

2021-2022

Family/Scholar Handbook

A+ Arts Academy

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Disclaimer: This Parent Handbook is based in significant part on policies and Administrative Guidelines adopted by the A+ Arts Academy Board of Directors and developed by the Regional Director. Those Board policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Parent Handbook since it was printed in August 2020. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.aplusarts.com for finding a specific policy or administrative guideline in the Table of Contents for that section.



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Board of Directors

Responsibilities and Authority of the Board

The school board is responsible for the organization and control of A+ Arts Academy and is empowered to determine the policies necessary for the effective operation and the general improvement of the school system. The school board can take action only when the board is meeting in official public session and a quorum is present. An individual member of the school board has authority to take official action only when sitting as a member of the school board in public session except when the school board specifically authorizes the member to act. The school board is not bound in any way by any action on the part of an individual board member or an employee except when such statement or action is in compliance with the public action of the school board.

How to Contact School Board Members

School board members do not keep regular office hours but are accessible and can be contacted via e-mail or regular letter. They are also available to speak to groups and organizations.

Title	Name	Contact
President	Paul Curry	mailto:Paulc@marshallfinancial1.com
Member	Reggie Edwards	mailto:Roedwards@aplusarts.com
Member	Thomas Bates	mailto:Tom99bates@yahoo.com
Member	Rodney Dunn	mailto:Dunn_rodney21@yahoo.com
Member	JMelanie Cage	mailto:Mcase1116@gmail.com

Board Committee(s)

The Board understands that not all of its work can be accomplished at regularly scheduled meetings of the entire Board, and that in order to dedicate the necessary time, expertise and focus on individual issues it may be necessary to utilize committees of the Board.

Committees meet monthly and shall only recommend items to be considered by the full Board.

The following shall be standing committees of the Board. The committee shall consist of two Board Members and shall comply with all Sunshine Law requirements. The Board shall reserve the right to establish other committees as deemed necessary:

Title	Name	Contact
Chair	Paul Curry	Paulc@marshallfinancial1.com
Member	Joel McCloskey	JMccloskey@aplusarts.com
Member	CaLeathiea Cornelius	Ccornelius@phalenacademies.org

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**Board Meetings
2021 - 2022**

Date	Time Meeting Type
July 12, 2021	3:00 PM Finance Committee Meeting
July 20, 2021	5:30 PM Board Meeting
August 2, 2021	3:00 PM Finance Committee Meeting
August 17, 2021	5:30 PM Board Meeting
September 6, 2021	3:00 PM Finance Committee Meeting
September 21, 2021	5:30 PM Board Meeting
October 4, 2021	3:00 PM Finance Committee Meeting
October 19, 2021	5:30 PM Board Meeting
November 1, 2021	3:00 PM Finance Committee Meeting
November 16, 2021	5:30 PM Board Meeting
December 6, 2021	3:00 PM Finance Committee Meeting
December 21, 2021	5:30 PM Board Meeting
January 3, 2022	3:00 PM Finance Committee Meeting
January 18, 2022	5:30 PM Board Meeting
February 7, 2022	3:00 PM Finance Committee Meeting
February 15, 2022	5:30 PM Board Meeting
March 7, 2022	3:00 PM Finance Committee Meeting
March 15, 2022	5:30 PM Board Meeting
April 4, 2022	3:00 PM Finance Committee Meeting
April 19, 2022	5:30 PM Board Meeting
May 2, 2022	3:00 PM Finance Committee Meeting
May 17, 2022	5:30 PM Board Meeting
June 6, 2022	3:00 PM Finance Committee Meeting
June 21, 2022	5:30 PM Board Meeting



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Campus Contacts

Campus Name	School Address	Phone	Fax
Fair Campus: K-6	1395 Fair Avenue Columbus, OH 43205	614.338.0767	614.725.2305
Hours of Operation: 8:30 am - 3:30 pm	Principal R. Davis Rdavis@aplusarts.com		
Campus Name	School Address	Phone	Fax
Maybury Campus K-6	2633 Maybury Road Columbus, OH 43232	614.626.2250	614.626.2258
Hours of Operation: 8:30 am - 3:30 pm	Interim Principal Ccornelius@phalenacademies.org		
Campus Name	School Address	Phone	Fax
Napoleon Campus 7-8	270 S. Napoleon Avenue Columbus, OH 43213	614.338.0767	614.338.0787
Hours of Operation: 7:30 am - 2:30 pm	Principal K. Brewington KBrewington@aplusarts.com		



A+ Arts Academy
Founder



Mrs. Carolyn Berkley



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Welcome

Mission

The mission of A+ Arts Academy is to be a highly visible school known for producing responsible and accountable scholars who demonstrate a strong sense of self-worth, leadership and moral values, ultimately becoming exceptional citizens. A+ Arts Academy is known for its foundation in state standards that utilizes local, national and global resources while incorporating the arts. Scholars of A+ Arts Academy develop into well-rounded learners who are prepared to undertake the challenges of today and beyond.

Educational Philosophy

We believe that the key to school improvement and success is centered around six Academic Priorities for Success which include: (a) high-quality professional development, (b) high-quality oversight, (c) curriculum, (d) instruction, (e) formative assessments and (f) data-driven interventions. These priorities are rooted in research reflected in the book, *Organizing Schools for Improvement: Lessons from Chicago* (*Organizing Schools for Improvement: Chicago Case Studies*) (Bryk, Sebring, Allensworth, Luppescu, & Easton, 2010).

At A+ Arts Academy we develop our pedagogical beliefs from ideas reflected by the Consortium on Chicago School Research (CCSR) at the University of Chicago (UChicago Consortium). Research identified the combined importance of school leadership, professional capacity, parent-community ties, a scholar-centered learning environment, and instructional guidance as the “five essential supports” in improving scholar outcomes. Furthermore, schools that were strong in clusters of these supports were ten times more likely to improve overall scholar learning compared to schools weak in these supports. The six aforementioned Academic Priorities for Success will guide practices at A+ Arts Academy.

Distributing Statement

The A+ Arts Academy is a community school established under **Chapter 3314.** of the Revised Code. The school is a public school and scholars enrolled in and attending the school are **required** to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for scholars at the school that are prescribed by law. Scholars who have been excused for the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall be no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administration or the Ohio Department of Education.

ORC 3314.041

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Important Dates

Kindergarten Scholar Assessments

Kindergartners will be tested by individual appointments with their teacher. Families will be asked to bring their scholar to the school. Meals and bus services may not be available on those days for Kindergarten scholars. Please contact your scholar's school to schedule the appointment.

Scholar Participation in State Testing

A+ Arts Academy scholars participate in several Ohio Department of Education tests at different times throughout the school year. Testing dates reflected on the testing calendar are subject to change. Specific testing dates will be communicated to families in a timely manner throughout the year.

Federal and state laws require all districts and schools to test all scholars in specific grades and courses. There is no law that allows a parent or scholar to opt out of state testing, and there is no state test opt-out procedure or form. If a parent withdraws a child from participation in certain state tests, there may be consequences for the scholar, the scholar's teacher, and the school.

Importance of Scholar Assessments and State Testing

Assessments are critical for measuring scholar learning and ensuring that every A+ Arts Academy scholar receives a high-quality education. The results from state tests are how the state holds schools accountable.

Third Grade Reading Guarantee

A scholar who does not take the state's grade 3 English language arts test will not have a score on that test and may not be promoted to the fourth grade as part of the Third Grade Reading Guarantee, unless an exemption applies. For more information on exemption, visit the Ohio Department of Education website.

English Learners

A scholar who does not take the Ohio English Language Proficiency Assessment cannot exit the English as a Second Language program.

Calamity Day Make-Up Calendar

If A+ Arts Academy schools are closed more than the required minimal number of instructional hours mandated under state law, additional days will be added to the school calendar and shared at a later date if applicable.



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2021-2022

*A+ Arts Academy Testing Calendar

TEST	Date	Grade/Course Tested
Beginning of the Year NWEA	August 16, 2021- September 24, 2021	K-8
Kindergarten Readiness Assessment	August 16, 2020 - September 24, 2021	K
Grade 3 English Language Arts	October 18, 2021- November 5, 2021	3
Middle of the Year NWEA	November 29, 2021 - December 16, 2021	K-8
Spring Test Windows - ELA	March 14, 2022 - April 15, 2022	3-8
Spring Test Windows - Math/Science/Social Studies	March 22, 2022 - May 6, 2022	3-8
Ohio English Language Proficiency Screener	August 16, 2021- June 30, 2022	K-8
Ohio English Language Proficiency Assessment	January 31, 2022 - March 25, 2022	K-8
Alternate Assessment for Scholars with Significant Cognitive Disabilities Operational Test	February 22, 2022- April 15, 2022	K-8
End of Year NWEA	May 9, 2022 – May 26, 2022	K-8

**Dates are subject to change*

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Transportation

Bicycles/Scooters/Roller Blades/Skateboards/Heelys

Helmets have been shown to reduce head injuries. Therefore, as a part of its overall safety program, A+ Arts Academy require scholars who ride bikes or scooters to wear a helmet. Scholars who do not have on a helmet while riding bikes or scooters on school property may have their bike or scooter privileges suspended for a period of time to be determined by the principal. Bicycles/scooters shall be parked and locked. Skateboards may **not** be brought on school property. Heelys or other wheeled shoes are **not** permitted on school property.

Bus Conduct and Privileges

- ☐ Safety of scholars is the first concern of the driver. Scholars must obey driver's instructions at **all** times, including all health standards as dictated by the local health department.
- ☐ Scholars will locate their assigned seat and remain seated for the entire ride.
- ☐ State law prohibits **any** food or beverage being consumed on the bus at any time.
- ☐ Scholars will keep hands, arms, heads, and legs inside the bus at **all** times.
- ☐ No uncontrolled, loud screaming or yelling on the bus.
- ☐ Cell phone use on the bus or Board provided vehicle is to follow bus driver rules.
- ☐ Scholar behavior that distracts the driver is a hazard and jeopardizes the safety and welfare of all passengers.
- ☐ To ensure that a scholar understands that bus rules have been violated, the bus driver will first issue a **verbal warning** to the misbehaving scholar.
- ☐ Continued misbehavior will be written on a School Bus Incident Report and given to the school principal. Schools will notify parents of a scholar's misconduct and disciplinary action.
- ☐ Misbehavior or irresponsible actions are sufficient reason to **suspend** transportation services to those scholars.
- ☐ Buses may return to their school if scholars cannot control their behavior.
- ☐ If a scholar's transportation is suspended, the scholar is still expected to attend school. (ORC 3327.014)

Transportation is a privilege and should not be abused. Safe, efficient transportation service requires teamwork from parents, scholars, bus drivers, school staff members and administrators. Without such teamwork, there exists an increased risk of injury or death.

Address Change

- ☐ Any changes or change of address made after a bus stop has been established **MUST** be submitted to the front office at least 30 days prior to the need for the new bus stop.
- ☐ Addresses **MUST** be updated in the scholar database in order to schedule transportation.
- ☐ If a child's absence is unexcused due to transportation, the child will be truant.

Bus Stops

- ☐ A bus stop is where scholars wait on the bus; the bus does **not** wait on the scholar.



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- ☐ Scholars should be at their bus stops, ready to load, not waiting in vehicles, 5 minutes before pick-up time and waiting 10 minutes after the bus pick-up time for the bus... Buses will only pick up scholars **standing at designated bus stops.**
- ☐ Inclement weather, ice and snow, and traffic tie-ups can delay the bus arrival time at stops.
- ☐ Once the bus door is closed and the bus is in motion, the bus will not stop for scholars who are late.
- ☐ Parents are responsible for supervising scholars at bus stops.
- ☐ Scholars are picked up and returned to the same bus stop to ensure their safety.
- ☐ Parents should accompany kindergarten and first grade scholars to the bus stop in the morning and meet them in the afternoon. If an adult does not meet the afternoon bus – scholars will be transported back to school.
- ☐ At the beginning of the school year, young scholars should wear name tags pinned to their clothing, with their name, address, phone number and school, to ensure they are dropped off at the correct location.
- ☐ It is recommended you know your child's school bus number and bus driver name. For the safety of scholars on the bus, adults are not permitted to board the bus.

Eligibility

Bus stops and eligibility may be obtained by calling your school (Except those inquiring about Metro bus passes).

Transportation Information

For information call:

Franklin County Transportation Department

614-365-5074

Parental Transportation or Walking to School

Scholars who are dropped off or are walking to school should arrive between no earlier than 15 minutes before school doors open. Scholars are expected to respect the property of others when walking to and from school keeping in mind that school rules apply.



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Academics

Educational Evaluations

- Grades are an evaluation of what a scholar has learned. They become a part of the scholar's permanent school record. Report cards will be issued at the end of a grading period and are available for viewing every nine weeks.
- Teachers are always happy to talk with parents about the work of their child. Parents should feel free to call the teacher or team to set up an appointment to discuss their child's academic progress. Scholar grades can be monitored daily by parents and scholars through Gradebook, a secure online scholar information system. If your child's grade performance becomes a concern after checking Gradebook or receiving a report card, it would be an excellent time to call your child's teacher to request a conference to discuss the problem.

Assessments

Assessment is the gathering and recording of information, evaluation of results in terms of a child's progress

- toward specific standards, and reporting that information to scholars, parents, and colleagues. The focus of most assessments should be for the child as an individual.
- Assessment is an **on-going process** throughout the reporting period and should involve a variety of techniques, both formal and informal. A more accurate decision about a scholar's academic grade is made when multiple measures of the scholar's achievement are evaluated and analyzed. These methods may include, but are not limited to:
 - Oral questioning/interviewing
 - Teacher made tests
 - Textbook tests
 - Observing scholar performance (*i.e. shared reading activities, guided reading, mathematics problem-solving, scientific investigations, etc.*)
 - Anecdotal records
 - Scholar work samples, *i.e., journals, writing samples, projects, performance tasks and portfolio entries*
 - District and state assessments



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Elementary Scholars K-5

Determining the Scholar's Academic Progress

At the beginning of each assessment period, identify standards for instructional focus based on what the scholar needs to know and be able to do. Standards may vary for each reporting period. Share the standards with parents and scholars. Careful attention should be given to the following:

- The grade should reflect the scholar's pattern of performance. Failure or success on **one** test or assigned task should not be the basis for assigning grades.
- Grades should reflect the learning that has occurred *after* the scholar has had sufficient opportunity to practice. It is **not** necessary to grade the performance of the scholar on every task.
- Look for **trends** in the scholar's performance to determine a grade. Averaging numerical scores is **not** an appropriate best grading practice for elementary scholars.

Exceptional Scholar Education Programs

- When the exceptional scholar education (ESE) teacher instructs a scholar for more than 50% of the subject area allocated time, that ESE teacher will be responsible for all aspects of the Report Card which pertain to that subject area. Consultation with the classroom teacher is recommended.
- In collaborative teaching classrooms, **both** the ESE teacher and the general education teacher collaboratively assign subject area grades and expected behaviors.

Transferring School Requirements

1. *Scholars enrolled for eleven or more days*

- The teacher will complete all sections of the report card. A note to the receiving teacher may be included if there were extenuating circumstances that affected the accurate assessment of the scholar. For all scholars who transfer, a hard copy of the official report card with "transfer grades" must be placed in the scholar's cumulative folder. Transfer grades will need to be transferred via "Gradebook" in lieu of a transfer template created in Microsoft Word. If a scholar is enrolled in a school for 11 or more days, grades must be provided as an indication of the scholar's performance and academic progress made.

2. *Scholar enrolled for one to ten days*

- The teacher will only complete the attendance area on the report card. A note to the receiving teacher may be included. Transfer grades will need to be transferred via "Gradebook" in lieu of a transfer template created in Microsoft Word.



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GUIDELINES FOR DETERMINING SCHOLAR PERFORMANCE LEVELS

ENGLISH LANGUAGE ARTS – READING: Grades K – 5

Indicate Above-Level (AL) for any scholar whose individual data and performance during Core Instructional Time and Independent Application consistently demonstrates, in above level text, the assigned grade level state adopted standards.

Indicate On-Level (OL) for any scholar whose individual data and performance during Core Instructional Time and Independent Application consistently demonstrates, in on level text, the assigned grade level state adopted standards.

Indicate Below-Level (BL) for any scholar whose individual data and performance during Core Instructional Time and Independent Application does not consistently demonstrate the assigned grade level state adopted standards and is reading in below-level text.

- *Core Instructional Time includes Shared, Guided, and Independent Reading.*

ENGLISH LANGUAGE ARTS – WRITTEN COMMUNICATION: Grades K – 5

Indicate Above-Level (AL) for any scholar whose independent writing performance consistently demonstrates greater depth of the state adopted standards for the scholar's assigned grade level.

Indicate On-Level (OL) for any scholar whose independent writing performance consistently demonstrates the state adopted standards for scholar's assigned grade level.

Indicate Below-Level (BL) for any scholar whose independent writing performance does not consistently demonstrate the assigned grade level state adopted standards for scholar's assigned grade level.

- *To determine scholar proficiency during the fourth quarter, teachers will review scholar writing samples.*

MATHEMATICS: Grades K – 5

Indicate Above-Level (AL) for any scholar whose individual performance, on a variety of assessments, consistently indicates mastery of assigned grade level standards during independent, guided, and whole group math instruction, AND whose instruction is modified to increase the rigor, depth, and application of the on grade level standards and connected above grade level standards.

Indicate On-Level (OL) for any scholar whose individual performance, on a variety of assessments, consistently indicates progress towards mastery of the assigned grade level standards during independent, guided, and whole group math instruction.

Indicate Below-Level (BL) for any scholar whose individual performance, on a variety of assessments, consistently indicates the need for instructional content and/or delivery to be modified in order to work towards mastery of the assigned grade level state adopted standards during independent, guided, and whole group math instruction.

- *Mathematics documentation used to determine scholar performance levels for AL, OL, & BL must include a variety of formal and informal assessments (test, products, performance tasks, anecdotal records, etc.)*



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COMPLETION OF ACADEMIC PROGRESS CODES

Academic Progress Codes are used in the areas of Reading, Written Communications, Mathematics, Science/Health, Social Studies, Art, Music, and Physical Education.

A progress alert **must** be generated when a scholar is performing below-level or has trends indicating the possibility of an “N” or “U” grade (Needs Improvement or Unsatisfactory).

A Parent-Teacher conference form (Appendix H) must be completed as documentation during the conference.

Grades K – 2 Academic Progress Codes

E = Excellent - Demonstrates a clear understanding of concepts, ideas, objectives, or behaviors

S = Satisfactory - Is in the process of understanding concepts, ideas, objectives, or behaviors

N = Needs Improvement / More Time - Needs additional time or more background experiences before an understanding of concepts, ideas, objectives, or behaviors can be attained

U = Unsatisfactory - Has not yet demonstrated an understanding of concepts, ideas, objectives, or behaviors

Physical Education Only - ALL Grades

ME = Medically Excused

When a scholar is medically excused (physician’s note) from physical education classes during a reporting period to the extent that the physical education specialist cannot determine the appropriate progress code, an assessment code of ME (Medically Excused) will be recorded.

Grades 3 – 5 Academic Progress Codes

A = Excellent - Demonstrates consistent application of concepts, ideas, objectives, or behaviors

B = Good – Demonstrates a clear understanding of concepts, ideas, objectives, or behaviors

C = Satisfactory - Is in the process of understanding concepts, ideas, objectives, or behaviors

N = Needs Improvement / More Time - Needs additional time or more background experiences before an understanding of concepts, ideas, objectives, or behaviors can be attained

U = Unsatisfactory - Has not yet demonstrated an understanding of concepts, ideas, objectives, or behaviors

A progress alert **must** be generated when a scholar is performing below-level or has trends indicating the possibility of an “N” or “U” grade (Needs Improvement or Unsatisfactory). A Parent-Teacher conference form (Appendix H) must be completed as documentation during the conference.



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KINDERGARTEN

Completion of the Report Card for Kindergarten Scholars

The following instructions are for kindergarten teachers marking the Kindergarten - Grade 5 report card.

ALL Grading Periods:

- Kindergarten teachers will mark the academic progress area of the Report Card at the end of the first grading period.
- A letter regarding the KRA (Kindergarten Readiness Assessment) testing will be included in the report card for the first reporting period. (First Grading Period only)
- **NOTE:** Scholars who are repeating kindergarten should not receive the KRA letter.

Grades 6 – 8 Academic Progress Codes

The following grading scale will be used for grades 6-8

Letter	Scale	Quality Points	Description
A	90%-100%	4	Outstanding Progress
B	80%-89%	3	Above Average Progress
C	70%-79%	2	Average Progress
D	60%-69%	1	Lowest Acceptable Progress
F	0%-59%	0	Failure

Homework

Homework is a planned activity that the teacher asks children to do outside of class hours. The homework activity will reinforce the classroom experience. At A+AA we believe that homework assignments should take into consideration the fact that the scholar has a home life that is an important part of his/her total development.

- **Grades K - 1** homework will consist of reinforcement and drill activities.
- **Grades 2 and 3** should not be assigned to do more than 30 minutes of homework per day.
- **Grades 4 and 5** should not be assigned to do more than 1 hour of homework per day. Work not completed during the school day may have to be completed at home. A scholar will not be excluded from special classes because of unfinished class work.
- **Grades 6-8** should be assigned relevant practice work that can be completed independently. Teachers will coordinate to ensure workloads are equitable across content areas.

Honor Roll

Honor rolls are determined based on a scholar's academic quarter grades when the scholar is enrolled in a minimum of four district courses.

1. **Principal's Honor Roll** - Awarded to scholars who earn **all** A's for all academic grades
2. **High Honor Roll** - Scholars who earn a **minimum** of three A's and **no** grade lower than a B for academic grades
3. **Honor Roll** - Scholars who earn B's or higher for academic grades

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Midterm Grade Reports

Midterm grades/progress reports are available online mid-grading quarter for all scholars during the second, third and fourth quarters. Report cards are distributed at the end of each quarter. Throughout grading periods, parents or guardians should communicate with their children about grades and review homework, class work, and test papers. These three indicators are good measures of how your child is doing. If you feel that a conference to discuss your child's progress is needed, please call your child's teacher.

Parent-Teacher Conferences

While formal parent/teacher conferences take place in the fall, all teachers and staff are strongly encouraged to hold conferences with scholars and parents whenever it appears useful and appropriate. Because teachers are responsible for scholar groups throughout the day, it is best to pre-arrange conferences by scheduling an appointment.

Intervention

All scholars will receive targeted interventions based on their individual needs. Additionally, in compliance with the third grade reading guarantee, the school will assess annually the reading skills of each scholar enrolled in kindergarten to third grade as outlined by the Ohio Department of Education [ODE Third Grade Reading Guarantee Website](#) and will identify scholars who are reading below grade-level.

For scholars reading below grade-level, the School will:

- Provide written notification to the scholar's family that includes the following:
 - A statement that the scholar has been identified as having a substantial deficiency in reading;
 - A description of the current services that are provided to the scholar;
 - A description of the proposed supplemental instructional services and supports that will be provided to the scholar that are designed to remediate the identified areas of reading deficiency;
 - A statement that if the scholar receives a score within a certain range on the assessment to measure English and language arts skills, the scholar will be retained unless the scholar is exempt; and
 - A statement that the assessment is not the sole determination of promotion and that additional evaluation and assessments are available to assist the School and family in knowing whether the scholar is reading at or above grade level and is ready for promotion.
- Provide intensive reading instruction to the scholar immediately following identification of a reading deficiency, including research-based reading strategies that have been shown to be successful in improving reading among low-performing readers and targeted at the scholar's identified deficiencies.
- Develop a reading improvement and monitoring plan within **60** days after receiving the scholar's results on the diagnostic assessment. The plan must include:
 - Identification of the scholar's specific reading deficiencies;

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- A description of the additional instructional services and support that will be provided to the scholar to remediate the identified reading deficiencies;
- Opportunities for the scholar's family to be involved in the instructional services and support;
- A process for monitoring the extent to which the scholar receives the instructional services and support;
- A reading curriculum during regular school hours that does all of the following:
 - assists scholars to read at grade level;
 - provides scientifically based and reliable assessment;
 - and provides initial and ongoing analysis of each scholar's reading process; and

A statement that if the scholar fails to attain a score in the range designated by the Ohio Board of Education on the assessment to measure skill in English language arts expected by the end of the 3rd grade, the scholar will be retained in the 3rd grade.

MTSS - Multi-Tiered Systems of Support

- ❑ If a determination is made that a scholar needs additional supports, A+ Arts Academy will utilize its MTSS process to determine the specific interventions needed by the scholar. This process includes ensuring the struggling scholar is provided with increasingly intensive instruction in his or her area of academic weakness.

The scholar's progress is monitored closely and if there is no positive response or improvement, the scholar will be referred for testing to determine eligibility for special education services and what services the scholar needs to succeed.

Special Education

A+ Arts Academy believes in providing a free and appropriate public education (FAPE) to all scholars. FAPE mandates that school districts

- provide access to general education and specialized educational services.
- children with disabilities receive support **free of charge** as is provided to non-disabled scholar
- provides access to general education services for children with disabilities by encouraging that support and related services be provided to children in their general education settings as much as possible.

A+ Arts Academy provides a variety of special education programs for Scholars identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A scholar may receive special education services only through the proper evaluation and placement procedure.

Parent/Guardian involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. A parent or guardian who believes his/her scholar may have a disability that interferes substantially with the scholar's ability to function properly in school should contact the **Special Education Coordinator** by contacting your child's school.

Scholar Services

- Scholars who are determined to be eligible for services, as a scholar with a specific learning disability will be provided services deemed appropriate as determined and recommended by the scholar's

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support team. The recommendations may include a general intervention plan, a screening, or an educational evaluation that will be conducted according to the IDEIA regulations.

- Scholars who do not qualify for services under IDEIA/Article 7 may be considered for Section 504 services under the Rehabilitation Act.

Title I

The purpose of Title I is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and reach at a minimum, proficiency on challenging state academic achievement standards and assessments. Scholars who participate in the Title I Program are provided with intensified instruction in the Ohio State Learning Standards through an interdisciplinary, thematic curriculum.

Title III

The purpose of Title III is to specifically provide targeted support that benefits Limited English Proficient (LEP) and Immigrant Scholars. It provides support for them to attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and scholar academic achievement standards as all children are expected to meet.

- Scholars identified as Limited English Proficient (LEP) and are need of placement in a language instruction educational program will be assessed for English proficiency using the Scholars Home Language Survey.
- The Language Instruction for Limited English Proficient and Immigrant Scholars program increases a child's English proficiency using small group instruction and modifications to classroom assignments. A child may participate in this program until he/she is reclassified as Fluent English Proficient according to the State's exiting guidelines and it is determined that a language instruction educational program is no longer needed. This process may take several years.
- A parent/guardian has the right to remove his/her child from the program and/or decline services. If a parent/guardian refuses services for eligible scholars, those scholars must still participate in the State's annual assessment for English Learners until such time they demonstrate proficiency.

Promotion and Retention

- ☐ A+ Arts Academy recognizes that the **personal, social, physical, and educational growth** of children will vary, and that they should be placed in the educational setting most appropriate for their needs at the various stages of their growth. Each scholar will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Families will receive progress reports mid-way throughout each nine weeks and full report cards at the end of each quarter.
- ☐ Teachers will also provide important updates on scholar progress to families and scholars during Family-Teacher Conferences. Promotion of a scholar from one grade to the next shall be based solely on the individual scholar meeting applicable promotion criteria, which includes **attendance, MAP percentiles, class/homework, assessments and report card grades**. The decision to promote a

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scholar shall rest solely with the School Leader, with appropriate input from the scholar's teacher(s), the professional staff, and families.

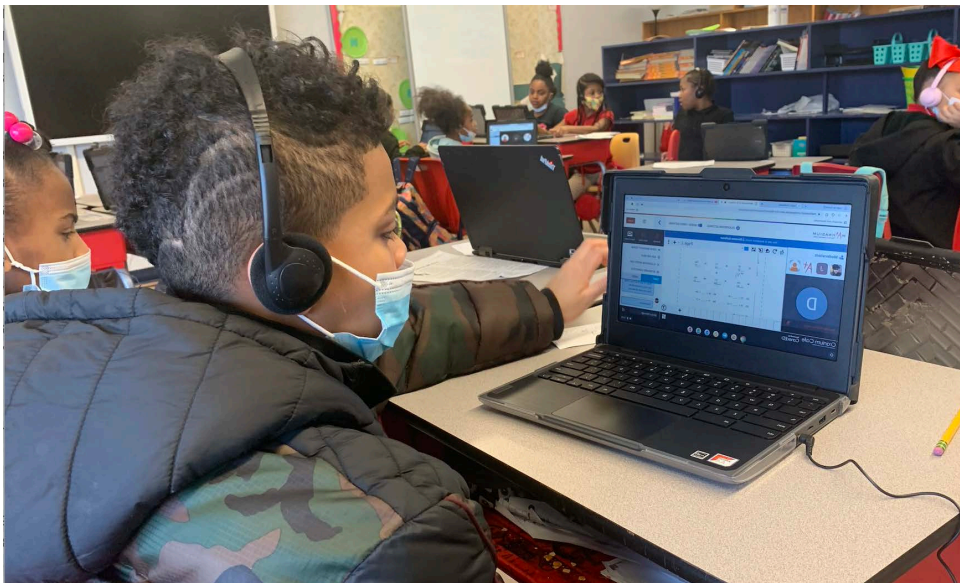
- ☐ A scholar is at risk for retention if he/she is **truant (absent) for 10% or more of the required school days**, is **failing a course of study**, and/or has **low achievement on the NWEA MAP** norm-referenced assessment. Additionally, a scholar shall not be promoted or allowed to pass to a higher grade or course level if the scholar fails to meet established standards for a particular grade or course level.

Factors

- Teachers and School Leaders will consider at least the following factors in arriving at decisions on promotion and retention. Factors are applicable for all grade levels.
- Scholar's level of academic aptitude and achievement
- Scholar's level of social and emotional development and the scholar's ability to effectively interact with other scholars in his current/grade level;
- Scholar attendance patterns (absences, tardiness, early sign-out, excused, unexcused) and its effect on the scholar's progress;
- Any other factors thought to be appropriate by the School Leader, teacher(s), and professional staff

Scholars with Disabilities

- Promotion and retention of previously identified scholars with disabilities will be determined by the policy above but shall also consider the scholar's individualized educational plan (IEP).



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Scholar Information and Classroom Requirements

Address and Phone Number Changes

- ☐ Report address changes to the school Office Managers.

Athletic Sports Eligibility Requirements

Visit the Ohio High School Athletic Association (OHSAA) at

<https://ohsaaweb.blob.core.windows.net/files/Eligibility/OtherEligibiltyDocs/EligibilityGuideMS.pdf>

Attendance

- ☐ Ohio law requires attendance for **all children between the ages of six to eighteen**, except under the limited circumstances specified in ORC 3321.01 et seq.,
- ☐ Scholars are required to follow the Board approved school calendar for the current school year.
- ☐ Instructional time can be entered on any day (e.g., weekends, holidays, etc.), but school make up time on weekends and holidays will **not** be counted toward school day attendance.

Definition of Attendance

- ☐ Attendance is defined as *time during which scholars are engaged in regularly scheduled instruction, learning activities, or learning assessments within the curriculum for study of the core subjects and elective subjects.*
 - Attendance also includes **directed study, independent study, technology-assisted learning, presentations by persons other than teachers, school-to-work programs, and statewide performance assessments.**
- ☐ Ohio requires all community schools to offer a minimum of **920 hours** of learning opportunities per year. Ohio Administrative Code 3301-102-02(M) defines a **learning opportunity** as the following:
 - Classroom-based or non-classroom-based supervised instructional and educational activities that are defined in the community school's contract and are
 - (1) Provided by or supervised by a licensed teacher;
 - (2) Goal oriented; and
 - (3) Certified by a licensed teacher as meeting the criteria established for completing the learning opportunity.

Tardy Time

Scholars are considered tardy **10 minutes** after the scholar report time.

Reporting Scholar Absence

A+ Arts Academy understands that there may be circumstances which warrant a scholar's absence from school. Absences must be reported by the parent or the guardian. Parents/Guardians will be expected to submit an excuse via email or call and leave a message on the attendance line explaining the absence.

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Regardless of the absence reason, scholars are expected to make up work due to an absence.

Excused Absences

Excused absences are defined as absences that A+ Arts Academy regards as a legitimate reason for being out of school. These include:

- **Scholar illness or injury** (If an absence due to illness or injury extends past three days doctor's note is required in order for the absence to be excused);
- **Medical appointments** are excused with confirmation of the appointment date and time from the provider; when possible medical appointments should be scheduled before or after school hours;
- **Pre-approved college visitations; counseling sessions or administrative appointments;**
- **Death in the immediate family** – up to three (3) days may be excused (obituary may be required);
- **Court appearances** required by legal authorities, unless absence is exempt as specified below (verification may be required);
- **Maternity** – Child-birth (amount of time dictated by a doctor's note);
- **Military Connected Families** (e.g. absences related to deployment and return, which should be arranged in advance with the School Leader);
- **Absences not to exceed two (2) consecutive days for religious observances** (*including but not limited to Ash Wednesday, All Soul's Day, Good Friday, Hanukkah*) may be excused with appropriate documentation.
- **Unreported/Unresolved Technical difficulties** with on-line platform;
- **No Internet Access or Power Outage**
 - It is an expectation for attendance that all scholars must have reliable internet access in the home. Scholars who are unable to log into the on-line platform or have a power outage must have an alternative plan to go to a public library/public location with internet access to access the on-line platform and complete their schoolwork.
 - If the scholar does not have a back-up plan and cannot go to the library/public location, the Parent/Guardian/Learning Coach must notify the scholar's teacher to validate the reason for the absence. Extended periods without internet access will count as an unexcused absence.
- **Pre-approved Educational Leave**
 - (Scholars may be excused for educational trips not sponsored by the school. It is the Parent's/Guardians/Learning Coach's responsibility to obtain approval for the leave and to contact the teacher(s) to determine what lessons or academic obligations must be met as a result of this proposed absence.)

Unexcused Absences

Unexcused absences are defined as an absence due to a reason(s) other than those stated above and are recorded as such. For an unexpected absence to be registered as excused, a legal guardian or the learning coach must furnish, **within three (3) days of the scholar's return** to school, an e-mail or phone call explaining the absence. The email must include the scholar's name, the date of the absence, the reason for the absence and the necessary documentation, as requested by the school.

If an email is not received within three (3) days of the absence, such an absence becomes unexcused. **Unexcused absences may result in loss of credit for assignments missed.**

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Truancy

All scholars must meet state attendance requirements, or the scholar will be considered truant.

Because attendance is measured by the time a scholar has spent attending classes, completing coursework, assignments, and taking part in educational opportunities that provide new learning experiences, parent/guardians should be very diligent in logging attendance hours.

Scholars who do not attend school for **72 consecutive** hours, without a valid excuse, **will be withdrawn for truancy** from A+ Arts Academy.

Additionally, if attendance is logged for a scholar but **there is no evidence of course work** or supplemental resources being completed, the School will assume that the attendance hours that were recorded are not accurate and the hours will be adjusted accordingly.

Testing Attendance Policy

As an Ohio public school, A+ Arts Academy must follow OH laws and the rules and regulations established by the Ohio Department of Education (ODE).

According to ODE, all public-school scholars are required to participate in state testing.

- Scholars must travel to pre-determined testing sites on predetermined dates is required for testing. Efforts will be made to locate a testing site within one hour of the scholar's home. In certain cases, it may be necessary to travel longer than one hour.
- These tests are given over a multi-day period depending on a scholar's grade level. Travel includes going to and from testing locations.
- If assistance is needed with transportation, please contact your teacher or administration prior to the testing window.
- Specific testing dates and locations will be communicated prior to the testing window. The school **cannot** guarantee that the scholar's assigned teacher will be the test proctor.

Early Dismissal

No scholar may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. During COVID-19, parent/guardians are expected to call the school and/or email the teacher. **No scholar will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.**



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Care of Board-Owned Property

Damage to or loss of school property and facilities wastes taxpayers' money and undermines the school program for all scholars. If a scholar damages or loses school property, the scholar and/ or parents/guardians **will be required to pay for the replacement or repair of such property**. If the damage or loss is to be determined **intentional**, the scholar will be subject to discipline according to the Code of Scholar Behavior and may be reported to appropriate authorities.

Scholar Valuables

Scholars should **not** bring items of value to school and when they do, they do so at their own risk. Items such as jewelry, expensive clothing, iPads, smart phones, electronic equipment, and the like, are tempting targets for theft and extortion. A+ Arts Academy is **not** liable for any loss, theft, or damage to scholars' personal valuables.

In the event an item is confiscated by a staff member, parents/guardians may retrieve items in coordination with School Leadership.

Scholar Fees and Fines

Scholars will be provided necessary textbooks and other materials for courses of instruction without cost. Accidental insurance fees may be applicable when borrowing electronic devices. In accordance with State law, schools may charge reasonable fees for activities and materials used in the course of instruction. Charges may be imposed for loss, damage or destruction of school apparatus, electronic device, equipment, musical instruments, library materials, textbooks and for damage to school buildings and property.

Scholars using school property and equipment can be fined for excessive wear and abuse of the property or equipment. Some fees may be waived in situations where there is financial hardship.

Scholars can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of the scholar's grades and credits.

Search and Seizure

Administrators may search a scholar and/or his/her property (including purses, knapsacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law and/or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the scholar's age. General housekeeping inspection of school property may be conducted with reasonable notice. Scholar lockers are the property of A+ Arts Academy and scholars have no reasonable expectation of privacy in their contents or in the contents of any other District property, including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, scholars have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video

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cameras in such areas and on all school vehicles transporting scholars to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The school reserves the right not to return items that have been confiscated.

Student Well-Being

Scholar safety is the responsibility of both scholars and staff. Staff members are familiar with emergency procedures such as evacuation for fire and tornado drills, safety drills in the event of a terrorist or other violent attack and accident reporting procedures. If a scholar is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all scholars have an emergency medical authorization completed and signed by a parent/guardian on file in the school office. Parent(s)/guardian(s) of scholars with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school office.

Students Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. Being homeless does not always mean living in a shelter or on the street.

“Homeless” is defined as *lacking a fixed, regular, and adequate nighttime residence*. This includes any child:

- living in a shelter;
- living in a motel or campground due to the lack of an alternative, adequate accommodation;
- living in a car, park, abandoned building, or bus or train station;
- doubled up with other people due to loss of housing or economic hardship;
- or not living with a parent or guardian due to hardship or an emergency circumstance.

Families experiencing homelessness don’t always realize they may qualify for certain rights when it comes to their children’s education, according to federal law.

Our homeless liaisons help families understand these rights and advocates on their behalf. We ensure that scholars have the same educational access as scholars who are not homeless. This can include access to: the school of origin to minimize student transition; immediate enrollment (to the school of origin or the school of residence); and appropriate educational services. For further information, please contact your child’s school.



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Uniform Policy in Grades K-8

When attending class held on school campus, scholars are required to wear the A+AA uniform every Monday through Friday.

A+ Arts Academy dress code requirements plus the following:	Accepted Clothing	Colors
Tops/Shirts Properly sized, tucked in	Polo-styled collared shirt/button-up blouse/dress shirt with collars or turtlenecks	Fair/Maybury - Any color Napoleon - Black
Sweaters/Vests/Hooded Apparel Must be worn over a collared shirt or blouse	Cardigans, pullover, sweaters, vests, hooded apparel (hoods down)	Fair/Maybury - Any color Napoleon - Black
Bottoms/Pants No jeans, denim pants, sweat suits, or leggings worn as pants	Uniform-style, classic-fit, corduroy pants, capris, jumpers, and knee-length shorts/skirts/skorts	Khaki/Navy/Black
Belts No chain belts or belts with writing	If bottoms have belt loops, scholars are encouraged to wear a belt	Black/Brown/Navy
Shoes No flip-flops	Closed toe only	Any color

All clothing items are available at any retail store or can be ordered through catalogs or online. A+ AA monogrammed shirts are available. Please contact your child's school for details on how to order.

Dress Code

All garments must be neat, clean, properly sized, without holes and rips, and in acceptable repair. Scholars may NOT wear anything that promotes gangs, tobacco, drug and alcohol use, sexual activity, or anything illegal or immoral.

- **Head** - Hats, caps, and head coverings (unless for religious purposes) are not permitted to be worn indoors.
- **Tops** - Underwear, shoulders, chest, back, and midsection may not be visible.
- **Bottoms** - All lower garments must be anchored at the natural waist and cannot drag on the ground or have writing across the seat. Garments that are tight-fitting, oversized, drooping, and exposing more than mid-thigh are not permitted.
- **Shoes** - All footwear must be secure on foot and not present a safety hazard. Slippers, flip-flops, stilettos and shower shoes are not permitted.

ENFORCEMENT: Any scholar in violation on the Dress Code may be subject to discipline and be required to change into compliant clothing before being permitted to attend classes or school activities.



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Health and Nutrition

Hearing and Vision Screenings

To maintain within compliance of Ohio Revised Code 3313.673, A+ Arts Academy provides vision and hearing screenings to scholars prior to November 1. If a scholar does not pass a screening, the examiner is required to refer the child for further testing. These screenings are conducted by a third-party licensed practitioner. It is important to remember that these tests are only screening tools.

Immunization Requirements: K-12

Unless otherwise exempt, Ohio law requires all scholars enrolled in public, charter or private schools to be properly immunized. The scholar immunization record must be on file at the scholar's assigned school. The full doses must be received at the proper intervals. Enrollment is not denied due to improper immunizations; however, students who are not properly immunized will be excluded from their assigned school **fourteen (14) calendar days** from the start of the school year unless their immunizations are "in progress." Thank you for your cooperation in this matter. If you have questions, please do not hesitate to contact your child's assigned school. [CDC Vaccines in the Child and Adolescent Immunization Schedule](#)

Immunizations and vaccinations may be received at the following agencies:

Ohio Department of Health	Franklin County Public Health	Columbus Health Department
Address: 246 North High St. Columbus, OH 43215 Phone: (614) 466-4643 Email: immunize@odh.ohio.gov	Phone: (614) 525-3719 Email: shots@franklincountyohio.gov	Address: 240 Parsons Ave. Columbus, OH 43215 Phone: (614) 645-8180 Email: shots@columbus.gov

Other Immunization Resources

Project L.O.V.E. (Love Our Kids...Vaccinate Early!)

Area Partnership to assure that Franklin County 2-year-olds are fully immunized. Offers immunization services in community.

Seasonal Influenza

Provides education and outreach for adults and children and limited free adult flu vaccine for those who qualify.

MOBI (Maximizing Office Based Immunization) - 614-645-1479

For healthcare providers - Free one-hour in-office CE quality improvement program by trained vaccine experts.

IQIP (Immunization Quality Improvement for Providers) - 614-645-1479

For healthcare providers - Free confidential chart-review process which assesses immunization rates for a practice.

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Immunization Summary for School Attendance - Ohio

VACCINES	IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>Kindergarten</u> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required. * <u>1-12</u> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	<u>K-9</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <u>Grades 10-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>K-12</u> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>K-9</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <u>Grades 10-12</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<u>Grades 7-10</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
 - For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/immunization/Required-Vaccines-Child-Care-School/>).

These documents list required and recommended immunizations and indicate exemptions to immunizations.

- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.



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Injury/Illness

If a scholar becomes ill or injured during the school day and is not well enough to stay in class, the family may be called to pick the scholar up. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. An accident report will be completed for significant head injuries and other serious injuries that occur in the school building, on the school grounds, at practice sessions, or any other events sponsored by the school.

If your child has needs we do not know about, we cannot provide for those needs. If your child has an emergency, we must be able to reach you. If your child is hurt and requires medical attention, in the event we are unable to reach you, the school will seek medical attention.

Should I keep my child home or send to school?

Do not send your child to school if any of the following symptoms or conditions were present

- ☐ **Fever of 100 degrees or higher in the last 24 hours.** Call your child's healthcare provider for guidance on when to return to school.
- ☐ **Coronavirus/COVID-19 Related Symptoms or Exposure.**
 - In the last month, your child or member of the household has been in contact with someone who was confirmed or suspected to have Coronavirus/COVID-19
 - Your child or member of the household reports symptoms of Cough, Fever, Shortness of breath, or Loss of Taste or Smell
- ☐ **Vomiting and/or diarrhea.** If your child has two or more episodes during the previous evening or night, they may not attend school. Call your child's healthcare provider if vomiting and/or diarrhea continues for more than 48 hours, your child has a fever or his/her condition worsens. Diapered children can return to school after diarrhea when stool is contained in the diaper, stool may remain loose.
- ☐ **Rash.** Call health care provider for guidance if your child can remain in school.
- ☐ **Untreated infected skin patches** that have weeping fluid and are on an exposed surface that cannot be covered with a waterproof dressing. **Preschool** requires exclusion of untreated infected skin patches per preschool regulations.
- ☐ **Bacterial infection.** Your child may return to school after taking prescribed antibiotics for 24 hours.
- ☐ **Pink eye.** If your child has thick mucus or pus draining from the eye (pink eye), call health care provider for guidance if your child can remain in school. If an antibiotic is prescribed, the child must be on the medication for 24 hours before returning to school.
- ☐ **Lice.** Refer to the lice policy within the handbook.
- ☐ **Is currently taking prescribed narcotics.** Scholars are not permitted to take narcotics while at school. The scholar can return to school once pain can be controlled by over the counter pain relief, like Tylenol/Acetaminophen or Ibuprofen.
- ☐ **Any sick symptoms that prevent participation in school,** examples include:
 - Excessive tiredness, pale, difficult to wake, confused or irritable, lack of appetite
 - Productive coughing, sneezing, continuous coughing
 - Headache, body aches, earache, sore throat

A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your healthcare provider as your child needs a special test to determine if it is strep throat. Colds can be contagious for at least **48** hours. Returning to school too soon may slow the recovery process and expose others unnecessarily to illness.

If you are unsure about whether to send your child to school, please contact the school staff.

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Lice Prevention and Treatment

What are lice?

- ☐ Head lice are yellowish-white insects that live on the human scalp.
- ☐ Lice don't have wings; and they cannot fly, hop, or jump.
- ☐ Head lice are about 1/8 of an inch long.
- ☐ Head lice are difficult to see because they are so small and move very quickly.
- ☐ Itching of the scalp may be the first sign of head lice.
- ☐ Most often, what you will see are the oval eggs (nits) which have been laid by the lice.
- ☐ The eggs are laid close to the scalp (eggs farther than 1/2 inch from the scalp have probably already hatched or are dead).
- ☐ The nits are off-white in color and are attached to the hair by a cement-like substance.
- ☐ Lice do not cause disease; they are more of an embarrassment and nuisance.

How do you get them?

- ☐ Lice are passed from direct personal contact (head-to-head contact or combs, hats, or coats).
- ☐ Lice are not passed in swimming pools, and you cannot get them from pets.

Who gets them?

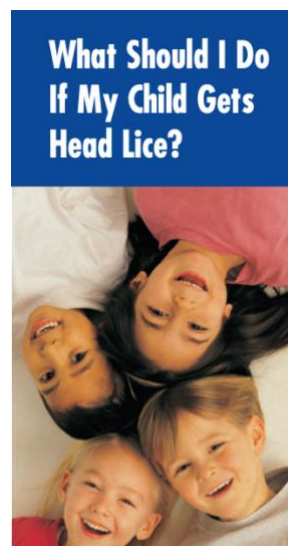
- ☐ Lice can live on any person's head—regardless of age, income, social status, or cleanliness.
- ☐ If one child has lice, check the hair of everyone else in your house.

If my child gets head lice, what do I do?

Follow these steps to get rid of head lice:

1. Apply a lice-killing hair product (shampoo or creme rinse).
2. Remove the nits.
3. Clean the home.

[Ohio Department of Health Lice Informational Pamphlet](#)



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Over-The-Counter-Medicine (OTC)

If a child needs to take any prescribed medicine, please send it to school with a note indicating the type of medication, dosage, and time of administration along with the medicine in its original sealed container.

Transporting Medications

Scholars may bring medications to school on the bus as long as the scholar turns the medication over to the school nurse **upon their arrival to school**. Scholars will not be permitted to transport medications home during the school year or at the end of the school year unless a **Medication Transport Release** form has been signed by the parent/guardian and returned to school.

However, A+ Arts Academy will **not** permit scholars to transport controlled substances, which includes narcotic pain medication, Sudafed, and some ADD/ADHD medications, even with a Medication Transport Release form on file, these medications must be transported by a parent. At the end of the school year, medications will be disposed of the day after the last day of scholar attendance unless the authorization form has been received.

Meals

We are pleased to inform you that A+ Arts Academy participates in the Community Eligibility Provision (CEP) for School Year 2021-22.

This is great news for you and your scholar(s)! All K-8 scholars at A+ Arts Academy are eligible to receive a healthy breakfast and lunch at school at **no charge** during the 2021-22 school year. No further action is required of you. All children will be able to participate in the meal programs without having to pay a fee or submit a meal application. **Questions? Contact your child's school.**

[Click here to read the ODE Community Eligibility Provision \(CEP\) Fact Sheet](#)

Peanut and Peanut Butter Free School

Due to significant food allergies of some scholars we are a **peanut and peanut butter free school**. Scholars are NOT able to bring peanuts or foods with peanut butter to A+ Art Academy. This includes for any packed lunches. Thank you in advance for ensuring that ALL scholars are kept safe and can freely enjoy their meal times at school without worrying about this food allergy.

Birthdays

Birthdays are special in the life of any child. However, in order to provide optimum learning time, classroom birthday snacks/parties are **not permitted at school**. Additionally, in order to protect the feelings of all classmates, scholars are not permitted to pass out any invitations at school even if inviting the entire class. Additionally, A+ Arts Academy is **not permitted** to release scholar addresses or phone numbers.

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Statewide Physical Education Initiative

One of the things scholars will be held accountable for in physical education classes is their ability to master state performance assessments that measure progress toward meeting the state standards in physical education.

In addition to other physical education activities, there are practices that scholars and teachers will be engaged in that may feel new or different for a physical education class. Some of these practices include paper and pencil tests related to physical fitness and homework that has scholars recording physical activity they do outside of school as they learn to practice healthy and active lifestyles.

Physical education teachers will be working all year to teach and assess scholars' mastery of the standards.

The district will be reporting these results to the state based on student progress in Grades 2, 5, and 8.

However, **all grade levels** will be involved in the assessments of the standards.

Below are some “**Tips and Tricks**” that can help your student become more successful in physical education class this year:

1. Make sure your scholar has the appropriate clothing and shoes for PE class. This is a primary safety concern.
2. Help your scholar with any homework that relates to the class such as memorization of terms or recording physical activities in a fitness bag.
3. Encourage your scholar to exercise outside of PE class—do fitness related exercises, go for walks, or play games.
4. Ensure that your scholar, especially elementary scholars are not absent from class. During the day, teachers will incorporate physical activities to help progress monitor your scholar's mastery of physical education standards.

If you have questions, please feel free to contact your scholar's teacher. He/she will answer your questions, explain the process, and offer suggestions for how your scholar can excel in class.



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Policies and Procedures

Admissions Policy

Scholars enrolling are accepted on a first-come first serve basis. Our only restrictions are:

1. Scholars must be five years of age on or before September 30th of the current school year.
2. Child's ability to assimilate into the A+ Arts Academy's "traditional approach" to education which includes daily/weekly homework, a tutoring schedule and behavior expectations.
3. If our enrollment is at capacity. When we have reached our maximum capacity, we will be unable to accept additional scholars, but will set up a waiting list.

Admissions Process

1. Parent/guardian completes enrollment packet, which includes an enrollment checklist.
2. Once the completed enrollment packet has been received, an offer is extended to the scholar if enrollment has not reached full capacity.
3. The parent/guardian completes the registration form and submits all required documentation.
4. The scholar receives confirmation that they have been officially enrolled and receives a welcome phone call from school staff.

Career Advising

Now more than ever, students need to see a connection between what they are learning in the classroom and their future careers. Ohio law requires all districts to adopt a local policy on career advising beginning the 2015-2016 school year.

Experts generally describe career advising as an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Ohio students must have access to a comprehensive menu of resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and consistent counseling and advising, students can discover their interests and explore academic and career pathway options.

This policy on career advising is reviewed at least once every two years and made available to scholars, parents, guardians and custodians, local post-secondary institutions and district residents. The policy is posted in a prominent location on the district's website www.aplusarts.com.



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Cellular Phones and Devices

Scholars are permitted to have cell phones in school, but they must always be **muted** and **out of sight**.

- **Acceptable Use:** During school hours, cell phones can be used to make or receive calls only when requested by the teacher for educational purposes or in school declared emergencies.

Any other use of a cell phone during school hours shall result in disciplinary action.

- **First Offense:** Verbal Warning
- **Second Offense:** Confiscation of the cell phone; given back to student at the **end of the day**
- **Third Offense:** Confiscation of the cell phone and parent/guardian must come into the school to retrieve device
- **Continued Offenses:** Confiscation of the cell phone and parent/guardian must come into the school to retrieve and student will receive a 1-3 day out of school suspension (depending on the number of violations)
 - **Continued offenses may result in scholar being prohibited from bringing device to campus**
- **Unacceptable Use:** At no time can these phones, or particularly camera phones be used to invade the privacy of another scholar.

It should be noted that the school is **not responsible** for lost, stolen, or damage to cell phones.

Code of Conduct

A+ Arts Academy prioritizes creating a climate of mutual respect for the rights of all scholars and staff. Scholars are expected to respect the rights and privileges of other scholars, teachers, and other staff. The rules of conduct and discipline contained within this Scholar Code of Conduct are established to ensure safety and a strong culture of achievement in our classrooms. Scholars who violate the Code of Conduct, the rights of others, or who violate campus roles shall be subject to these consequences.

A discipline violation includes the planning of or conspiring to commit an offense. Certain offenses may result in the filing of charges by the Columbus Police Department depending on the nature of the misconduct. School leaders are **required by law** to report certain activities to the Columbus Police Department.

The code of conduct is in effect while **(1)** scholars are under the authority of school personnel and/or **(2)** during all school-related activities and events, even when such activities occur off school grounds. The Code of Conduct applies to school buses, extracurricular events and to some alternative education programs.

(3) Misconduct by a scholar that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and **(4)** misconduct by a scholar that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

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Rights and Responsibilities

The purpose of this section of the Plan is to provide a brief description of the more important rights and responsibilities of scholars. Within each school, the School Leader has the responsibility for maintaining a strong learning environment for ALL scholars.

Guidelines for Disciplinary Action

A+ Arts Academy staff shall adhere to the following guidelines:

- Discipline **shall be administered when necessary** to protect scholars, staff, or property; maintain essential order and discipline; and promote a strong learning environment.
- Scholars shall be treated fairly. Discipline shall be based on the circumstances of **each** case. Factors to consider shall include but are not limited to the following:
 - Seriousness of the offense;
 - Scholar's age;
 - Scholar's disciplinary history;
 - Intent or lack of intent at the time the student engaged in the conduct;
 - Self-defense;
 - A disability that substantially impairs the scholar's capacity to appreciate the wrongfulness of the scholar's conduct;
 - Potential effect of the misconduct on the school environment;
 - Any mitigating factors.

School leaders have been designated with the authority to:

- Assess and implement the culture of achievement plans in cooperation with teachers and staff;
- Remove a scholar from campus for non-disciplinary reasons or pending a conference;
- Investigate allegations of scholar misconduct which includes questioning scholars, and searching a scholar or the scholar's belongings if there is reasonable suspicion that the scholar has violated a specific rule or law and the school administration reasonably expects that the search could produce evidence of that violation;

The District has been designated to conduct hearings concerning expulsion of students and to issue orders of expulsion upon determination of guilt as a result of such hearings.



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Procedures for Student Removal by Teachers

- Teachers should not remove a scholar from the classroom **without prior approval** from the School Leader.
- No scholar should be sent from the classroom to an administrative office for discipline **without prior communication** with that school leader. The school leader shall respond by employing appropriate discipline management techniques consistent with the Scholar Code of Conduct.
- A teacher should call a school leader to their class for a scholar:
 - Who has been documented by the teacher to repeatedly interfere with the teacher's ability to teach or with classmates to learn;
 - Whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with scholars in the class or with the ability of the scholar's classmates to learn.
 - If a leader removes a scholar from class, they may place the scholar into another appropriate classroom, into in-school suspension, or contact the family if the situation warrants.

Tiers of Consequences

In order for A+ Arts Academy to maintain a strong learning environment focused on achievement, we have adopted the following tiers that outline consequences for scholars who are not living up to the A+ Arts Academy behavior expectations.

Grades K-8	
Tier 1:	Tier 2
Short-Term Suspension	Long-Term Suspension
Suspended 0-5 Days, Repeated Tier 1 behavior will result in Tier 2 consequences	Suspended 6-10 Days; Possible Expulsion
School Bus Disruption Bullying, Cyber-bullying, Harassment, or Threats Fighting/Gang Activity/Insubordination Theft Weapon Look-Alike Sexual Harassment/ Touching Public Displays of Affection Cheating Profanity/Abusive Language	DRUGS Use, posses, distribution of alcohol, tobacco, or drugs WEAPONS <ul style="list-style-type: none"> ▪ Firearms ▪ Explosive Device ▪ Weapons (Knife, etc.)
INCITING PANIC False Alarms (i.e. pulling fire alarm, calling 911, bomb threats, etc)	



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Cheating

A scholar shall not plagiarize (i.e., use another's thoughts, words, or ideas as one's own). A scholar shall not provide work for other scholar's use or use unauthorized material or devices. Cheating may result in no credit for an assignment as well as other disciplinary consequences.

Explosive, Incendiary, or Poison Gas

A scholar shall not use, possess, sell or distribute any destructive device, which would include a bomb, a grenade, a rocket having a propellant share, or a missile having an explosive or incendiary charge. This includes any weapon that will, or that may be readily converted to expel a projectile by the action of an explosive or other propellant.

Extortion

A scholar shall not use force or intimidate to obtain anything (e.g., privileges, property, and money) from another person. This would include begging, borrowing and panhandling.

Fighting

A scholar shall not strike, push or fight with another person. This includes **mutual participation** in an incident involving physical violence, regardless of who initiated the incident. An individual whose deliberate behavior directly leads to fight between other parties shall be considered a participant and may receive consequences as a result of their actions.

Scholars, who fight, in all probability, will receive a suspension, depending on the number of offenses, and may also receive a recommendation for expulsion, if there are repeated offenses. Likewise, scholars who fight may be arrested, handcuffed, and taken to jail with disorderly conduct or assault charges being filed against them.

Firearm

A scholar shall not use, handle, transmit, transport, sell, conceal, distribute or possess any weapon which will, if designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm or firearm silencer; or any machine gun. **This includes but is not limited to; zip guns, starter guns and flare guns.**

Firearm Look-A-Likes

A scholar shall not use, possess, sell or distribute any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring-loaded device or air pressure by which to propel an object or substance. **This includes but is not limited to; indistinguishable toy gun cap guns, bb guns and pellet guns.**

Gang Activity

A scholar shall not exhibit gang behaviors whether as a member or imitator. **This includes but is not limited to; wearing colors, using hand gestures/signals, graffiti, literature, names, rap, and pictures or other paraphernalia whether in possession, on person, on school grounds, on school busses, or personal items.**

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Insubordination

A scholar shall not disregard or refuse to obey reasonable requests or directions given to the scholar by school personnel. School personnel will not tolerate behavior that can be construed as disrespectful, threatening, demeaning or belittling to teachers, staff and administrators. Consequences for this type of behavior may include suspensions and expulsions.

Profanity/Abusive Languages

A scholar shall not use profane, vulgar, abusive, obscene, or other words which under the circumstances are offensive by reasonable standards of the school district community or which disrupt normal school activities.

Public Displays 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 movements, 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.*

Theft

A scholar shall not receive nor attempt to take or receive into his/her possession property of the school district or property of another scholar, teacher visitor, or employee of the school district without privilege to do so. The school will make a reasonable effort to recover or obtain restitution but is not held responsible for stolen items.

Trespassing

A scholar shall not be on school grounds before or after school hours unless they are authorized to attend a school function or with expressed consent of administration. Scholars who are on **Out of School Suspension (OSS)** are not permitted to be on school grounds or attend any school functions during their suspension unless they are requested to attend a meeting or hearing accompanied by their parent or guardian.

Unauthorized Use of Technology

A scholar shall not abuse the school's technology devices including, but not limited to the following: *tampering with computers or computer programs, damaging or destroying computers, hardware, software, tape recorders or headphones.* Scholars shall not visit any unauthorized/inappropriate websites or possess electronic items that contain inappropriate materials/content.

Vandalism

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



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Additional Situations

School leaders have the ability to suspend or recommend expulsion of scholars for additional situations depending on the context and the impact on the learning environment.

Procedures for Student Discipline Referrals

Most offenses are considered minor violations of the Scholar Code of Conduct and, therefore, a written report of such offenses is ordinarily not required to be filed with the School Leader or other members of the leadership team.

However, a teacher with knowledge that a scholar has violated the Student Code of Conduct with a Tier 1 or Tier 2 offense must document the incident and share it with the School Leader. The School Leader may reach out to the family to discuss the incident depending on the details of what occurred.

Procedures and Due Process for Short-Term Suspension

Before imposing a short-term suspension, the School Leader shall:

1. **Provide notice** to inform the scholar of the charges against him/her, and if the student denies the charges, an explanation of the evidence against the student.
2. **Provide the scholar** an opportunity to present the scholar's version of events.
3. Written notice shall be provided **within 24 hours** of the decision to impose suspension at the last known address of the family. Where possible, notification also shall be provided by telephone. The family of the scholar and the scholar shall have the opportunity to present the scholar's version of the incident and to ask clarifying questions in an informal conference.
 - Such notice and opportunity for an informal conference shall take place prior to the suspension of the scholar unless the scholar's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension.

Long - Term Suspension

In accordance with Ohio State Law, the District reserves the right to suspend and/or expel a scholar. A scholar who has committed any one of the actions listed below is subject to **long-term suspension** (*defined as a period of **more than five days up to ten days***) or expulsion from school. In addition, a scholar who commits any of the acts previously described as causes for short-term suspension may, instead or in addition, be subject to a long-term suspension at the School Leader's discretion only if the scholar has committed the act on multiple occasions.

- Commit, or attempt to commit arson on school property
- Possess, use, attempt to use, or transfer of any firearm (including toy weapons, BB guns, or air-propelled guns), knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the scholar in school
- Assault any other scholar or staff member
- Possess or use alcohol, tobacco, or other forms of illegal drugs
- Intentionally cause physical injury to another person, except when scholar's actions are reasonably necessary to protect him or herself from injury
- Vandalize school property causing major damage
- Commit any act which school officials reasonably conclude warrants a long-term suspension

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Procedures and Due Process for Long Term Suspension

The School Leader may impose a long-term suspension (for a period of up to 10 days). Such a suspension may be imposed only after the scholar has been found guilty at a formal suspension hearing. In extreme circumstances, the District may expel the scholar from school.

Upon determining that a scholar's action warrants a possible long-term suspension, the School Leader shall;

- **Verbally inform the scholar and the scholar's family/guardian** that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions.
- **The School Leader also shall immediately notify the scholar's family** in writing within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the family.
 - Such notice shall provide a description of the incident or incidents, which resulted in the suspension and shall indicate that a formal hearing will be held on the matter, which may result in a long-term suspension (or expulsion).
 - The notification provided shall be in the dominant language used by the family.
 - During the formal hearing, the scholar shall have the right to be represented by counsel, question witnesses, and present evidence.

Other Administrative Disciplinary Options

A+ Arts Academy recognizes that each individual scholar may have a unique challenge in or out of the classroom. Because we strive to find solutions for all of our scholars, a variety of other disciplinary and supportive programs may be put in place. These are not limited to, but can include:

- **Behavior Plan:** A plan where scholars and staff create goals focused on reducing negative behaviors over a short period of time. Scholars may have a daily behavior chart targeting specific behaviors that each teacher fills out and the family signs each night. This plan is kept as a part of the scholar's records and the plan is ceased once the negative behaviors have successfully been changed to more positive actions. The school leadership, teachers for that particular scholar, and the scholar will collaborate to create the behavior plan.

- **Homeroom or Instructional Group Switch:** A temporary or permanent move to alter group or individual dynamics may be made by the school leadership in consultation with the teachers for that particular scholar.

- **Alternate Instruction**

Arrangements may be made between the school and each individual for the delivery of services, pick-up/delivery or work, and/or the make-up of any missed assignments and classroom instructional support. All IDEA mandates will be followed for scholars with disabilities.

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Positive Behavior Notification

Dear Parent/Legal Guardian:

RE: Parents/Guardians Notification (Ohio Department of Education Policy on Positive Behavior Interventions and Support, and Restraint and Seclusion)

- ◆ Implementation of positive behavior intervention and supports. Each school district shall implement positive behavior intervention and supports on a system-wide basis.

“Positive behavior intervention and supports” means:

- A school-wide systematic approach to embed evidence-based practices and data-driven decision making to improve school climate and culture, in order to achieve improved academic and social outcomes and increase learning for all students, and that
- Encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to scholars.

The purpose of this policy is to create a statewide policy that applies to all school districts regarding the use of positive behavior intervention and supports and the limited use of restraint and seclusion.

The Ohio Department of Education promulgates this policy in accordance with the Governor’s Executive Order 2009-13S, the State of Ohio Policy on Restraint and Seclusion Practices dated May 17, 2010, and in accordance with guidance from the United States Department of Education.

Informing Parents and Guardians Generally (District Policy)

- As a part of the A+ Arts Academy pre-established emergency safety intervention procedures that are in place in our schools, any scholar who poses an imminent/ immediate risk of injury to him/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with State and District policies. As soon as possible after any such incident, the parents or guardian will be informed when any of these actions have occurred.
- Each use of seclusion or restraint shall be reported to the parent immediately and documented in a written report. A copy of the written report shall be made available to the parent or guardian within 24 hours, and the school shall maintain a copy of the report in the scholar’s file.
- These policies are available with other school board policies to all parents electronically via our website or as a hard copy upon request.

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Prohibition on Bullying, Harassment, Intimidation

A+ Arts Academy is committed to providing a safe, positive, productive and nurturing educational environment for all scholars. The District encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other scholars, staff, or third parties is **strictly prohibited and will not be tolerated**. This prohibition includes *aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship*.

The District will **not tolerate** any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where scholars are under the school's control, in a school vehicle, or where an employee is engaged in school business.

“Harassment, Intimidation, or Bullying” Means:

- A. any intentional written, verbal, electronic or physical act that a scholar or group of scholars exhibits toward another particular scholar(s) more than once, and the behavior both causes mental or physical harm to the other scholars(s), and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other scholar(s);
- B. violence within a dating relationship
- C. Physical violence and/or attacks
- D. Taunts, name-calling, and put-downs
- E. Threats and intimidation (through words and/or gestures)
- F. Extortion or stealing of money and/or possessions
- G. Exclusion from the peer group or spreading rumors
- H. 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 on Web sites where scholars congregate on Web logs (personal journals, diaries, blogs)
 - 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; and
 - 5. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.



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“Cyberbullying” Means:

- Bullying, harassment or intimidation through electronically transmitted acts, i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a scholar has exhibited toward another particular student more than once and the behavior both:
 - A. causes mental or physical harm to the other scholar; and
 - B. is sufficiently severe, persistent, or persuasive that it creates an intimidating, threatening or abusive educational environment for the other scholar.

“Electronic Act” Means

- An act committed through the use of a cellular telephone, computer, personal communication device, or other electronic communication device.

Aggressive behavior is defined as

- Inappropriate conduct that is repeated enough, or serious enough, to negatively impact a scholar’s educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, national origin, gender and religion, marital status, or disability. It would include, but not be limited to, such behaviors as
 - stalking,
 - bullying/cyberbullying
 - intimidating
 - menacing
 - coercion
 - name calling
 - taunting
 - making threat and
 - hazing

Reporting Incidents

- Any scholar or scholar’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Leader. The scholar may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or District.
 - Complaints against the Building Leader should be filed with the District.
 - Complaints against the District should be filed with the Board President.
- **Every** scholar is **ENCOURAGED**, and **every staff member** is **REQUIRED**, to report any situation that they believe to be aggressive behavior directed toward a scholar. Reports may be made to those identified above.
- If a scholar or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

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Investigations

All complaints about aggressive behavior that may violate this policy shall be **promptly investigated**. The Building Leader or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action, shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for scholars, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

Confidentiality

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying, harassment, intimidation, and/or bullying against a specific scholar are verified, the building principal or appropriate administrator shall notify the custodial parent/ guardian of the **victim** of such finding.

In providing such notification, care shall be taken to **respect the statutory privacy rights** of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific scholar are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the **perpetrator** of that finding. If disciplinary consequences are imposed against such scholar, a description of such discipline shall be included in the notification.

Complaints

Scholars and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. The district has Bullying/Intimidation/Harassment complaint forms available in all district buildings to assist scholars and parents in making formal complaints about such behavior. Such reports shall be reasonably specific including (1) person(s) involved, (2) number of times and places of the alleged conduct, (3) the target of suspected harassment, intimidation, and/or bullying, and (4) the names of any potential scholar or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Leader for review, investigation, and action.

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Filing a Complaint Process

1. **Initial Contact-Teacher or Staff Member:** Complaints should be discussed with staff members first. If the complaint is not satisfied, the complainant may appeal to the Intermediate Level (if appropriate) to Building Leaders.
2. **Intermediate Level- Teacher:** If the complaint is of a personal nature, the concern should be discussed with the Teacher if possible. If necessary or the complaint has not been satisfied, then the complaint can be discussed with the Building Leader.
3. **Building Leader:** The Building Leader will hear the complaint, gather all facts and information concerning the problem. The Building Leader will make a solution to the problem. Only if the complainant is not satisfied may he/she may appeal to the District.
4. **Board of Directors:** Any complaint desirous of being heard before the Board must state his or her case in writing and submit the written communication to the Treasurer at least one (1) week prior to the next board meeting. The Treasurer shall send a copy of the communication to the President of the Board of Directors. The Board will hear the complainant's views on the problem and will gather all facts and information concerning the problem. A decision will be rendered by the Board of Directors concerning said complainant's problem.

Field Trips and Routine Trips

Within the enrollment packet, parents/guardians authorize the school to be able to take scholars on all field trips. Routine trips include but are not limited to, walking trips, library or neighborhood excursions. "Field trips" include trips that involve travel needing transportation. ***A universal permission form for all field trips will be given, and parents will be notified in advance of all upcoming trips.*** Local yellow bus service to and from trips will transport scholars. Field trips outside of the Columbus area are usually chartered by local tour services. Emergency contact forms and first aids kits will go with scholars on every trip.

Kids Safety First: Guardian Information/Procedures

Guardians shall be the only persons notified of a scholar's performance or actions.

Examples follow:

- This is true for a teacher contacting the guardian concerning grades;
- An administrator contacting a guardian concerning discipline; and/or
- A counselor contacting a guardian to discuss educational services.
- Guardians must be the individuals to authorize a scholar to be transported from school prior to the regular dismissal time.



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A guardian can authorize another individual to pick up his/her scholar. This would be done *each* occasion another individual is to pick up a scholar.

- That authorization can be done in person, through telephone communication or through written communication.
- Anyone visiting, signing out or sending anything to a scholar must present a photo ID upon entering the school. This includes parents, guardians and anyone else authorized by the parent/guardian.

Those listed on the Emergency Medical Contact List are to be contacted in a medical emergency, **only if the guardian cannot be reached**. To ensure scholar safety, a photo ID shall be required for any person or persons that are not recognized as an individual authorized to pick up a scholar and to ensure **Kids Safety First**.

Notice And Consent For Monitoring

I understand that my use of the district's network and/or this computer, including my internet activity, is for school use only. I understand that I have no expectation of privacy and fully consent to the monitoring of my activities by the District. I have read and fully understand that I am bound by Board Policy and AG 7540.03 that I can be disciplined and/or criminally prosecuted for violating the District Policies.

Safety Drills

For the safety of scholars, emergency drills will be conducted regularly. Fire drills will be conducted monthly, at least two tornado drills will be conducted during the year, during tornado season, and at least one lockdown drill will be conducted, per year. Each school campus maintains a written report of all drills. Fire alert and weather alert plans are posted in each classroom.

Scholar Education Technology

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach scholar learning, to incorporate the vast, diverse, and unique resources available through the Internet. A+ Arts Academy teachers provide Education Technology so scholars can acquire the skills and knowledge to learn effectively and live productively in a digital world.

The Board of Education provides scholars with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its scholars. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines, and the Scholar Code of Conduct govern scholars' use of the District's personal communication devices (that is, according to District Policy computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services.

The due process rights of all users will be respected in the event there is a suspicion of

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inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria, (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the scholars who would be exposed to them); access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and scholars to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the District has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District, the technology protection measures may be configured to protect against access to other material considered inappropriate for scholars to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any scholar who attempts to disable the technology protection measures will be subject to discipline.

Building Leaders may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee scholars will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

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Pursuant to Federal law, scholars shall receive education about the following:

- A.** safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B.** the dangers inherent with the online disclosure of personally identifiable information;
- C.** the consequences of unauthorized access (e.g., “hacking,” “harvesting,” “digital piracy,” etc.) cyberbullying and other unlawful or inappropriate activities by students online, and;
- D.** unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their scholars regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of scholars while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The district is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to scholars in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Scholars will be assigned a school email account that they are required to utilize for all school related electronic communications, including those to staff members and individuals and/ or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Scholars and staff members are responsible for good behavior on the Board’s computers/network and the Internet, just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.



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Social Media Use:

A scholar's personal or private use of social media, such as Facebook, Twitter, Instagram, Snap-Chat, blogs, etc., may have unintended consequences. While the board respects its scholars' First Amendment rights, those rights **do not** include permission to engage in threatening or other destructive on-line behavior, such as cyberbullying, or any other online activity that causes, or could potentially cause a substantial disruption to the school environment. This warning includes a scholars' online conduct that occurs off school property, including from the scholars' private computer. Scholars who engage in such behavior will be subject to discipline under the Code of Scholar Conduct.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines. The Board designates the Building Leaders and approved designees as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to scholars' use of the District's Education Technology.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

47 C.F.R. 54.500 - 54.523

Adopted 10/22/01

Revised 12/13/10

Revised 6/25/12

Revised 5/11/15

Scholar Education Technology Acceptable Use and Safety Guidelines

Scholars are authorized to use the Board's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, Internet connection and online educational services ("Education Technology" or "Ed-Tech") for educational purposes. Use of the Education Technology is a privilege, not a right. When using the Ed-Tech, scholars must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed-Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Scholar Code of Conduct, and/or civil or criminal liability. Prior to accessing the Education Technology scholars and parents of minor scholars must sign the Scholar Education Technology Acceptable Use and Safety Agreement 7540.03F1. Parents are encouraged to discuss their values with their children and encourage scholars to make decisions regarding their use of the Ed-Tech that is in accord with their personal and family values, in addition to the Board's standards. Scholars must

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complete a mandatory training session/program before being permitted to access the Education Technology and/or being given access to a school e-mail address.

Smooth operation of the Board's Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

A. Scholars are responsible for their behavior and communication using the Ed-Tech. All use of the Education Technology must be consistent with the educational mission and goals of the District.

B. Scholars may only access and use the Education Technology by using their assigned account and may only send school-related electronic communications using their District-assigned email addresses. Use of another person's account/email address/password is prohibited.

- Scholars **may not**;
 - allow other users to utilize their account/email address/password,
 - not go beyond their authorized access.
- Scholars are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.

C. Scholars may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Network.

D. Scholars may not intentionally disable any security features of the Ed-Tech. Scholars may not use the Education Technology to engage in "hacking," "phishing," or other illegal activities (e.g. software pirating, uploading viruses; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).

1. Slander and libel are terms defined specifically in law. Generally, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." Scholars shall not knowingly or recklessly post false or defamatory information about a person or organization. Scholars are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.

2. Scholars shall not use the Education Technology to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is

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grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Ed-Tech for commercial purposes (e.g., purchasing or offering for sale personal products or services by scholars), advertising, or political lobbying is prohibited.

G. Use of the Education Technology to engage in cyberbullying is prohibited.

“Cyberbullying” is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites,) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.” [Bill Belsey (<http://www.cyberbullying.ca>)]

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a scholar on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of scholars;
4. posting misleading or fake photographs of scholars on websites.

H. Scholars are expected to abide by the following generally accepted rules of online etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Education Technology. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Ed-Tech (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a scholar is told by a person to stop sending him/her messages, the scholar must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other scholars, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you “meet” on-line without parent approval and participation.
8. Check e-mail frequently, and delete e-mail promptly to avoid excessive use of the

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electronic mail space.

9. Scholars should promptly disclose to their teacher or other school administrator any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Scholars should not delete such messages until expressly instructed to do so by law enforcement or the Building Leaders.

I. Use of the Education Technology to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision.

J. Malicious use of the Education Technology to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited. Scholars may not engage in vandalism or use the Ed-Tech in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Scholars must immediately notify the teacher, building principal, or Technology Services if they identify a possible security problem. Scholars should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

L. Downloading of information onto school-owned equipment or contracted online educational services are prohibited, without prior approval from the Executive Director of Data and Accountability. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects the District's Ed-Tech with a virus and causes damage, the student will be liable for any and all repair costs to make the Education Technology once again fully operational.

M. Students must secure prior approval from a teacher or the Principal before joining a Listserv (electronic mailing lists), and should not post personal messages on bulletin

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boards or Listservs.

N. Students are prohibited from accessing or participating in online “chat rooms” or other forms of direct electronic communication (e.g., instant messaging), without prior approval from a teacher or an administrator with the exception of email. All such authorized communications must comply with these guidelines. Students may only use their school assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.

O. Privacy in communication over the Internet and through the District’s Education Technology is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to access, monitor, review, and inspect any directories, files and/or messages residing on or sent using its Ed-Tech. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

The following notice will be included as part of the computer log-on screen:

“The Board’s Education Technology (including, computers, laptops, tablets, personal communication devices, network, and Internet connection and online educational services) is to be used for educational and professional purposes. Users are reminded that all use of the Education Technology, including Internet use, is monitored by the District and individual users have no expectation of privacy.”

P. Use of the Internet and any information procured from the Internet is at the scholar’s own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Ed-Tech will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in scholar papers, reports, and projects must be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Ed-Tech. Scholars or parents of scholars will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Ed-Tech by the scholar.

Q. Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor scholar’s parent guardian on the “Student Education Technology Acceptable Use and Safety Agreement Form.”

R. Proprietary rights in the design of websites hosted on Board-owned or leased servers remains at all times with the Board.

S. Scholars are prohibited from downloading and/or installing file-sharing software or programs on the Ed-Tech.

T. Scholars may not establish or access web-based e-mail accounts on commercial services through the Ed-Tech (e.g., Gmail, Yahoo mail, etc.).

U. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District’s users will be fully investigated and disciplinary action will be taken as appropriate.

V. Preservation of Resources and Priorities of Use: Computer resources are limited. Because

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space on servers and bandwidth across the lines which connect the District's Ed-Tech (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the Executive Director of Data and Accountability. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain space. Scholars who require access to the Education Technology for class- or instruction-related activities have priority over other users. Scholars not using the Education Technology for class related activities may be "bumped" by any scholar requiring access for class- or instruction related purpose.

Game playing is not permitted unless under the supervision of a teacher.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

Technology Use and Safety Agreement

Unauthorized or improper use of the District's Education Technology is strictly prohibited.

Use of the District's Education Technology, including its computers, laptops, tablets, personal communication devices, network and Internet connection and online educational services must comply with the District's Education Technology Acceptable Use and Safety Policy/Agreement. This Education Technology is provided only for communication, processing, and storage of school/education-related information and/or for authorized School District use. The Education Technology is subject to monitoring for all lawful purposes (e.g., to ensure its proper functioning and management, to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features or procedures and operational security) and individual users have no expectation of privacy.

Monitoring includes active attacks by authorized employees and/or agents of the School District to test or verify the security of the system. During monitoring, information may be examined, recorded, copied, and/or used for authorized purposes. All information, including personal information placed on or sent over the system may be monitored. Such monitoring may result in the acquisition, recording, and/or analysis of all data communicated, transmitted, processed, or stored in this system by a user. Unauthorized use may subject you to disciplinary action and/or criminal prosecution. Evidence of unauthorized or improper use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this computer system, authorized or unauthorized, constitutes consent to monitoring for these purposes."

Student Request Procedure to have Internet Site Unblocked

In the event that any scholar is unable to access a website that has been "blocked" by the District's safety blocking program, he or she may send an e-mail (along with the specific website address) to Hereed@aplusarts.com and request that the website be "unblocked."

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Maybury Campus

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270 S. Napoleon Ave.
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Seclusion and Restraint

Ohio Revised Code (ORC) 3301-35-15 (H)

Detailed information: <https://education.ohio.gov/getattachment/Topics/Other-Resources/School-Safety/Building-Better-Learning-Environments/Policy-Positive-Behavior-Interventions-and-Support/Ohio-Department-of-Education-Policy-on-Positive-Behavior-Interventions.pdf.aspx>

School Building Visitors' Procedure

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

Withdrawal Procedures

Parents/Guardians withdrawing students from school are asked to give the School at least one week's notice. A withdrawal form will need to be completed and signed. This signed form gives official notice of the student's withdrawal. Except as is required by law, records will not be released until a Release of Information form is completed by the legal parent/guardian. In addition, all outstanding fees, academic records or obligations must be met, including return of all school materials.

Every Child Succeeds Act

This Federal act replaces No Child Left Behind (NCLB).

<http://education.ohio.gov/getattachment/Topics/Every-Student-Succeeds-Act-ESSA/ESSA-Overview.pdf.aspx?lang=en-US>

A parent or guardian may request information on the professional qualifications of each classroom teacher who provides instruction to the parent's or guardian's child. Such information shall include all of the following:

- o Whether the teacher has satisfied all requirements for licensure adopted by the state board of education pursuant to section 3319.22 of the Revised Code for the grade levels and subject areas in which the teacher provides instruction or whether the teacher provides instruction under a waiver of any such requirements;
- o The major subject area in which the teacher was awarded a baccalaureate degree and, if applicable, any other degrees or certification;
- Whether a paraprofessional provides any services to the student and, if so, the qualifications of the paraprofessional.



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General Information

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General Information

General Provisions

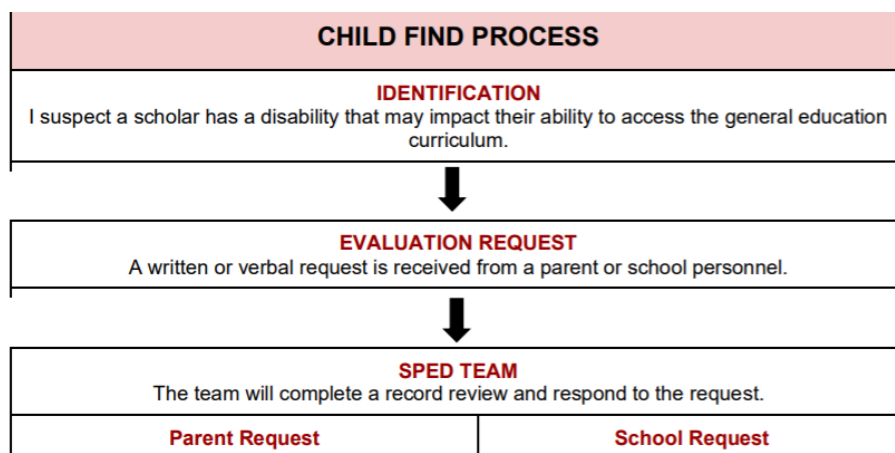
This Policy will not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law such as the Nondiscrimination, Suspension and Expulsion/Due Process, Violent and Aggressive Behavior, Hazing, Discipline/Punishment, Sexual Harassment, Peer Sexual Harassment and Equal Educational Opportunity acts. The complaint process is in effect and all matters will be investigated and resolved in accordance with the steps outlined above and in the Board's Complaint Policy and Procedures.

Child Abuse

All school personnel are mandated reporters of suspected abuse and/ or neglect. Mandated reporters are required to report allegations of criminal misconduct and suspected child abuse or neglect immediately when they have reasonable cause to believe that a child who is 17 years of age or younger and known to them in professional or official capacity has been harmed or is in danger of being harmed (physically, sexually, or through neglect) and that a caregiver either committed the harm or should have taken steps to prevent the child from harm. School personnel shall cooperate with investigations conducted by appropriate law enforcement agencies and/or Child Protective Services.

Child Find

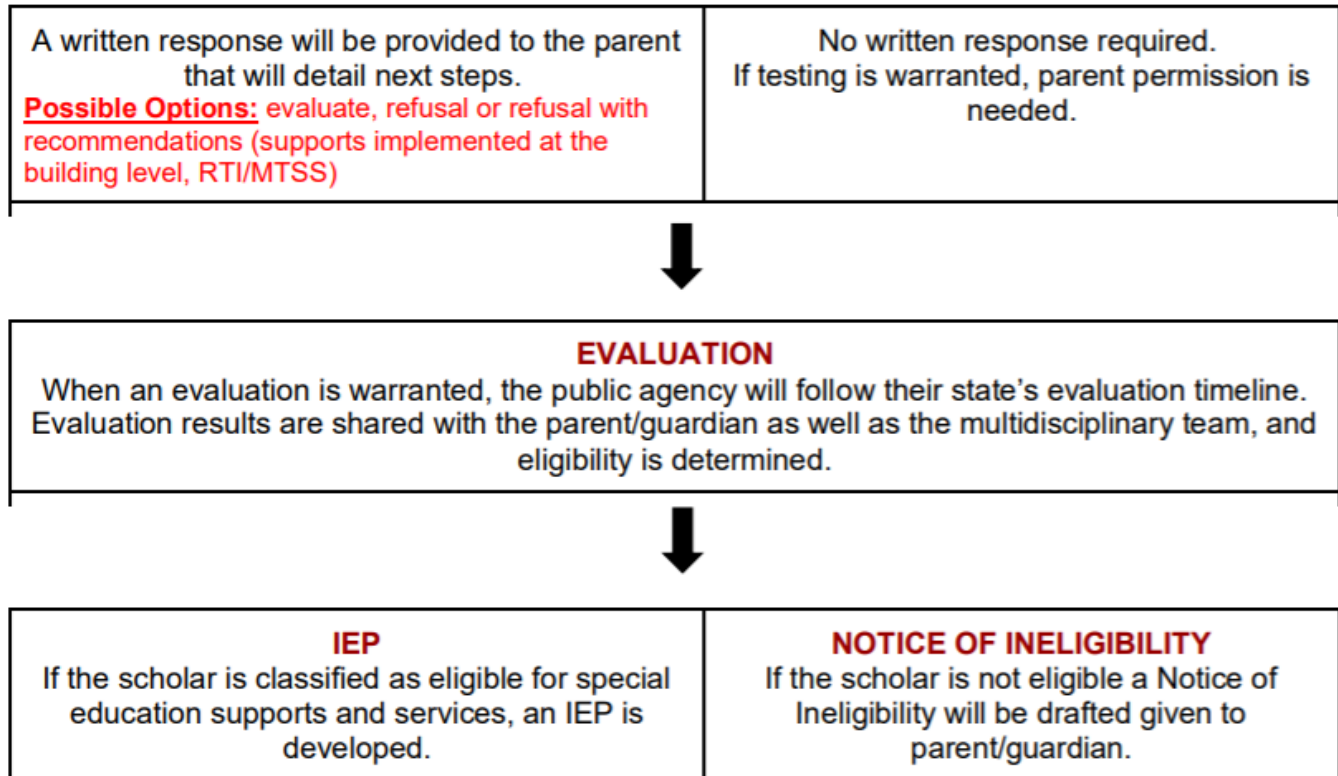
The Individuals with Disabilities Education Act includes the Child Find mandate. Child Find requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child. The IDEA requires all States to develop and implement a practical method of determining which children with disabilities are receiving special education and related services and which children are not. (20 U.S.C. 1412(a)(3))





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Equal Education Opportunity

In accordance with federal and state antidiscrimination laws, the School will not discriminate on the basis of any legally protected category in the admission of students. The School does not discriminate on the basis of race, sex, or handicap in the educational programs, activities, and employment practices as required by Title IX of the Educational Amendments of 1972 and 504 Rehabilitation Act of 1973. It is the policy of the School to provide and equal education opportunity to all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, ancestry, national origin, place of residence, social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School's Principal.

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights are as follows:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. Parents should submit to the school Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.



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2. The right to request the amendment of the student's education records that the parent believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested, the Principal will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), or a person serving on the School Board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the School would otherwise use its own employees, and who is under the direct control of the School with respect to the use and maintenance of PII from education records such as: 1) an attorney, auditor, medical consultant, or therapist; 2) a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or 3) a parent, student, or other volunteer assisting another school official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. Parents and guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are as follows:

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

John Peterman Autism Scholarship

The Jon Peterson Special Needs (JPSN) Scholarship Program provides scholarships to students who are eligible to attend kindergarten through 12th grade and have an Individualized Education Program (IEP) from their district. The amount of each scholarship will be based on the primary disability condition identified on the student's Evaluation Team Report (ETR) and will not exceed \$27,000. Students must be enrolled in the scholarship program for the entire program year to receive the full scholarship amount.

The passage of House Bill 49 eliminated student application deadlines for the JPSN Scholarship Program. Students will have the ability to apply for JPSN Scholarship year-round beginning September 29, 2017.

<http://education.ohio.gov/Topics/Other-Resources/Scholarships/Special-Needs-Scholarship>

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Nondiscrimination

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, ancestry, national origin, place of residence, social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School's Principal.

Notice to LEP Parents and Families

Free language assistance is available to A+ Arts Academy Parents regarding school programs and activities. A parent does not have to be of limited English proficiency in speaking, reading, writing, and comprehending English to be considered of limited English proficiency (LEP), but rather it is only necessary that a parent be limited in at least one of these areas in order to be eligible to receive language assistance as needed. No other verification is necessary in order to receive language assistance. Services may be requested for, but not limited to, the following events: parent-teacher conferences, disciplinary hearings, IEP meetings, and 504 meetings. Please be advised that while parents may bring family members and friends to all school activities and meetings, the District shall be responsible for providing any necessary interpreting or translating, please contact your building principal.

Arabic:

بخصوص البرامج والأنشطة المدرسية. لا يجب أن يكون الوالد من ذوي الكفاءة + A تتوفر مساعدة لغوية مجانية لأولياء أمور أكاديمية الفنون المحدودة في اللغة الإنجليزية في التحدث والقراءة والكتابة وفهم اللغة الإنجليزية ليتم اعتباره من ذوي الكفاءة المحدودة في اللغة الإنجليزية ولكن من الضروري فقط أن يكون أحد الوالدين مقيماً في واحد على الأقل من هذه المجالات لكي تكون مؤهلاً لتلقي المساعدة اللغوية (LEP) ، حسب الحاجة. ليس هناك حاجة إلى تحقق آخر لتلقي المساعدة اللغوية. قد يتم طلب الخدمات ، على سبيل المثال لا الحصر ، للأحداث التالية واجتماعات 504. يرجى العلم أنه بينما يجوز للوالدين ، IEP اجتماعات أولياء الأمور والمعلمين ، وجلسات الاستماع التأديبية ، واجتماعات إحضار أفراد الأسرة والأصدقاء إلى جميع الأنشطة والاجتماعات المدرسية ، فإن المنطقة ستكون مسؤولة عن توفير أي ترجمة أو ترجمة ضرورية ، يرجى الاتصال بمدير المبنى الخاص بك.

Spanish:

La asistencia lingüística gratuita está disponible para los padres de A + Arts Academy con respecto a los programas y actividades escolares. Un padre no tiene que tener un dominio limitado del inglés para hablar, leer, escribir y comprender el inglés para ser considerado de dominio limitado del inglés (LEP), sino que solo es necesario que el padre tenga limitaciones en al menos una de estas áreas. para ser elegible para recibir asistencia con el idioma según sea necesario. No es necesaria ninguna otra verificación para recibir asistencia con el idioma. Se pueden solicitar servicios para, entre otros, los siguientes eventos: conferencias de padres y maestros, audiencias disciplinarias, reuniones del IEP y reuniones 504. Tenga en cuenta que, si bien los padres pueden traer familiares y amigos a todas las actividades y reuniones escolares, el Distrito será responsable de proporcionar cualquier interpretación o traducción necesaria, comuníquese con el director de su escuela.

Somali:

Caawinta luqadda bilaashka ah waxaa heli kara Waalidiinta A + Arts Academy ee ku saabsan barnaamijyada iyo waxqabadyada dugsiga. Waalidka maahan inuu ku xeel-dheer yahay aqoonta Ingiriisiga xagga hadalka, aqrinta, qorista, iyo fahamka Ingiriisiga si loogu tixgeliyo aqoonta Ingiriisiga xadidan (LEP), laakiin taa beddelkeeda waxaa kaliya loo baahan yahay in waalid lagu xaddido ugu yaraan mid ka mid ah aagagga si aad xaq ugu yeelatid inaad hesho caawimaad xagga luqadda ah sida loogu baahdo. Looma baahna xaqiijin kale si loo helo caawimaad xagga luqadda ah. Adeegyada waxaa laga codsan karaa, laakiin aan ku xaddidnayn,

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dhacdooyinka soo socda: shirarka waalidka-macalinka, dhageysiga edbinta, shirarka IEP, iyo kulamada 504. Fadlan waxaa lagugula talinayaa in kastoo waalidiinta ay u keeni karaan xubnaha qoyska iyo asxaabta dhamaan howlaha iskuulka iyo shirarka, Degmada ayaa mas'uul ka noqon doonta bixinta turjumaad kasta ama tarjumaad muhiim ah, fadlan la xiriir maamulaha dhismahaaga.

Nepali:

स्कूल प्रोग्रामहरू र गतिविधिहरूको बारेमा A + कला एकेडेमी अभिभावकहरूलाई निः शुल्क भाषा सहयोग उपलब्ध छ। अंग्रेजी बोल्न, पढ्न, लेख्न, र बुझ्ने अंग्रेजी सीमित अंग्रेजी प्रवीणता (LEP) मा परिणत हुनको लागि अभिभावक सीमित अंग्रेजी प्रवीणताको हुनु हुँदैन, तर यसको आवश्यक छ कि आमा वा बुबा यी कम्तिमा पनि एउटा क्षेत्रमा सीमित हुनुपर्दछ। आवश्यकता अनुसार भाषा सहयोग प्राप्त गर्न योग्य हुन। भाषा सहायता प्राप्त गर्न कुनै अन्य प्रमाणिकरण आवश्यक छैन। सेवाहरू अनुरोध गरिएको हुन सक्छ, तर सीमित छैन, निम्न घटनाहरू: अभिभावक-शिक्षक सम्मेलनहरू, अनुशासनिक सुनुवाई, आईईपी बैठकहरू, र 404 बैठकहरू। कृपया सल्लाह दिनुहोस् कि जब आमाबाबुले परिवारका सदस्य र साथीहरूलाई सबै स्कूल गतिविधिहरू र बैठकहरू ल्याउन सक्दछन्, जिल्ला कुनै पनि आवश्यक व्याख्या वा अनुवाद प्रदान गर्न जिम्मेवार हुनेछ, कृपया तपाईंको भवन प्रिन्सिपललाई सम्पर्क गर्नुहोस्।

Laotian:

ການຊ່ວຍເຫຼືອດ້ານພາສາໂດຍບໍ່ເສຍຄ່າແມ່ນມີໃຫ້ແກ່ພໍ່ແມ່ A + Arts Academy ກ່ຽວກັບແຜນງານແລະກິດຈະ ກຳ ຕ່າງໆຂອງໂຮງຮຽນ. ພໍ່ແມ່ບໍ່ ຈຳ ເປັນຕ້ອງມີຄວາມສາມາດດ້ານພາສາອັງກິດທີ່ ຈຳ ກັດໃນການເວົ້າ, ອ່ານ, ຂຽນ, ແລະເຂົ້າໃຈພາສາອັງກິດເພື່ອພິຈາລະນາເຖິງຄວາມສາມາດດ້ານພາສາອັງກິດທີ່ ຈຳ ກັດ (LEP), ແຕ່ແທນທີ່ຈະມີຄວາມ ຈຳ ເປັນທີ່ພໍ່ແມ່ ຈຳ ກັດຢູ່ໃນຢ່າງ ໜ້ອຍ ໜຶ່ງ ໃນຂົງເຂດນີ້ ເພື່ອໃຫ້ມີສິດໄດ້ຮັບການຊ່ວຍເຫຼືອດ້ານພາສາຕາມຄວາມຕ້ອງການ. ບໍ່ມີການຢັ້ງຢືນອັນໃດທີ່ ຈຳ ເປັນເພື່ອໃຫ້ໄດ້ຮັບການຊ່ວຍເຫຼືອດ້ານພາສາ. ການບໍລິການອາດຈະຖືກຮ້ອງຂໍໃຫ້, ແຕ່ບໍ່ ຈຳ ກັດຕໍ່ເຫດການຕໍ່ໄປນີ້: ການປະຊຸມພໍ່ແມ່ - ຊ, ການຟັງການປະຕິບັດວິໄນ, ກອງປະຊຸມ IEP, ແລະ 504 ກອງປະຊຸມ. ກະຊວງຮັບຊາບວ່າໃນຂະນະທີ່ພໍ່ແມ່ສາມາດ ນຳ ສະມາຊິກໃນຄອບຄົວແລະ ໝູ່ ເພື່ອນເຂົ້າໃນທຸກໆກິດຈະ ກຳ ແລະການປະຊຸມຂອງໂຮງຮຽນ, ໂຮງຮຽນເມືອງຈະຕ້ອງຮັບຜິດຊອບໃນການແປຄວາມ ໝາຍ ຫລືການແປທີ່ ຈຳ ເປັນ, ກະຊວງຕິດຕໍ່ຫາ ອຳ ນວຍການໃຫຍ່ຂອງທ່ານ.

Notification of Sex Offenders

Notification of Sex Offenders Local County Sheriff 's offices are required to notify the Superintendent of schools when a sex offender moves into the A+ Arts Academy or Columbus City Schools attendance area. You may obtain further information for each sex offender in Franklin County by referring to the Sheriff 's website at www.co.franklin.oh.us, or by calling the Sheriff 's office.

Ohio Means Jobs

Main Portal: <https://ohio.gov/wps/portal/gov/site/jobs/resources/ohio-means-jobs>

K-12 Student Portal: <https://jobseeker.k-12.ohiomeansjobs.monster.com/seeker.aspx>

Parental Notice of Section 504/ADA Procedures

In accordance with federal and state antidiscrimination laws, the School will not discriminate on the basis of any legally protected category in the admission of students. The School does not discriminate on the basis of

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race, sex, or handicap in the educational programs, activities, and employment practices as required by Title IX of the Educational Amendments of 1972 and 504 Rehabilitation Act of 1973. It is the policy of the School to provide and equal education opportunity to all students.

Scholars with Disabilities

A+ Arts Academies believes in providing a free and appropriate public education (FAPE) to all scholars. FAPE mandates that school districts provide access to general education and specialized educational services. It also requires that children with disabilities receive support free of charge as is provided to non-disabled students. It also provides access to general education services for children with disabilities by encouraging that support and related services be provided to children in their general education settings as much as possible, in their least restricted environment, (LRE). A+ Arts Academies provides special education programming for scholars identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEA). A scholar may receive special education services only through the proper evaluation and placement procedure. Parent/Guardian involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. A parent or guardian who believes his/her scholar may have a disability that interferes substantially with the scholar's ability to function properly in school needs to reach out to the Special Education Department and inquire about their Child Find Process.

School Annual Report

This can be located via your school main office or via the district website.

State Report Card

The Ohio Department of Education releases school report cards based on various data points including scores from standardized testing, achievement gap closing, and other various topics. You can visit that annually via: <https://reportcard.education.ohio.gov/school/overview/000556> or contact your schools main office and the district website as well.

Volunteer Requirements

The following link should be used in reference to the requirements to volunteer with A+ Arts Academy and their schools.

<https://www.phalenacademies.org/site/handlers/filedownload.ashx?moduleinstanceid=2208&dataid=3833&FileName=VolunteerApplicationAPlus.pdf>

Textbooks/Library Books

All textbooks and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them. Students are urged to take good care of books to avoid a fine at the end of the year.

Communications

A newsletter will be emailed regularly by the Principal. It will keep parents/guardians informed about the school calendar, special daytime and evening events, school improvement activities, PTO meetings and more. Teachers will communicate via Kickboard, phone calls, emails, text messages, and newsletters sent home. Also review the school website and grade level websites for information.

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Columbus, OH 43213
(614) 338-0767 p (614) 338-0787 f



Where the Plus Means So Much More!

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Funds Collection Policy

An employee shall not request, demand, charge, collect, or receive any money or other things of value from a student, parent, employee, or other third party, including but not limited to classroom fees, material fees, admission fees, fundraising receipts, donations, student fines, food sales, field trip fees, and extra-curricular and co-curricular activity fees, without the advance approval of the Governing Authority. Such advance approval by the Governing Authority shall include, but not be limited to:

- (i) Approving the amount of money or other things of value to be requested, charged, collected, and/or received;
- (ii) The manner in which such money or other things of value will be requested, charged, collected, and/or received;
- (iii) The specific individual(s) authorized to request, charge, collect, and/or receive such money or other things of value; and
- (iv) How such money or other things of value will be utilized once collected and received.

All money received by an employee shall be promptly secured and deposited in accordance with the Governing Authority's Deposit of Public Funds Policy.

The failure of an employee to comply with this Policy will result in the imposition of disciplinary action against said employee, which may include the termination of his/her employment.