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I. INTRODUCTION

Clintonville Academy is a private, non-sectarian, co-educational school. Concerned community members who wanted a direct voice in their children's education established it in 1978. Clintonville Academy stresses academic skills and includes instructions by specialists in foreign language study, computer, art, music, and physical education. The underlying philosophy of the school is to promote positive parent involvement in determining and controlling the process of education for their children.

In January 1981, Clintonville Academy was granted a charter by the State Board of Education. The state gave approval to the school building, the course of study, textbooks, and the staff. As a result of the state charter, Clintonville Academy receives state funds for the purchase of textbooks, testing materials, and computer hardware and software. State auxiliary funds also provide for psychological services and tutoring. Clintonville Academy teaches all coursework in accordance with current Ohio State Standards.

When parents sign contracts with Clintonville Academy, they are agreeing to abide by the policies outlined in this handbook.

The Clintonville Academy board of Trustees consists of six parents elected by the parent community every May. Overlapping terms of two years allow election or re-election of members. (See by-laws for more detail).

II. THE EDUCATIONAL PROGRAM

A. Grade Level Requirements

Pre - Kindergarten: Contracts for pre-kindergarten are offered either a Monday, Wednesday, and Friday schedule or a Monday through Friday schedule. Their school day is 8:05 a.m. to 3:00 p.m. Reading readiness, math, science, and social studies are taught at early childhood education levels. Specialists teach Spanish or French, visual arts, physical education, computer and music.

Kindergarten: A minimum of two hundred minutes per week shall be allocated for readiness activities in handwriting, mathematics and reading. The balance of the time shall be allocated for arts, language arts, music, physical education, science, social studies, computer and foreign language.

Grades One Through Five: A minimum of eleven hundred minutes per week shall be allocated at each grade level for planned instructions in language arts, health, mathematics, reading, science, and social studies. Foreign language and computer may be included in the eleven hundred minutes. A minimum of two hundred minutes per week shall be allocated at each grade level for planned instruction in art, music, and physical education.

Grades Sixth Through Eighth: Sixth through eighth grade pupils shall be scheduled for planned instruction the equivalent of at least one thousand minutes per week in language arts, mathematics, reading, science/health, and social studies. Sixth through eighth grade pupils shall be scheduled for at least eighty minutes per week in physical education, art, music, and computer, and foreign language.

B. Class Descriptions

Language Arts: Daily 40-minute classes are devoted to the study of grammar, usage, mechanics, spelling and a very strong emphasis on writing.

Mathematics: Daily 40-minute classes cover fundamental math concepts and basic skills with ample time spent on problem solving and the development of skills in the metric and English measurement systems. A high school level course of algebra is offered at the eighth grade level.

Reading: Daily 40-minute classes give individualized instruction in reading skills, comprehension, vocabulary building, reference and study skills, and literary skills.

Social Studies: Daily 40-minute classes range in scope from local to international studies in geography, history, economics, sociology, government, anthropology, etc.

Science/Health: Daily 40-minute classes are taught. The science curriculum includes materials from the biological, earth, and physical sciences. Children participate in a variety of hands-on laboratory experiences that develop a solid foundation of scientific knowledge and methods of scientific development and help the children investigate and respond to health topics of vital concern today.

Computer Literacy: Children in grades K-3rd once per week and grades 4th-5th, twice a week, and 6th-8th three times a week are instructed in the use and functions of computers in the C.A. computer lab. The availability of computers in the classrooms allows students time to strengthen computer skills as well. The most current software is purchased every spring. On-line programs enable students to communicate with the Columbus Public Library and educational institutions. (Parents must give permission for their children to use programs on-line.)

Music: Two 40-minute classes per week provide training in music theory and appreciation, singing, moving to music, and playing simple rhythmic and melodic instruments. Holiday music programs and a spring musical are performed every year. Trips to concerts are taken as part of the music enrichment.

Instrumental Music: All third graders take recorder lessons taught by a specialist. In fourth grade, students may choose an instrument to learn during weekly beginner band lessons. Beginning and advanced band opportunities are available to all learners, grades 4th-8th.

Visual Arts: One 60 to 80 minute class per week allows students to participate in variety of art activities that integrate material learned in other classes. Students study art history, painting, charcoal sketching, collage, pastels, art criticism, visiting artist presentations, and students may take field trips. Curriculum is based on Ohio Department of Education Standards.

Physical Education: Students participate in 60 to 80 minutes of physical education per week. Team games, gymnastics, swimming, bowling, and the President's Physical Fitness Test are included in the curriculum.

Spanish or French: Two to five classes per week beginning in pre-kindergarten are conducted to emphasize a hearing/speaking approach to vocabulary building and simple grammatical structures. Emphasis is placed on pronunciation and intonations. 6th, 7th, and 8th graders cover the material in a 1st year high school book. Students follow the same language (either Spanish or French) throughout their entire time at Clintonville Academy.

The times given in the educational program are for grades 4th-8th. Primary grade time allowances are slightly different.

III. SPECIAL FEATURES

- A. **The Cougar Courier** – Clintonville Academy’s weekly newsletter informs parents of the subject matter being covered in each area of the educational program and of upcoming test dates. Parents are encouraged to view the Cougar Courier online to help the school save paper. Hard copies are available in the office for those unable to access it online.
- B. **Report Cards-** Progress reports are made at nine-week intervals throughout the year. Teachers’ written comments on the child’s progress are included with the first and third progress reports. Interim progress reports are issued mid-quarter to all students earning “C” or below. Teachers make a serious effort to contact parents anytime a child is experiencing difficulty. Report cards are held if parents are not current with any financial obligations.
- C. **Gradelink** – Clintonville Academy uses an online portal for parents to access their child’s assignments, grades, calendar, report cards, and more. Upon enrollment at CA, families will be provided with an account. Parents can login at <http://www.gradelink.com>
- D. **Enrichment/ Field Trips-** Clintonville Academy students enjoy a wide array of enriching experiences including puppet shows, drama presentations, musical programs and numerous guest speakers. Students take trips to such places as COSI, the Columbus Zoo, the Cleveland Zoo, Blendon Woods, Ohio Historical Museum, Highbanks Metropolitan Park, the Franklin Park Conservatory, Children’s Hospital, Battelle Computer Center, Marmon Valley, many fruit farms, nature preserves, Greenfield Village, the Henry Ford Museum, Stone Lab at Lake Erie, symphonies, athletic events, factories, etc. Individuals in the community having special skills, experiences, and interests are actively sought to provide additional enrichment for the educational program. An enrichment period is available at the end of the day to enhance the curriculum for grades 6 – 8.
- E. **Middle School Socials-** Dances are planned by Student Council representatives and are held one to two times a year for middle school students and their friends. Socials such as bowling, skating, and skiing are planned when there is an interest.
- F. **Interscholastic Sports-** Middle school students have a variety of competitive sports from which to choose: fall soccer, basketball, and indoor soccer. K-5 students have an opportunity to play indoor soccer during the winter. The Parent Association sponsors the sports program.
- G. **Community Service-** Service to the community is emphasized in many ways. A canned food drive for Thanksgiving is a huge success every fall. Lunch for the seniors from the neighborhood is a middle school service every winter. We collect money annually to save animals, the rainforests, and for troops abroad.

IV. POLICIES AND PROCEDURES

Notice of Nondiscriminatory Policy- Clintonville Academy does not discriminate on the basis of race, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status, military status or disability in its educational programs, activities, and employment policies. All school policies, programs, practices, procedures and decisions shall be reviewed to assure the rights of all students and employees to equal educational and employment opportunities as guaranteed by the Constitution of the United States and by law.

A. Enrollment

Clintonville Academy offers instruction to children in grades Pre-Kindergarten through eight. A teacher-pupil class ratio of 1:20 provides greater opportunity for individualized learning and permits accelerated programs when appropriate.

Pupils shall be admitted by action of the board, upon receipt of proper application from parents or guardians, submission of records from the school previously attended, and after preliminary testing by staff to ascertain appropriate grade placement. Tentative admission may be made pending the receipt of records, subject to review upon the receipt of such records. Continuing students and/or their siblings are given first consideration. Any openings are then made available to new applicants.

Pupils shall be assigned to the grade level indicated by their records from the previous school. The assignment shall be subject to modification based upon the results of testing and other evaluations conducted by the staff.

Pupils enrolled through the EdChoice Scholarship program are subject to all policies and procedures listed in this handbook.

Families of new students must pay registration and one month's tuition to be accepted once testing is approved. These fees are non-refundable.

Children limited by learning disabilities or physical disabilities are admitted pending evaluation and capabilities of staff.

B. Attendance

The office must be notified of any scheduled appointments. Pupils are expected to be in attendance each day that it is possible for them to be in school. Personal illness, severe family illness, or the deaths of a relative are acceptable reasons for missing school.

Any other absence will be excused ONLY IF all work missed is made up within the number of days missed. For example, if two days are missed, work should be made up within two days of returning.

Taking vacation during school days is not encouraged, however, it is sometimes unavoidable. Notice given to the office at least a week in advance is required. If teachers are able to give work in advance, they will. Otherwise, work must be made up afterward in the number of days the student missed.

In Case of Illness: Parents shall be required to notify the school by **9:00 a.m. each day** when a child is ill. Parents should communicate the nature of the illness to the school and send a note to the school with the child on his/her return. All cases of communicable illness must be reported to the school within 48 hours. A child must be fever-free for 24 hours before returning to school.

Medical and Dental Appointments: If possible, medical and dental appointments should be scheduled before or after school or on Saturdays. If it is necessary for a child to leave during school hours for a medical or dental appointment, the following steps are required:

- A note or email from the parent should be sent to school on the day of the appointment (or one day prior in the case of an early morning appointment) notifying the office staff that the child will need to leave school for a visit to a doctor or dentist. The note must include the child's name, grade, when the child is leaving and returning, and the name of the adult who will accompany the child (parent, grandparent, etc.)
- The adult must **sign the child out** with the office when he/she leaves.
- The adult must **sign the child in** with the office when he/she returns.

C. Tardiness

The school day begins at 8:05 a.m. when students line up to enter the building for flag ceremony. A student is considered tardy if the student is not inside the lunchroom at the beginning of flag ceremony at 8:05 am. Any students arriving after 8:05 a.m. will be marked TARDY unless excused by a note the previous day. Any student arriving after 8:05 a.m. must report to the office for a TARDY slip.

- A student who arrives before 10:30 due to medical appointments for which he/she has been excused will be marked tardy-excused on his/her attendance record
- A tardy student without a medical excuse from the doctor's office will be marked tardy-unexcused on his/her attendance record.

TARDY POLICY

1. The 4th unexcused tardy in a quarter results in the student losing lunch recess for that day and a tardy notification letter will be sent home to parents, to be signed and returned the following school day.
2. After the 5th unexcused tardy in a quarter, the above measure will apply and a parent meeting with the Assistant Director will be required.
3. After a 6th or subsequent unexcused tardy in a quarter, Saturday School will be assigned.

D. Health Requirements

Requirements for vaccination and immunization of pupils shall conform to the current requirements of the Ohio Department of Education. The school nurse shall maintain complete and timely health records on each pupil and shall notify parents of students whose immunizations do not meet Ohio requirements. Within a reasonable time after such warning, that student shall, upon action of the board, be removed from school until such immunizations are obtained.

The school nurse shall spend a minimum of 1/2 day per week in the school. In addition she will administer vision screen tests, hearing tests, and make recommendations to staff and parents regarding any medical needs of the students enrolled.

E. Safety

The health and safety of our pupils is a top priority. Fire drills, school safety drills, lockdown drills, and severe weather procedures shall be prepared in writing, and posted clearly in each classroom. Fire drills shall be held on the first day of school and at least once each month during the school year. Tornado drills are held starting in March and through the Severe Weather Season. The staff shall ensure that the building and grounds are maintained free of fire and safety hazards, and that all potentially dangerous situations are corrected as soon as possible. All students outside the building shall be under the supervision of a responsible adult at all times. A school safety patrol shall be organized to assist in maintaining the safety of students at all times. The administration and faculty have a lockdown plan in place in case a situation arises that would warrant the need.

Children who arrive at school before 7:50 a.m. must be under the supervision of the school's Latch Key Program. Likewise, children remaining at school past 3:30 p.m. (Or after dismissal on a 2:00 dismissal day) must participate in the after school Latch Key Program. See "Latch Key Program" item "X" under Policies and Procedures.

Children should never be asked to wait outside in front lawn for parents after school in order to avoid a Latch Key fee. If children are seen waiting after the safety patrols come inside at the end of the day, they will be called inside and sent to Latch Key.

F. School Closings

In the event that an emergency closing of school becomes necessary, the following procedure will be used.

If weather conditions or other circumstances indicate that school will not be held on a given day, the director of the school or a person designated by her shall notify the following radio and television stations prior to 7:00 a.m.: 610 WTVN-AM radio, WSNY radio, and the 3 major TV stations. (610 – WTVN is the first station to be called). A school wide email will be sent; Facebook (facebook.com/ClintonvilleAcademy) and Twitter (twitter.com/CliAca).

In the event that it becomes necessary to close the school during the day, the same methods of communication will apply. Most often, if Columbus City Schools close, Clintonville Academy will close. However, CA will always communicate their intentions as noted above. We will make every effort to inform you in a timely manner. Please do not call the school office to inquire about our status as it strains our communication lines and delays the overall mass communications to the rest of the families.

G. Promotion and Retention

Pupils will normally be promoted one grade level at the end of each school year. If the pupil has not shown sufficient intellectual and/or social progress during the school year to justify promotion, he/she may be retained at the same grade level for the next school year. If retention appears to be a possibility, the teacher(s) will notify the parents and together they will determine what steps should be taken to enable the student to be promoted. If the pupil's progress is still unsatisfactory, the staff may recommend to the director that the pupil be retained. The director will make the final decision.

Specific regulations regarding failure in the upper and lower grades are as follows:

UPPER GRADES (4-8)

1. Any "F" on a report card requires a parent/teacher conference, either in person or by phone.
2. Two "F"s (in any combination of academic subjects) accumulating during the first 2 quarters may require a conference with parents, teachers, and director if the director deems it advisable. The purpose is to try to avoid further failure.
3. Any final (yearly) average of "D" or "F" requires a parent/director consultation regarding promotion or retention and possible transfer to another school. If only one subject is involved, summer tutoring may be a possible solution.
4. If a class decides to take a trip related to their study, for example, to France or Spain, the following must apply: students must be enrolled in the foreign language class, students must maintain a conduct score of 88% or higher, parents of a student with a borderline conduct score will be required to chaperone; and the director and foreign language teachers will make final decisions regarding each student who might travel.

PRIMARY GRADES (K-3)

1. Unsatisfactory in reading, math or readiness are grounds for retention or considering retention.

2. If basic skills (reading, math, language) are unsatisfactory, the child should not be promoted unless tutoring occurs and the child is able to make positive strides.

H. Student Records

The permanent records shall include all standardized tests, all yearly grades, attendance, and conduct scores, competency or proficiency testing profiles, biographical information, health and immunization records, guidance counselor reports, copies of significant correspondence with parents, records from previous schools, and any other material that the teacher feels should be included.

Any pupil withdrawing shall, upon proper application and upon the fulfillment of all obligations to the school, be given a complete transcript of all work accomplished, and recommended placement in his/her new school.

I. Homework

It is expected that pupils will, on most days, have assignments to be completed at home. This work should not average more than 15 – 60 minutes per night for primary grades and 60 – 90 minutes per night for upper grades, although daily variations in the length of assignments and the differing work habits of children make this a guideline rather than a rule. This work should contribute to their understanding of the material being taught. The various teachers at each grade level will cooperate to ensure that the amount of work assigned does not become excessive.

Dishonesty in the preparation of homework assignments and in tests is a serious offense. Any infractions will lead to disciplinary actions.

Middle school students must turn in all homework assignments at times designated by the classroom teacher. Failure to turn in an assignment on time will result in a phone call or email from the teacher to the parents the day the assignment is due. The assignment will be accepted the second day, and may earn a penalty. If an assignment is late in that same class in the same week, a 7:15 a.m. detention will be assigned. A log for late assignments will be kept in the office. Students will start every Monday morning with a clean slate. Excessive late assignments will result in conferencing with staff, parents and the tutor.

J. Achievement Tests

Academic achievement is tested annually. Grades K through eight are given the Iowa Tests of Basic Skills in the following areas: vocabulary, reading, spelling, punctuation, usage, math concepts, and problem solving, social studies and science. Results of the achievement tests are sent to the parents.

K. Lunch

Students are given a 40-minute supervised lunch and recess period. Students may bring a lunch from home or may participate in an optional catered hot lunch program, which is offered on all school days.

PLEASE DO NOT SEND CANDY IN LUNCHES!

Eighth graders may take a lunch option once per week to walk to a nearby restaurant if:

- 1) They have a signed permission slip from the parent for the year,

- 2) Their name was not on the yellow board the previous week,
- 3) All assignments are current, and
- 4) They return from lunch in time for the first p.m. class.

Forgotten Lunch Meal: When a child forgets his/her lunch he must remain at school and request a "Forgotten Lunch Meal" which consists of 1 package of peanut butter crackers, a cup of soup, a lunchbox-size serving of fruit cocktail or applesauce and a drink. Reimbursement is expected the next day. Extras for students who are just still hungry ARE NOT AVAILABLE. Please be sure to pack enough for your child/children.

L. Bicycles

Children must walk their bicycles across Indianola Avenue and to and from the bicycle rack. Bicycles are to be placed in the bicycle rack and locked. No one is to tamper with bicycles during the day. Failure to follow these rules will result in disciplinary action. Parents must assume responsibility for the safety of these children riding bicycles to school.

M. Parent Involvement

In order to keep tuition as low as possible, some services necessary to the operation of the school are provided through parent volunteer service programs. Parents help in the library and the lunchroom, with office duties, teacher's aide, fundraising, building maintenance and custodial care. The parent involvement program is under the direction of the Parent Association. Parents who participate in the parent involvement program pay a reduced tuition amount and are responsible for fulfilling the service credit agreement or paying the service fee.

N. Payment of Tuition

Tuition may be paid annually or in monthly payments through the Automated Clearing House. Annual payments will be due in July. Monthly payments may be withdrawn on the 5th or the 20th of each month. Tuition payments are automatically taken from a checking or savings account. ACH forms are available on the school website and are in the office.

Families awarded the EdChoice Scholarship are required to come into the C.A. office to sign the checks issued by the State of Ohio.

O. Monthly Invoices

Invoices will be sent out at the end of the month. All balances are due by the 10th of the next month. A late fee of \$20.00 will be added to all accounts after the 10th of the month.

- Latchkey charges: billed from the 1st of the month to the last day of the month. (August and September charges will be combined and May and June charges will be combined)
- Field trips: Will be billed every other month beginning in October. The charge will include a \$1 per child, per trip fuel charge.
- Physical Education fees: Several times throughout the year there will be additional fees for gym classes. These include, but are not limited to, fees for swimming, bowling, martial arts, and gymnastics.
- Special events: Any other charges will be added to your monthly statement as they arise. These may include visiting author/illustrator/artist, etc.

P. Library

Scheduling: each grade will come weekly as a class during a scheduled library time. Limited use of the library by individual students at times other than the regularly scheduled times will be granted if adequate adult supervision is available.

Circulations: Children may have no more than two books checked out at any time. Books are checked out for a period of one week and may be renewed for a second week. Students are cautioned never to lend another child a library book. Each child is responsible for the book(s) checked out in his/her name.

Reference Books: Children may borrow reference books for use in their classroom during the school day only if they are appropriately signed out. No reference books are to leave the school building at any time and must be returned to the library at the end of the day.

A fee will be assessed for any books not returned by the end of the school year. Grade cards will be held until all responsibilities for lost or overdue books have been met.

Discipline: Uncooperative, or loud, discourteous behavior will be reported to the classroom teacher with a warning that use of the library will be denied for a period of time if behavior is not corrected.

Birthday Book Donations: Many parents enjoy giving a new book to the library in honor of their child's birthday. A bookplate with the name of the honored child and the date will be placed inside the front cover of the book acknowledging the gift. Through such a donation, parents and children take pride in knowing that they have added to the library and have given pleasure to others who will read their choices. Birthday books may be fiction or non-fiction. Your child may have a favorite title or subject in mind, or you may want to ask the librarian or your child's teacher for suggestions.

Q. Standardized Dress Guidelines

Pants:

- Colors: Navy, black, or khaki pants.
- **NOT PERMITTED:** Jeans, spandex, "hip-huggers", or low-cut pants.
- All pants will fit at the waist, not drag on the ground, or have rips or frayed hems.
- Sweatpants (navy or royal blue) may **only** be worn on gym days for Pre-K through 4th.

Shorts:

- Shorts may be worn from April 1st through Oct. 31st.
- Colors: Navy, black, khaki, or CA plaid
- NO Spandex or sport type shorts permitted.
- Shorts must be no more than 3 inches above the center of the knee.

Jumpers/Skirts:

- CA Plaid (#55), navy blue, or khaki jumper or skirt
- Jumpers or skirts must be no more than 3 inches above the center of the knee.

Shirts:

- Long or short sleeved solid, one color, shirt, polo, turtleneck, or sweater
- Permitted colors: White, navy, or light blue
- **NOT PERMITTED:** Midriffs or halter tops

- Shirts must cover the full upper body shirttails must be tucked in unless the shirt has a straight, finished hem that is designed to be worn on the outside.

CA clothing: Offered by Concept Wear.

Hair and Make-up

- Hair should be natural in color.
- Hair should not hang over eyebrows if brushed down, whether male or female.
- Lip and eye make-up for grades K – 5th are not permitted. Tasteful make-up is permitted if parents allow for grades 6th – 8th.
- Body art is not permitted, including, but not limited to, drawing on ones self with pens, markers, etc.

General Dress Code:

- Grade 5th – 8th will have a gym uniform.
- NO open toed shoes are permitted.
- NO hats or coats are to be worn in the building. Cultural and religious headscarves are permitted.
- CA theme t-shirts (any special t-shirts made for a CA event that do not follow the standard dress code) may only be worn on Fridays.
- Jewelry (real, imitation, excessive, or costume jewelry), hair color, hairstyle, and accessories should not distract from the learning process. This includes, but not limited to, bow ties, neckties, scarves, etc. unless it is a dress up day.
- In cool weather C-A dress code sweatshirts and/or sweaters are permitted.
- All clothing should be worn as it was intended.
- Any clothing borrowed from school must be washed and returned to the office.

CONSEQUENCES SHALL BE:

- **FIRST OFFENSE:** Dress code violation is explained to the student and a warning letter from the Director, signed by the teacher and the Director, is sent home to parents. The student is then asked to correct the dress problem, if possible, (for example, putting on a long T-shirt or sweatshirt available at school, to be returned at day's end) and return to class.
- **SECOND OFFENSE:** The student will call one of his or her parents, inform them of the violation, and ask that appropriate clothing be brought to the school. The student must remain in the office until the violation is corrected. A \$10 fine will be assessed, the student's name will be written on the yellow board, and the student will be responsible for making up any work missed by this process.
- **THIRD OFFENSE:** Parent-student-Director conference.

AT ALL TIMES THE DIRECTOR RESERVES THE RIGHT TO DETERMINE WHETHER PUPILS ARE DRESSED APPROPRIATELY.

R. Use of the School Telephone

The school's telephone is kept busy with business and is also on a metered rate, therefore, student use of the office telephone must be restricted to telephone calls related to illness or injury.

Permission to use the office phone will not be given to students who have forgotten homework, books, supplies, permission slips for field trips, gym shoes, etc.

Students may contact parents **after school** on the office telephone.

S. Cell Phone Policy

Cell phones and other electronic devices, including but not limited to iPods, USB drives, and digital cameras, are NOT to be brought to school, latchkey, or other school sponsored events. The only exception to this policy is electronic devices required by a teacher for completion of a school assignment or project.

Students who are dropped off and picked up by their parents do not need a cell phone at school. If the child needs a cell phone for a valid reason after leaving school (walking home, going home with a friend, being picked up by a relative, etc.), the cell phone must be turned off, turned into the office during homeroom, and may be picked up by the child or parent when the child leaves the building for the day.

As with schools locally and nationwide, we are implementing this policy to avoid potential disruption of the school day. Our school office and latchkey staff will remain the essential communication link for families and their children. The school numbers are included below for your convenience.

C.A. Office (Answered from 7:15 a.m. to 3:30 p.m.) (614) 267 - 4799
Latchkey Phone (Answered from 3:05 p.m. to 6:00 p.m.) (614) 625 - 6967

A violation of the cell phone policy will result in the following consequences:

- First Violation: Yellow Board, \$10.00 Fine, and parents will have to pick up the phone or other device after the fine is paid.
- Second Violation: Yellow Board, Lunch/Recess Detention (40 min.), \$20.00 Fine, and parents will have to pick up phone or other device after the fine is paid.
- Third Violation: Yellow Slip, \$30.00 Fine, and parents will have to pick up phone or other device after the fine is paid.

T. Permission for Field Trips

We have a universal field trip form to cover field trips during the school year. There may be additional forms to fill out for extended/overnight field trips.

U. Transportation and Parking

A.M. Drop-Off: Parents may pull into the turn-around 7:45 – 8:05 and drop students at the back playground. We ask that children are ready to hop out to allow for as little back up as possible. If you want to come into the building, you may park on Glenmont or Blenheim and cross the street. When leaving, you may only turn right onto Indianola. No parking on school grounds permitted. We only have enough spaces for the teachers and staff to park in the lot. Non-staff vehicles are subject to towing by Shamrock Towing at owner's expense.

PM Pick-Up: When picking up at the end of the day, you may park on Glenmont, Blenheim, or other neighboring streets.

Grades PreK-2: If you are picking up young children (grades PK – 2), walk across Indianola and wait in the main hall for your child(ren).

Grades 3-8: Please inform older students (grades 3-8) as to where you will park and he or she can meet you at your car. If you have a handicapped parking permit, you may park in the handicap parking spaces at the front of the building. If your child is old enough to cross the street, we encourage you to park on Glenmont or Blenheim and have them cross with the safety patrol at the light. This will allow us to keep the spaces open for those with a greater need.

Latchkey Drop-off: The building is opened at 7:15 for a.m. latchkey. Any child arriving between 7:15 & 7:45 will be charged for ½ hour.

Latchkey Pick-up: If your child is in PM latchkey, you may pull into the lot after 4:00 PM. We cannot have cars pulling in the lot prior to this time. It jeopardizes the safety of the children. Our latchkey kids come out to play as soon as their teachers dismiss them.

Please do not park in Marzetti, DataTalk, or Graham School areas. Your vehicle may be towed at the company's discretion.

When parking on Glenmont after school, park only on the south side. Parking on the north side creates blocked traffic and DANGER for children who may cross the street to meet you.

Please do not park in the bus lane located on the south side of the building. Please keep this striped bus lane area clear at all times.

Vehicles parked in restricted areas are subject to towing by Shamrock Towing at the owner's expense. Shamrock Towing may be contacted at 800-540-4191.

HIGHEST BIDDER PARKING SPOT: The first spot in the front lot is reserved from 7:30-8:15am and 2:30-4:00pm for a different family each month. This is a result of a fundraiser we do in the spring at our Silent Auction. Please do not park here between the hours of 7:30-8:15am and 2:30-4:00pm.

Children who live over two miles from school are eligible for one of several transportation options. If there is an existing bus route in the area, a child can be included on the bus list by contacting the school for a transportation application. If an existing bus route does not serve the area, a parent may apply for a COTA pass for his/her child. If you live within the Columbus City School district, you may be eligible to apply for a reimbursement for transporting your child by automobile. Applications for reimbursement are available at school or through Columbus City Schools and must be completed and submitted to the CA Office for verification of enrollment.

V. Lockers

Pupils in grades 6, 7, and 8 will be assigned a hall locker for storing personal belongings and schoolbooks. Lockers are not to be defaced with writing, stickers, or pictures. Students must respect locker property of classmates and keep lockers neat at all times. A locker schedule will be decided by middle school teachers and must be obeyed during the school day. Any student using a combination lock (key locks are not permitted) must turn in the combination to the office.

W. Grading Scale

The grading scale for all grades in all subjects is:

A = 93-100 B = 85-92 C = 75-84 D = 65-74 F = below 65

X. Highest Honors and Honor Roll

Academic honors are awarded in grades 4 through 8. To receive HIGHEST HONORS a student must have in the following subjects: reading, math, language arts, spelling, social studies, science, health, and foreign languages (grades 7 & 8) the following: 1) no grade below B- and 2) at least 3 A's. To receive HONOR ROLL the student must have no grade below B- in the subjects listed. A grade of "F" in art, music, P.E., or computer disqualifies a pupil from academic honors.

Y. Latchkey Program

Pupils who arrive at school between 7:15-7:45 a.m. or who remain after school from 3:15-6:00 p.m. must participate in the school's Latchkey Program. The Latchkey Program offers structured, supervised childcare before and after school for Clintonville Academy pupils only. Trained personnel will supervise all Latchkey activities. Before-school activities will be quiet, seated activities inside or supervised play outside. The after-school program will include a recreation period, light snack on Friday, arts and crafts activities, and study time. Students are asked to bring their own snacks Mon – Thurs. During the Latchkey Program hours, the school discipline plan will be used, please refer to General Rules, Playground Rules, Restroom Rules, and Classroom Rules stated on page 14 - 18. Latchkey charges will be added to your monthly invoice.

Latchkey Probation- Students who have had repeated problems following the rules in latchkey may be considered for Latchkey Probation. This will be handled at the Director's discretion.

PLEASE PLAN TO KEEP THIS HANDBOOK AVAILABLE FOR REFERENCE. CHANGES OR ADDITIONS WILL BE SUPPLIED WHEN NECESSARY. THERE WILL BE A NOMINAL CHARGE FOR HANDBOOK REPLACEMENT.

DISCIPLINE POLICIES

In order to guarantee each child at Clintonville Academy the excellent learning climate he/she deserves, the teaching staff is utilizing a discipline plan based on the book *Assertive Discipline* – a take-charge approach for today's educator – by Lee Canter. The board unanimously approved the adoption of the plan. **By enrolling a child at Clintonville Academy, parents indicate their acceptance and approval of the school's discipline plan, discipline policies, behavior rewards, and penalties for misbehavior. Parents who do not cooperate with the school's discipline plan and its policies jeopardize their child's future at Clintonville Academy.** Children and parents need to read the discipline plan together to become familiar with its rules, rewards, and penalties prior to the first day of school.

The assertive discipline plan involves a system of rules, rewards, and penalties, which are used consistently by all teachers at all grade levels. The assertive discipline plan including all rules, penalties and rewards is printed in the Discipline Supplement to the Student Handbook.

The teachers and administrators of Clintonville Academy do not support the use of corporal punishment.

The discipline plan includes general rules for use in all areas of the school, plus specific rules for the playground, lunchroom, restrooms, classroom, and all school related functions. Those rules marked with an asterisk (*) may result in a yellow slip and, if deemed major violations, will result in consequences deemed appropriate by the Director. All other rules, when broken, result in the child's name, the date, and behavior being written on the classroom discipline board, commonly referred to as the "yellow board."

GENERAL RULES:

1. Walk at all times in the building.
2. No gum chewing in the school building or on school grounds.
3. * Do nothing that might bring harm to yourself or another person or his/her property. (This includes school property, books, etc...)
4. * Use appropriate language (no profane or vulgar speech or signs).
5. * Show proper respect to teachers, administrators, other supervisory adults, and safety patrols.
6. * Do not show any inappropriate public display of affection.
7. * Once parents leave students in hands of the staff, students must remain on school grounds until dismissed by adults in charge.

PLAYGROUND RULES:

1. Follow directions of the adult on duty.
2. Restrict activities to designated areas.
 - o No chasing playground balls over fence.
 - o Do not go down driveway past school bus.
 - o Stay out of staff parking lot.
3. * No fighting (including snowballing)
4. Use only approved equipment (no dangerous objects), and play on/with equipment properly. (Go down slide feet first, one at a time, no standing on parallel bars, no hanging on tree branches, etc.)
5. End all activities immediately at the signal and line up in an orderly manner.

LUNCHROOM RULES:

1. Quiet voices, appropriate behavior and manners are required.
2. Stay seated until the adult on duty excuses you.
3. Sharing food is not permitted. Make sure you pack enough.
4. Finish eating before leaving the lunchroom.
5. Clean up carefully at your space and throw away before you leave the lunchroom.
6. * Food throwing is not permitted.
7. Candy is not permitted.

BUS RULES:

Students must remain seated.

The following is prohibited on the bus:

1. Excessive noise, loud talking, or profane/objectionable language.
2. Noise or other talking at railroad crossing or other danger point.
3. Putting any part of body through an open window/throwing anything out of window.
4. Fighting or roughhousing.
5. Throwing any object inside the bus.
6. Eating, drinking, or littering.
7. * Any act of vandalism.

RESTROOM RULES:

1. Use restrooms for the intended purpose.
2. Help keep restrooms clean and litter free.
3. Throw paper towels only in wastebaskets.
4. * Destruction of property results in consequences outlined by the Director.

CLASSROOM RULES:

1. Raise hand and be called on before speaking.
2. Ask permission to leave seat.
3. Follow directions.
4. * Do not argue with the teacher over discipline.
5. Be seated properly and ready to work when the class begins.

6. Do not bring into the classroom any object that might disrupt the learning process.
7. * Do not use classmates' assistance in completing homework or taking tests unless the teacher advises.

The behavior guidelines used at school will also be expected of the pupils as they are being transported to and from school on the bus. When a problem on a bus is reported, the director will respond with the appropriate disciplinary action according to the school's discipline plan.

REWARDS

Free Time: Each quarterly grading period will be divided into two sections for the purpose of rewarding good behavior. Midway through the grading period children who have a conduct score of 94% or above and have not received a yellow slip during the first 5 weeks of the quarter will be rewarded a free 30-minute recreation period, referred to as "Free Time." Children who have been issued yellow slips during the first 5 weeks become ineligible for the recreation period and are assigned a supervised detention instead. Students whose conduct scores are below 94% will have a supervised study hall. At the end of the quarter, a free recreation time will be awarded to children with no yellow slips during the second half of the quarter. The ineligible children will be those whose conduct scores average below 90% and for whom yellow slips were written during the second half of the quarter.

Best Class of the Week: At the end of each week the number of names on the classroom discipline board is totaled for each grade. Any grade with no names on the board is designated a "Best Class of the Week" and receives a free 15 minute recreation time.

Ten Perfect Days Reward: A grade achieves a perfect day when zero names are on the yellow board at the end of the day. When ten perfect days have accumulated (not necessarily in succession) the grade will have earned a free 15 minutes recreation time.

Good Conduct Stamp: in order to receive the "GOOD CONDUCT" stamp on their progress report, a child must have a conduct grade of 94% or above for the nine weeks of the grading period. Children who earn the "GOOD CONDUCT" stamp for all four grading periods will receive a ONE-YEAR GOOD CONDUCT AWARD in the final report card.

Conduct Grade: At the beginning of every grading period each child will start with a grade of 100% in conduct. As the quarter progresses, points will be subtracted from the conduct grade according to the following plan:

- Minus 2 points: each time a child's names goes on the classroom discipline board, "yellow board."
- Minus 3 points: each time a Saturday detention occurs.
- Minus 10-30 points: each yellow slip.

The conduct grade at the end of each quarter will be written on the back of the report card. Those with conduct grades of 94% or higher will receive the "GOOD CONDUCT" award stamp. Those with a conduct grade below 65% must appear with parents before the Conduct Committee and may be placed on disciplinary probation for repeated poor conduct grades.

Yellow slips accumulate over the 4 quarters of the school year. Names on the discipline board accumulate quarterly; therefore, at the beginning of each quarter, a child's record of names on the board begins with zero while his yellow slip record carries over from quarter to quarter.

PENALTIES

Yellow Board vs. Yellow Slip

Rules not marked with an asterisk are “yellow board” offenses.

Rules marked with an asterisk are “yellow slip” offenses and are taken more seriously.

Yellow Board Offenses

When a rule that is not marked with an asterisk is broken, the teacher in charge writes the child’s name and the date on the classroom discipline board, commonly referred to as, “Yellow Board.” Each time a child’s name is written on the Yellow Board, two points are subtracted from the quarterly conduct grade.

The consequences for rules not marked with asterisk are as follows:

1st instance of misbehavior: Child’s name is written on the Yellow board.

2nd instance of misbehavior: If 2nd instance of misbehavior occurs within 24 hours of child’s name going on the Yellow Board, a check mark is added and one lunch recess detention assigned.

3rd instance of misbehavior: If 3rd instance of misbehavior occurs within the same week as the original name on the Yellow Board, a **Saturday Detention** is assigned. Saturday Detention drops the conduct grade three additional points.

Lunchroom Penalties: If the Director or lunchroom monitor determines that, because of behavior, a student needs a “Time-Out” from a lunch recess, the student will serve a lunch detention, and one point will be deducted from his/her conduct score.

Yellow Slips

When a rule marked with an asterisk is broken, the teacher in charge writes a yellow slip with the student’s name, the date, and behavior. The yellow slip is sent to the director’s office, noted in the child’s discipline file, and acted upon in the following ways:

1st yellow slip: Child sits in the office on the bench, the parents are notified, 10 points are subtracted from conduct grade, and child serves detention during next Free Time.

2nd yellow slip: Child sits in the office on the bench, the parents are notified, 15 points are subtracted from the conduct grade and child serves detention during the next Free Time.

3rd yellow slip: Child is assigned one day of suspension, the director telephones the parents, 30 points are subtracted from the conduct grade, child is placed on disciplinary probation, and serves detention during the next Free Time.

All yellow slips must be signed by parents and returned the day after the issue date.

Saturday Morning Detention:

When a child’s name appears on the classroom discipline board three or more times in one week, the child is assigned a ninety minute detention at school on Saturday morning from 9:00-10:30 a.m. Detention is supervised by a member of the school’s Conduct Committee. During the detention the child will write letters of apology to the teachers whose classes his/her behavior disturbed and will study the sections of the Discipline Handbook. Failure to appear for a Saturday morning detention results in the assignment of two successive Saturday morning detentions. There will be a \$10 charge each time a

child must come to Saturday detention. Revenue from Saturday detentions is used to purchase texts and kits on Assertive Discipline and to provide rewards for good behavior.

Penalty for Excessive Names on Discipline Board:

When a child's name appears on the classroom discipline board "yellow board" nine or more times in one quarter a yellow slip is written.

Penalty for Quarterly Failure of Conduct:

When a student's conduct score falls below 65%, he/she may be required to appear before the Conduct Committee with his/her parents. The Conduct Committee will consist of the Director, the Conduct Committee Chairperson, a parent appointed by the Board of Trustees and the teachers involved with the students. The appointed parent will be required to sign an agreement of confidentiality.

Penalty for Gum Chewing:

- 1st Offense: Parents are notified and a \$1.00 fine is assessed.
- 2nd and each subsequent offense: Parents are notified and a \$5.00 fine is assessed.
- The student's name goes on the yellow board each time.

Major Violations, Probations, Suspension, Dismissal:

Major violations of school rules* will result, at the Director's discretion, in probation, suspension, or dismissal.

Probations: A child is placed on probation for major violations of school rules, when a fifth Saturday morning detention is assigned, or when a fifth yellow slip is received in one school year. Probation is in effect for the remainder of the quarter of assignment plus the following quarter. Violation of probation terms will lead to suspension.

Suspension: A child is placed on suspension for violation of probations terms during probation or for any major violation of school rules as determined by the director. Suspension involves three days of suspension (either in school or out) and a parent conference with the director. The probation period resulting from the student's suspension continues through the semester of assignment plus the following semester. A suspension will result in a 25-point deduction from the conduct grade regardless of the suspension assignment. A child may be assigned 1-3 days of suspension. Upon returning to the classroom, a child must collect missed assignments and complete all work within the period equal to 1-3 days. Violation of suspension-probation terms will lead to dismissal.

Dismissal: If it is deemed that a child's continuation at Clintonville Academy would not be in the best interest of the child and/or the school community, he/she will be dismissed from the school. If parents consider the dismissal to be unjust, they may petition the Board of Trustees to review the decision.

The following are examples of major violations of school rules. **They are not intended to be the exclusive list of major violations.**

- 1) Possession, use, or distribution of any drug without current authorization by a physician or dentist.
- 2) Possession, use, or distribution of any alcoholic beverage or intoxicant.

- 3) Possession of any dangerous object that might be used as a weapon.
- 4) Possession or use of tobacco products anywhere on school grounds, before, during, or after school hours.
- 5) Excessive and/or missed detention (five Saturday morning detentions or five yellow slips).
- 6) Skipping class and/or leaving school grounds without permission.
- 7) Stealing.
- 8) Vandalism.
- 9) Harming oneself or another person or his/her property.
- 10) Gross insubordination.
- 11) Turning on fire alarm or setting off a fire extinguisher when no fire is present.
- 12) Dishonesty in test taking or preparation of class assignments.
- 13) Bullying.

Deferment of Penalty: When a rule currently in the discipline plan has been broken, a parent may ask the Chairman of the Conduct Committee for a deferment of the penalty only if the child's GUILT is in question, not because the parent disagrees with the rule or the current penalty. If a parent has a question about the child's guilt, the parent must:

- 1) Contact the adult who assigned the penalty immediately following notification of the penalty, and request a deferment.
- 2) Attend a conference with the director and the teachers in question at school during school hours within five school days of the request for deferment.

If the conference fails to resolve the disagreement, the parent must meet with the Conduct Committee and present to them a written description of the problem. The final determination in the decision rests with the Conduct Committee.

Request For Rule Revision: A parent who disagrees with a rule or a penalty may write to Conduct Committee to request a rule or penalty change, BUT NOT IN AN ATTEMPT TO AVOID OR DEFER THE PENALTY THAT HIS/HER CHILD HAS JUST EARNED FOR HAVING BROKEN THE RULE.

VI: BULLYING

Bullying is not tolerated at Clintonville Academy. We take any incident very seriously, and use our discipline policy for major infractions as a first consequence.

Bullying: Anyone who repeatedly uses physical, verbal (including spoken and written language) and/or cyber forces in a negative manner toward or in regard to another person.

Physical Bullying: The repeated use of force toward a person's body or personal belongings.

- **Examples:** Hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, damaging physical property.

Verbal Bullying: Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal intent).

- **Examples:** Negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments, sexual orientation attacks.

Cyber Bullying: Repeatedly using social media, email or electronic devices in a negative manner toward or in regard to another person.

- **Examples:** Posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails, sending mean forwards.