating & Other Academic Infractions

Students found to have cheated, plagiarized, or committed any other act of academic dishonesty will receive a deduction and office referral after the first occurrence. The second infraction will result in a suspension.

Assessment

In addition to the internal, trimester comprehensive exams described above, Columbus Collegiate Academy will use regular external assessments to support its educational program. These assessments will include, but are not limited to:

- Ohio Achievement Assessment (OAA) tests in April/May of each year.
- NWEA in September, December, and May of each year.
- Other placement tests which may be necessary at the discretion of the school.

Participation in these assessments is required. Students are expected to give their best effort on every assessment.

Advisors and Parent Contact

The Advisory program is an essential part of creating a powerful learning community centered on our STRIVE values. Students are assigned to an advisor with approximately 15 other students. Every adult in

the building serves as an advisor. The advisor is committed to knowing each of his advisees and providing a source of counsel, guidance, and support. Through daily advisory sessions (group discussions, and character education sessions), the advisory program provides an important context for academic planning, goal-setting, home/school communication, team and community building, and reflection.

The advisor serves as the primary contact with parents and facilitates communication between parents, teachers and other resource personnel. Advisors are expected to contact parents/guardians once every three weeks to give a regular update of progress at school, including both positive and negative observations about student progress, academic and behavioral. Parents/guardians are welcome to contact advisors at any time, and should contact advisors first if concerns arise about their child or the school.

Grades

Students will receive letter grades for each completed class (English, Math Procedures, Math Problem-Solving, Social Studies, and Science). The letter grades represent a performance descriptor (like outstanding, very good, etc...) and are assigned to the quality of work a student completes.

The following grades describe a percentage of successful work from each student:

Percentage	Grade	Description	Numerical Scale
90-100	A	Outstanding	4.0
80-89	B	Good	3.0
70-79	C	Satisfactory	2.0
65-69	D	Warning	1.0

Students who receive below a 65% grade in any class are considered to have failed the class. If a student ends the year with a failing grade in any class, they are required to attend the Summer Institute, and may be required to repeat the class, or the grade, in the following year.

Report Cards

Students receive a report card for each trimester, which includes a summary of their academic work. Report Cards are provided to parents/guardians at the parent conference night, to be held the Thursday following the conclusion of the trimester. ***Parent/Guardian attendance at the Parent Conference night is required to receive the report card.***

Progress reports will be issued to all students three times each trimester. Students bring progress reports home, and they must be reviewed with parents/guardians, signed to indicate they have been discussed, and returned to school.

Academic Classes

All students at Columbus Collegiate Academy take the same academic classes. Except under extraordinary circumstances, every student will enter English, Math Procedures, Math Problem-Solving, Social Studies, and Science during their sixth grade year. In seventh grade, the class schedule will be comprised of English, Pre-Algebra, Advanced Problem-Solving, Social Studies, and Science. In eighth grade, students will take English, Algebra, Social Studies, Science, and Current Events. General intentions for each discipline are described below:

English

Reading proficiency is essential to the mastery of all other academic subjects. Students of Columbus Collegiate Academy will graduate reading at or above grade level. Throughout their education, students will read classical texts from diverse cultures in fiction, non-fiction, and poetry. In the 6th grade, students

will receive intensive phonics and phonemic awareness instruction to meet the needs of students who are reading below grade level.

Written expression is closely linked with success in college-preparatory and higher education. Students will master the writing of 5-paragraph essays in all five genres: expository, narrative, persuasive, literary response, and correspondence. Students will master grammar and mechanics.

Mathematics

Algebra mastery is often considered the next gateway of civil rights. Columbus Collegiate Academy students will ALL master algebra in the 8th grade. This goal requires a 7th grade Pre-Algebra course for all students and intensive 6th grade courses in general mathematics.

Science

Students will study an intensive curriculum of the scientific method, earth, physical, and life sciences, and will design, execute, write, and present their own independent experiment in the 8th grade. 6th, 7th and 8th grade science will include the Earth Science, Biology, and Physical Science content included in the Ohio Academic Content Standards.

World Studies

To ensure that Columbus Collegiate Academy graduates have the critical research, thinking, and writing skills necessary for high school history, all students will study a wide range of historical content and research.

Sample Student Schedule

Below is the sample student schedule for a 6th grade student. Individual schedules will vary.

Monday, Tuesday, Thursday, Friday	
7:45-8:05 Breakfast/HW Check	
Arrive by 7:45am in order to eat breakfast	
8:05-8:30 Morning Advisory	
Arrive by 8:00am to be counted as on time	
6th Grade	
8:30-9:20	1
9:20-10:10	2
10:10-10:20	AM Break
10:20-11:10	3
11:10-12:00	4
12:00-12:45	Lunch
12:45-1:05	DEAR
1:05-1:55	5
1:55-2:45	6
2:45-2:55	Break/Snack
2:55-3:55	Tutoring/Focus/Enrichment
3:55-4:05	Advisory/Dismissal
After School Clubs 4:05-5:00	

Wednesday	
7:45 AM	Buses Arrive at CCA
7:50	Arrive by 7:50 in Order to Eat Breakfast
7:45-8:05	Breakfast (in Homeroom)/Homework Check
8:00	Arrive by 8:00 AM to be counted as on time
8:05 – 8:55	1
8:55 – 9:45	2
9:45 – 9:55	AM Break
9:55 – 10:45	3
10:45 – 11:35	4
11:35 – 12:00	Lunch
12:00 – 12:20	STRIVE Paycheck
12:20 – 1:15	STRIVE Celebration
1:15 – 1:30	Dismissal (from cafeteria)
1:30 – 4:00	Wednesday Extension / Teacher Professional Development

Chapter 5: Safety & Security

Closed Campus

Columbus Collegiate Academy is a closed campus. Columbus Collegiate Academy hours are between 7:45 a.m. and 4:05 p.m. during which all students must remain on the campus as defined by the school unless supervised by a staff member. Students who are excused at dismissal time may leave campus if they do not have other obligations. When on campus, students must always be in class and under supervision of an adult.

Students who need to leave campus early must be picked up by a parent/guardian or authorized individual. The parent must sign the student out of the school's attendance log before the student will be released.

Visitor Policy

Columbus Collegiate Academy always welcomes and encourages visitors, both from within and outside of our school community, into our school. However, in order to assure the safety and well being of all students and staff, all visitors – including parents and guardians – are required to report directly to the Main Office, sign in, and receive a visitor's pass. Any visitor who does not report to the office, or is found in the building without authorization and a visitors' pass, will be asked to leave immediately.

Student Emergencies

In case of an emergency, parents or guardians should contact the Main Office either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms, including after-school activities, or attempt to withdraw students from the building without notifying and receiving permission from staff members in the Main Offices.

Accident or Medical Emergency

If a medical emergency occurs to a student at school, first aid will be administered and the parent(s)/guardian(s) of that student will be contacted immediately. If parent(s)/guardian(s) cannot be reached, a person listed on the student's health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (911). If there is a serious accident at school, parent(s)/guardian(s) of the affected students will be notified immediately. In the event that the parent(s)/guardian(s) cannot be reached, the family physician or persons indicated on health forms will be contacted. First Aid will be administered as needed.

Fire Alarms

In case of an emergency – if a student or staff member sees fire or smells smoke—he or she should close the door and pull the nearest fire alarm. Upon hearing the alarm, school staff will assemble students in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Students should follow the direction of staff members who will lead students outside the building to the designated locations, where school staff will line up students by class and take attendance.

During the first week of school and frequently throughout the school year, students and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. In case of a more serious emergency, should it be necessary to evacuate our school before, during, or after the school day—and it appears that we will be unable to return to the school for an extended period of time—school staff and students will evacuate from each of the school's buildings. A copy of each evacuation plan is available from the Executive Director upon a family's written request.

Chapter 6: General School Information & Policies

Non Discrimination Statement

It is the policy of Columbus Collegiate Academy to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, sexual preference, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

Harassment

Columbus Collegiate Academy is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, or disability.⁵ Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school-sponsored events is strictly prohibited. Columbus Collegiate Academy requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition Of Harassment

In General. Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, sexual orientation, or disability.

What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of education.
2. The individual's response to such conduct is used as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's education or participation in extra-curricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other

⁵ This policy pertains to harassment of students only. The policy governing complaints of harassment by staff members is contained in Columbus Collegiate Academy's Employee Handbook.

inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Columbus Collegiate Academy.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Board of Trustees.

GRIEVANCE PROCEDURE

I. Where to File a Complaint.

Students who believe they have been subjected to harassment under this policy may file a complaint with a school Director. If the Director is the person who is alleged to have caused the harassment, the complaint may be filed with the Board of Trustees. Under these circumstances, a representative of the Board of Trustees will conduct the investigation as outlined below.

II. Contents of Complaints and Timelines for Filing.

Complaints under this Grievance Procedure must be filed within 30 school days of the alleged event. The complaint must be in writing. The Executive Director or any person of the grievant's choosing may assist the grievant with filing the complaint. The written complaint must include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the grievant (complainant).
2. The name (and address and telephone number if not a student or employee) of the grievant representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

III. Investigation and Resolution of the Complaint.

Respondents will be informed of the charges as soon as the Executive Director deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The Executive Director will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. The Executive Director will make every effort to complete such interviews and gathering of information within fifteen (15) school days of receiving the written complaint.

After completing the investigation, the Executive Director will meet with the grievant and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect.

Notwithstanding the above, it is understood that in the event a resolution contemplated by Columbus Collegiate Academy involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to “stay away” from the complainant, as might occur as a result of a complaint of harassment).

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Internet Acceptable Use Policy

I. Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Columbus Collegiate Academy offers Internet access to its students and staff. The primary purpose of providing access to the Internet is to support the educational mission of Columbus Collegiate Academy. Columbus Collegiate Academy expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Columbus Collegiate Academy makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Columbus Collegiate Academy’s Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Columbus Collegiate Academy has installed special filtering software in an effort to block access to material that is not appropriate for children.

The Internet also allows for easy communication between individuals and groups, and therefore allows for quick and efficient communication between school and home. Families are encouraged to contact teachers via e-mail to set up appointments to discuss any student or school issues, or to ask brief questions, but should not use e-mail for extended conversations. Students should not contact teachers or other school staff directly through e-mail, but rather should speak to the teacher in school or, if necessary, ask for their parent’s assistance with e-mail if such contact is appropriate. All components of the Code of Conduct and any resulting disciplinary procedures are applicable to e-mail communication from a student to a teacher or any other school staff.

The school maintains a computer lab to which students have access under adult supervision during designated times after school. Students are not allowed to bring discs from home into school to print materials, and should not assume access is available to the computer lab outside of the lab’s supervised hours.

II. Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of Columbus Collegiate Academy’s Internet Service:

- accessing personal e-mail correspondence;

- accessing websites during class other than those identified by the teacher as appropriate for class;
- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of a member of the faculty;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through email or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- overriding the Internet filtering software.

III. Safety Issues

The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal *any* identifying information such as last names, ages, addresses, phone numbers, parents' names, parents' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell the Computer Teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify the Computer Teacher.

IV. Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Columbus Collegiate Academy reserves the right to examine all data stored on diskettes involved in the user's use of Columbus Collegiate Academy's Internet service.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or

the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

V. Violations

Access to Columbus Collegiate Academy's Internet service is a privilege, not a right. Columbus Collegiate Academy reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Columbus Collegiate Academy's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

Food Service

Columbus Collegiate Academy provides breakfast and lunch food service for its students. The school participates in the National School Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible students. Tables describing eligibility and applications to participate in the program will be provided at the Family Orientation Day.

Lunch is served daily in the school cafeteria. All students are expected to eat lunch and are responsible for cleaning the cafeteria before being dismissed. Students who do not qualify for free or reduced lunches are expected to pay for lunch weekly (or monthly, if desired). Speak to the Operations Manager regarding questions about lunch purchases.

Breakfast is served from 7:45 – 8:00 AM and is optional for all students. Students must arrive at school by 7:45 in order to eat breakfast.

School Property

Columbus Collegiate Academy expects students to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment including all technology, books and any other material possession of Columbus Collegiate Academy. Intentional actions to damage or harm school property may lead to a suspension or an expulsion hearing. Should the damage be deemed as an unintentional act, students may be given the option of reimbursing the school and/or completing community service determined at the discretion of Columbus Collegiate Academy.

Textbooks & Library Books

Students will be provided with school textbooks. Students must maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the student and must be paid for based upon an amount assessed by the school. Report cards may be held if book fees are not paid.

Personal Property

All property brought to school is brought at the owner's risk. Columbus Collegiate Academy does not assume responsibility for any property belonging to students. Distracting or inappropriate objects will be taken from a student and returned at the end of the day. Repeated violations will require a parent conference. Students should not bring large sums of money to school.

Lost and Found

The school's lost and found is located in the main office. Items not claimed within a month are donated to charitable organizations.

School Supplies

It is the responsibility of students to come with appropriate materials to school. If circumstances make this impossible, parents/guardians should speak with their child's advisor.

School Supply List:

Grade 6

- Book bag / backpack
- 20 folders, one for each subject (keep 10 at home as replacements due to wear and tear)
- Many mechanical pencils (non-mechanical pencils not allowed)
- Black pens
- Ruler (with both cm. and in.)

Optional

- Loose-leaf paper to donate to classroom
- Box of tissues to donate to classroom
- Large eraser
- Extra lead

Grade 7

- Book bag / backpack
- 2 three-inch binders (small 1-inch binders aren't big enough!!)
- 18 binder tabs
- Eraser
- Protractor
- Ruler (with both cm. and in.)
- Mechanical pencils and pens (blue or black ink only)

Optional

- Loose-leaf paper to donate to classroom
- Box of tissues to donate to classroom
- Large eraser
- Extra lead

Grade 8

- Book bag / backpack
- Protractor
- Ruler (with both cm. and in.)
- Eraser
- 2 packs of loose-leaf paper
- 1 three-inch biner
- 18 binder tabs
- 6 spiral notebooks for class
- Highlighter
- Mechanical pencils and pens (black or blue ink only)

Optional

- Loose-leaf paper to donate to classroom
- Box of tissues to donate to classroom
- Large eraser
- Extra lead

DON'T WASTE YOUR MONEY!! Please do not bring these to school:

- Non-mechanical pencils that require sharpening
- Pencil sharpeners
- Toys of any kind
- 6th and 7th graders: spiral notebooks (teachers will provide note-taking packets)
- Different colored pens (like pink or purple glitter pens)
- Distracting pens (light-up pens, noise-making pens)
- Crayons, markers, colored pencils, highlighters (8th graders do need highlighters)***
***Occasionally, students may be asked to bring these items into school for a project, but these should not be at school on a daily basis.

School Fees

Parents/Guardians may be responsible for paying school assessed fees for additional services provided by the school. If applicable, a fee schedule will be provided to parents at the beginning of each school year.

Student Records

Columbus Collegiate Academy maintains important information files on each student. Parent(s)/guardian(s) and students may review those records with reasonable advance notice given to the school. School officials may obtain access to your records for educational purposes only. All individually identifiable educational information is confidential except for “directory” information. Directory information includes the student’s name, date of birth, dates of attendance, degrees and other honors awarded.

Release of Photographs and Other Information

Columbus Collegiate Academy will periodically create publications to highlight student achievement, school life and school events and will maintain a regular website with this information. These publications and websites will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. From time to time, the school may also get media requests to highlight the school and its students.

During the registration process, each parent/guardian will be provided with a Student Photo/Information Release form. The school will honor these forms, such that student photographs will be included in publications only if the parent/guardian has granted permission.

Distribution of Published Materials or Documents

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the school Executive Director, advisory, or teacher. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the Executive Director.

Unless a student obtains specific prior approval from the Executive Director, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus. Materials displayed without this approval will be removed.

Commerce

Students may not sell any articles on school property without the permission of the Dean of Students or Executive Director. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of school without prior permission from the Director.

School Calendar

The Columbus Collegiate Academy school year runs from August 17, 2009, through June 18, 2010. School hours are from 8:00 AM to 4:00 PM every day.

Important dates in the 2009-2010 school year include:

July 20 (T, 4:00PM)	Student and Family Orientation
July 22 (Th, 5:00PM)	Student and Family Orientation
August 16 (M)	First Day for Students, Trimester 1 Begins
September 6 (M)	Labor Day, No School
October 15 (F)	Capital Day, No School
November 9-11 (T-Th)	Trimester 1 Comps
November 12 (F)	Trimester 1 Ends
November 15 (M)	Trimester 2 Begins
November 18 (Th)	Report Card/Family Conference
November 24 (W)	Teacher PD, No School
November 25-26 (Th, F)	Thanksgiving Holiday, No School
December 20-December 31 (M-F)	Winter Break
January 15 (Sat)	Saturday Academy
January 17 (M)	Martin Luther King Day, No School
February 12 (Sat)	Saturday Academy
February 21 (M)	Teacher PD, No School
February 23-25 (W-F)	Trimester 2 Comps
February 25 (F)	Trimester 2 Ends
February 28 (M)	Teacher PD, No School
February 28 (M)	Trimester 3 Begins
March 3 (Th)	Report Card/Family Conferences
March 12 (Sat)	Saturday Academy
April 16 (Sat)	Saturday Academy
April 18-25 (M-M)	Spring Break
May 2- 6	Ohio Achievement Assessment
May 9-13	OAA Make-Up
May 18 (W)	Teacher PD, No School
May 24-26 (T-Th)	Trimester 3 Comps
May 27 (F)	Last Day of School/Trimester 3 Ends
June 6-17 (M-F)	Summer Institute

School Closings

In the event of inclement weather, school closings will be announced on all Metro Columbus radio and television stations. It is the responsibility of parents/guardians and students to access this information.

Statement of Understanding

I have received and read a copy of Columbus Collegiate Academy's Student and Family Handbook and understand the rules, regulations, and procedures of the school. I understand that if I ever have any questions regarding school policies, I can always ask my parent or guardian, my advisor, or other member of the school community for a further explanation.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date