



CLINTONVILLE ACADEMY

Student Handbook and Policies

2021-2022

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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. EDUCATIONAL PROGRAM

A. Grade Level Requirements

Pre - Kindergarten: Contracts for pre-kindergarten are offered for a Monday through Friday schedule. Their school day is 8:00 AM to 2:50 PM 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: Classes are devoted to the study of grammar, usage, mechanics, spelling and a very strong emphasis on writing.

Mathematics: 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.

iXL is a math program we require all students to complete over the summer. Students will be held accountable for completion of work once school starts in the fall.

Reading: Classes give individualized instruction in reading skills, comprehension, vocabulary building, reference and study skills, and literary skills.

Social Studies: Classes range in scope from local to international studies in geography, history, economics, sociology, government, anthropology, etc.

Science/Health: 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: All students PreK-8th are issued a Chromebook for use during school. Children in grades K-3rd are instructed once per week in the use and functions of computers and keyboarding. Grades 4th through 8th incorporate technology literacy in their daily academic activities.

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.

Foreign Language: 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 learn Spanish 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. C.A. Today** – Every morning a mass email goes out to all families telling everyone about the day’s news: fundraising information, ball game practices, birthdays, thanks to parents for extra help, etc.
- C. 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.
- D. 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>
- E. 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.
- F. 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. Fall and spring day camps are important to middle school team building.
- G. Interscholastic Sports** – Middle school students have a variety of competitive sports from which to choose: fall soccer, basketball, girls’ volleyball, and indoor soccer. K-5 students have an opportunity to play indoor soccer during the winter. The Parent Association sponsors the sports program.

H. Community Service – Service to the community is emphasized in many ways. A food drive for Thanksgiving is a huge success every fall. We collect money annually to save animals, the rainforests, and for troops abroad. We participate as often as possible when needs arise.

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 AM 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 AM 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 AM will be marked TARDY unless excused by a note the previous day. Any student arriving after 8:05 AM 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

- 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.
- After the 5th unexcused tardy in a quarter, the student will be assigned Saturday School from 9:00 until 10:00 with a fine of \$25.00 to pay for the proctor who must give up his Saturday time.

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 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 six times during the school year. Tornado drills start in March and go 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 7:45 AM must be under the supervision of the school's Latch Key Program. Likewise, children remaining at school past 3:30 PM (Or after dismissal on a 2:00 dismissal day) must participate in the after school Latch Key Program. See "Latch Key Program" item "Y" under Policies and Procedures.

Children should never be asked to wait outside on the 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 AM: 610 WTVN-AM radio, WSNY radio, and the 3 major TV stations. A school wide email will be sent, and announcements will be posted via Facebook (facebook.com/ClintonvilleAcademy) and Twitter (twitter.com/CliaAca).

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 completed and on time may result in a 7:15 AM detention.

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.

All EdChoice students must take tests required by the State of Ohio.

K. Lunch

We will sell Donatos personal sized pizzas every Friday. Monthly orders are due the first Tuesday of every month. Orders will be invoiced and payment is due in Gradelink. Students are given a 40-minute supervised lunch and recess period. Students may bring lunch from home, too. **SODA POP AND CANDY ARE NOT PERMITTED.**

Eighth graders may have a lunch option once per week. Their parents will be asked to help if pick-up is required. This is something we will determine together at the start of the year.

Forgotten Lunch Meal: When a child forgets his/her lunch he must remain at school and request "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. Parental 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. The Service agreements include the fulfillment of 6 service credits to be assigned by the Parent Association President, in addition to Summer Cleaning, and Winter Cleaning or participation in the Spring FunFest. Participating families that are unable to fulfill their Service agreement commitments may be required to work additional hours or pay back for each tuition credit he/she misses. This may average to \$166.00 per credit.

N. Payment of Tuition

Tuition may be paid annually or in monthly payments through the GRADELINK/PAYSIMPLE program. Annual payments will be due in July. Monthly payments may be withdrawn on the 5th or the 20th of each month. GRADELINK/PAYSIMPLE automatically takes the money from a checking or savings account. Monthly withdrawals must be set up in GRADELINK using a valid checking account or credit card.

Families awarded the EdChoice Scholarship are required to come into the C.A. office to sign the checks issued by the State of Ohio. The difference in tuition issued by EdChoice and that required by C.A, is due monthly.

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 unless stated on the invoice. A late fee of \$20.00 will be added to all late accounts after the 10th of the month. *If payment is more than 60 days late, students of that family will be unable to attend latchkey until the account is paid in full.*

Families with outstanding invoice balances will receive reminder letters from the business office. If invoices remain unpaid after the family receives the series of reminder letters, the account will be turned over to the school's collection agency.

Monthly invoices typically include:

- 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 November. 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.

Middle school students have their library in their reading class.

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

- Navy, black or tan twill
- Jeans, spandex, leggings, jeggings, cargo pants, "hip-huggers", low-cut pants, pants with ruffles or stripes are NOT PERMITTED
- PreK-4th grade are permitted to wear navy or royal sweatpants on their designated gym day
- All pants must fit at the waist, not drag on the ground and be in good shape without any rips or tears

Shorts

- Shorts may be worn between April 1st - October 31st
- Navy, black, tan twill or CA plaid (plaid #55)
- Spandex, cargo shorts and sports type shorts are NOT PERMITTED
- Shorts must be no more than 3 inches above the center of the knee

Jumpers/Skirts/Skort

- Navy, tan or CA plaid (plaid #55)
- Jumpers, skirts and skorts must be no more than 3 inches above the center of the knee

Shirts

- White, navy or light blue SOLID (no stripes or plaid, no ruffles)
- Long or short sleeved, polo-style/golf shirt or turtleneck
- Shirrtails must be long enough to remain tucked in
- Polo shirts with CA logo permitted
- CA "theme" t-shirts, such as FunFest or Walk-a-Thon, are permitted on FRIDAY ONLY to be worn with acceptable uniform pants, skirts, shorts or skorts.

Sweaters

- Navy or white solid without ruffles, stripes
- Pullover, button-up or front zipper are acceptable
- Sweaters must be worn over a uniform shirt

Fleece/Sweatshirts

- Navy or white crew neck solid without ruffles, stripes or logos. No hoodies or zip up hooded sweatshirts
- CA logo fleeces and sweatshirts are sold 2-3 times/year and are permissible at all times
- Fleeces and sweatshirts must be worn over a uniform shirt

Footwear

- No open toed shoes permitted

Hair, makeup and head wear

- Hair must be natural in color
- Hair cannot hang over eyebrows
- Lip and eye make-up for Pre-K -5th grade is not permitted. Tasteful make-up is permitted if parents allow for grades 6-8th.
- Body art is not permitted, including, but not limited to drawing on oneself with pens, markers etc.
- Hats and decorative headbands (such as animal ears or anything deemed distracting by a staff member) are not allowed. Flat headbands, barrettes and hair rubber bands are permissible.

General Policies

- Grades 5-8 bring designated gym clothes to change into for gym class
- No hats or coats are to be worn in the building. *Cultural and religious headscarves are permitted
- Jewelry, hairstyle and accessories should not distract from the learning process
- All clothing should be worn as intended
- All clothing borrowed from school must be washed and returned to the office

Non-Uniform Days

Throughout the school year, there might be days the students are permitted to be out of uniform, however, the following guidelines must be followed:

- Clothing must fit properly and be worn as intended
- References to alcohol, drugs or tobacco use are prohibited
- Bare midriffs are not allowed
- Tank tops, low cut shirts, spaghetti straps are NOT PERMITTED
- Underwear must not be visible
- Clothing may not be ripped or torn
- If Leggings/jeggings are worn as pants, tops must cover bottom
- Hats are not permitted
- All shorts, skirts and skorts must be no more than 3 inches above the center of the knee

School Dance Uniform

- Clothing must fit properly and be worn as intended
- References to alcohol, drugs or tobacco use are prohibited
- Bare midriffs are not allowed
- Low cut shirts, spaghetti straps are NOT PERMITTED
- Underwear must not be visible
- Shorts must have at least a 5" inseam (skirts the same length or longer with shorts underneath)
- If Leggings/jeggings are worn as pants, tops must cover bottom

R. Use of the School Telephone

The school's telephone is kept busy with business; 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 and Electronic Device Policy *Please refer to full list of regulations on page 22*

Cell phones and other electronic devices, including but not limited to portable gaming systems, iPods, tablets, 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.

This includes PM latchkey – no electronic devices are permitted.

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 AM to 3:30 PM) (614) 267-4799
Latchkey Phone (Answered from 3:05 PM to 6:00 PM) (614) 554-1178 (Mr. Walter's #)

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

AM Drop-Off: Parents may pull into the turn-around 7:45–8:00 and drop students at the back playground. Students should only exit the vehicle while within the designated drop-off zone (the last two spaces within the turn-around, nearest to the lunch room door). We ask that children are ready to hop out to allow for as little back up as possible. When leaving, you may only turn right onto Indianola.

Children grades Pre-K through 3 should not be dropped off outside of school property and be allowed walk unattended from neighboring streets. If your older child (grades 4-8) 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. If you want to come to the building, you may park on Glenmont or Blenheim and cross the street. Please be mindful of our neighbors and avoid blocking driveways, parking on private property, or parking in designated no-parking zones.

No parking on school grounds is permitted. We have only 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: Temporary COVID policies allow for use of the turnaround during designated pick-up times as noted below (PK-5th) or you may park on Glenmont, Blenheim, or other neighboring streets (PK-8th).

Park & Walk:

- Grades PK-2: Walk across Indianola and wait under the outdoor awnings.
- Grades 3-8: Please inform older students as to where you will park and he or she can meet you at your car.
- If you have a handicap 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.

Using the Turnaround (*temporary COVID policy*)

- **PreK-5th Grade:** You may use the turnaround during dismissal. Families will be given a name card to display on visors/dashboard during pick up. Students will stay inside the building until your vehicle is in the loading zone. The loading zone continues to be the first 4 vehicles only. For everyone's safety, please stay in your vehicle until you are in the loading zone. Unless directed by a staff member, do not pull around other vehicles. For everyone's safety, please wait until the vehicles ahead of you have safely loaded and pulled away.

Pre-K Dismisses at 2:50-2:55 PM You may enter the turnaround as early as 2:40 PM
1st-2nd Dismisses at 3:00 PM You may enter the turnaround as early as 2:55 PM
3rd-5th Dismisses at 3:10 PM You may enter the turnaround as early as 3:05 PM

If you have students with multiple release times in grades PK-5th, please use the turnaround at the latest time slot. Students in grades 3rd-5th will not be dismissed early. Students in grades PK-2nd will be monitored in the main hall as they wait for older siblings OR you may pick up during each dismissal period. If you have a student in middle school, please pick up younger students using the turnaround and then wait on Glenmont or Blenheim for the 3:15 PM Middle School dismissal.

Middle School

- 6th-8th Dismisses at 3:15 PM Please park and walk/wait for your student.

Latchkey Drop-off: The building is opened at 7:15 for AM 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 into 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 2:30-4:00 PM 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 7:30-8:15 AM 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 transportations 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 online in the public school system where you live.

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 AM or who remain after school from 3:15-6:00 PM 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, arts and crafts activities, and study time. Students are asked to bring their own snacks Mon – Fri. 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.

V. 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 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."

A. Rules

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. Maintain a positive and respectful attitude throughout the school day.
7. * Do not show any inappropriate public display of affection.
8. * 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.
 - No chasing playground balls over fence. Students may NOT leave school property to retrieve playground balls, frisbees, etc.
 - Do not go down driveway past school bus.
 - Stay out of staff parking lot.
 - \$10.00 will be charged to any student who kicks a ball onto the roof or over the fence
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.
6. Clean up carefully at your space and throw away before you leave the lunchroom.
7. * Food throwing is not permitted.
8. Candy is not permitted.

BUS RULES: *Please refer to full list of regulations on page 23*

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.
5. * Do not argue with the teacher over discipline; maintain a respectful attitude at all times.
6. Be seated properly and ready to work when the class begins.
7. Do not bring into the classroom any object that might disrupt the learning process.
8. * 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.

B. 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 School 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% may be required to 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.

C. 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 School is assigned. Saturday School 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 School:

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 9:00-10:00 AM Saturday School is supervised by a member of the staff. 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 School results in the

assignment of two successive Saturday morning Schools. There will be a \$25.00 charge each time a child must come to Saturday School.

Penalty for Excessive Names on Discipline Board:

When a child's name appears on the classroom discipline board "yellow board" eight 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 classroom teacher, and the assistant director.

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 School 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 probation 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 Schools 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.

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.

Any student who files a false claim of bullying, harassment, or intimidation, will face charges of the school's violation of a major infraction.

The Director of the school will submit reports of bully-related incidents to the President of the Board of Trustees semiannually. Reports of all Board Meeting minutes will be stored in the office for parent to view if they desire.

PLEASE PLAN TO KEEP THIS HANDBOOK AVAILABLE FOR REFERENCE. CHANGES OR ADDITIONS WILL BE SUPPLIED WHEN NECESSARY.

ADDITIONAL POLICIES

CELL PHONE AND ELECTRONICS POLICY

With an increasing nationwide focus on cell phones and various electronics in the schools, we find it necessary to implement a school-wide policy regarding the use of these devices on school property and at school sponsored events.

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.

If it is the parents' choice to send a cell phone with their child, the cell phone must be turned off, turned into the office for safe keeping, and may be picked up by the child or parent when they leave 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 AM to 3:30 PM)	(614) 267 – 4799
Latchkey Phone (Answered from 3:05 PM to 6:00 PM)	(614) 625 - 6967

A violation of this 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 mins.), \$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.

By signing the "Consolidated Permission Form" in Gradelink, you acknowledge that you have read, understand, and discussed this policy with your child. You also understand the consequences associated with violations of this policy.

REGULATIONS FOR STUDENTS RIDING THE SCHOOL BUS

So that you will understand the rules covering the conduct of your child(ren) when riding the school bus during gym class or for school field trips, you and your child(ren) should read these regulations together. Please keep this form for your records.

Drivers are responsible for and shall expect orderly conduct of students. Students on the bus shall be under the authority of and directly responsible to the driver. If students do not respond to the driver's request for such orderly conduct, the driver shall report this to the Director. Appropriate disciplinary action may be taken as determined by the Director.

THE FOLLOWING IS PROHIBITED:

- Excessive noise, loud talking, yelling.
- Noise or other distracting noises at railroad crossings, or other danger point.
- Putting ANY part of the body or object through an open window.
- Throwing any object in the bus or out of a window.
- Fighting or "roughhousing".
- Not remaining seated.
- Eating, drinking, chewing gum, or littering.
- Transporting animals, pets, or any dangerous object.
- Transporting any glass container.
- Any act of vandalism.
- Use of profane or objectionable language.
- Failure to comply with the driver, teacher, or school appointed chaperone.

Failure to comply with these regulations, in addition to the bus driver's rules for safety and common courtesy, will result in disciplinary action.

By signing the "Consolidated Permission Form" in Gradelink, you acknowledge that you have read, understand, and discussed this policy with your child. You also understand the consequences associated with violations of this policy.

ACCEPTABLE USE POLICY

Local Area Network (LAN) and World Wide Web Access

Clintonville Academy has established and maintains a local area network which provides students with access to a variety of resources including high speed wireless internet, a twenty-computer laboratory, and a state-of-the-art wireless mobile computer laboratory. These resources are intended to enhance the learning experience while here at Clintonville Academy.

In order to maintain the integrity of the network and the safety of the students an Acceptable Use Policy has been developed. This policy must be read and signed electronically through Gradelink by the student and their parent(s)/guardian(s).

1. Use of Network – Purpose

1.1. The intent of the network and all of its resources is to provide students with the integration of technology to enhance their learning experience while teaching them vital technology skills necessary to succeed both today and in the future. The use of the network and its resources by the students must be in support of relevant, educational goals.

2. Vandalism to or Trespassing of the Network or any of its resources

2.1. Students will not commit any form of vandalism, either physical or virtual, to the network, any of its resources, or the operation of the network. This includes, but is not limited to, knowingly downloading a virus, damaging keyboards or mice, unplugging any network resource, or altering or destroying any file(s) on the network, other than their own.

2.2. Students will not gain access, or attempt to gain access, beyond their authorized domain. This includes, but is not limited to, attempting to “hack” any restricted part of the network or using another user’s password, with or without permission, to gain access to their drive.

3. Unacceptable Uses of Network and/or Internet/World Wide Web (WWW)

Students will not use the school network or any of its resources to:

3.1. Violate any federal, state, or local laws;

3.2. Violate any school board policy or any policy contained within the student handbook;

3.3. Access, create, display, distribute, download, duplicate, share, or upload any material that is harmful to people, especially minors, including, but not limited to, material containing obscenities, profanity, pornography, or material that promotes discrimination, illegal acts, or violence;

3.4. Create, display, distribute, download, duplicate, install, share, store, or upload copyrighted software, shareware, freeware, or any other material covered by federal copyright laws;

3.5. Conduct commercial activity (including buying, selling, trading, or other means of financial gain), political lobbying, or any other illegal activities;

3.6. Cheat or commit plagiarism.

3.7. Send, retrieve, or post any personal information about themselves or any other person. This includes, but is not limited to, a student’s full name, home address or phone number, the student’s school address or phone number, etc.

3.8. Download files from the internet without permission of the network administrator. Once a file has started downloading, the only person who can delete the file is the network administrator.

4. Accidental Access of Inappropriate Information

4.1. If a student inadvertently accesses inappropriate information, they should use the “Back” button on their browser and immediately inform the network administrator or their classroom teacher. Due to ill-intended individuals who create some websites, students can be misled and unknowingly rerouted to an unintended destination. By reporting this, they can protect themselves and others from potentially accessing the unintended site in the future.

5. Waiver of Privacy

5.1. Due to the need of Clintonville Academy to insure compliance with this Acceptable Use Policy and the inherent vulnerability of the security in some networks, students and parents understand that any information accessed, created, distributed, downloaded, shared, stored, or uploaded may be reviewed at any time without consideration of any reasonable suspicion that the Network or any of its resources contain evidence of a violation or violations of the Acceptable Use Policy, the student handbook, and federal, state, or local laws.

5.2. Clintonville Academy and the network administrator will cooperate fully with legal authorities in regard to any investigation of illegal activities believed to be conducted on or through the school network.

6. Network Disclaimer

6.1. Clintonville Academy, the network administrator, and any contracted outside agencies related to the network will make every reasonable effort to maintain the integrity of the network and its resources. However, the above said asserts no guarantee that the network and its resources will be free from error. The above said are not responsible for any damage to the user as a result of network use. This includes, but is not limited to, loss of data, services, or other network related damages.

7. Email Address

7.1. Students in grades 2-8 will be assigned an email address through Clintonville Academy. They will use this email address as instructed by their classroom teacher and technology teacher. When instructed, the email address and documents related to their Gmail/Google account can be accessed from home. Everything stated in this Acceptable Use Policy extends to the use of their school email.

PERMISSION

Student's Section:

By signing, I state that I have read and understand the Acceptable Use Policy attached and agree to follow this policy. I also understand that the use of the network and its resources is a privilege and may be terminated if I fail to follow any part of this policy.

Student's Printed Name: _____ (sign via Gradelink) Student's Grade Level: (on file) _____
Student's Signature: _____ (sign via Gradelink) Date: (on file) _____

Parents' Section:

Acceptable Use Policy Acknowledgement:

I have read and understand the "Acceptable Use Policy" for Clintonville Academy. I am aware that any violation of this policy on my child's part will result in loss of network privileges and appropriate disciplinary actions set forth in the student handbook. I also understand that this form will be kept on file at the school throughout the duration of the current school year.

Internet Permission – Please check in Gradelink:

I hereby give my permission for my child to access internet via the school network

If you do not want your child to access the internet via the school network, please notify Mrs. Johnson in writing: jjohnson@clintonvilleacademy.org.

Parent Printed Name: _____ (sign via Gradelink)
Parent Signature: _____ (sign via Gradelink) Date: (on file) _____

By signing the "Consolidated Permission Form" in Gradelink, you acknowledge that you have read, understand, and discussed this policy with your child. You also understand the consequences associated with violations of this policy.



CLINTONVILLE ACADEMY 2021-2022 COVID Policies & Procedures

Last updated August 1, 2021

We had tremendous success during our 2020-2021 school year as we worked together to protect our staff and students from COVID19 while conducting in-person school 5 days per week!

We are building on the success of keeping student and staff safety our top priority while working to bring back many of our C.A. traditions and experiences. Each month our Administration and Board will evaluate current policies and procedures and may make changes in response to evolving conditions, data about the status of the pandemic, and recommendations and guidance from public health authorities.

Your flexibility will continue to be crucial as we move forward to keep our C.A. community healthy.

MASKING

- We will begin the school year with mask requirements in place. These may change in response to COVID in our community and the potential of a vaccine option for our families.
- All students and staff will be required to wear masks while indoors and when riding the bus. *Please see the note below regarding lunch policies and outdoor recess.*
- Fully vaccinated teachers may remove their masks during reading and spelling instruction when educationally necessary.

HANDWASHING | SANTIZING

- We will continue with enhanced handwashing/sanitizing protocols. This includes, but is not limited to, students being required to sanitize when they use the restroom, arrive at school, before and after eating, before and after recess, and before and after moving to a new classroom for a special class, as well as, before and after any group activities or any time a teacher deems it necessary.

SURFACE CLEANING

- Desks/tables will be sanitized before and after eating.
- Desks/tables will be sanitized between classes if a different group of students will be occupying those spaces.
- Classroom surfaces will be thoroughly sanitized at the end of each day.
- High touch surfaces such as bathroom faucets and recess doors, will be sanitized regularly throughout the day.

SICK POLICY

- Temperatures should be taken daily at home. Students with temperatures above 100.0 (unmedicated) should stay home.
- If anyone in your family is advised to quarantine, you must notify Mrs. Liggett and the homeroom/classroom teacher. We will work to support you and your student during this extended absence.
- We understand that not all coughs or runny noses are due to COVID. All CA community members who have a slight cough, runny nose, or sneezing but are fever-free (without meds), generally feel well, and have not been exposed to COVID19, may attend school.

- Students exhibiting any of the following symptoms should stay home:
 - Fever of 100 degrees or higher
 - Chills
 - Consistent cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Nausea or vomiting
 - Diarrhea

POSITIVE COVID TEST | QUARANTINES

- Families must report any positive student COVID cases to Clintonville Academy as we are required to report to Columbus Public Health.
- C.A. will work with Columbus Public Health and follow the most current quarantine procedures.

DROP OFF | PICK UP

- To minimize additional exposure, we will encourage families to utilize the turnaround or outdoor awnings for drop off and pick up. Please see detailed notes on pages 13-14 in Student Handbook for times and procedures.

LATCHKEY

- Morning latchkey will resume in the cafeteria and outdoors (weather permitting).
- Students will be required to wear masks during indoor latchkey.

DRINKING FOUNTAINS | WATER BOTTLES

- Students will not be permitted to use water fountains. Each student should bring a refillable water bottle to school daily. They may refill from the water bottle station as needed. The hands-free water bottle station will be sanitized regularly throughout the day.

REINSTATED ACTIVITIES

- The following activities will resume: flag ceremony, buddies, projects with combined grades, music class, field trips, off site Physical Education, etc.
- If COVID numbers are significantly elevated in Franklin County, we may temporarily suspend some activities.

FLAG CEREMONY

- We intend to hold in-person flag ceremony each morning.
- If COVID numbers are significantly elevated in Franklin County, we may hold virtual flag ceremony via Zoom.

RECESS

- Masks will not be required for outdoor recess. Grade clusters (PK-2nd, 3rd-5th, 6th-8th) will be allowed to mix on the playground and any time we are outdoors.

- If COVID numbers are significantly elevated in Franklin County, we may temporarily isolate each grade to a specific area of the playground.

LUNCH

- Grade clusters will eat in the lunchroom. We will seat single grades at each table.
- Tables will be sanitized between groups.
- Lunch periods will be quiet and minimal talking will be permitted as was the policy pre-COVID.
- If COVID numbers are significantly elevated in Franklin County, we may temporarily return to eating in classrooms.

FIELD TRIPS | OFF SITE P.E. ACTIVITIES

- Offsite activities for Physical Education will resume whenever possible.
- Students will be required to wear masks while on the bus and during any indoor field trip.
- Chaperones will be invited to attend most field trips. Chaperones will be required to drive separately.

VISITORS | VOLUNTEERS

- All visitors and volunteers will be required to wear a mask when indoors.
- Parents may again volunteer during school hours.
- All other visitors will be reduced and may be restricted at times.

ADDITIONAL PROTOCOLS

General Operations:

- Hand sanitizer stations in each classroom and at entrances/exits.
- Disinfectant kits available for teacher use in each classroom.
- Infrared no-touch thermometers will be available for temperature screening.
- Signage with reminders of best hygiene practices
- 20-second, no-touch timers at each sink
- More frequent sanitizing of desks, tables, doors, railings, faucets, and other commonly touched surfaces. Items in common areas (faucet handles, door handles, phones, etc) will be cleaned by office staff.
- Thorough cleaning and sanitation of bathrooms each evening.

Technology:

All students will be assigned to a specific Chromebook for use within the classroom. Sharing will not be allowed. Chromebooks will be sanitized regularly.