

**A+ Arts Academy Student
Parent Handbook
270 S. Napoleon Ave.
Columbus, Ohio 43213
(614) 338-0767**

Dear Students and Parents:

On behalf of the administration and staff, I would like to welcome you and your child to A+ Arts Academy for the 2011-2012 school year. As Principal, I am looking forward to another successful year. Our staff's goal is to provide learning experiences and activities that will motivate our students to absorb knowledge like a sponge, digest and assimilate the knowledge received and then apply it in practical meaningful ways. In short, we want our students to "think outside the box".

All students are expected to be punctual, alert and ready for the academic challenges of the day. Our school day begins at 7:45 a.m. and concludes at 3:30 p.m. Punctuality is a vital part of the learning process. Excessive absenteeism and tardiness are the two greatest foes to success in school. We are proud to have a 92% attendance rate; however, the state requires us to hit the 93% mark; therefore, this year excessive absenteeism and tardiness will be dealt with immediately in order to help students experience academic success.

The A+ Arts Academy Parent and Student Handbook serves as our road map to success. All of our services, policies, student requirements, and parental expectations are outlined in this handbook. We encourage you to review this handbook with your child. Pay close attention to the cell phone and dress code policies. These policies enable us to make sure our focus is on academics rather than popularity and classroom distractions. Please keep this Handbook close so that you can use it as needed.

In the event that your child is required to have a prescribed medication during the school day, you will find a copy of the Administration of Medicine Form at the end of the handbook. Please remove it when you go to your child's doctor, have them sign it and return it to the school.

Please sign the signature page acknowledging that you have read and understood the A+ Arts Academy's policies and procedures.

As always, I look forward to your active participation in your child's education this year.

Sincerely,

David Fant, PhD
Principal

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STAFF DIRECTORY

We are proud of the A+ Arts Academy staff. They are a committed group of individuals who work to support all students in their academic growth. We believe communication between home and school is an essential ingredient to student academic success. So, please feel free to e-mail or phone your child's teachers, as needed.

Name	Title
Carolyn Berkley	Superintendent
Reginald Edwards	Director of Technology
Michelle White	SOES, EMIS Corrd., and Asst. Treasurer
Aley Wilson	Administrative Assistant – Middle School
Dr. David Fant	Principal – Middle School
Charles Traylor	Dean of Students
Derek Cade	Math – Middle School
Leondra Drakeford	Math – Middle School
Lois Maughmer	Math – Middle School
Julie Holden	Science – Middle School
Rodney Norwood	Social Studies – Middle School
Vicki Washington	English Chairperson – Middle School
Kisca Sturkie	English – Middle School
Juanita Dixon	English/Title I – Middle School
Shawn McVicker	Intervention Specialist
Brigitte V. Bashore	Intervention Specialist
John Eabes	Art – Middle and Elementary
Cynthia Harrold	Art Aide/Dance Teacher – Middle and Elementary
LaJoyce Daniel-Cain	Music – Middle and Elementary
Wm. Malcolm Fowlkes, III	Principal – Elementary School
Michelle Nazarovech	Dean of Academics – Elementary School
Irma Jackson	Administrative Assistant – Elementary School
Tabitha Conwell	Kindergarten Teacher
Sarah M. Saburi	First Grade Teacher
Eunice Hale	Second Grade Teacher
James Tyson Bell	Third Grade Teacher
Lucy Mitchell	Fourth Grade Teacher
Jermaine Kennedy	Fifth Grade Teacher
Joseph Caserta	Fourth/Fifth Grade Title Teacher

OPERATING PROCEDURES

BELL SCHEDULE

NORMAL HOURS

Enter Bell 7:30 AM **Lunch Bell** 11:22 – 12:07 PM **Dismissal Bell** 3:30 PM

CLASS BELLS

First Period	8:10 - 8:55 AM	Fifth Period	12:10 - 12:55 PM
Second Period	8:58 - 9:43 AM	Sixth Period	12:58 - 1:43 PM
Third Period	9:46 - 10:31 AM	Seventh Period	1:46 - 2:31 PM
Fourth Period	10:34 - 11:10 AM	Eighth Period	2:34 - 3:24 PM

If a student arrives late to school, the student **MUST** report to the office for a pass to enter class.

Emergency Closings and Delays

There are times when A+ Arts Academy will have early dismissals or school closings due to inclement weather or some unforeseen circumstance. Please have an alternative plan for your child whenever there are emergency closings. We follow the Columbus Public School schedule for closing, due to weather. In other words, if Columbus Schools are closed due to inclement weather, we're closed. Emergency closings will be announced on the following television and radio stations, no later than 6:30 a.m.

TELEVISION

ABC - Channel 4
CBS - Channel 10
NBC - Channel 6
FOX - Channel 8

RADIO

WTVN - 610

Early Dismissals

Whenever it becomes necessary for a student to leave school prior to normal dismissal time, the following procedure will be adhered to:

1. Parent/guardian should send a note to school, by the student, on the day of early dismissal.
2. Parent/guardian is required to come to the office to sign the student out of the building.

Note: If someone other than parent/guardian will be picking up the student, parent/guardian must indicate in the note or call the school and give the name of the individual who will be picking up the student. Person will be required to produce a picture ID to staff member before the child will be released.

Fire Drills/Tornado Drills/Lockdown Drills

A+ Arts Academy is bound by the laws of Ohio that require schools to conduct monthly fire drills throughout the school year and tornado drills during tornado season. We also have at least one lockdown drill per year to ensure that the students know what to do in case of a real emergency situation.

Breakfast/Lunch

A+ Arts Academy provides breakfast and/or a hot lunch for sale each day the school is in session. A+ also participates in the National School Lunch program and students who meet the criteria are eligible to receive breakfast and/or lunch at a free or reduced rate. Families must complete and return the lunch forms to the administrative office for review in order to qualify. Breakfast is served from 7:00 a.m. to 7:40 a.m. Students must be ready to enter homeroom at 7:45 a.m. **Students are expected to go through the line for breakfast immediately upon entering the lunchroom.** This will give them ample time to eat and not be tardy to home room. Cell phone use is not permitted at this time,

Lunchroom Etiquette

All school rules apply during breakfast and lunch periods. Students should allow themselves enough time to go to their lockers after eating breakfast to get to class before 7:45 a.m. Students will also go to their lockers before going to lunch and store their books and/or other materials and get coats when weather conditions warrant. No books or materials may be brought into the lunchroom. Students will not push and shove in line or try to “ditch” another student. Students are responsible for cleaning their eating areas, including the floor, before leaving the tables. All trash is to be taken to the trash cans for disposal. Students are encouraged to exhibit proper etiquette during all meals, including but not limited to **speaking in quiet tones.**

ATTENDANCE POLICY

Students are required by law to be in school every day. **Parents will be held accountable for their child's attendance.** A habitual truancy is newly defined by S.B. 181 as **“any child of compulsory school age who is absent without legitimate excuse, for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year”**. Appropriate authorities will be called for trancies. S.B. 181 provides five (5) reasons for excused absences:

- 1. Personal illness of the student.**
- 2. Death in the family.**
- 3. Quarantine for contagious disease.**
- 4. Major illness in the student's family.**
- 5. Religious reasons.**

Exceptions to this policy include:

- 1. Extended period of extreme illness confirmed by a doctor, hospitalization or pre-planned medical treatment confirmed by a doctor.**
- 2. Bereavement.**

To ensure A+ Arts Academy's compliance with S.B. 181, a truancy warning letter will be mailed when a student has missed three (3) consecutive school days without a legitimate documentation as noted in 1-5 above. The student's parent/guardian must attend a conference in order for the student to return to school.

Parent/guardian will receive a truancy letter whenever his/her child has been absent seven (7) consecutive days within a 9-week grading period without a legitimate excuse. The parent/guardian will also be required to come in for a conference.

Tardy

If a student arrives late to school, the student **MUST** report to the office for a pass to enter class. All tardies, excused and unexcused are recorded on the grade card. Disciplinary consequences for tardiness to school are:

- 1. First offense – verbal warning;**
- 2. Second offense – In office conference with student and parent.**
- 3. Third offense – after school detention, parent must pick up student**
- 4. Fourth offense – phone call home; recommendation for suspension**

Tardy to Class

Students are responsible for being in their classrooms prior to the tardy bell for each period. Students who are late to class without a legitimate excuse will receive a lunch detention.

Make-Up Work

Students must make up missing work when they return from an absence. When a student is absent, the parent must understand teachers are using interactive classroom instruction as part of classroom work. When a student is absent, there will be no way to make up that assignment; therefore, no grade can be received. It is the student's responsibility to:

- 1. Get the work from the teachers as soon as he/she returns from an absence.**
- 2. Know the teachers' policies for make-up work.**
- 3. Make up the work as soon as possible in order to not fall behind in the learning process.**
- 4. Suspended students will be required to make-up work; however, they will receive no credit towards the grade for the quarter. (adopted policy for suspensions)**

Withdrawal Policy

Parent/guardian is required to complete and sign a withdrawal form when a student transfers to another school. Teachers must verify that all textbooks and related materials have been returned to school. All outstanding fees, including lunch costs, must be paid in full. Until all materials are turned in and all requirements met, transcripts and other records will remain in the possession of A+ Arts Academy. Official school records will be forwarded to the new school when a "Release of Records" form, signed by the parent, is received from the new school.

A "105 Hours Rule" for Withdrawal

The A+ Arts Academy has adopted the "105 Hours Rule" or 15 days rule in order to be in compliance with ORC 3314.03(a)(5)(b). If a student is absent more than 105 consecutive hours (15 school days) from school without a legitimate excuse, he/she will be withdrawn from the A+ Arts Academy. Should the student wish to return to school he/she must go through the same enrollment procedure as a new student entering A+.

SPECIAL PROGRAMS AND SERVICES

Honors and Awards

A+ Arts Academy knows the importance of recognizing and awarding its students for their accomplishments. Assemblies are scheduled to recognize students for their academic achievements, sportsmanship, musical, artistic and dramatic achievements and writing abilities. Students receive these awards weekly, monthly, quarterly and at the end of the school year.

Student Government

The A+ Arts Academy Student Government gives students the opportunity to develop their leadership abilities. Student Government plays a vital role in planning and implementing school activities and events. Membership is based upon academic and behavioral standards. Students are chosen by an election, illustrating one real life example of the democratic process aligning to Social Studies Content Standards.

Extra-Curricular/Sports

Any student participating in any extra-curricular activities/sports must maintain a 2.0 GPA during the duration of the activity. Students will be expected to turn in a weekly progress report to their instructor/coach. Students who fall below a 2.0 will be denied participation and **must attend tutoring sessions** until he/she improves the GPA.

Tutoring

Due to A+ Arts Academy's high standards for academic excellence, tutoring sessions are offered Monday through Thursday and Saturday for students who need additional time to master instructional objectives. Students will be assigned tutoring sessions based on the following reasons:

1. Not completing homework.
2. Not mastering content/ for example: failing work.
3. Missing classes due to absences.
4. Coming to school late (missing instruction time).

Students who are assigned homework detention will not be permitted to attend any/or all electives or extra-curricular activities on the day of detention. There will be no exceptions.

Special Education

Special Education Services are provided for students who meet the criteria. Any questions or a request for this service may be directed to the Intervention Specialist.

IMPORTANT POLICIES

Telephone Use

A+ Arts Academy office telephones are not available for student use. In case of an emergency, the administrative staff will notify parent/guardian of the emergency and allow student to speak with parent/guardian. Students **will not** be called out of class to receive phone calls unless it is an emergency. Office personnel will take messages and students may be allowed to return the call at lunchtime or between classes in the afternoon, **if warranted. Calling students to the office for phone calls serves as a deterrent for the entire class and interrupts the learning process.**

Immunization Policy

State law requires children to have certain vaccinations or immunizations in order to attend school. Parents/guardians are required to provide immunization records as part of the school enrollment process. Parents/guardians have fourteen (14) days in which to provide documented immunization and vaccination records after the student is enrolled. Failure to provide proper documentation will result in the denial of enrollment of any child as mandated by state law.

Immunizations and vaccinations may be received at the following agencies:

Ohio Department of Health
246 N. High Street
Columbus, Ohio 43215
Phone: (614) 466-4683
E-mail: immunize@odh.ohio.gov

Columbus Health Dept.
240 Parsons Ave.
Columbus, OH 43215
(614) 645-7417

Franklin County Public Health
280 E. Broad Street
Columbus, OH 43215-4562
(614) 525-3160

shots@franklincountyohio.gov

Eye Protection Policy

Appropriate protective eyewear shall be available and used to protect staff, students and visitors against specific hazards. Protective eyewear will be worn to protect against impact, penetration, chemical splash and irritants while engaged in science projects, janitorial services and/or building projects. Teachers and students performing experiments using caustic liquids shall wear appropriate eye protection.

Administration of Medicine by School Personnel

All student medication, prescription and over the counter medicine, **should** be administered at home. When an administration of medicine is required during school hours, A+ personnel may administer medication to the student. In order for this to occur, the parent/guardian must complete one of the A+ Arts Academy's medical forms (included in the enrollment application) giving specific instructions concerning the type and dosage of the medication. This information must be documented and authorized by a physician's signature for prescription medication. A+ will maintain a log indicating dates, times, dosages and name of person administering the medicine. Medicine, including aspirin, must be kept in the office, and must be in the **original container**.

Under no circumstances may a student bring ANY medicine, whether over the counter or prescribed, to school and keep it in his/her locker. In particular, it is a violation of this policy to share medicines. If this occurs, students will be punished according to the Discipline Policy. Exceptions to the previously stated policy include inhalers and epipens. Students may carry these with them as long as a doctor provides a note.

UNIFORM POLICY

In order to enhance the overall climate of A+ Arts Academy, we believe a structure to dressing is essential to promote an orderly and effective atmosphere for student learning.

A successful student at A+ Arts Academy will look good; be prepared to meet all academic challenges; and respect himself/herself, as well as his/her peers, parents and all those in authority by following the uniform policy every day. Students in uniform enhance the overall academic process and minimize student conflict.

All students are expected to be neat, clean and well groomed when they come to school. The following will not be permitted:

Young ladies:

- streaks in hair - hair color, including highlights, must be within the spectrum of color that hair grows naturally such as shades of blonde, black, auburn/red and brunette (hair will not be green, blue, etc.).
- large dangling earrings or large necklaces
- tight fitting slacks or skirts
- skirts that end above the knee

Young men:

- earrings
- oversized or baggy pants
- sagging pants

All students must wear belts every day and are expected to have his/her shirt tucked in at all times. Both young men **and** young ladies are required to wear the type of pants sold at the uniform stores. We firmly believe every student must come to school dressed for success. **Students are required to be in uniform every day, all day and will not be allowed to attend class unless they are dressed in a complete uniform. All faculty members are committed to enforcing this policy.** Designated "Dress Down Days" are the only days students may not be in uniform. Parents will receive notification prior to the Dress Down Days with the guidelines.

A+ has adopted khaki (tan) pants, skirts and skorts and black polo shirts as uniform colors. Uniforms can be purchased at The School Closet at 2497 East Main Street, Bexley, Ohio or School Days at 73 North Stygler Road, Gahanna, Ohio. **Anything other than the type of uniform sold at these stores is unacceptable. When students enter the building all uniforms will be identical.**

Pants

Color: Beige, Khaki
Style: Dress Type (school uniform)
Fabric: Cotton, Cotton Blend, Twill
Length: Cannot drag the floor

Skirts, Skorts, Jumpers

Color: Beige Khaki
Style: Pleated and/or plain (school uniform)
Fabric: Cotton, Cotton Blend, Twill
Length: **Must come to the knee.**

Shirts

Color: **Black Only (This is new for the 2011-2012 school year)**

Note: A black or white turtleneck shirt may be worn under shirt in cold weather.
Shirts must be tucked in at all times.

Belts

Color: Solid black or solid brown; **must be fitted into the loops of the slacks, skirts or skorts.**
Note: No wide belts or decorative belts are permitted.

Sweaters

Color: White, black or khaki

Style: Cardigan, V-Neck or Crew Neck

Note: If sweatshirt is to be worn in the building due to cold weather, a black polo shirt must be worn under the sweatshirt with the polo collar neatly showing outside the sweatshirt. (**No hoods**)

Sweatshirts

Color: Black or Khaki

Style: Crew neck (**No hoods**), pullover

Shorts (Aug/Sept/May/June when announced)

Color: Khaki

Style: Docker or Dress Type (No jean shorts)

Fabric: Cotton, Cotton Blend, Twill

Length: To the knee, **NO SIDE POCKETS**

Shoes

Color: Brown, Black or White

Style: Preferably hard sole

Note: Students may wear tennis shoes but they must be **solid** white, black or brown.

Shoe laces must be white, black or brown (no multicolor or multi-pair of laces in the shoes).

Accessories

Knee Socks – Girls may wear black, white or khaki knee socks

Boots – Boots may be worn during inclement weather but **must be removed prior to going to class. Boots may not be worn to class.**

Head Coverings

No hats, caps, scarves, or headbands are permitted except for head coverings worn for religious purposes. The parent/guardian of the student(s) is to notify the school of the religious practice prior to the start of the school year to prevent the student from being questioned about their attire.

Book bags

To maintain the uniformity of our students, A+ Arts Academy will provide each student with a book bag to use while in the building. These book bags are the **only** book bags permitted during the school day and **may not** be taken home. Students may, however, purchase a book bag to transport belongings to and from school. These book bags must be kept in the student's locker during the day.

Locks and Lockers

Each student will receive a locker for his/her books and supplies. All student locks are uniform and supplied by the A+ Arts Academy. The school is not responsible for lost or stolen items. **Students are to occupy ONLY the locker assigned to them - students may not share lockers.** In accordance with ORC 3313.20, lockers supplied by the A+ Arts Academy and used by the students are the property of the A+ Arts Academy; therefore, the student lockers and the contents of all the student lockers are subject to random search at any time without regard to whether there is reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Students may also be searched if there is reasonable suspicion of a Code of Conduct violation. Random searches may include, but not limited to, a random search by drug sniffing dogs.

Violation of Uniform Policy

The majority of A+ Arts Students follow the uniform policy; however, for the few students who violate the policy, they will be subject to the following disciplinary actions:

1. First Offense: Call home with a warning about future violations.
2. Second Offense: Parent conference with student
3. After school detention: 3:45 – 6:00 p.m. Any student who is enrolled in after school extra-curriculars will be denied participation while serving detention. Examples are basketball and dance.

TRANSPORTATION

A+ Arts Academy has obtained busing for certain sectors within the Columbus City Schools as well as Whitehall and Groveport Madison School Districts. Students needing transportation outside the Columbus City School District must contact the district of residency to request bus transportation from that particular district and show the required proof of residency information.

Student Transportation Policy and Bus Discipline Policy

A+ Arts Academy's assigned School District Transportation is committed to ensuring the safety and well-being of each student. Riding in a district transportation vehicle is a privilege offered to students who reside within the district. All students being transported are under the authority of the bus driver and must obey all regulations established by the bus driver. Bus drivers are charged with maintaining proper student conduct, including assigning individual seats and possible video recording, when necessary. Procedures and safety rules help ensure the safety and protection of each student. Failure to meet these standards or follow these safety rules and procedures may result in student conflicts or injuries and/or cause delays or distractions to the driver. In the event a problem occurs, the bus driver will submit a written report to the principal. School principals are responsible for the student while on the bus and reserve the right to resolve discipline problems that occur between home and the school. Since riding the bus is a privilege, the principal may suspend a student or students from the bus. Student behavior on the bus should be the same as it is in the classroom.

Bus Routes

Bus routes and any subsequent changes are posted at the school and are communicated by the principal or administrative staff. Further information may be obtained by calling the Transportation Department. Only eligible students are permitted to ride a bus and must ride only their assigned bus, unless given written permission by the principal or superintendent due to a special circumstance.

Procedures and Safety Rules

While waiting to board the bus:

1. Arrive at the stop earlier than the scheduled loading time. Remain out of the street and don't create a problem for the owner of the property where the stop is located.
2. When the bus comes, stay away from the curb and the front wheel of the bus. Get in a line when the bus approaches. **Wait until the bus has come to a complete stop, and wait for the driver's signal to cross/board.**
3. Board carefully and use the handrail. Be courteous and do not push or shove. Move quickly to your assigned seat.

While riding:

1. Remain completely seated, facing forward, with all body parts inside the bus. Never extend arms, hands, heads, or objects through bus windows. Standing or moving from seat to seat while the bus is in motion is not allowed.
2. Respect the rights of other students. Do not violate their space nor physically or emotionally harm them.
3. Do not participate in any activity, which causes the driver to be distracted from driving. Refrain from unnecessary conversation with the bus driver. Talk in normal tones.
4. Store your carry-on book bags in your lap, against the wall at your seat or in the seat designated by the driver. Never allow bags to block an exit window or any part of the aisle. In an emergency, no time is available to clear the path to safety.
5. Obey the bus driver's requests.
6. Never throw anything while on the bus.

A+ ARTS ACADEMY CODE OF CONDUCT

The A+ Arts Academy is a learning community which is built upon the foundation of relationships both interpersonal and organizational. A+ thrives due, in large part, to the development, building and continued nurturing of these relationships. It is through this process that we have been able to build a learning community where each contributor is a benefactor. It is our belief that we have created a school environment that is rich and unique in this area.

While we have succeeded in creating a learning environment that is unique, we still must deal with normal aspects of school life – students who behave in a manner inconsistent with the values, principles and culture of our learning environment. At A+, we choose to deal with misbehaving students in a preventative rather than a punitive manner. It is our intention to work individually with students who behave inappropriately and to engage the assistance of their families to get at the core source of the misbehavior. We are willing to try varying methods to correct behavior in order to bring misbehaving students into the mainstream of our school and learning community.

While we will be flexible in dealing with misbehaving students, our primary purpose is to offer excellence in education, leadership training and life skills to the entire population of our school. We will not sacrifice the good of the whole for the chronically misbehaving one or few. Students who do not become positive, contributing members of our community, despite the efforts of the staff and administration, may face expulsion.

Cell Phone Policy

From the time a student enters the building until he/she leaves the building AND THE SCHOOL PREMISES, students may not use cell phones. Cell phones, MP3s, I-pods and other electronic devices (including gaming) must be turned off and put in student lockers, and remain there, until school is dismissed; this includes lunch time. On school property, students may not take pictures of themselves or other students.

Violation of cell phone consequences:

1. **First Offense** – confiscation of the cell phone. Parent/guardian must come into the school to retrieve it.
2. **Second Offense** – confiscation of the cell phone. Parent/guardian must come into the school to retrieve it and pay a \$10 fine.
3. **Continued Offenses** – confiscation of the cell phone, parent guardian must come into the school to retrieve it and pay a \$10 fine, and student will receive a 1 – 3 day out-of-school suspension (depending upon the number of violations). These offenses accumulate over the school year.
4. For a student who violates the policy frequently, at any time the principal may ask a student to submit the cell phone to him at the beginning of the day and retrieve the phone at the end of the day.

Note: Student will not be permitted to bring cell phone to school once it becomes necessary to suspend him/her for refusal to abide by the Cell Phone Use Policy.

Policy on Abuse, Violence, Bullying and Harassment

Students are prohibited from engaging in violent, aggressive or abusive behavior, physically abusing an individual or harassment of an individual, including sexual harassment through conduct or communications. Furthermore, students are prohibited from intimidation or bullying, including physical or verbal bullying which could cause fear, concern for one's well-being and/or embarrassment. Where appropriate, the A+ Arts Academy will provide information to the Columbus Police Department and will support prosecution of individuals engaging in illegal activity including harassment and abuse.

Harassment, intimidation, and bullying of students in the social environment can substantially interfere with their ability to learn, perform and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, on school property or during any school sponsored event and at the time, and/or place set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- A. Students must report acts of harassment, intimidation, or bullying to the teachers, district employees, and/or school administrators;
- B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrator;
- D. School administrators shall investigate and document any written or oral reports.
- E. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and to allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. 3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, "harassment, intimidation, or bullying" means any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the student; and
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks
- B. Taunts, name-calling, and put-downs
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 1. Posting slurs or Web sites where students congregate on Web logs (personal online journals or diaries).
 2. Sending abusive or threatening instant messages.
 3. Using camera phones to take embarrassing photographs of students and posting them online.
 4. Using Web sites to circulate gossip and rumors to other students.
 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Reporting Process

Students and/or their parents or guardians may report conduct that they consider to be harassment, intimidation, or bullying to any teacher, principal or staff person.

Students may also report incidence of harassment, intimidation, and bullying by utilizing the anonymous “bully box”. Such box shall be located in a visible area of the school where all students have access to place a formal/informal complaint “**Anonymously**”.

Students can access the school mediation process by requesting a mediation form from any teacher or administrator. They are to turn these forms into the Dean of Student Discipline within three (3) days of the incident. The Dean will designate a “**Peace Station**” and will ensure that all students, staff and administration are familiar with this area and its purpose.

Students at A+ Arts Academy are prohibited from wearing, carrying, or displaying paraphernalia which is gang related. They are also prohibited from exhibiting any type of behavior that symbolizes gang activity and membership. Students will not be involved in initiations, hazing or activities which could cause bodily harm, humiliation or physical/mental harm to others.

- **Behaviors associated with this category will result in suspension or expulsion from the A+ Arts Academy.**

Policy on Theft and Stealing

Theft and stealing of personal property of students, staff or faculty and/or theft of school property is a violation of the law. A+ will provide information to the Columbus Police Department and support the prosecution of individuals.

- **Behaviors associated with this category will result in suspension or expulsion from A+ Arts Academy.**

Vandalism and other Damage to School and Personal Property

Vandalism and damage to school property and personal property of students, faculty and staff is inconsistent with the objectives of A+ Arts Academy and, in most instances, a violation of the law. A+ will provide information to the Columbus Police Department and support the prosecution of individuals engaging in illegal activity, including vandalism and intentional damage to school and personal property.

- **Behaviors associated with this category will result in removal, suspension or expulsion from A+ Arts Academy.**

Disrespect/Threatening Words, Actions and/or Intention Directed toward Teachers, Staff, Administration and Other Adults

Expressed intentions, words (oral and written) and actions that constitute or could be construed to constitute a physical, emotional or verbal threat to teachers, staff, administration and other adults at A+ **EITHER BY STUDENTS OR THEIR PARENTS/GUARDIANS OR RELATIVES**, will not be tolerated. Words and behaviors like this will constitute grounds for immediate expulsion and the Columbus Police Department will be immediately contacted. Students who fail to follow the reasonable requests from teachers, staff members and administrators or who respond to requests with disrespectful and/or inappropriate language, gestures or actions, will be subject to assignments of Saturday School, suspensions and/or expulsions.

- **We will not tolerate behavior that can be construed as threatening, disrespectful, demeaning or belittling to teachers, staff and administrators of our school. Consequences for this type of behavior will include suspensions and expulsions.**

Policy on Public Display of Affection/Sexual Misconduct

A+ Arts Academy prohibits any demonstration of physical contact such as, but not limited to, kissing, hugging, pinching, grabbing, groping, inappropriate movement, comments or jokes; welcome or unwelcome sexual advances; requests for sexual favors or any other verbal or physical sexual communication that would create a hostile, intimidating or offensive educational environment. A+ Arts Academy has a **ZERO TOLERANCE POLICY**.

- **Behaviors associated with this category will result in suspension or expulsion from the A+ Arts Academy.**

Policy on Plagiarism and Cheating

Definition of Plagiarism

Plagiarism includes the stealing and/or passing off of the ideas, words and works of another as one's own. Plagiarism can take many forms. Words or ideas of another taken from a variety of sources such as books, magazines, the Internet, newspapers, interviews, television programs and other sources combined with the attempt to use these words or ideas in any format without documenting their source. Whenever in doubt about the origin of thoughts, ideas, words or phrases, students should cite the source for the material rather than run the risk of engaging in plagiarism.

Consequences for Plagiarism and Cheating

Students who are caught cheating on tests, quizzes, etc. will be deemed to have earned no credit for the specific piece of work and will forfeit the right to an alternative evaluation. Additional instances of cheating will result in suspension and could lead to expulsion. Consequences for students who engage in plagiarism can range from earning no credit on the specific academic assignment to earning no academic credit for the class in which the plagiarism took place. Acts of cheating and plagiarism rests solely within the discretion of the staff and administration of A+ Arts Academy.

- **Behaviors associated with this category may result in suspension or expulsion from A+ Arts Academy.**

Policy on Smoking and Tobacco Use

Smoking or any other method of tobacco use by anyone under the age of eighteen (18) is illegal in the state of Ohio. Anyone caught or suspected of tobacco use or possession is subject to the following consequences:

- **Suspension from school (1st offense). Expulsion from school (subsequent offense).**
- **Immediate contact of the student's parent/guardian.**
- **Referral to local law enforcement agencies.**

Policy on Alcohol, Prescription, Over-the-Counter and Illegal Drug Use

Consumption of alcoholic beverages by anyone under the age of twenty-one (21) is illegal in the State of Ohio. Abuse or misuse or the sale of prescription, over-the-counter or any other drugs is illegal. A+ Arts Academy has a **ZERO TOLERANCE POLICY**. Violations will result in immediate expulsion.

- **Behaviors associated with this category will result in expulsion from the A+ Arts Academy.**

Policy on Guns Knives and Dangerous Materials

A+ Arts Academy has a **ZERO TOLERANCE POLICY** with respect to guns, knives, lighters, matches, bullets and any other items that can be used to start fires or be used as weapons.

- **Behaviors associated with this category will result in immediate expulsion from the A+ Arts Academy.**

DISCIPLINE PROCEDURES AND GUIDELINES

A+ Arts Academy's second major concern, after academics, is the safety and well being of each of our students. Our goal is for all students to be able to monitor their own behavior over time. When students have difficulty following the rules and directions, discipline is necessary in order for the school to run effectively as well as efficiently. Students are given verbal warnings related to minor disciplinary problems. If verbal warnings are ignored, based on the offense there will be a gradual increase in punishment for misbehavior. The line of progression is as follows:

1. Lunch Detention
2. Tuesday School
3. Saturday School and/or Suspension
4. Suspension/Expulsion

Offenses

Level 1 Offenses

Chewing gum	No homework
Eating candy	Late to class
Talking in class (excessive)	No class materials
Sleeping in class	Bus infractions (minor)
Dress code violations	

Graduated consequences:

1. 1st Offense: Verbal warning (from teacher)
2. 2nd Offense: Conference with Dean of Students – call to parent/guardian
3. 3rd Offense: Automatic detention and parent/guardian conference with Dean of Students

Level 2 Offenses

Refusal to follow instructions	Threatening behavior towards peers or staff
Disrespect towards teachers	Inappropriate conduct
Use of profanity	Leaving class without permission
Cutting class	Damage to school/personal property
Vandalism	Bus infraction (major)
Academic dishonesty (cheating)	Plagiarism

Graduated consequences:

1. 1st Offense: Two detentions – conference with Dean of Students and parent/guardian
2. 2nd Offense – 3-Day Out-of-School Suspension; as determined by principal
3. 3rd Offense – 5-Day Out-of-School Suspension; as determined by principal

Note: Depending upon the severity of the offense, discipline may occur out of sequence.

Level 2 Offenses can also warrant a Tuesday School or Saturday School based upon the results of a parent/guardian conference with Dean of Students and recommendations from the administrators.

Level 3 Offenses

1. Bullying – intimidation – harassment
2. Fighting
3. Stealing

Consequences: As determined by principal; may include emergency removal pending suspension determination hearing.

Level 4 Offenses

1. Inappropriate physical/sexual contact or gestures toward peers, teachers or staff
2. Possession of weapons of any type or dangerous ordinances (explosives, fireworks)
3. Possession for use and/or distribution of alcohol, drugs and tobacco products

Consequences: **Emergency removal pending 10-day suspension or expulsion determination hearing.**

Types of Disciplinary Actions

Lunch Detention

The purpose of lunch detention is to discourage improper behavior and teach children they must abide by the rules governing acceptable behavior outlined in this A+ Arts Academy's Parent/ Student Handbook. Detentions are served during lunch hour and will be served prior to eating lunch. Detentions are designed to be unpleasant and to discourage further misbehavior. This may include military style redirection, push-ups, sit-ups, cleaning on the grounds, and cleaning in the building, including but not limited to trash collection and board cleaning.

Tuesday School

The purpose of serving Tuesday School is to convince your child that it makes better sense to behave in a manner consistent with the expectations of the A+ Arts Academy than to be disobedient and attempt to ignore and by-pass authority. A staff member facilitates Tuesday School after school and students will perform work around the school with the guidance of one of our teachers. The students will be required to clean desks, chairs and other minimal janitorial tasks as well as, weather permitting, yard work. **Failure to attend Tuesday School or misbehavior during the Tuesday School will automatically result in a 3-day out-of-school suspension.**

Saturday School

The purpose of serving Saturday School is to convince your child that it makes better sense to behave in a manner consistent with the expectations of the A+ Arts Academy than to be disobedient and attempt to ignore and by-pass authority. Saturday School is facilitated by one of our certified teachers. Students **must** be in school uniform and have their schoolbooks with them. Students are to arrive at 9:00 a.m. and be picked up no later than 12:10 p.m. The building will be closed and locked at 12:15 p.m. and the teacher will leave. Lunch **will not be provided;** therefore, your child should eat before coming to school. **Failure to attend a Saturday School session, being out of uniform or misbehaving during Saturday School will automatically result in a 3-day out-of-school suspension.**