



CLINTONVILLE ACADEMY

Student Handbook and Policies
2024-2025

TABLE OF CONTENTS

I.	INTRODUCTION – Philosophy_____	3
II.	EDUCATIONAL PROGRAM_____	4
	A. Grade Level Requirements____	4
	B. Class Descriptions_____	5
III.	SPECIAL FEATURES_____	6
	A. Cougar Courier_____	6
	B. C.A. Today_____	6
	C. Report Cards_____	6
	D. Gradelink_____	6
	E. Enrichment/Field Trips_____	6
	F. Middle School Socials_____	6
	G. Interscholastic Sports_____	6
	H. Community Service_____	6
IV.	POLICIES AND PROCEDURES_____	7
	A. Non-Discriminatory Policies____	7
	B. Enrollment_____	7
	C. Attendance & Appointments____	7
	D. Tardiness_____	8
	E. Health Requirements_____	8
	F. Safety_____	8
	G. School Closings_____	9
	H. Promotion and Retention_____	9
	I. Student Records_____	9
	J. Homework_____	10
	K. Achievement Tests_____	10
	L. Lunch_____	10
	M. Bicycles_____	10
	N. Parent Involvement_____	11
	O. Payment of Tuition_____	11
	P. Monthly Statements_____	11
	Q. Library_____	12
	R. Dress Guidelines_____	12
	S. Cell Phone Policy_____	14
	T. Permission for Field Trips_____	14
	U. Arrival and Pick Up_____	14
	V. Latchkey_____	15
	W. Parking_____	16
	X. Lockers_____	16
	Y. Grading Scale_____	17
	Z. Highest Honors / Honor Roll____	17
V.	DISCIPLINE POLICIES_____	18
	A. Rules_____	18
	B. Penalties_____	19
	C. Conduct_____	21
VI.	BULLYING_____	22
VII.	ACCEPTABLE USE POLICY_____	23

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 instruction by specialists in foreign language study, computer literacy, art, music, physical education, and production. The underlying philosophy of the school is to promote positive parent/guardian 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/guardians 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:

The curriculum focuses on reading readiness, mathematics, science, and social studies at early childhood education levels. Specialized instructors provide instruction in foreign language, visual arts, physical education, music, and STEM.

Kindergarten Through Grade Eight:

Students receive dedicated instruction time in language arts, mathematics, reading, science/health, and social studies. Lower elementary grades place an additional focus on handwriting, utilizing the D’Nealian method, with students transitioning to cursive in the 2nd grade. In addition, all grade levels receive instruction in physical education, art, music, foreign language, and in our innovation-focused STEM and Makerspace Lab.

Our instructional schedule exceeds state requirements, offering students additional learning opportunities across all subjects.

B. Class Descriptions

Language Arts:

Classes focus on grammar, usage, mechanics, spelling, and emphasize writing skills. Students engage in a variety of writing assignments to enhance their communication abilities.

Mathematics:

Mathematics classes introduce fundamental concepts and essential skills, with significant time devoted to problem-solving and proficiency in both metric and English measurement systems. Eighth-grade students have the opportunity to take a high school-level algebra course.

Reading:

Individualized reading instruction targets skills in comprehension, vocabulary building, reference and study techniques, and literary analysis. We implement Science of Reading principles and Orton-Gillingham techniques to ensure effective reading and spelling instruction.

Social Studies:

Social studies classes explore topics ranging from local to international geography, history, economics, sociology, government, and anthropology, promoting a comprehensive understanding of our world.

Science/Health:

The science curriculum encompasses biological, earth, and physical sciences. Students engage in hands-on laboratory experiences that build a solid foundation of scientific knowledge and methods while exploring vital health topics relevant today.

Computer Literacy:

All Pre-K through Grade Eight students are issued a Chromebook for school use. Technology literacy is integrated into daily academic activities, equipping students with essential digital skills.

Music:

Students attend two 30 to 40-minute classes per week focusing on music theory, appreciation, singing, and playing simple rhythmic and melodic instruments. We host winter music programs and a spring musical, along with trips to concerts as part of our music enrichment.

Instrumental Music:

Third and fourth graders are introduced to various instruments, including recorders, bucket drums, and boom whackers. Fifth graders learn the ukulele, while sixth through eighth graders participate in band, requiring students to rent or purchase an instrument.

Visual Arts:

One 40- to 90-minute class per week allows students to explore diverse art activities that connect with material learned in other subjects. The curriculum includes art history, painting, charcoal sketching, collage, pastels, art criticism, visiting artist presentations, and field trips.

Physical Education:

Students engage in 45 to 90 minutes of physical education each week, participating in team games, swimming, and the President's Physical Fitness Test as part of their curriculum.

Foreign Language:

Beginning in Pre-Kindergarten, students attend two classes per week focusing on vocabulary building and simple grammatical structures through a hearing/speaking approach. Emphasis is placed on pronunciation and intonation. Sixth, seventh, and eighth graders cover material from a first-year high school Spanish curriculum.

FabLab:

Students participate in the FabLab once a week, an innovative STEM and Makerspace class where they learn, create, and experiment through hands-on activities. This program fosters critical thinking and problem-solving through creativity and innovation using both high-tech and no-tech tools.

The instructional times outlined in this educational program vary by grade level, ensuring a tailored educational experience for each grade.

III. SPECIAL FEATURES

- A. **The Cougar Courier** – Clintonville Academy’s weekly newsletter informs parents/guardians of the subject matter being covered in each area of the educational program and of upcoming dates. Current and past editions of the Cougar Courier are available on Gradelink.
- B. **CA Today** – 2-3 times per week a mass email goes out to all families telling everyone about the day’s news, such as fundraising information, practices, birthdays, and thanks to parents/guardians for extra help.
- C. **Report Cards** – Progress reports are made at nine-week intervals throughout the year. Teachers’ written comments on the student’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 in grades 2-8. Teachers make a serious effort to contact parents/guardians anytime a student is experiencing difficulty. Report cards are held if parents/guardians are not current with any financial obligations.
- D. **Gradelink** – Clintonville Academy uses an online portal for parents/guardians to access their student’s assignments, grades, calendar, report cards, and more. Upon enrollment at CA, families will be provided with an account. Parents/guardians can login at <http://www.gradelink.com>. School ID: 1287
- E. **Enrichment/Field Trips** – Clintonville Academy students enjoy a wide array of enriching experiences including drama presentations, musical programs and guest speakers. Students take trips to such places as COSI, the Columbus Zoo, and Glen Helen. Costs associated with the trips are passed along to families.
- F. **Middle School Socials** – Dances are planned by Student Council representatives and are held two to three 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 day camp and the spring overnight trip are important to middle school team building.
- G. **Interscholastic Sports** – Parents/guardians and the Parent Association sponsor and coach sports programs. Depending on parent/guardian and student interest, middle school students have a variety of competitive sports from which to choose: fall soccer, basketball, girls’ volleyball, and indoor soccer. K-5 students may have an opportunity to play indoor soccer during the winter.
- H. **Community Service** – Service to the community is emphasized in many ways. Throughout the year we work with a variety of organizations that serve our community.

IV. POLICIES AND PROCEDURES

A. Non-Discrimination Policy

The board of Clintonville Academy has adopted the following non-discriminatory policies:

Clintonville Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

Clintonville Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

B. Enrollment

Clintonville Academy offers instruction to students in Pre-Kindergarten through grade 8. A teacher-student class ratio of 1:10 for PreK, 1:16 for Kindergarten, and 1:18 for grades 1-8, provides greater opportunity for individualized learning and permits accelerated programs when appropriate.

Students shall be admitted by action of the Director, 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 granted pending review of the records. Continuing students and/or their siblings are given first consideration. Any openings are then made available to new applicants.

Students 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.

Students enrolled through the EdChoice Scholarship program are subject to all policies and procedures listed in this handbook in addition to rules set forth by the Ohio Department of Education and Workforce.

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

Students with diverse learning needs are considered for admission following an evaluation of their individual requirements and the resources available within our staff. While we do not provide direct services for IEPs, accommodations will be made when possible for students with IEPs or 504 Plans, based on our ability to meet the necessary support for their success.

C. Attendance and Appointments:

Consistent attendance is key to a student's academic success. Students are expected to attend school every day unless there is a valid reason such as personal illness, severe family illness, or a death in the family. EdChoice Scholarship recipients must follow state-mandated attendance rules to maintain their scholarship.

If a student is absent, missed work should be completed within the same number of days as the absence (e.g., two days missed = two days to make up the work).

Vacations during school days are discouraged. If unavoidable, please notify the office at least one week in advance. Teachers may provide work ahead of time; otherwise, it must be completed after returning, based on the number of days missed.

Illness: Parents/guardians should call or email the school by 9:00 AM if a student is sick. Include the nature of the illness, and send a note or email with the student upon their return. Communicable illnesses must be reported within 48 hours. Students must be fever-free without medication for 24 hours before returning to school. A temperature of 100.4 or higher is considered a fever.

Medical and Dental Appointments: Schedule appointments outside school hours when possible. If your student must leave during school hours, please follow these steps:

- Notify the office by note or email (or one day prior for early morning appointments). Include the student's name, grade, appointment time, and the name of the adult accompanying them.
- The adult must sign the student out and back in at the office.

Contact Information: Please notify us of absences by calling 614-267-4799 or emailing attendance@clintonvilleacademy.org.

D. Tardiness

The school day begins at **8:00 AM** with the flag ceremony. Students must be in the lunchroom by this time. Those arriving after **8:00 AM** will be marked **TARDY**. Students arriving after 8:00 AM should report to the office with an adult to pick up a tardy slip.

- Students arriving before **10:30 AM** due to a medical appointment will be marked **tardy-excused** if they provide documentation from the doctor's office.
- Students without a medical excuse will be marked **tardy-unexcused**.

Our goal is to have students in class – this is critical to their success. Excessive tardiness disrupts learning and impacts academic performance. Each tardy counts as 0.15 of an absence. Repeated tardiness results in absences accumulating and may result in disqualification for the EdChoice Scholarship program or require an in-person meeting with the Director.

E. Health Requirements

Requirements for vaccination and immunization of students shall conform to the current requirements of the Ohio Department of Education and Workforce. The school nurse shall maintain complete and timely health records on each student and shall notify parents/guardians of students whose immunizations do not meet requirements. Within a reasonable time after such warning, that student shall 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/guardians regarding any medical needs of the students enrolled.

F. Safety

The health and safety of our students 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.

Students who arrive at school before 7:45 AM must be under the supervision of the school's Latchkey Program. Likewise, students remaining at school past 3:25 PM (or after dismissal on a 2:00 dismissal day)

must participate in the after-school Latchkey Program. See “Latchkey Program” item “V” under Policies and Procedures.

Students may not wait outside for parents/guardians after school in order to avoid a Latchkey fee. If students are seen waiting after the safety patrols come inside at the end of the day, they will be called inside and sent to Latchkey.

G. 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 or designated person will send a school-wide email and notify local media prior to 7:00 AM. Clintonville Academy will be listed independently as we do not follow other district closings.

In the event that it becomes necessary to close the school during the day, a school-wide email will be sent. Most often, if Columbus City Schools close, Clintonville Academy will close.

H. Promotion and Retention

Students are typically promoted to the next grade level at the end of each school year. However, if a student has not made sufficient progress, they may be retained at their current grade level. If retention becomes a possibility, the teacher(s) will notify the parents/guardians, and together, they will determine steps to support the student’s promotion. If the student’s progress remains unsatisfactory, the staff may recommend retention to the Director, who will make the final decision.

Specific regulations regarding failing grades 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 two quarters may require a conference with parents/guardians, teachers, and Director, if deemed necessary to prevent further academic struggles.
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.

PRIMARY GRADES (K-3)

1. Unsatisfactory performance in reading, math, or readiness skills may warrant consideration for retention.

I. 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/guardians, records from previous schools, and any other material that the teacher feels should be included.

Any student 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.

J. Homework

Homework expectations vary by grade level. It is expected that students in grades 2-8 will have assignments to complete at home on most days. The average time spent should range from **15 to 60 minutes per night** for primary grades and **60 to 90 minutes per night** for upper grades. However, this is a guideline, as individual assignments and student work habits may cause variations. Homework is designed to reinforce students' understanding of the material taught in class. Teachers at each grade level will coordinate to ensure the workload is manageable and not excessive.

Middle School: Middle school students are required to turn in all homework at the times designated by their teachers. Repeated failure to submit completed homework on time may result in a **7:15 AM detention**. Additionally, students may serve lunch detention due to incomplete or missing homework.

Dishonesty in completing homework or tests is a serious offense and will lead to disciplinary actions.

K. Achievement Tests

Academic achievement is tested annually. Grades K through 8 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 parents/guardians.

All students in grades 5 and 8 will take the Ohio's State Test for Science.

L. Lunch

Students should pack a lunch and snack every day. On most Fridays, we will offer personal-sized pizzas for sale. Orders must be placed by Wednesday at noon each week and will be invoiced monthly, with payment due in Gradelink.

Each student will enjoy a supervised 20-minute recess followed by a 20-minute lunch period.

Soda and candy are not permitted. Exceptions are made for class parties and after Snack Cart on Friday.

Eighth graders will have the option for a special lunch once per week. Parents/guardians will be contacted to assist with pick-up if necessary, and we will finalize this arrangement at the start of the year.

Forgotten Lunch Policy: If a student forgets their lunch, we will contact you to bring or send lunch. Please note that extra food for students who are still hungry will not be available, so it's important to pack enough for your student.

Lunch Times:

- PreK-2nd Grades: 12:00 - 12:20 PM
- 3rd-5th Grades: 12:20 - 12:40 PM
- Middle School: 11:40 AM - 12:00 PM

M. Bicycles

Students 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 should tamper with bicycles during the day. Failure to follow these rules will result in disciplinary action. Parents/guardians must assume responsibility for the safety of their student riding a bicycle to school.

N. Parent Involvement

To keep tuition costs as low as possible, some essential services for the school's operation are provided through volunteer programs. We ask that all families volunteer 4 hours during any of the following events: Summer Cleaning, Winter Cleaning, Spring Beautification, or Funfest.

Parents/guardians also have the option to apply for the Service Credit program, which is managed by the Parent Association. Families participating in the Service Credit program will receive a reduced tuition amount and are responsible for fulfilling their Service Credit agreements.

The Service Credit agreements include completing assigned roles designated by the Parent Association President. If families participating in the Service Credit program cannot meet their Service Agreement commitments, they may be required to work additional hours or pay for each missed tuition credit.

O. Payment of Tuition

Tuition may be paid annually or in monthly installments through the GRADELINK/PAYSIMPLE program.

- Annual Payments: Due by July 1st.
- Monthly Tuition Payments: Payments should begin in July and must be completed by May 15th. GRADELINK/PAYSIMPLE will automatically withdraw the payment from a designated 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 digitally sign a proxy form, which allows us to deposit the checks issued by the State of Ohio. The difference between the tuition covered by EdChoice and the tuition required by Clintonville Academy is due monthly.

P. Monthly Statements

Statements are published in Gradelink at the end of the month. All balances are due by the 10th of the following month. 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.*

Monthly statements typically include:

- Tuition Charges *If you have set up an AutoPay Plan, that amount (only) will be automatically drafted and applied to that charge.*
- EdChoice Charges/Payments *(for internal use)*
 - An EdChoice “charge” will be noted on your monthly statement. When we receive the check from the State, it will be applied to that EdChoice charge. *(This appears for internal tracking only).*
 - EdChoice Expansion: We will bill based on your estimated scholarship amount. If your awarded amount differs from what was expected, we will bill or credit the difference.
- Latchkey charges: Will be calculated and billed weekly
- Pizza charges: Will be billed monthly
- Field trips and special events: Will be charged after the trip has completed
- School Supply and Art fee: a fee will be assessed each fall for school-provided supplies and art supplies.

- Physical Education fees: At times throughout the year there will be additional fees for special gym classes such as swimming.

Q. Library

Scheduling: PreK through grade 5 attend 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: Students 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. Each student is responsible for the book(s) checked out in his/her name.

Reference Books: Students 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.

R. Standardized Dress Guidelines

General Policies

- Clothing should be worn as intended, fit properly, and be in good shape without rips or tears
- Tops should cover shoulders, collarbone, and midriff
- Hoods and coats are not to be worn in the building **Cultural and religious headscarves permitted*
- All clothing borrowed from school must be washed and returned to the office

Colors:

- Plaid #55
- Tops: **Solid** navy, gray, light blue, black, or white
- Bottoms: **Solid** navy, black, or tan
- Jumpers/Skirts/Shorts: navy, black, tan, or plaid #55

Tops:

- CA branded t-shirts, sweatshirts, polos, and hoodies
- Non-branded tops: Polo shirts, Turtlenecks, Sweaters
- CA special event tops are permitted on Fridays only (e.g. FunFest, Musical, MS Camp)
- Small non-CA clothing brand logos are permitted (approx. 1 inch or smaller)
- Recommended: Keep a uniform compliant layer at school such as a sweater, cardigan, or fleece

Bottoms:

- Pants may be worn all year
- Shorts may be worn April 1 – October 31
- Short shorts are not permitted
- Grades 6-8: shorts must be fingertip length or longer
- Leggings permissible under uniform skirts, jumpers, or dresses.
- *Not Permitted: Jeans, low-rise, or cargo style*

Jumpers/Skirts/Skorts

- Jumpers, skirts, and skorts must be fingertip length or longer unless worn with shorts or leggings underneath.
- *We recommend students wear shorts or leggings under skirts*

Footwear

- Closed toe. Gym day requires a shoe that is solidly secured.

Gym Day

- **Tops:** Students are issued two "C.A. Phys Ed" shirts. These should be worn on gym days only and are required. Students out of gym uniform may be given a loaner shirt. Students who do not return loaned items or are repeatedly out of dress code will be charged for a new P.E. shirt. Grades 5-8 should bring a uniform-compliant shirt to change into after gym class.
- **Bottoms:** Solid navy, black, or tan sweatpants, athletic pants, or athletic shorts (shorts allowed Apr-Oct).
- Closed-toe athletic shoes should be worn.
- During swim season, students will wear their swim clothes under their PE uniform.

Hair, makeup and head wear

- Hair, accessories, and head wear (such as headbands) should not distract from the learning process
- Basic make-up is only permitted for grades 6-8 (if parents/guardians allow)

Not Permitted:

- Body art, including, but not limited to drawing on oneself with pens, markers, or other writing instruments.
- Hats are generally not permitted. *Exceptions made for Spirit Week and other designated themed days.*

Non-Uniform Days

Throughout the school year, there will be days students are permitted to be out of uniform. The general policies listed above must be met as well as:

- Graphics or messaging must be school appropriate
- Leggings/jeggings may be worn as pants IF tops cover bottom. *Allowable only on non-uniform days.*
- Ripped jeans are not permitted.
- Hats are generally not permitted. *Exceptions made for Spirit Week and other designated themed days*

School Dance Uniform

- Clothing must fit properly and be worn as intended
- References to alcohol, drugs or tobacco use are prohibited
- Bare midriffs, low cut shirts, spaghetti straps are not permitted
- Undergarments must not be visible
- Shorts and dresses must be fingertip length
- If leggings/jeggings are worn as pants, tops must cover bottom

S. Cell Phone and Electronic Device Policy

Cell phones and other electronic devices, including but not limited to portable gaming systems, tablets, USB drives, and digital cameras, should NOT be brought to school, latchkey, or other school sponsored events. However, if there is a need to bring a phone (e.g. walking home, going home with a friend, being picked up by a relative), it MUST be turned off upon arrival and turned into the office or homeroom teacher. Cell phones may be picked up by the student or parent/guardian when the student 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 students. 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 2:50 PM to 6:00 PM) (614) 266-0706

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

First Violation: Verbal reminder

Second Violation: Discipline Warning Issued (*parents/guardians are notified in Gradelink*).
Parents/guardians may have to pick up the phone from the school office.

Third Violation: Yellow Slip and parents/guardians will have to pick up the phone.

T. Permission for Field Trips

We have a universal field trip form to cover field trips during the school year. Notice will also be given for all field trips, including any related cost. There may be additional forms to fill out for extended/overnight field trips.

U. Arrival and Pick Up

Latchkey Drop-off: The building is opened at 7:15 AM for latchkey. (*Refer to next section for additional latchkey details*)

Standard Morning Drop-Off: Parents/guardians 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 students are ready to hop out to allow for as little back up as possible. When leaving, you may only turn right onto Indianola.

Students grades Pre-K through grade 2 should not be dropped off outside of school property to walk unattended from neighboring streets. If your older student (grades 3-8) 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.

Parking on school grounds is not permitted during standard drop off. 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 the owner's expense.

Standard Afternoon Pick-Up: Please use Glenmont, Blenheim, Yaronia, or other neighboring streets.

Dismissal Time:

- PreK & Kindergarten dismiss at 2:55 PM
- 1st & 2nd dismiss at 3:05 PM
- 3rd-5th dismiss at 3:10 PM
- 6th-8th dismiss at 3:15 PM

Park & Walk:

- Grades PK-2: Adults may walk across Indianola and come into the hallway or wait outside. Students will be directed to their designated pick up person.
- Grades 3-8: Please inform older students as to where you will park and they can meet you at your car or you may walk across the street and pick up.
- If you have a handicap parking permit, you may park in the handicap parking spaces at the front of the building. If your student 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.
- If you have students with multiple release times, you may pick up during the last timeslot. Younger students are permitted to wait for older siblings in the main hall.

Latchkey Pick-up: Latchkey operates from dismissal until 6:00 PM. If your student is in the PM latchkey, you may pull into the front lot after 3:30 PM or use the turnaround after 4:00 PM. To ensure the safety of our students, the turnaround is CLOSED when students are outside playing from 3:30 PM - 4:00 PM. *(Refer to next section for additional latchkey details)*

V. Latchkey Program

Students who arrive at school between 7:15 AM and 7:45 AM or who remain after school from 3:15 PM to 6:00 PM are required to participate in the school's Latchkey Program. This program provides structured and supervised childcare exclusively for Clintonville Academy students.

All latchkey activities will be overseen by trained personnel. Before-school activities will consist of quiet, seated activities indoors, supervised play outside, and a designated quiet homework time. Students should bring a snack for latchkey.

Latchkey Charges: Charges for the latchkey program will be added to your monthly invoice.

Latchkey Probation: Students who repeatedly violate the rules during latchkey may be placed on Latchkey Probation. This decision will be made at the discretion of the Director.

Latchkey Phone: 614-266-0706 (2:50 PM-6:00 PM)

Morning Latchkey –

- Begins at 7:15 AM
- Flat fee of \$3.50 per student, per morning used
- Students should check in when they arrive using the rear double doors (unless latchkey is outside).

Afternoon Latchkey–

- Begins at dismissal and runs until 6:00 PM

- Any student not picked up at dismissal will go to latchkey (fees will apply)
- Students **MUST** be signed out with the latchkey attendant. Failure to sign out may result in being charged from dismissal until 6:00 PM.
- During good-weather days, students will be outside until 4:00 PM. The turnaround will be **CLOSED** when students are outside.
- Highest Bidder and Visitor Spaces are **NOT** available 2:30 PM- 3:30 PM
- Cost \$3.50 per half hour

W. Parking

There are 4 parking options for you before and after school:

- Glenmont Avenue to the no-parking signs (*please do not block driveways*)
- Blenheim Road (*south of the school*)
- Wynding Drive (*off of Glenmont just past the curve*)
- Yaronia Drive (*just north of the school*)

Glenmont has a no-parking zone at the curve because it becomes a blind corner and can easily cause an accident or injury if drivers must go around the illegally parked vehicles.

School Parking Spaces:

Highest Bidder Parking: The first parking space in the front lot is reserved for a different family each month during the following designated times:

- **Morning:** 7:30 AM - 8:00 AM
- **Afternoon:** 2:30 PM - 3:30 PM

This reservation is part of our spring fundraiser conducted at the Silent Auction. We respectfully request that all community members refrain from utilizing this parking space during the specified hours to ensure the designated family's access.

Visitor Parking: This space is reserved for visitors, however, if you are dropping off late or picking up early, please feel free to use this space.

Rear Lot: This lot is reserved for school staff and daily volunteers.

No Parking: 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.

X. Lockers

Students 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 the locker property of classmates and keep lockers neat at all times. Any student using a combination lock (key locks are not permitted) must turn in the combination to the office.

Y. Grading Scale

Clintonville Academy utilizes a combination of grading scales.

PreKindergarten through Grade One exclusively uses a 1-5 scale:

- 5: Mastery Consistently Observed
- 4: Steady Progress Toward Mastery
- 3: Demonstrates Some Independence and Skill
- 2: Introductory; Beginning to Understand
- 1: Not Apparent at this time
- NA: Not Applicable or Not Yet Tested

Grade Two through Grade Eight uses a combination of the 1-5 scale and a traditional 10-point grade scale:

- A+ 97-100% A 93-96% A- 90-92%
- B+ 87-89% B 83-86% B- 80-82%
- C+ 77-79% C 73-76% C- 70-72%
- D+ 67-69% D 63-66% D- 60-62%
- F 59% or lower

Z. 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 any subject disqualifies a student from academic honors.

V. DISCIPLINE POLICIES

At Clintonville Academy, we strive to provide a positive learning environment for all students. Our discipline approach is based on Restorative Practices, which focus on resolving conflicts through communication and understanding. Techniques such as group discussions and reflective conversations help students recognize their behavior and its effects on others. This method promotes accountability and personal growth by encouraging dialogue between those involved in a conflict.

The main goal of our discipline policy is to foster a respectful school culture that supports individual development and addresses conflicts effectively. By doing so, we aim to maintain a safe and productive learning environment for all students.

In instances where further discipline is necessary, our plan includes general rules applicable in all areas of the school, as well as specific rules for the playground, lunchroom, restrooms, classrooms, and all school-related functions. Rules marked with an asterisk (*) may result in a yellow slip and, if considered major violations, will incur consequences deemed appropriate by the Director. All other rule violations will result in the student's name, the date, and the behavior being documented as a Discipline Warning in Gradelink. Please refer to Section C below for more details about Official Discipline Warnings and Yellow Slips.

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 person's property.
4. *Use appropriate language; no profane or vulgar speech or signs.
5. *Show respect to all CA community members.
6. *Do not show any inappropriate displays of affection.
7. *Once parents/guardians leave students in the hands of the staff, students must remain on school grounds until dismissed by adults in charge.
8. Cell phone use is prohibited while on school grounds.

PLAYGROUND RULES:

1. Follow directions of the adult on duty.
2. Restrict activities to designated areas.
 - No chasing playground balls over the fence. Students may NOT leave school property to retrieve playground balls, frisbees, or other play equipment.
 - Do not go down the driveway past the school bus.
 - Stay out of the staff parking lot.
 - \$15.00 *may be charged* for balls kicked onto the roof or over the fence.
3. *No fighting
4. Do not throw snowballs, mulch, or rocks.
5. Use playground equipment as intended.
6. End all activities immediately at the signal and line up in an orderly manner.

LUNCHROOM RULES:

1. Quiet voices, appropriate behavior, and manners are expected.
2. Stay seated until the adult on duty excuses you.
3. Sharing food is not permitted.

4. Food should not leave the lunchroom.
5. Clean your space before leaving the lunchroom.
6. * Food throwing is not permitted.
7. Candy and soda are not permitted at lunch or snack. *(note: candy is often permitted following Friday snack cart)*

RESTROOM RULES:

1. Use restrooms for the intended purpose.
2. Help keep restrooms clean.
3. Do not put anything other than toilet paper in toilets.
4. Do not climb over or under stalls.
5. Respect the privacy of others in the restroom.
6. * No destruction of property

CLASSROOM RULES:

1. Follow directions and be respectful.
2. Ask permission to leave the classroom.
3. Be ready to work when the class begins.
4. Do not demonstrate behavior that might disrupt the learning process.
5. * Cheating is prohibited.
6. Use classroom technology as intended.

BUS RULES:

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.

1. Students must remain seated and keep aisles clear.
2. No excessive noise, loud talking, or profane/objectable language.
3. No noise or other talking at railroad crossing or other danger points.
4. No putting any part of the body through an open window/throwing anything out of the window.
5. No fighting or roughhousing.
6. No throwing any object inside the bus.
7. No eating, drinking, or littering.
8. No glass containers.
9. * No act of vandalism.

B. PENALTIES

Official Discipline Warning vs. Yellow Slip

Rules not marked with an asterisk are “**warning**” offenses.

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

Official Discipline Warnings

When a rule that is not marked with an asterisk is broken, the incident will be documented in the student's discipline file in Gradelink, and one to two points are subtracted from the quarterly conduct grade. The number of points deducted will be at the discretion of the reporting staff member or the director, based on the severity of the offense, prior verbal warnings, and/or the recurrence of the behavior.

Repeated Official Discipline Warnings for the same behavior may result in a Yellow Slip or lunch detention.

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 student's discipline file on Gradelink, and acted upon in the following ways:

- **1st yellow slip:** Parents/guardians are notified, 10 points are subtracted from conduct grade.
- **2nd yellow slip:** Parents/guardians are notified, 15 points are subtracted from the conduct grade.
- **3rd yellow slip:** The Director contacts the parents/guardians, 30 points are subtracted from the conduct grade, the student is placed on disciplinary probation.

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

Major Violations, Probations, Suspension, Dismissal:

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

Probations: A student is placed on probation for major violations of school rules at the discretion of the school Director. Probation is in effect for the determined amount of time. Violation of probation terms will lead to suspension or dismissal.

Suspension: A student is placed on suspension for violation of probation terms during probation or for any major violation of school rules as determined by the Director and requires a parent/guardian conference with the Director. A probation period will follow any suspension. A suspension will result in a 25-point deduction from the conduct grade regardless of the suspension length. Students must collect missed assignments and complete all work. Violation of suspension-probation terms may lead to dismissal.

Dismissal: If it is deemed that a student's continuation at Clintonville Academy would not be in the best interest of the student and/or the school community, they will be dismissed from the school. If parents/guardians 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. Bullying (*see Section VI*)
2. Harming oneself or another person or their property
3. Gross insubordination
4. Dishonesty in test taking or preparation of class assignments
5. Possession, use, or distribution of any drugs, alcohol, or tobacco products
6. Possession of any dangerous object that might be used as a weapon
7. Leaving school grounds without permission
8. Stealing
9. Vandalism
10. Turning on fire alarm or setting off a fire extinguisher without an emergency

C. CONDUCT SCORE

Clintonville Academy encourages students to maintain excellent conduct throughout the school year. Good behavior is celebrated and rewarded through various incentives and activities. Participation in these activities is determined by the student's conduct score and adherence to school rules. These conduct scores are also reflected on student report cards.

Free Time:

- During each grading period, students who have achieved a conduct score of 94% or higher will be rewarded with a 30-minute recreation period, referred to as "Free Time."
- Students who become ineligible due to yellow slips or conduct scores below the required thresholds will participate in supervised study halls during these free periods.
- Teachers are encouraged to offer additional free time when their class has "Ten Perfect Days." A class achieves a perfect day when there are no discipline warnings or yellow slips. Once the class accumulates ten perfect days, they can, at the discretion of the teacher, have 15 minutes of additional free recreation time. The ten days do not need to be consecutive.

Participation in off-site activities, such as field trips, is at the discretion of the Director and will also be influenced by a student's conduct score and overall behavior.

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.

Definition of Bullying used in this document: 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, gossiping, coordinated social isolation, defamation.

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, 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, attacks to someone's reputation, defamation.

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 semi-annually. Reports of all Board Meeting minutes will be stored in the office for parents/guardians to view if they desire.

VII. 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 a Chromebook and high speed wireless internet. 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, and the student’s school address or phone number.
- 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/guardians 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 will be assigned an email address through Clintonville Academy. They will use this email address as instructed by their classroom 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.
- 7.2. Email is to be used for school purposes only. Students should not communicate with outside parties, including parents and guardians, during the school day unless instructed by a teacher to do so. If a student needs to reach a parent or guardian, they may use the school telephone.

PERMISSION

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

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 student'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 student to access internet via the school network

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

Parent/Guardian Name: _____ (sign via Gradelink)

Parent /Guardian 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 student. You also understand the consequences associated with violations of this policy.

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