



**E Prep &  
Village Prep**  
WOODLAND HILLS

# 2022-2023 **Student & Family Handbook**

*Courage*

*Perseverance*

*Respect*

*Responsibility*

*Self-Discipline*

**BREAKTHROUGH**

PUBLIC SCHOOLS

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## ***Introduction: Making the Handbook Work for your Family***

### ***Purpose***

The 2022-2023 Scholar and Family Handbook is a guide to the most important policies and procedures of the school. Many of the most critical aspects of the handbook will be reviewed with guardians during the Family Orientation and with scholars during their orientation. In addition, it will be important for families to read the handbook in its entirety and discuss it with their scholar(s). Should you misplace your copy of the Scholar and Family handbook, please refer to the schools' front office to receive another copy. We encourage you to ask questions throughout the year if any sections of the handbook are unclear. Every policy and procedure was crafted with the best interest of our scholars and their academic success in mind.

### ***Organization of the Handbook***

The handbook is organized into eight chapters with a number of topics in each chapter. It was our intention to cover the most important topics in these chapters written in clear, concise language. At the end of the handbook, there are five appendices that provide additional information and a Statement of Commitment that needs to be signed and turned into the school.

### ***Development of the Handbook***

The Scholar and Family Handbook is meant to be a useful guide to the school's operations. From time to time, policies, rules, and regulations may change. The Principal or their designee or the Board will provide notifications of changes and/or notice will be posted in the common area of the School's facilities.

The Scholar and Family Handbook is based on a comprehensive school policy manual developed by the law firm Eastman & Smith and modified by The Prep Schools firm from Dickinson Wright. All Policies upon which this handbook is based shall be considered public records and are open for inspection by appointment in the office of the Principal or their designee during regular office hours.

## **Chapter 1: The School**

### **Mission**

The Prep Schools seek to provide a high quality, academically rigorous education for the college bound scholar.

- We empower our scholars to think critically, assume social responsibility, and serve as advocates for themselves and the community.
- We achieve these goals within a highly focused, structured, and safe environment.
- We, as a community of educators, families, and scholars, work relentlessly to ensure that every child is prepared to succeed in a competitive world.

### **School History**

In 2004, the vision for E Prep was born during conversations among staff, scholars, and families of the E CITY program, a Cleveland Metropolitan Schools partner program providing entrepreneurship and technology enrichment to predominantly low-income scholars from Cleveland middle and high schools. As these teachers, scholars, and families imagined what it might be like to bring the community focus and high standards of E CITY into a school, E Prep began to develop.

Cleveland Entrepreneurship Preparatory School opened its doors to its first class of 6<sup>th</sup> graders in 2006 and now serves over 750 scholars in grades K-8. The Entrepreneurship Prep and Village Prep Cliffs Campus continues to be sponsored by the Cleveland Metropolitan School District.

Celebrating the successes of our flagship school and living out our mission to serve more scholars, the Entrepreneurship Prep and Village Prep Woodland Hills Campus opened in August of 2009 and now serves approximately 700 scholars in K-8<sup>th</sup> grade. The Woodland Hills Campus is sponsored by Buckeye Community Hope Foundation.

In 2016, we opened our newest campus, Entrepreneurship Prep and Village Prep Willard Campus. Entering their fifth year, the Willard Campus will serve close to 450 scholars in grades K-8<sup>th</sup> and they are sponsored by the Cleveland Metropolitan School District.

### **Vision**

The central focus of our educational program is college preparation. All children should be expected to achieve success in school and be prepared to achieve success in college and in life.

Our mission requires that we develop in all scholars the foundational skills, core content knowledge, critical-thinking ability, and personal characteristics necessary to succeed in demanding high schools on their way to college. We accomplish this through a highly structured, disciplined and joyful environment in which rigorous instruction drives every classroom and frequent assessments allow us to ensure every scholar is receiving the ongoing academic support necessary for success. Our educational philosophy and program are built on five core beliefs.

#### **Core Beliefs for Scholar Success**

In support of every scholar who enters our school doors, Village Prep and E Prep are passionately committed to five core beliefs:

1. All scholars have the ability to achieve academic excellence.
2. All scholars thrive in a highly structured school environment.
3. All scholars must be prepared to excel in demanding high schools on their way to college.
4. All scholars deserve outstanding teachers that produce outstanding results.
5. We are a school of choice.

**Core Belief 1: All scholars have the ability to achieve academic excellence.**

*“Without struggle, there is no progress.” – Frederick Douglass*

We understand that scholars will enter school at various levels of achievement and at various starting points. We believe that all scholars can end up displaying academic excellence regardless of where they begin. The key levers are great effort and a commitment to learning from failure. There are two beliefs surrounding intelligence and ability: ***fixed mindset*** and ***growth mindset***. In a fixed mindset, people believe their basic qualities, like their intelligence or talent, are simply what they were born with and cannot change. They believe that talent alone creates success – without effort. In one world—the world of fixed mindset—success is about proving you’re smart or talented. **The Prep Schools do not subscribe to this belief.**

In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work – brains and talent are just starting points. Effort is what makes you smarter or more talented. For children with the growth mindset, success is about stretching themselves. It’s about becoming smarter through a process. It is our duty to provide the expectations, structures, and supports that will allow scholars to flourish in a **growth mindset** and get smarter each day on their journey to academic excellence.

The *expectations* we have: All scholars are college bound. We expect scholars to behave well and work hard. We expect them to fail, embrace their mistakes, and learn from them. We expect families to support scholars through their growth and embrace struggle and challenges. We expect scholars, families and staff to be accountable to one another for maintaining high expectations. All members of the school community will sign a contract of commitment, a pledge to do all in their power and whatever is necessary to achieve academic success.

The *structures* we provide: First and foremost, our classroom culture provides the right environment to work hard, make mistakes, and get smarter. Each day’s lesson is structured around a specific objective for scholars to focus their learning. We provide a system of teaching modeling and independent practice that allows scholars to first try it on their own to learn from errors and then get feedback from their teachers.

The *supports* we provide: We will provide various learning opportunities for scholars to work hard and get smarter through tutoring and small group instruction. These opportunities occur both during the regular school day and after school. It is essential that scholars and families take advantage of these opportunities to work harder and get smarter.

**Core Belief 2: All scholars thrive in a highly structured school environment.**

*“You have to build the culture first or you will never get to the academics.” - Dr. Howard Fuller<sup>1</sup>*

Our highly structured culture is necessary to maximize instructional time and provide an ideal learning environment where all scholars are able to learn in a safe and respectful setting. A highly structured school environment allows scholars to learn and teachers to teach. It is our responsibility to implement a culture where every minute matters and every second counts. School staff will explicitly teach values through our 5 Keys to Success: courage, perseverance, respect, responsibility and self-discipline. We have a unified culture in which all scholars, staff, and families work together under one common belief. The school culture makes it “cool” to succeed, work hard, and help others. The Prep Schools have clear, high expectations for scholar conduct and a discipline policy that is strictly enforced with family support. Through clear rules and constant positive reinforcement, all Prep scholars will learn to take responsibility for themselves, their school, and their community. Older scholars will be expected to provide leadership to their younger peers by modeling hard work and respectful behavior. If a Prep scholar does not uphold our behavioral standards, we will work with the scholar and their family to develop a detailed plan that will assist the scholar in developing the skills that he or she needs to be academically and socially successful.

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<sup>1</sup> Presentation by Dr. Howard Fuller at Building Excellent Schools on 11/18/06.

### **Core Belief 3: All scholars must be prepared to excel in demanding high schools on their way to college.**

Many of our scholars will be the first members of their families to attend college, and so the path to higher education will be a long and strenuous climb. A school can encourage and prepare a scholar academically, but ultimately success relies on a scholar's internal belief in and commitment to his or her own success. To prepare our scholars for the long climb to college, we will explicitly and proactively instill our 5 Keys to Success in each of our scholars. Our long-term goal is for scholars to enter and succeed in demanding high schools and colleges. To this end, we will promote enthusiasm, hard work, and achievement with no excuses. We have made a long term commitment to your scholar's success – our efforts will include support from *Breakthrough Through College*.

### **Core Belief 4: All scholars deserve outstanding teachers that produce outstanding results.**

*"The single biggest influence on scholar achievement is the quality of the teacher."* - Arne Duncan<sup>2</sup>

Teachers' attitudes and actions critically influence scholar performance. Outstanding teachers have an uncompromising desire to see their scholars excel, challenge all scholars to do their best, learn the most, and view the world from a different perspective. Outstanding teachers master and have a passion for their content areas and instill such passion in their scholars, and they are prepared with strong lessons every day. Frequent assessments ensure that teachers have a clear understanding of what their scholars are learning. This is the type of teachers that the Preps will recruit, employ, and retain.

Experience with educating scholars in high-poverty environments and a track record of successful, measurable results in the classroom will be key characteristics our teachers must possess. A belief that every scholar can learn, and that standards-driven lessons and assessments are supportive of learning are also key. The ideal educator will be willing to hold high expectations, set boundaries, and challenge our scholars. They will need to work as a member of a mission-driven team that is relentless about academic results.

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The Preps will support its teachers in many ways. New teachers will be trained during a three-week summer orientation prior to the start of the school year. Professional development time will be part of the school's weekly and annual schedule. Meetings between school leaders and teachers will be held regularly to exchange ideas, concerns, and support. Collaborative subject area teams will have opportunities to observe and learn from their colleagues.

The Preps' teachers will use materials that have demonstrated success with similar populations. We will never use any one instructional approach in isolation, as we believe it is important to encourage teachers to devise the most comprehensive methods to deliver the best educational outcomes for scholars. Curriculum will be driven by the Common Core State Standards, and we will ensure that all scholars meet specific national, state, and school standards required before progressing into higher grades. We believe that standards provide a clear and useful framework by which to measure real scholar progress and hold teachers accountable for scholar performance.

### **Core Belief 5: We are a school of Choice**

The Preps provide an alternative learning environment for scholars in the Cleveland area. Structure and high expectations ensure our schools are safe and focused on learning. Our scholars not only learn self-discipline, but reach academic success. This success is not possible unless a partnership is forged between guardians and school staff. Families who enroll their scholars in The Preps should do so understanding that they chose both a **warm and strict** environment for their children. This means that we hold scholars accountable for their actions and we do so with their best interest in mind. By choosing The Preps, families commit to supporting the rules and procedures outlined in the Scholar & Family Handbook and our model of education. Family support is essential to scholar success.

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<sup>2</sup> Arne Duncan, Secretary of Education

## ***Chapter 2: Attendance***

### ***General Policy for Absences***

Scholars enrolled in the school must attend school regularly in accordance with the laws of the state. The educational program offered by the school is predicated upon the presence and punctuality of the scholar and requires continuity of instruction and classroom participation.

Attendance shall be required of all scholars enrolled at the school during the days and hours that the school is in session. Attendance need not always be within the school facilities, but a scholar will be considered to be in attendance if present at any place where school is in session by authority of the board.

### ***Reporting Absences***

The primary responsibility for a scholar's attendance at school rests with their guardian(s). Guardian(s) must notify the school the day a scholar is absent unless previous notification has been given in accordance with school procedures for excused absences.

The procedure for absences is as follows:

1. A guardian must call or email the school to inform the school that their child or children will be absent from school. This phone call should take place within the first hour that school is in session or as soon as practicable.
2. If a guardian fails to call or email the school, the school's attendance officer or their designee will contact the guardian or other person having care of the student to inform him/her of the student's absence. This contact shall occur within one hundred twenty minutes (120) after the beginning of each school day. Attempted contact shall be made one of the following ways:
  - a. A telephone call placed in person;
  - b. An automated telephone call via a system that includes verification that each call was actually placed, and either the call was answered by its intended recipient or a voice mail message was left by the automated system relaying the required information;
  - c. A notification sent through the school's automated student information system;
  - d. A text-based communication sent to the guardian's or other emergency contact's electronic wireless communications device;
  - e. A notification sent to the email address of the legal guardian on the same day or other emergency contact; or
  - f. A visit, in person, to the student's residence of record.

A community school, community school governing authority, or community school employee is not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a community school employee's good faith efforts to comply with guardian notification procedures.

Guardians shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers for such purposes.

**Upon return to school, the scholar must provide to the school a written statement from a guardian of the cause for absence, or the absence will be considered unexcused.** The Principal or their designee reserves the right to verify such statements and to investigate the cause of each single absence.

### ***Excused and Unexcused Absences***

All absences, whether "excused" or "unexcused", are still considered absences. Any day your scholar does not attend school is considered an absence. The school will consider an absence excused for the following thirteen reasons with documentation:

1. Personal physical illness that prevents attendance at school.
2. Personal mental illness such that the scholar will not benefit from instruction.
3. Illness in the family if a scholar is age fourteen (14) or older.
4. Quarantine of the home.
5. Death in the family.
6. Medical or dental appointments.
7. Observance of religious holidays.
8. Absence due to placement in or changes to a foster care placement or any court proceeding related to a student's foster care status.
9. Absences due to a student being homeless.
10. The existence of an emergency condition at home such as absence, illness, or death of the guardian.
11. Instruction at home from a person qualified to teach the branches of education in which instruction is required.
12. An emergency or set of circumstances, which in the judgment of the school constitutes a good and sufficient cause for absence.
13. If a scholar is absent from school for the sole purpose of traveling out of state to participate in a school-approved enrichment activity or extra-curricular activity, the school shall count that absence as an excused absence, up to a maximum of four (4) days per school year. The scholar must complete any classroom assignments that he/she misses due to the absence. If the scholar will be absent for four (4) or more consecutive school days, classroom teachers must accompany the scholar during the travel period to provide the scholar with instructional assistance in order to count the scholar as in attendance.

Upon return to school, the scholar must provide to the school a written statement from a guardian of the cause for absence, or the absence will be considered unexcused. The Principal or their designee reserves the right to verify such statements and to investigate the cause of each individual absence.

Emergency circumstances will be defined by the Principal and will be used to excuse absences on an extremely limited basis. ***Absences due to weather, transportation issues, guardian illness (if the scholar is not 14 years of age or older) and family vacation will count as unexcused absences.*** The Principal or their designee reserves the right to verify such statements and to investigate the cause of each individual absence.

### ***Absences due to Documented Medical Condition***

Any scholar who, due to a medically-documented physical or mental impairment, is absent for an extended period will not be disciplined. Such scholars may be entitled to receive an education tailored to their individual needs or abilities as provided for under federal and/or state law.

### ***Appointments during School Hours***

Scholars should never miss school for appointments. Families are responsible for scheduling medical appointments outside of school time. In the rare case when a scholar has a medical appointment during school, ***he or she should not be absent for the entire school day.***

### ***Suspensions***

Suspensions are considered unexcused absences. If scholars are absent from school due to suspension, these days will be treated the same as unexcused absences.

### ***Late Arrival and Early Dismissal Related to Absences***

Scholars are expected to arrive on time and to stay at school until the very end of the day. Late arrivals and early pickups are disruptive to the learning environment and will be documented towards their attendance.

### ***Consequences for Absences***

Included in our attendance policy are consequences for absences, both positive and negative. They are outlined below:

1. No Absences in a Trimester: The scholar and family are congratulated and recognized for exceptional attendance and commitment to a scholar's education.
2. Excessively Absent: If a scholar is excessively absent per the standards below, a letter will be sent to them from the truancy officer with an attendance plan.
3. Habitually Truant: If a scholar is habitually truant per the guidelines below, a letter will be sent to them from the truancy officer requesting their attendance at a meeting with the Absence Intervention Team (AIT). A guardian must attend the attendance meeting and sign an Attendance Plan. If progress is not shown, the Principal reserves the right to retain any scholar who misses more than twelve days of school.

### ***Truancy***

A scholar is excessively absent if the scholar is absent with or without a legitimate excuse for 38 hours (6+ school days) in one month, or 65 hours (9+ school days) in one school year.

A scholar is habitually truant if the scholar is absent without a legitimate excuse for 30 or more consecutive hours (5+ school days), for 42 hours (6+ school days) in one month, or 72 hours (11+ school days) or more in one school year.

Legitimate excuses for the absence of a scholar otherwise habitually truant include but are not limited to:

1. the scholar was enrolled in another school;
2. the scholar's absence was excused in accordance with applicable law or policy; or,
3. the scholar has received an age and schooling certificate.

If the scholar is habitually truant the Board authorizes the Principal or their designee to inform the scholar and their guardians of the truancy record and the Board's intent to notify the Judge of the Juvenile Court, Cuyahoga County Department of Children and Family Services of the scholar's habitual truancy.

The School will create an absence intervention team if a scholar is deemed habitually truant. The team will consist of:

1. A representative of the child's school
2. Another representative from the child's school who knows the child
3. The child's guardian, guardian's designee, custodian, guardian ad litem, or temporary custodian.
4. The team may also include a school psychologist, counselor, or social worker, or representative of a public or nonprofit agency designed to assist students and families in reducing absences.

The intervention team will create an absence intervention plan for the individual scholar.

The Dean of Culture or their designee may act as the school's attendance officer or delegate that duty as permitted by law. The school's attendance officer shall investigate possible school attendance violations, and is authorized under Ohio law, to serve warrants, to enter places where children of compulsory school age are employed, and to take such other actions as may be necessary to enforce the compulsory education laws.

### ***General Policy for Tardiness and Early Dismissal***

Getting to school on time is a key to your child's success – at school and in life. At The Preps, the learning begins from the moment scholars walk in the door. Scholars who are late miss essential instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. Our doors open at 7:35 a.m. each morning. Scholars must arrive between 7:35 a.m. and 7:55 a.m. in order to eat breakfast. ***Scholars who are not in their classrooms at 8:00 a.m. are considered tardy.***

In addition to the policy regarding tardiness in the morning, The Preps also have a policy in place to address scholars who are picked up before the end of the school day. The Preps' school day ends at 3:15 p.m., Monday through Friday. All scholars must be picked up as close to the end of the day as possible. If a scholar has not been picked up by 4:30pm, the school reserves the right to call Child & Family Services or the police to come pick the child up.

Tardies and Early Dismissals will only be excused if they follow the same criteria of excused absences stated on page 9. All tardies and early dismissals will be documented towards a scholar's hourly attendance.

### ***Consequence for Tardiness and Early Dismissal***

The following is an outline of consequences for tardiness and Early Dismissal:

- No Tardies in a Trimester: The scholar and family are congratulated and recognized for being "on time" and for their true commitment to education.
- Four (4) Tardies and/or Early Dismissals in a Trimester: If a scholar is late or dismissed early four times in a Trimester, it is considered a serious issue. At this point, the guardian will be called by the Dean of Culture or their designee. The problem will be discussed and a plan will be developed to prevent future attendance issues.
- Eight (8) Tardies and/or Early Dismissals in a Year: If a scholar is late or dismissed early eight times in a year, it is considered a serious issue. At this point, the guardian will be called to the school to meet with the Dean of Culture. The problem will be discussed and a plan will be developed to prevent future issues.

### ***Withdrawal***

A scholar who fails to participate in 72 consecutive hours of learning opportunities will be automatically withdrawn, unless the scholar's absence is excused. Otherwise, a guardian may withdraw a scholar voluntarily by signing a Voluntary Withdrawal form with the Principal or their designee.

### ***Attendance and High School Placement***

All attendance records will be reported to a scholar's future high schools. The highest performing high schools that we prefer will hesitate to accept scholars who have poor attendance records with a history of many absences and/or tardies. It is in the best interest of families and scholars to have access to the best possible future schools, and this starts with great attendance and punctuality at an early age.

## Chapter 3: Dress Code

### Rationale

The purpose of The Prep Schools’ dress code is to create a professional, safe, and respectful community in which scholars can solely focus on learning. The dress code is in effect from the start of the school day until the end of the school day. Scholars are required to wear The Prep uniform Monday-Friday, unless otherwise noted. If there will be any changes to the regular dress code for any reason, a letter will be sent home in advance.

### The Dress Code Defined

Scholars must arrive at school in The Prep Schools’ uniform every day. There are subtle differences for E Prep and Village Prep scholars. Please review the tables below for details:

#### Dress Code

Uniform Item	Expectation	Consequence for being out of Uniform
Shoes	<ul style="list-style-type: none"> <li>● Scholars must wear all <b>black dress, tennis, or canvas shoes</b>.</li> <li>● <b>Sneakers/tennis shoes are allowed</b> (Jordans, Nikes, etc.)               <ul style="list-style-type: none"> <li>○ <b>Rule of thumb</b>; if the <u>majority</u> of the shoe is black, the shoe is <b>acceptable</b>.</li> </ul> </li> </ul>	<p>Depending on the scholar’s grade level and school, consequences for dress code infractions range. The range could include a demerit to participation in Reflection. Families may be called to either be notified or to help remedy the dress code issue. Students may be able to borrow some items from the school.</p>
	Examples of acceptable shoes:	
Polo Shirt (purchased from SchoolBelles)	<p>K-4<sup>th</sup> Grades</p> <ul style="list-style-type: none"> <li>● Required: Blue short or long sleeved polo purchased from SchoolBelles. Solid white, gray, or black long-sleeved tee is also acceptable under the polo.</li> </ul> <p>5-7<sup>th</sup> Grades</p> <ul style="list-style-type: none"> <li>● Required: Green short or long sleeved polo purchased from SchoolBelles.</li> </ul> <p>8<sup>th</sup> Grade</p> <ul style="list-style-type: none"> <li>● Required: Black short or long sleeve purchased from SchoolBelles.</li> </ul>	<p>Depending on the scholar’s grade level and school, consequences for dress code infractions range. The range could include a demerit to participation in Reflection. Families may be called to either be notified or to help remedy the dress code issue. Students may be able to borrow some items from the school.</p>

Pants	<ul style="list-style-type: none"> <li>● Scholars must wear <b>all black</b> slacks, khaki, or jean pants.</li> <li>● Shorts, spandex pants, cargo pants, skinny pants, shorts, leggings, jeggings, joggers, are <b><u>NOT permitted</u></b></li> </ul>	Depending on the scholar's grade level and school, consequences for dress code infractions range. The range could include a demerit to participation in Reflection. Families may be called to either be notified or to help remedy the dress code issue. Students may be able to borrow some items from the school.
<b>Optional</b> Zip Down Fleece or Crew Neck Sweatshirt (purchased from School Belles or solid royal blue or black is also acceptable)	<ul style="list-style-type: none"> <li>● Scholars who wear zip-down fleece or crew neck sweatshirt, must wear The Prep Schools fleece/sweatshirt with the crest available at School Belles. No other jackets are allowed. <ul style="list-style-type: none"> <li>○ K-4th: Blue Fleece</li> <li>○ 5th-7th: Green Fleece</li> <li>○ 8th: Black Fleece</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>
<b>Optional</b> Skirt	<ul style="list-style-type: none"> <li>● Scholars who wear skirts must wear a black, knee-length skirt.</li> </ul>	Depending on the scholar's grade level and school, consequences for dress code infractions range. The range could include a demerit to participation in Reflection. Families may be called to either be notified or to help remedy the dress code issue. Students may be able to borrow some items from the school.

### ***Prep Schools Dress Code Policies***

Any scholar who arrives at school out of uniform may receive a phone call home. Guardians may be asked to bring the missing uniform item to school. Scholars may receive a demerit or be assigned Reflection for being out of uniform. However, scholars that are consistently out of uniform may receive further disciplinary consequences.

Scholars' shirts must be tucked in and shoelaces must be tied.

#### **Under NO circumstances are scholars allowed to:**

- Wear shorts or sweatpants
- Wear personal undergarments (e.g. underwear) that are visible to others
- Wear steel-toed shoes
- Wear facial jewelry of any kind
- Wear earrings bigger than a quarter
- Wear sandals
- Wear fake tattoos or display real tattoos
- "Sag" their pants
- Carry cell phones or other electronic devices on their person during the school day without permission from the school staff

#### **Other dress code expectations include:**

- Jewelry: We ask that jewelry be left at home. If a scholar chooses to wear jewelry and it is lost, stolen, or damaged, the school is not responsible for finding or replacing the items. If jewelry is distracting the learning of others, we will ask that the scholar put it in their bookbag and take it home.
- Tattoos (Fake or Real): Are considered distracting to the educational environment and process and are unacceptable. Any existing tattoos must be covered while at school.

- Key Chains: Any keychains should be placed under the shirt or in a pocket completely, or stored in a bookbag/locker.
- Underclothes: Any personal underclothing (e.g. underwear) should not be visible to others.

During enrollment, guardians must sign a contract stating that they understand that students need to follow the dress code policy.

The school staff retains the sole right to interpret and enforce the school's dress code. The school may be able to support families that under extreme circumstances are not able to afford pieces of the uniform. The school Principal and Dean of Culture retains the sole right to make this decision.

## Chapter 4: Scholar Conduct

### Philosophy:

Prep scholars will abide by a clear Code of Conduct based on the philosophy that a safe and focused classroom is essential for academic progress, that scholars benefit from the explicit teaching of acceptable behavior, that narrating positive behaviors and that having clear consequences provides a consistent environment for teaching and learning. Scholars, guardians, and school personnel will sign the Family & School Contract, which demonstrates knowledge of the Code of Conduct. The purpose of this Code is to bring absolute clarity to the expectations for and consequences of scholar behavior so that misunderstanding is never the reason for scholar misbehavior.

### Vision:

#### **We are a High Structure, High Support School.**

A high structure, high support school sets high expectations for all scholars while continuously giving differentiated support for an individual child to help them be successful. This takes a relentless and diversified approach from all the adults that surround the student to prepare them for success in life.

**High Structure, High Support ultimately means doing whatever it takes to ensure scholars success without lowering expectations.**

### Intention:

*“Your beliefs become your thoughts, your thoughts become your words, your words become your actions, your actions become your habits, your habits become your values, your values become your destiny.” – Gandhi*

The mission of The Prep Schools is to provide scholars with a demanding, standards-based education in order to ensure their acceptance and success in college-preparatory high school programs. Respectful behavior free of disruptions is necessary to achieve this goal. The following beliefs inform our Code of Conduct:

- **Safety.** The Code of Conduct is designed first and foremost to ensure that the school is safe for every scholar at all times.
- **Respect.** One of the five core values of the school is respect. Respectful behavior is a hallmark of effective character development and facilitates strong community.
- **Self-discipline.** By learning to behave professionally, scholars develop skills useful beyond the walls of the school. Scholars who behave well in school, speak well in public, and are helpful to others will develop strong self-advocacy skills that will serve them well throughout their lives.
- **Making a big deal out of “little” problems.** The Prep Schools believe that by making a big deal out of “little” problems, the school can prevent or minimize the occurrence of big problems.
- **Clear consequences.** Many disciplinary problems can be avoided by having clear, well-articulated consequences. The scholars will know exactly what behavior is expected and what consequences will result if the expectations are not met. The school will always promptly communicate with guardians about any disciplinary consequences.
- **Uninterrupted learning.** The purpose of this Code of Conduct is to remove distractions from the classroom so that scholars can commit 100% of their attention to academic learning.

### **Family, School and Scholar Commitment Form**

The Family, School, and Scholar Commitment Form is the guiding commitment among all new scholars, staff, and guardians. **All guardians, scholars, teachers, and school leaders will sign the Family & School Contract.** This contract outlines general and specific expectations for scholars, teachers, and guardians, and is signed in the spirit of mutual accountability. Our work together is a three-way partnership, and the highest expectations must govern all of our actions to ensure the highest-quality education for every child.

## ***The Prep Schools: Family, School, and Scholar Commitment Form***

Our mission to prepare scholars to enter, succeed in, and graduate from college is a family activity. When choosing to send your scholar(s) to our schools, all parties must commit 100% to the educational model:

### **SCHOOL COMMITMENT**

We commit to work, think, and behave to the best of our ability, and we promote our school's mission and support our scholars throughout their high school and college career.

We commit to provide a safe, structured, rigorous, college preparatory experience.

We commit to have a "Whatever it takes" mentality with our staff, scholars, and families.

We commit to operate the school in accordance with its mission and charter.

We commit that teachers always come to class prepared and that they do everything required to ensure that their scholars learn.

We commit to keep the school's doors open to guardians and be open to hearing feedback.

We commit to enforce the school's code of conduct evenly and fairly in all circumstances.

We commit to interact professionally with all families and respond promptly to family questions or concerns.

We commit to provide a safe and structured school environment.

We commit to encourage scholars to live out the Keys to Success.

We commit to communicate on a monthly basis and inform families of questions or potential obstacles to scholar learning as they arise.

### **FAMILY COMMITMENT**

We commit to supporting The Prep Schools demanding academic program, the official Code of Conduct, and extended school day and year.

We commit to ensure that our scholar reaches their academic and behavior goals, as well as follows the schools' cultural rules and expectations.

We commit to making sure our child arrives at school on time and in uniform every day by 8:00am. If the scholar is unable to attend for a legitimate reason, I will notify the school by 9:00 am.

We commit to make arrangements so our child can remain at school until 3:30pm (M-F) and then be picked up promptly after school.

We commit to make arrangements so that our child can remain after school if needed for activities or Reflection.

We commit to make arrangements for our child to attend Summer school if required. We commit to be responsible for the actions of our child, and will make ourselves available for school wide conferences and teacher communication.

We commit to maintaining an environment at home where my child can do their homework and will check our child's homework every night.

We commit to allow our child to go on school field trips.

We commit to attend voluntary and required school functions (Orientations, Conferences, and Family Nights).

### **SCHOLAR COMMITMENT**

I will arrive at school on time and in uniform every day by 8:00 am (M-F).

I will remain at school until 3:30pm (M-F). I will remain at school until 4:15 pm if I have Reflection.

I will always work, think, and behave in the best way I know how and I will do whatever it takes for me and my fellow scholars to learn.

I will complete my homework every night and ask for help when I need it.

I will always make myself available to guardians and teachers when they have concerns.

I will be honest about my actions and accept responsibility when I make mistakes.

I am responsible for my actions and accept the consequences of anything I do.

I will raise my hand and ask questions in class until I understand.

I will always follow school rules and act to protect the safety, interests, and the rights of all individuals in the classroom.

I will follow the dress code.

I will demonstrate The Prep School's 5 Keys to Success in all of my actions.

I will strive for the high performing high school and college of my choice.

## ***Code of Conduct***

The Code of Conduct is the concise description of the 22 primary rules that govern scholar behavior at E Prep and Village Prep. All guardians will review the Code of Conduct at the Mandatory guardian Orientation. Scholars will review it during new scholar orientation prior to the start of school. Signing the Family & School Contract indicates that each guardian and scholar has read, understands and agrees to abide by the Code of Conduct.

***At our school, all of our scholars need to live out this code:***

### **Respect:**

1. By treating fellow scholars, staff, and school property with respect.
2. By refusing to behave in any way that is disruptive to your learning or the learning of another.
3. By refusing to intimidate or threaten with their behavior or language.
4. By refusing to deface the property of their school.
5. By refusing to use profane or otherwise inappropriate language.
6. By refusing to engage in gang activity or have evidence of affiliation.
7. By using self discipline to avoid fighting or engaging in violence or behavior threatening violence.
8. By refusing to possess or sell any drugs, alcohol, tobacco, or illegal substance.

### **Responsibility:**

9. By arriving at school in uniform every day.
10. By arriving on time for school every day. Absences are excused only for those listed in Chapter 2 of this handbook.
11. By completing homework every night and turning it in.
12. By always being where you are supposed to be during the school day having a pass anytime you leave the classroom. Additionally, by reporting promptly to Reflection, tutoring and Saturday School when assigned to do so.
13. By refusing to possess weapons (even toys).

### **Self Discipline:**

14. By respecting the stated and expected voice level.
15. By refusing to chew gum, eat, or drink anything during class.
16. By meeting stated expectations for use of electronic devices and refusing to interrupt the learning environment. They must be off and stored away the entire school day (7:30-3:30). Scholars must receive permission to use a cell phone. The school assumes no responsibility for these devices.
17. By refusing to play-fight or touch another scholar. Keep your hands to yourself.
18. By refusing to plagiarize, cheat, or copy another's work, falsify information (i.e. forge a signature), or lie to a staff member.

## ***School Rules***

The school rules are below:

1. All students treat fellow students, staff, and school property with respect.
2. Students must arrive at school in uniform every day.
3. Attend school every day.
4. Always arrive on time for the school day.
5. Complete homework as assigned and turn it in at the appropriate time.
6. Do not disrupt class or Community Meetings/Celebrations by talking out of turn.
7. Do not talk during transitions or when the expectation of silence is communicated by a staff member.
8. Do not chew gum, eat, or drink anything other than water during class.
9. Keep any electronic devices (cell phones, etc.) at school off and in a backpack for the entire school day. The school assumes no responsibility for these devices.
10. Always be prepared for class.
11. Do not behave in any way that is disruptive to your learning or the learning of another.
12. Do not plagiarize, cheat, or copy another's work, falsify information (i.e. forge a signature), or lie to a staff member.
13. Always be where you are supposed to be during the school day, have a pass anytime you leave the classroom, and report promptly to your assigned location when assigned to do so.
14. No play-fighting or touching another student. Keep your hands to yourself.
15. No intimidation, harassment, or bullying of a classmate or staff member using threatening behavior or language.
16. No defacement of school property.
17. No profane or otherwise inappropriate language.
18. No gang activity or evidence of affiliation.
19. No fighting, violence, or behavior threatening violence.
20. No possession, use, or sale of any drugs, alcohol, tobacco, or illegal substance.
21. No possession of weapons including toy weapons.
22. Do not behave in any way that is disruptive or distracting when riding school-provided transportation, including riding the school bus to and from school.

## ***Progressive Discipline (E Prep Schools)***

All scholars are expected to abide by the Student Code of Conduct and School Rules at school, on the school premises, and on school-provided transportation to and from school. When scholars violate the Code of Conduct and/or School Rules there are associated consequences, which are outlined for escalating levels of offenses. Consequences will be determined based on the level of offense and the number of occurrences for similar offenses during the school year.

The five levels of consequences are described below:

### **First Level: In-Class Next Steps**

1. Teachers will give clear expectations to scholars. Teachers will assign consequences in the following sequence when students do not meet those expectations.
2. Students will need to comply with consequences and interventions. Refusal to comply may result in a Second Level consequence (Loss of Privilege or Dean’s Office Referral)

Consequence Step w/Verbiage	Student Action	Teacher Action
Verbal Warning “Student Name the expectation is VLO, that is your verbal warning or (next step)”	<b>Correct and Re-engage</b> <ul style="list-style-type: none"> <li>• Student corrects behavior and returns back to learning</li> </ul>	<b>Address and Teach</b> Quick Reminder of expectation (1 next step/demerit; Negative \$1 scholar is now at \$5)
FaceTime “Student Name the expectation is VLO, let’s FaceTime or (next step)”	<b>Bounce Back</b> <ul style="list-style-type: none"> <li>• Student bounces back from frustrations causing misbehavior by either asking to speak about the “why” behind their frustration, or refocusing on their education.</li> </ul>	<b>Stay in the Game Convo</b> <ul style="list-style-type: none"> <li>• Stay in the game 30 sec uplifting convo about teacher desired behavior and how the scholar can achieve expectation</li> </ul> (2nd next step; negative \$1 scholar is now at \$4)
Seat Change “Student Name the expectation is VLO, that is your seat change or (next step)”	<b>Move Seat and Re-engage</b> <ul style="list-style-type: none"> <li>• Student goes to new seat placement and continues learning</li> </ul>	<b>Quickly Redirect and Teach</b> <ul style="list-style-type: none"> <li>• Using least invasive moves, redirect student to a less distracting location IN CLASS</li> </ul> 3rd next step, negative \$1 scholar is now at \$3
Buddy Room “Student Name the expectation is VLO, we need to visit a buddy room or (next step)”	<b>Buddy Room Reset</b> <ul style="list-style-type: none"> <li>• Students will go silently to the buddy classroom with a reflection sheet. The Buddy classroom teacher will direct the student to a seat where they will complete the reflection sheet. When the timer sounds, the student will return back to HR.</li> </ul>	<b>Reflect and Reset</b> <ul style="list-style-type: none"> <li>• Age appropriate reflection sheet and a 10 min timer. Teacher is expected to close the loop with what the scholar did/did not do on the reflection sheet. Focus is to get scholar to a calm temperament, the reflection is a conversation segway to organize thoughts, it IS NOT AN ADDITIONAL PENALTY FOR NON COMPLETION</li> </ul> (4th next step/demerit, negative \$1 scholar is now at \$2)

## **Second Level: Referral to the Dean/Reduction in Privileges**

1. Teacher applies appropriate consequences, including loss of privileges or a referral.
2. Teacher or Dean of Culture personally communicates the problem(s) with the student's guardian(s).
3. Teacher or Dean of Culture may send a written report home and a copy to the office.

<p>Phone Call w/ Reduction of Privilege "Student Name the expectation is VLO, let's next step in with your guardian or (next step)"</p>	<p><b>Talk with guardian/Loss of Privilege</b></p> <ul style="list-style-type: none"> <li>● Students will talk to guardians about choices and serve the loss of privilege.</li> </ul>	<p><b>Call guardian/Loss of Privilege</b></p> <ul style="list-style-type: none"> <li>● During the day: Scholar will sit out 5 min or do laps around the playground during recess</li> <li>● At or during Lunch: Student will have 5 min silent lunch</li> <li>● At the end of day: guardian Contact, and not a loss of privilege for the next day</li> </ul> <p>(5th next step/demerit, negative \$1 scholar is now at \$1)</p>
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<p>Dean Referral "Student Name the expectation is VLO, you are now at a dean referral or (next step)"</p>	<p><b>Report to Dean of Culture</b></p> <ul style="list-style-type: none"> <li>● Students will silently walk to the Dean's Office with class work in hand, enter and have a seat.</li> </ul>	<p><b>Report to Dean of Culture</b></p> <ul style="list-style-type: none"> <li>● Teacher records Dean Referral in Kickboard.</li> <li>● Dean will administer appropriate consequences based on the Kickboard report. .</li> </ul> <p>(6th next step/demerit, negative \$1 scholar is now at \$0)</p>
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<p>Dean Restore Deans will call guardians to notify them of behavior infractions.</p>	<p><b>Reflect and Restart</b></p> <ul style="list-style-type: none"> <li>● Students will have an open and reflective conversation with Dean and collaborate on a plan for next steps.</li> </ul>	<p><b>Prepare for Scholar Return</b></p> <ul style="list-style-type: none"> <li>● Scholars are sent to the dean for remediation, deans will have dean restore buttons in Kickboard. There will be a note of remediation/consequence in Kickboard.</li> <li>● The restore button will assign \$2 back to the scholar resetting them back to yellow. Scholars will have 2 more steps through the discipline hierarchy before scholar is at dean referral again</li> </ul>
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### **Auto-Referral to Dean's Office Referral (Level 3 - 5 consequences to be applied)**

- Fighting/Violence
- Physical Contact **with** intent to hurt
- Guns, firearms, knives and drugs
- School defacement
- Use of profane and/or inappropriate language
- Bullying, harassment and intimidation
- Gang activity and/or affiliation

### **Third Level: Lunch Reflection, After School Reflection, Loss of Privilege**

If actions at Level 1 and 2 have not corrected the inappropriate behavior, or, if the student engaged in more or higher levels of inappropriate behavior, students may earn lunch Reflections, after school Reflections or lose privileges like recess and/or assemblies.. After school Reflections will occur on specified days

### **Fourth Level: Suspension**

If actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, the Dean of Culture may suspend the student either in school or out of school for not to exceed ten (10) school days. As a part of the suspension, the student will be required to catch up on all academic work and write an apology to the classroom community.

#### **Auto-Referral to an In-School Suspension**

- Habitually disruptive behaviors
- Fighting/Violence
- Physical Contact **with** intent to hurt
- School defacement (admin discretion)
- Use of profane and/or inappropriate language
- Bullying, harassment and intimidation
- Gang activity and/or affiliation
- Inciting panic

#### **Auto-Referral to an Out of School Suspension or Expulsion**

- Bringing a firearm or knife capable of causing serious bodily harm
- Making a bomb threat
- Committing a delinquency offense that causes serious physical harm to another person or property.

### **Fifth Level: Expulsion**

If actions taken at Levels 1-4 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, the Principal may expel the student from the school, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded.

#### **Auto-Referral to an Out of School Suspension or Expulsion**

- Bringing a firearm or knife capable of causing serious bodily harm
- Making a bomb threat
- Committing a delinquency offense that causes serious physical harm to another person or property.
- Committing a delinquency offense that would be described as a crime as adult

Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the Principal. The charts in Appendix E define and provide guidance to guardians and scholars regarding how the progressive discipline policy may be utilized for serious offenses, not specifically listed in the 21 rules in the Student Code of Conduct.

In addition, the school reserves the right to implement forms of restorative justice, in which scholars must give back to the community to make up for a harmful action. Examples include apologies letters to fellow classmates and/or staff members, written reports on social justice or empathy, or community service through cleaning desks,

sharpening pencils, raking leaves, serving meals, etc.

### ***Progressive Discipline (V Prep Schools)***

All scholars are expected to abide by the Student Code of Conduct and School Rules at school, on the school premises, and on school-provided transportation to and from school. When scholars violate the Code of Conduct and/or School Rules there are associated consequences, which are outlined for escalating levels of offenses. Consequences will be determined based on the level of offense and the number of occurrences for similar offenses during the school year. The five levels of offenses are described below:

#### **First Level: Demerits**

A demerit is a mark for deficiency for misconduct. Once a scholar has earned **five** demerits in a day, they may serve an after-school Reflection.

<b>Consequence Step w/Verbiage</b>	<b>Student Action</b>	<b>Teacher Action</b>
<b>1st demerit</b> - <i>“The voice level is zero, demerit for talking”</i>	<b>Correct and Re-engage</b> <ul style="list-style-type: none"> <li>Student should correct their behavior and meet expectations</li> </ul>	<b>Address and Teach</b> <ul style="list-style-type: none"> <li>Teacher assigns the consequence after all NNN steps and least invasive moves have been utilized and keeps teaching</li> </ul>
<b>2nd demerit</b> - <i>“We are silently reading the text, demerit off task”</i>	<b>Comply and Re-engage</b> <ul style="list-style-type: none"> <li>Student should comply with teacher move (take a break, move if asked, engage in conversation)</li> <li>Student should correct their behavior and meet expectations after teacher move</li> </ul>	<b>Investigate and Intervene</b> <ul style="list-style-type: none"> <li>“The Why?” - quickly ask the student why they are continuing to not meet expectations to determine the root cause</li> <li>“Teacher Move” - Intervene accordingly and instruct the student to take a 5 min break, seat change, restorative conversation to redirect and support the scholar to get them back on track</li> </ul>
<b>3rd demerit</b> - <i>“All students are seated, demerit out of area”</i>	<b>Move and Reset</b> <ul style="list-style-type: none"> <li>Change seats within the classroom per teacher</li> <li>Report to hallway and engage in conversation</li> <li>Report to Dean’s Office and engage in reflection</li> </ul>	<b>Move and Cue Reset</b> <ul style="list-style-type: none"> <li>Move the scholars seat or instruct them to report to the hallway by the door or the Dean’s Office</li> <li>If sent to hallway, engage in quick Stay in the Game conversation</li> <li>If sent out, teacher <i>must</i> immediately notify Deans and document in KB</li> </ul>
<b>4th demerit</b> - <i>“We treat others respectfully, demerit disrespect”</i>	<b>Comply and Reset</b> <ul style="list-style-type: none"> <li>Report to hallway and engage in conversation</li> <li>Change classroom per teacher</li> <li>Speak with guardian</li> </ul>	<b>Increase Interventions</b> Depending on severity/progression: <ul style="list-style-type: none"> <li>Stay in the Game conversation with scholar in hall</li> <li>Move the scholar to a buddy room</li> <li>Teacher contact guardian via</li> </ul>

		phone
<b>5th demerit</b> - “We need to raise our hands first, demerit calling out.”	<b>Report to Dean’s Office</b> <ul style="list-style-type: none"> <li>Report to Dean’s Office and engage in reflection</li> </ul>	<b>Communicate to Dean’s Office</b> <ul style="list-style-type: none"> <li>Report to the Dean’s Office <ul style="list-style-type: none"> <li>Teacher <i>must</i> immediately notify Deans</li> </ul> </li> <li>Dean contact guardian via phone</li> <li><u>Student is assigned an after school Reflection</u></li> </ul>

**Second Level: Lunch Reflection**

Lunch Reflection can be assigned for varied, school specific reasons. Lunch Reflection is **not** served in lieu of any after-school Reflections.

**Second Level Continued: After-School Reflection**

Scholars will be required to serve an after-school Reflection when they earn **five** demerits in a day. Scholars can also receive automatic Reflection(s) for more serious offenses. Scholars serve Reflection after school Monday through Friday.

<b>Dean’s Office Automatic Referral</b> - “Tommy, that is a referral for profanity”	<ul style="list-style-type: none"> <li>Report to Dean’s Office and engage in reflection</li> </ul>	<b>Communicate to Dean’s Office</b> <ul style="list-style-type: none"> <li>Report to the Dean’s Office <ul style="list-style-type: none"> <li>Teacher <i>must</i> immediately notify Deans and document</li> </ul> </li> <li>Follow-up with guardian</li> </ul>
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**Auto-Referral to Dean’s Office**

- Fighting
- Inappropriate physical contact
- Guns, firearms, knives, and all look-alikes
- Drugs
- Bullying, harassment, and intimidation
- Insubordination/refusal - with disrespectful response
- Continuous classroom disruption
- Academic dishonesty-copying homework/assignments

**Third Level: Restorative Practice**

If actions taken at Levels 1-2 have not corrected the inappropriate behavior, or if the scholar engaged in serious acts of misconduct, the grade level teachers or Dean of Culture, may place the scholar in a Restorative Practice.

Restorative Practice could be:

- Saturday Session
- RISE Program
- Community Service

If a scholar does not attend an assigned Saturday Culture session, it **will** result in a suspension. *Depending on the offense, it could lead to either an ISS or OSS. Please refer to the Progressive Discipline for further details.*

**Fourth Level: Suspension (In School and Out of School)**

If actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the scholar engaged in serious act(s) of misconduct, the Dean of Culture may suspend the scholar from school for not to exceed ten (10) school days. As a part of the suspension, the scholar will be required to catch up on all academic work and write an apology to the classroom or school community.

#### **Auto-Referral to an In-School Suspension**

- Profanity
- Academic Dishonesty-copying homework/assignments 2nd offense
- Physical Contact
- Excessive Reflections

#### **Auto-Referral to an Out of School Suspension**

- Continuous disruptive behavior
- Excessive ISS
- Egregious Physical contact (e.g. kicking chairs from under a scholar, tripping, etc.)
- Fighting
- Profanity or obscenities towards a teacher
- Defiance that requires security
- Academic Dishonesty-cheating on a test
- Guns, firearms, knives, and all look-alikes
- Drugs

#### **Fifth Level: Expulsion**

If actions taken at Levels 1-4 have not corrected the inappropriate behavior, or, if the scholar engaged in serious act(s) of misconduct, the Principal may expel the scholar from school, not to exceed 80 days, unless one year is specifically authorized, or, unless the scholar is permanently excluded.

Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the Dean of Culture or Principal. The charts in Appendix E define and provide guidance to guardians and scholars regarding how the progressive discipline policy may be utilized for serious offenses, not specifically listed in the 21 rules listed in the Student Code of Conduct.

In addition, the school reserves the right to implement forms of restorative justice, in which scholars must give back to the community to make up for a harmful action. Examples include apologies letters to fellow classmates and/or staff members, written reports on social justice or empathy, or community service through cleaning desks, sharpening pencils, raking leaves, serving meals, etc.

## **Consequences**

*Rule 1: Respect* - All students treat fellow students, staff, and school property with respect

Respect is one of the 5 Keys to Success. Maintaining a respectful learning environment at all times is critical to effective delivery of the academic program. Disrespectful behavior to other scholars or to school staff will never be tolerated. Any scholar who demonstrates disrespect toward another scholar or staff member, in the judgment of any member of the staff, will receive a demerit/next step, and in the case of serious disrespect, will receive a Reflection/color change or a suspension.

*Rule 2: Dress Code* - Students must arrive to school in uniform every day.

The purpose of the dress code is to create a professional, safe, and respectful community where scholars can place their sole focus on learning. The dress code is in effect from the start of the school day until the end of the school day, which includes after-school activities and field trips. Scholars are required to wear the uniform Monday-Friday, unless otherwise noted.

Scholars must arrive at school in uniform every day. See Chapter 4 for an in-depth overview of the school's dress code policy.

*Rules 3-4: Arrive* on time for school every day. By always being where you are supposed to be during the school day having a pass anytime you leave the classroom. Additionally, by reporting promptly to detention, tutoring and Saturday School when assigned to do so.

See Chapter 2 for more information.

*Rules 5: Homework (E Prep only)* - Complete homework as assigned and turn it in at the appropriate time.

Scholars must complete all of their homework and each assignment needs a guardian signature. Scholars who come to school with incomplete homework, homework lacking a guardian signature, or homework of poor quality, serve lunch reflection or after-school reflection based on campus policy. A Lunch Reflection for Homework is not a punishment, but rather a support to ensure that scholars do not fall behind in their coursework. Lunch Reflection for Homework attendance is mandatory. Failure to report to Lunch Reflection for Homework may lead to further consequences.

*Rules 6-10: School-Wide Discipline and Classroom Policies* - Do not disrupt class or community meetings/celebrations by talking out of turn; Do not talk during transitions or during breakfast and lunch when the expectation of silence is communicated by a staff member; Do not chew gum, eat, or drink anything other than water during class; Keep any electronic devices (cell phones, etc.) at school off and in a backpack for the entire school day. The school assumes no responsibility for these devices; Always be prepared for class.

Any scholar who violates Rules 6-10 will receive in-school consequences (i.e. demerits/next steps and Reflections). If the violation is serious or occurs multiple times, the scholar will receive a Reflection (5th – 8th Grade), or, at the discretion of the school leadership at The Preps, RISE (5<sup>th</sup> – 8<sup>th</sup> Grade) or out-of-school suspension.

*Rules 11: Disruptive Behavior* - Do not behave in any way that is disruptive to your learning or the learning of another. Behavior that disrupts the learning environment will never be tolerated at Village or E Prep. Disruptive behavior encompasses a wide range of behaviors. Minor disruptions, such as calling out in class, will result in a demerit. More serious disruptive behaviors, such as failing to cooperate with staff, will usually result in an out-of-school suspension. See the section on *Habitually Disruptive Scholars* in this chapter for information on repeated, serious disruptions.

*Rule 12: Lying and Academic Dishonesty* - Do not plagiarize, cheat, or copy another's work, falsify information (i.e. forge a signature), or lie to a staff member.

The consequence for lying and academic dishonesty may be a Reflection for the first offense and a suspension for the second offense. When academic dishonesty involves plagiarizing, cheating, copying another's work, or falsifying information, the scholar will also receive a 0 on the assignment.

*Rule 13: Out-of-Area and Failing to Report - Always be where you are supposed to be during the school day, have a pass anytime you leave the classroom, and report promptly to Homework Center, Detention, Extension, and your advisory/pack location when assigned to do so.*

Scholars who are out-of-area without a pass, will receive immediate Reflection. Repeated violations will result in more serious consequences such as an out-of-school suspension. Leaving the classroom, computer lab, lunchroom, administrator's office, or the building without permission will result in an out-of-school suspension. Failing to report to Reflection when assigned to do so will result in an out-of-school suspension. If guardian says they can't serve, then they serve in/out of school suspension)

*Rules 14-17 - No play-fighting or touching another student; No intimidation, harassment, or bullying of a classmate or staff member using threatening behavior or language; No defacement of school property; No profane or otherwise inappropriate language.*

Depending on the severity of the situation, a scholar may be suspended from one (1) to ten (10) days for breaking one or more of these rules. A formal notification will be given to the guardian(s). As a part of the suspension, the scholar will be required to catch up on all academic work in accordance with the Family and School Contract and may be asked to read an apology to the classroom or school community.

*Rule 18: Gang Affiliation - No gang activity or evidence of affiliation.*

The Board believes gangs or gang activity create an atmosphere that seriously disrupts the educational process.

Scholars are prohibited from engaging in gang activities while at school, on school property, or at school- sponsored events.

As used herein, the term "gang" means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, and that has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term "gang activity" shall mean any conduct engaged in by a scholar 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership to a gang in any way while on school grounds or while attending a school function. These activities include recruiting scholars for membership in any gang and threatening or intimidating other scholars or employees to commit acts or omissions against their will in furtherance of the common purpose and design of any gang.

A violation of this policy is grounds for suspension or expulsion from school. **See the discipline charts in Appendix E for detail on the definition of and related consequences for "Gang Activity."**

*Rule 19: Violence - No fighting, violence, or behavior threatening violence.*

The primary purpose of the Code of Conduct is to ensure that The Preps community is safe for all scholars. As a result, violent behavior towards scholars, staff, or visitors will never be tolerated and will be treated with the most severe consequences. Any scholar who commits an act of physical violence at school, on school-sponsored transportation, at

a school-related event, or plans such violent activity during the school day, will receive an immediate suspension and may be expelled. **See the discipline charts in Appendix E for detail on the definition of and related consequences for “Assault”, “Criminal Act”, “Hazing”, “Physical Contact”, and “Reckless Endangerment.”**

*Rule 20: Drugs, Alcohol, and Tobacco Policy - No possession, use, or sale of any drugs, alcohol, tobacco, or illegal substance.*

The School recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole community.

For purposes of this policy, “drugs” shall mean:

1. all controlled substances as so designated and prohibited by applicable Federal and Ohio law;
2. all chemicals which release toxic vapors;
3. all alcoholic beverages;
4. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. anabolic steroids; and
6. any substance that is a “look-alike” to any of the above.

The school prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia, as the term is defined by law, on school grounds, on school vehicles and vehicles used for school-sponsored events, and at any school-sponsored event.

The school's drug prevention program:

1. Emphasizes the prevention of drug use;
2. Provides for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
  - a. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
  - b. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
  - c. assists scholars to develop skills to make responsible decisions about substance abuse and other important health issues;
  - d. promotes positive emotional health, self-esteem, and respect for one's body;
  - e. advises scholars that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful; and
  - f. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education.

Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on scholars who violate this policy.

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs. The school will provide information about any drug and alcohol counseling and rehabilitation and re-entry programs available to scholars and will direct scholars and their guardians to the appropriate programs.

This policy serves as notification to guardians and Scholars that compliance with this policy and other standards of conduct are mandatory.

The Principal or their designee will conduct a biennial review of the school's program to determine its effectiveness and

implement changes as needed and to ensure that disciplinary sanctions are consistently enforced.

The school will provide a scholar assistance program, which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting scholars' academic, social, and emotional well-being in the educational setting that may negatively affect behavior and interfere with their ability to learn.

The School's policies and procedures on Search and Seizure, Suspension and Expulsion, and Permanent Exclusion, among others, will be complied with fully in dealing with scholars suspected of drug use or possessing or distributing drugs in school.

The School shall develop a curriculum for instruction in the harmful effects of and legal restrictions against the use of drugs of abuse, alcoholic beverages, and tobacco for scholars at each grade level and conduct such in-service training programs for staff members as necessary to ensure effective teaching about drugs and assistance to scholars with drug problems.

The Principal or their designee shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in all School locker rooms used by scholars in grades 7- 12, as applicable.

The use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the school.

For purposes of this policy, "tobacco" shall mean all forms of tobacco, including cigars, cigarettes, pipes, snuff, or any other matter or substances that contain tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

The school cannot, even by indirection, condone the use of tobacco, and the school has an interest in protecting non-smokers from the harmful second-hand impacts of tobacco use. As such, the school prohibits the use of tobacco on School Property. The use of tobacco will be considered under the use of a controlled substance. In addition, the possession of fire starting mechanisms, including but not limited to lighters, Zippos, vape pens, etc. pose a serious safety risk to our students and staff, and are not permitted on the school property.

*Rule 21: Weapons - No possession of weapons including toy weapons.*

Guns, knives, explosives, or weapons of any type are not permitted in the school, on the campus, anywhere on the premises, on school-sponsored transportation, or at any school-sponsored or school-related event. Violations will lead to expulsion. Items that appear to be weapons or could be reasonably used as weapons are banned as well. Toy weapons are never permitted. **See the discipline charts in Appendix E for detail on the definition of and related consequences for "Dangerous Weapons", "Firearms", and "Knives."**

## ***Chapter 5: Other School-Wide Discipline Policies and Procedures***

### ***General Discipline Procedures***

The purpose of disciplinary consequences is to ensure that both individual scholars and the school community maintain complete focus on learning and growth. Inappropriate scholar behavior not only impacts the individual, but also exacts a cost on the larger school community. Scholars must understand that they are a part of a larger whole and are accountable to their peers for adhering to the values and expectations of the community. Prompt resolution of problems and scholar/family solutions to inappropriate behavior is expected.

Disciplinary action, depending upon the nature of the action and/or referral, may include but is not limited to: re-teaching, demerits, after-school Reflection, guardian notification, a written assignment, lunch or enrichment Reflection, community service, in school suspension, suspension, or expulsion.

All decisions regarding disciplinary action will be made by the Principal, a Dean of Culture, or the Principal's designee. The Preps will make every effort to notify guardians promptly of any serious disciplinary action and will do so in writing whenever possible.

### ***Scholar Searches***

The school recognizes that the privacy of scholars may not be violated by unreasonable search and seizure and directs that no scholar be searched without reason or in an unreasonable manner.

The school acknowledges the need for in-school storage of scholar possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, scholars may lock them against incursion by other scholars, but in no such places shall scholars have such an expectation of privacy as to prevent examination by a school official. The Board may require the Principal or their designee to conduct a regular search at least annually of all such storage places.

Scholars have no expectation of privacy with respect to the use of the internet, intranet or email. Routine maintenance and monitoring of the school network system may lead to the discovery that a scholar has or is violating school policy or the law. Violations of school policy, the scholar code of conduct or the law may result in severe penalties, up to and including expulsion.

School authorities are responsible for the safety and well-being of the scholars in their care. In carrying out that duty, school authorities may search the person or property, including vehicles of a scholar, with or without the scholar's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. Specifically:

#### **Search and Seizure of Property:**

1. School lockers, desks, and property are on loan to the scholars and remain the property of the School. They may be inspected and reclaimed at any time.
2. Scholars may not keep prohibited items, including drugs, drug paraphernalia, firearms, explosives, weapons, and property belonging to others within their lockers, backpacks or desks.
3. Scholars must open their lockers at the request of school officials.
4. When on school grounds, scholars and their personal property may be searched if a school official has grounds to believe the search may turn up evidence that the scholar has violated or is violating the law or school rules.
5. A scholar shall have the opportunity to be present during the search of their locker, desk, or other property unless the scholar is absent from school or the safety or welfare of the school or an individual necessitates a search during the scholar's absence.

The search of a scholar's person or personal belongings shall be conducted by the Principal or their designee with one other staff member present. This may include a search of the scholar's bookbag, purse, lunchbox, pockets, jacket, etc. Strip searches may **not** be conducted by School personnel.

This authorization to search shall also apply to all situations in which the scholar is under the jurisdiction of the school.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a scholar has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the school has established a zero tolerance for alcohol use.

The school also authorizes the use of canines, trained in detecting the presence of drugs, when the Principal or their designee has reasonable suspicion that illegal drugs may be present in the school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual scholars unless a warrant has been obtained prior to the search.

The Principal or their designee shall be responsible for the prompt recording in writing of each scholar search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal or their designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a scholar.

*U.S. Const. Amend. IV, XIV; Oh. Const. Art. 1 §14.*

### ***Suspension and Expulsion***

The Dean of Culture may suspend a scholar for up to ten (10) school days. The Principal may expel a scholar for up to eighty (80) school days and in some instances one (1) year.

In the event that, in the opinion of the Principal or their designee, a scholar's presence at the school creates a health risk, presents a danger to other persons or property or seriously disrupts the functions of the school, the scholar may be removed from the premises without formal suspension or expulsion procedures, with notice and procedures to follow the removal in accordance with R.C. §3313.66.

If a scholar is asked to be removed for suspension or emergency removal, and the family does not pick up the scholar, the school reserves the right to call Children and Family Services or the proper authorities.

A scholar shall be expelled for one (1) year for bringing a firearm to school or onto School Property (any property owned, used or leased by the school for school, school extracurricular or school-related events).

A scholar may also be expelled for a period not to exceed one (1) year for:

1. bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a school or on School Property;
2. bringing a knife to school, onto School Property or to an interscholastic competition, an extracurricular event or any other program or activity sponsored by the school or that the school is a participant;
3. possessing a firearm or knife at school, on School Property, or at an interscholastic competition, an extracurricular event, or any other school program or activity after the firearm or knife was initially brought onto School Property by another person;

4. committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property; and
5. making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

A firearm is defined as any weapon, including a starter gun, which will or is 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 muffler or silencer, or any destructive device. A destructive device, includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device.

A knife is defined as any cutting instrument consisting of at least one sharp blade.

The specific circumstances under which the Principal may modify a one (1) year expulsion could include:

1. a recommendation from the group of persons knowledgeable of the scholar's educational needs in accordance with The Individual with Disabilities Education Act;
2. the scholar was unaware that s/he was possessing a firearm or knife;
3. the scholar did not understand that the item s/he possessed was considered a firearm or knife;
4. the scholar brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife; and
5. the scholar may be eligible for participation in an alternative program.

A scholar may be expelled for up to eighty (80) days for serious misconduct or rules violations, or for other just cause.

During the period of suspension, removal, or expulsion the scholar may not attend or participate in any School functions without permission from the Principal. The scholar may enter school facilities only when given permission by the Principal or if accompanied by a guardian who accepts responsibility for the scholar's actions and/or behavior at the facility.

While serving an out-of-school suspension or expulsion, the Board does authorize scholars to receive instructional services from the school. If scholars are authorized to receive instructional services from the school, then such instructional services shall include the following: homework assignments, research, writing or other projects, essay(s), internet assignments, conference calls, or off-premise meetings.

The Board also authorizes the Principal to suspend a scholar from any or all co-curricular or extra-curricular activities for misconduct or rules violations. The length of the suspension shall be determined by the Principal and will be commensurate with the seriousness of the scholar's misconduct or rules violations in accordance with the Code of Conduct. Participation in extracurricular activities is a privilege and not a right. Accordingly, scholars prohibited from participating in all or part of any extra-curricular activity, are not entitled to notice, hearing or appeal rights.

If the Dean of Culture or Principal determines that a scholar's behavior on a school vehicle violates school rules, s/he may suspend the scholar from school bus riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior.

The Board authorizes the Principal the option to require a scholar to perform community service in conjunction with, or in place of a suspension or expulsion, except when an expulsion is imposed for bringing a firearm to school or onto School Property.

The Board designates the Principal or their designee as its representative at all hearings regarding the appeal of a suspension. The Head of Schools or the Head of School's designee will hear the appeal of an expulsion.

The Principal shall be responsible for implementing this policy and ensuring compliance with applicable laws. A copy of this Policy is to be posted in common areas of the School and made available to scholars and guardians upon request.

### ***Habitually Disruptive Scholars***

Any scholar who is suspended for disruptive behavior for the first time during any one school year while in school or on school grounds, at a school-sanctioned activity or event, or on school-sponsored transportation, will receive the appropriate consequence referenced in the Progressive Discipline section of the handbook. A discipline plan may be put into place after the second suspension and the scholar will be placed on disciplinary probation. In all such cases, the scholar and their guardian will be notified in writing of the suspension. If the scholar receives a third such suspension, the scholar may be declared habitually disruptive, and the school *may* recommend expulsion. **See the discipline charts in Appendix E for detail on the definition of and related consequences for "Disruptive Behavior" and "Other Overt Disruptive Behavior".**

### ***Corporal Punishment and Scholar Restraint***

All teachers, administrators, non-licensed school employees and school bus drivers are prohibited from inflicting or causing to be inflicted corporal punishment as a means of discipline upon a pupil attending the school. However, they may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property. Staff members at the school receive annual de-escalation and restraint training to avoid heightened situations, and when necessary, to properly restrain a scholar.

Per O.A.C. 3301-35-15 and ORC 3319.46 the School will follow all policies regarding positive behavioral methods and emergency safety interventions including seclusion and restraint. Please inquire at the School to read or obtain the full policy. The policy is also posted on the school's website here (<https://breakthroughschools.org/policies/>).

### ***Discipline for Scholars with Special Needs***

Disruptive behavior, as defined by school policy, by a scholar with disabilities will be managed in accordance with the scholar's individual education plan (IEP) and state and federal law. A scholar with disabilities will be subject to recommendation for expulsion as a habitually disruptive scholar only if the appropriate special education team has determined that the disruptive behavior is not a manifestation of the scholar's disability.

### ***Complaints about Scholar Discipline***

The school administration and the Board work in conjunction to hear and resolve any complaints. In the event of a complaint regarding scholar discipline, both the school administration and the Board encourage the complainant to address the problem directly with the staff member involved. If the complainant is dissatisfied with the resolution proposed by the staff member involved, or if such resolution is not practical under the circumstances, he or she should schedule a meeting with the Dean of Culture.

If an individual believes that the school has violated any applicable laws or regulations, or if he or she is unsatisfied with the results of the above process, he or she may file a formal, written complaint with the Board. After receiving the complaint, the Board will respond in writing to the individual within 30 days.

### ***Village Prep Binders and Behavior Tracking***

Records of all checks, office referrals, and suspensions will be recorded in the daily BEE binder. Daily BEE binders must be signed by guardians on a nightly basis.

### ***Scholar Dollars, Merits and Rewards***

Records of all scholar dollars, merits, demerits, Reflections, office referrals, and suspensions will be recorded in the Character Report. In addition, points will be deducted for attendance issues and missing homework assignments. Issues, such as receiving a demerit, result in the deduction of five (5) points while more significant issues such as an out-of-school suspension result in a deduction of twenty (20) points. Scholars can earn merits for a wide variety of positive behaviors that add ten (10) or more points to their weekly score. In turn, the merits provide the scholars with Scholar Dollars, which are recorded on the Character Report and can be used for special rewards and privileges.

Scholars will receive a Character Report detailing their point additions and deductions for the time period. Every Trimester, scholars have the opportunity to use their points on a wide variety of prizes and privileges. The school may require the report to be signed by a guardian and returned the following Monday. If scholars fail to do so, they will receive an additional Reflection toward the following week, stressing the emphasis E Prep places on this communication with guardians. Scholars serve one hour of after-school Reflection for every three (3) demerits earned. Reflection is held daily after school and involves writing activities based on reflecting on the behavioral choices scholars have made.

A running average of each scholar's *Character* scores will be kept on the report. Scholars will need to have a positive point total set by the Dean of Culture in order to participate in special events such as Unity Circle, school dances, field trips, and other school events.

Character Report scores are final at the sole discretion of the staff of The Prep Schools.

### ***Transportation Discipline***

Any student may be disciplined for Code of Conduct violations while on school provided transportation. Bus suspensions independent from any removal from school may be imposed for any period of time as set forth in the Code of Conduct or policies of the school. Students are required to be provided notice of an intended bus riding suspension (which is not required to be in writing) and an opportunity to appear before the Principal or their designee, before a bus suspension is imposed.

Immediate removal is authorized when the scholar's presence poses a danger to persons or property, a threat to the safe operation of the school bus, or a threat to themselves. The length of time removed from ridership shall be in accordance with the Code of Conduct policies of the school. If immediate removal of a scholar from the bus is appropriate, the scholar must be given notice, as soon as practicable, as to the reasons for the removal and of a hearing before the Principal or their designee that must be held within seventy-two (72) hours of the removal.

If a scholar is transported by a Regional Transportation Authority (RTA) or a home district, and the school receives a report of misconduct or removal from the RTA or the home district, the school may discipline the scholar in light of the report of the RTA and/or home district.

## ***Chapter 6: Academics***

### ***Academic Standards***

As college-preparatory elementary and middle schools, we have the highest academic standards for all scholars. It is expected that scholars will take challenging classes, complete high-quality work promptly both at school and at home, study for and perform well on exams, and receive excellent support from the teaching staff through after-school tutoring and summer school if necessary. The highest effort from scholars, teachers, and parents/guardians is necessary to reach this goal.

### ***General Promotion and Retention Policies***

We believe that scholars should only be promoted when they have demonstrated proficiency and/or adequate growth of academic standards. Breakthrough Schools were founded upon the understanding that promoting scholars to the next grade because of their age, not their readiness to do the work, is not beneficial to scholars. To build a culture of learning and achievement, and to ensure scholars demonstrate readiness for the next grade level, we will use a simple promotion policy. The policy changes depending on the grade level of the scholars shift to reflect appropriate developmental expectations, available support structures, and the most recent research on the impact and effectiveness of grade retention on scholars.

Breakthrough Schools have a number of systems in place to keep families informed of their child's academic standing throughout the year. These systems will ensure that families are not caught off guard at the end of the year if their child is going to be retained. One important system is the frequent progress reports, as well as the detailed report cards after each trimester. In addition, parent conferences after the first two trimesters provide an arena in which to discuss the report card and learn how we can better support our scholars. Finally, if we determine that a scholar is at risk of retention, members of the school team will call a family meeting to discuss the child's present academic levels and realistic academic progress expectations for the current year. Our goal will always be to push our students as much as possible to achieve at high levels, but at times we understand that it may take a student two years to progress one grade level. We will always make our best effort to identify these types of cases as early in the year as possible so we can establish an academic plan with families.

### ***Attendance and Punctuality***

The scholar's attendance patterns (excused and unexcused absences, tardies, and early dismissals) and its effect on scholar progress will be taken into account when evaluating retention for a scholar (See Consequences for Absences and Consequences for Tardies/Early Dismissals in Chapter 2). Specifically, scholars who miss eighteen (18) days of school or more throughout the year, whether excused or unexcused, may be retained in their current grade.

### ***Retention Based on Truancy***

In addition to Breakthrough's policy for scholars who miss eighteen (18) or more school days, the law prohibits promotion of a scholar to the next grade level if the scholar has been truant for more than ten percent (10%) of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade, unless the Principal and the teachers of the failed subject areas agree otherwise.

### ***Exceptional Students***

Promotion and retention of previously identified scholars with disabilities may be subject to the factors and policy above, but shall also consider the contents of the scholar's individualized educational plan (IEP), in accordance with R.C. 3301.0711(E) and (M)

### ***Voluntary Retention***

If a family believes it is in the best interest of the student to remain in the same grade level to ensure mastery of content, the family can set up an individual conference with the school to plan for the best interest of the scholar. The school principal will hold the final decision but will take many factors into consideration to evaluate the best path for the individual scholar.

### ***A Final Word on General Retention***

In order for your son/daughter to be promoted to the next grade, he/she must meet certain criteria. The scholars' basic academic performance is measured through a variety of factors, but at the core, scholars must be able to read in various content areas, and complete math on a minimum grade level to be ready for college and beyond. Scholars that fail to meet the requirements will be required to attend Summer School for that specific subject. Scholars who fail to meet core content requirements (math and ELA, and science/social studies whenever applicable) will be retained in the current grade level.

Any retention and/or placement decisions will be made only after the school has notified and conferred with parents/guardians throughout the year (progress reports, report cards and student-led conferences, etc.) as to the student's progress or lack thereof. The school may take into account the scholar's academic growth, the standardized test scores, completion of daily work, social/emotional level, or other factors when considering final promotion/retention status, in addition to the recommendations of appropriate school staff. During this time, all individual student retention will be reviewed by the Principal in collaboration with the Principal Supervisor..

It is our continued goal at Breakthrough Schools to keep you informed as parents and to provide a premier, college- prep elementary experience for your child.

Below are specific grade level academic criteria for promotion and retention.

### ***Third Grade Reading Guarantee***

Based upon Ohio's Third Grade Reading Guarantee, the school will not promote any student to the 4th grade who does not achieve at least the level equivalent to the level designated by the state of Ohio's Board of Education unless:

- The student is a limited English proficient student who has been enrolled in U.S. schools for less than three (3) full school years and has had less than three (3) years instruction in an English as a second language program;
- The student is a student with a disability entitled to special education and related services and the student's IEP exempts the student from retention;
- The student demonstrated an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Dept. of Education;
- The student received intensive remediation for reading for two (2) school years but still demonstrates a deficiency in reading and was previously retained in any grades K through 3; or
- All of the following apply:
  - The student is a student with a disability;

- The student has taken the 3rd grade English language arts achievement assessment;
- The student’s IEP or 504 plan shows that the student has received intensive remediation in reading for two (2) school years but still demonstrates a deficiency in reading; and
- The student previously was retained in grades K-3.

If a scholar is promoted despite not attaining the Ohio Board of Education specified level (which may change yearly), the student will continue to receive intensive reading instruction in the 4th grade, including an altered instructional day, and specialized diagnostic information and specific research-based reading strategies that have been successful in improving reading among low performing readers.

If the student is retained, the school shall:

- Provide intensive remediation until the student is able to read at grade-level, including intensive interventions in reading, and a minimum of 90 minutes of daily reading, that address the deficient areas; and
- Provide each student with a high-performing teacher, as determined by the teacher’s student performance data, when available, and performance reviews.

**Kindergarten through Third\* - Academic Retention Criteria**

Passes Literacy Class	Does Not Pass Literacy Class
The scholar is promoted to the next grade-level.	<p><b>The scholar is at-risk for retention.</b></p> <p><b>In order to be considered for promotion:</b></p> <ul style="list-style-type: none"> <li>● Scholars Attendance</li> <li>● Scholars will need to make progress towards meeting the iReady minimum score (see chart below)</li> <li>● Social and Emotional Readiness (age, previously retained, behavioral considerations)</li> </ul>

*\*Typically we would follow the Third Grade Reading Guarantee, but this has been suspended for the 21-22 SY. In the future, we will use any guidelines for third grade retention handed down by the state.*

	Kindergarten	First Grade	Second Grade	Third Grade
iReady Minimum Score	Foundations Skills Assessment	332	378	440

**Fourth through Eighth Grade - Academic Retention Criteria**

Passes All But One Core Class	Fails Two or More Core Classes
The scholar is promoted to the next grade-level.	<p><b>The scholar is at-risk for retention.</b></p> <p><b>In order to be considered for promotion:</b></p> <ul style="list-style-type: none"> <li>● Scholars will need to show over one years’ worth of growth on I-Ready in either Math or Reading for the subject that they failed (either Math or Reading).</li> </ul> <p><b>Other data that will be used to determine possible retention:</b></p> <ul style="list-style-type: none"> <li>● Scholars Attendance</li> </ul>

	<ul style="list-style-type: none"> <li>• Social and Emotional Readiness (age, previously retained, behavioral considerations)</li> </ul>
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**What is defined as a core class?**

- For Grades 4-8: Reading, Math, Science and History

**What is considered failing?**

A failing grade is any percentage lower than a 60%.

***A Final Note on Retention***

Retention and/or placement decisions will be made only after the school has notified and conferred with parents/guardians throughout the year (progress reports, report cards and student-led conferences, etc.) as to the student’s progress or lack thereof. The final decision to promote a student shall rest solely with the principal, with appropriate input from the Principal Supervisor, the student’s teachers, and other professional staff.

***A Final Word on the Promotion Policy***

Retention and/or placement decisions will be made only after the school has notified and conferred with guardians throughout the year (progress reports, report cards and guardian conferences, etc.) as to the scholar’s progress or lack thereof. Promotion of a scholar from one grade to the next shall be based on that individual scholars having met applicable promotion criteria as described above. However, the final decision to promote a scholar or allow them to attend promotion events shall rest solely with the Principal, with appropriate input from the scholar’s teachers and the professional staff. The school may take into account the scholars’ academic growth, the standardized test scores, completion of daily work, social/emotional level, or other factors when considering final promotion/retention status.

The school may choose not to promote a scholar to the next grade level, who does not take a required statewide achievement test or make-up test, and who is not exempt from the requirement to take such a test.

*R.C. 3313.09, R.C. 3313.609; 20 USC 1400 et seq.; 3301.0711.*

***Homework***

Village and E Prep will assign homework to scholars on a nightly basis. The homework will be meaningful and will serve an important purpose of extending the learning that goes on in the classroom. Homework has developmental benefits as well as academic benefits. It helps develop scholars’ responsibility, time management, and independent problem solving skills. The development of these skills is essential to a scholar’s success at E Prep and to excelling in college. Each night, scholars are expected to complete all homework in a thorough manner, paying attention to detail and quality. Homework completion is mandatory and every homework assignment must include a guardian signature to be considered complete. Every morning during homeroom, scholar homework assignments will be checked. E and V Prep (3<sup>rd</sup> – 8<sup>th</sup> grade) scholars with incomplete or missing homework assignments are required to serve a Lunch Reflection or After School Reflection. Village Prep scholars with incomplete or missing homework assignments may be required to make up work at different periods of the day.

Guardians must be aware and supportive of their child’s efforts with homework. Guardians are expected to actively check and review their child’s homework each night and to let teachers know if their child is struggling. Guardians may assist scholars with their homework, but should never do it for them. Guardians should review their child’s homework for quality and completeness.

***Cheating & Other Academic Infractions***

With a focus on college readiness and premier academic institutions, The Prep Schools take cheating and scholastic dishonesty very seriously. Scholars found to have cheated, plagiarized, or committed any other act of academic

dishonesty will receive a Reflection or suspension for the first occurrence, based on severity.

### ***Academics and Extracurricular Activities***

At the Preps, we believe in serving the whole child by providing them a comprehensive education, including a commitment to all of the core subjects, enrichment classes during the day, and a selection of extracurricular activities. While we have this belief, we also know that our scholars must be college ready in core academic subjects by the time they leave us. For this reason we have to implement a policy that requires a minimum level of academic and behavioral expectations to participate in extracurricular activities, including sports. **\*Each Prep School will work to determine the eligibility requirements based upon internal standards. The principal will have the sole decision making ability for individual scholars and individual situations to determine eligibility for extracurricular events.** The second infraction will result in a suspension. A third infraction may result in an expulsion. In addition, scholars will receive a 0 on the assignment.

### ***Assessment***

In addition to the mid-term and final exams described above, Village and E Prep will use regular external assessments to support their educational program. These assessments will include, but are not limited to:

- Ohio's Ohio State Tests;
- i-Ready diagnostic assessments in reading and math given three times a year; and
- Other placement tests which may be necessary at the discretion of the school.

Participation in these assessments is required. Scholars are expected to give their best effort on every assessment.

### ***Village Prep Grades***

#### ***Standards-Based Student Report Card***

Each standard on each subject on the scholar's individual report card is assigned a numeric grade to indicate how well the scholar performed. Scholars receive an E, M, P, or NI for each area. A "E" indicates exceeding grade level expectations, a "M" indicates meeting grade level expectations, a "P" indicates progression but needs additional work, and "NI" indicates failing to meet grade level expectations. Scholars must receive no less than a 2 passing rate on standards in reading and math in order to be promoted.

- E - Exceeds Expectations
- M – Meets Expectations
- P – Progressing but Needs Additional Work
- NI – Needs Improvement

### ***E Prep Grades***

Scholars will receive letter grades for each completed class (ELA, Math, Science, Social Studies, and Enrichment). The letter grades represent a performance descriptor (such as outstanding, very good, etc.) and are assigned to the quality of a scholar's work.

The following grades describe a percentage of successful work from each scholar:

<b>Percentage</b>	<b>G r a d e</b>	<b>Description</b>	<b>Numerical Scale</b>
97-100	A +	Outstanding	4.0

93-96	A		4.0
90-92	A -		3.7
87-89	B +	Good	3.3
83-86	B		3.0
80-82	B -		2.7
77-79	C +	Satisfactory	2.3
73-76	C		2.0
70-72	C -		1.7
67-69	D +	Warning	1.3
65-66	D		1.0
0-64	F	Failing	0.0

Scholars who receive a grade below 65% in any class are considered to have failed the class. If a scholar ends the year with a failing grade in any class, they are required to attend summer school, and may be required to repeat the grade in the following year.

### **Report Cards**

Scholars receive a report card for each trimester, which includes a summary of their academic work. Report cards are provided to guardians at the family conference night. The trimester three report card will be mailed the week following the last day of school unless a scholar is in summer school. ***Guardian attendance at the family conference nights may be required to receive the report card.***

Progress reports and character reports will be issued to all scholars three times each trimester. When scholars bring progress reports home, they must be reviewed with guardians, signed to indicate they have been discussed, and returned to the school. Scholars who do not return the Progress Report Signature Card within two days will receive a Reflection.

## ***Chapter 7: Safety & Security***

### ***Closed Campus***

E and Village Prep schools are on a closed campus. E and Village Prep schools' hours are between 7:35 a.m. and 3:30 p.m., Monday through Friday. Scholars who are excused at dismissal time may leave campus if they do not have other obligations. While on campus, scholars must always be in class and under the supervision of an adult.

Scholars who need to leave campus early must be picked up by a guardian or an authorized individual. The guardian must sign the scholar out of the school's attendance log before the scholar will be released.

### ***Visitor Policy***

The Board welcomes and encourages visits to school programs by guardians, other adults, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons, it is necessary to invoke visitor controls. All visitors, including guardians and volunteers, must report to the school office upon entering the school building and sign the guest register. At the front desk, all visitors must present a photo ID that will be scanned into the RAPTOR Safety and Security System. E and Village Prep Schools reserve the right to not allow visitors into the building based upon the findings of the RAPTOR Security System. This procedure has been adopted for the safety of our scholars and staff. Children from other schools may not visit during the school day. Exceptions may be made at the Principal or their designee's discretion for families who are considering enrollment and for E Prep alumni. E Prep alumni should check in at the front desk and follow relevant procedures when visiting.

The Principal or their designee have the authority to prohibit the entry of any person, including but not limited to guardians, other adults and/or educators, to a program of the school or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the program. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal or their designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Principal or their designee may implement such administrative guidelines as are necessary for the protection of scholars and staff from disruption to the educational program or the efficient conduct of their assigned tasks.

As such, the following visitor policy has been put in place at The Preps in order to maximize our student's learning time and minimize distraction in our classrooms. We ask that you do the following:

- Do not schedule any school visits during the first three weeks of the school year.
- Call to schedule your visit 24 hours in advance with the Principal or your child's teacher.
- Plan to visit no more than twice per trimester. We cannot accommodate multiple visits from families, as too many visitors disrupt instruction.
- Plan to stay for 30 minutes to 60 minutes (visits lasting less than 30 minutes or longer than 60 minutes can be a disruption to the daily schedule).
- Upon arriving, sign in with the front desk and receive a pass.
- Wear the visitor's pass in a clearly visible area.
- Refrain from interacting with scholars so that they are able to pay attention to their teachers at all times.
- Turn your cell phone to silent when entering the classroom.
- Sit behind scholars so that you are not between them and their teacher.
- If you would like to speak with a teacher following your visit, please contact them by phone or call the school to set up a follow-up meeting. Teachers will be unable to meet or talk with you during their teaching time.

Items or messages for scholars can be dropped off at the front desk and the receptionist will contact the scholar's teacher. If a visitor is coming to school to drop something off for a scholar or to leave a message, we still require that

the visitor come first to the front desk. For the sake of student safety, we cannot have anyone unannounced in the building.

### ***Scholar Emergencies***

In case of an emergency, guardians should contact the front desk either by phone or in person. Under no circumstances should guardians contact scholars in their classrooms, including after-school activities, or attempt to withdraw scholars from the building without notifying and receiving permission from staff members at the front desk or in the front office.

### ***Accident or Medical Emergency***

If a scholar experiences a medical emergency at school, first aid will be administered and the guardian(s) of that scholar will be contacted immediately. If guardian(s) cannot be reached, a person listed on the scholar's health form (or emergency contact card) or the family physician will be contacted. If the situation warrants, the school will call emergency medical services (911), and may do so before contacting a family member.

### ***Medication Policy***

To protect your child's safety, school administrators will adhere to the following medication policy. Beginning in August 1996, it is required that a guardian and physician's signature are on file before any prescription or non-prescription medication is administered. This includes all medications including over-the-counter products such as Tylenol, Advil, Dimetapp, etc.

Although this may cause some inconvenience, we feel that this policy is best for the continued protection of your child, and must be followed. **If we do not have your written permission and the written permission of your physician, medication will not be given.** Permission forms can be obtained by contacting the front office or the school nurse.

In order for your child to receive any medication at school, please abide by the following procedures:

- A written request must be obtained from the doctor and the guardian. This request must include the name of the medication, dosage, time it is given during school hours, and duration.
- The medication must be in its original container and have a fixed label that indicates the scholar's name, name of medication, dosage, method of administration and time of administration.
- When the empty prescription bottle is returned to you, please return the refill to school promptly.
- The medication and the signed permission forms must be brought to the school by the guardian.
- Wherever possible, please include a photo of your child with the permission form.
- New permission forms must be re-submitted each school year, and are necessary for any changes in medication orders.
- If your child is taken off medication or will no longer receive it at school, please put your request in a dated, written note as soon as possible. If the medication is not picked up from the school office within ten (10) days, it will be properly disposed of.

Please contact the front office or school nurse if you have any questions. Thank you for your cooperation.

### ***Fire Alarms***

If a scholar or staff member sees fire or smells smoke—he or she should close the door and pull the nearest fire alarm. Upon hearing the alarm, school staff will assemble scholars in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Scholars should follow the direction of staff members who will lead scholars outside the building to the designated locations, where school staff will line up scholars by class and take attendance.

During the first week of school and frequently throughout the school year, scholars and staff will participate in fire

drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. In case of a more serious emergency, should it be necessary, school staff and scholars will evacuate from each of the school's buildings to a designated safe location. A copy of each evacuation plan is available from the Director of Operations upon a family's written request.

## **Chapter 8: General School Information & Policies**

### ***Non-Discrimination Statement***

It is the policy of Village and E Prep to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, sex, sexual orientation, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

The following person has been designated to handle inquiries regarding non-discrimination policies:

Danielle Sobel, Interim Chief Talent Officer  
Breakthrough Charter Schools  
3615 Superior Ave. Suite 4403A  
Cleveland, OH 44148  
216.456.2086  
dsobel@breakthroughschools.org

### ***Anti-Harassment, Intimidation, and Bullying***

The following policy must appear in any scholar handbook, and in any publications that set forth the comprehensive rules, procedures and standards for the school and scholars. Information regarding this policy must be incorporated into employee training materials.

The school prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any scholar on school property or at school-sponsored events (any event conducted on or off school property, including school buses and other school related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in school is necessary for scholars to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, is conduct that disrupts both a scholar's ability to learn and the school's ability to educate its scholars in a safe environment. Since scholars learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional written, verbal, graphic, or physical act that a scholar or group of scholars has exhibited toward another particular scholar more than once and the behavior both causes mental or physical harm to the other scholar; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other scholar; or 2) violence within a dating relationship. The definition of "harassment, intimidation or bullying" also includes the above described acts which are electronically generated, stored or transmitted.

The school reserves the right to discipline scholars' off campus behavior which substantially disrupts the school's educational process or mission, or threatens the safety or well-being of a scholar or staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the school's mission due to the stress on the individual(s) victimized or the time invested by staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a scholar's or staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyberbullying that they require a response either in the classroom, school building, or by law enforcement officials. Consequences and appropriate remedial actions for scholars who commit an act of harassment, intimidation, bullying or cyberbullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and code of conduct of the school shall be followed and shall not infringe on any scholar's First Amendment rights under the United States Constitution.

All school personnel, volunteers and scholars are required to report prohibited incidents of which they are aware to the Principal or their designee. All other persons may report prohibited incidents of which they are aware to the Principal or their designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Principal or their designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or their designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, if the reported incident has been substantiated, the guardian of any scholar involved in the prohibited incident shall be notified. To the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), guardians have access to any written reports pertaining to the prohibited incident, and, if the school has a website, the school shall post this summary of reported incidents on the school website. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. All school personnel, volunteers and scholars shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

The school prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or their designee after consideration of the nature and circumstances of the act, in accordance with school policies and procedures. The school shall implement the following strategy for protecting victims: supervise and discipline offending scholars fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with guardians and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform school personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to ensure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other scholars. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying" will warrant disciplinary action, whether and to what extent to impose disciplinary action (*i.e.*, Reflection, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal. The following procedure sets forth possible interventions for the Principal to enforce the prohibition against harassment, intimidation or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. Non-disciplinary Interventions: When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, scholars may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between

scholars or groups of scholars, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the school administration.

2. **Disciplinary Interventions:** When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, scholars are subject to the full range of disciplinary consequences. An out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board, a committee of the board or an impartial hearing officer designated by the Board in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

The school may form a prevention task force and/or programs to educate scholars about this policy that could include holding an assembly on harassment, intimidation and bullying for guardians and scholars, to raise the level of awareness and help prevent the prohibited conduct. The school may also provide training, workshops, or courses on this policy to staff and volunteers who have direct contact with scholars.

*R.C. §§ 3313.666, 3313.667*

### ***Internet Acceptable Use Policy***

**The use of technology and computer resources at the school is a revocable privilege. Failure to abide by this policy may render a scholar ineligible to use the school's computer facilities and may bring additional disciplinary action.**

All users are expected to use the technology available at the school in a manner appropriate to the school's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, email and all other similar networks and devices. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, email, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community is prohibited, even if such uses take place after or off school property (i.e., home, business, private property, etc.).

**Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the discipline charts in Appendix E. See these charts for details on the definition of and related consequences for "Electronic Access", "Intimidation, Menacing, Bullying, Cyber bullying", "Misuse of Electronic Online Hardware or Software", "Offensive Material", "School Property", and "Technology Misuse".**

Unacceptable uses of technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with scholars' and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude into other people's files; using other users' email addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing

materials in violation of the Scholar Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and guardians to see. Should a scholar encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.

4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other technology. Plagiarism is taking the ideas of others and presenting them as if they were original to the user.
6. Damaging technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods or services for personal use, and includes, but is not limited to, the following:
  - a. any activity that requires an exchange of money and/or credit card numbers;
  - b. any activity that requires entry into an area of service for which the school will be charged a fee;
  - c. any purchase or sale of any kind; and
  - d. any use for product advertisement or political lobbying.
8. Neither the Internet nor any other technology may be used for any purpose that is illegal or against the school's policies or contrary to the school's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using technology and the Internet. Common sense should prevail. The use of the school computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Scholar Code of Conduct.

Scholars and staff have no expectation of privacy with respect to the use of technology, the Internet, intranet or email. Maintenance and monitoring of the school network system may lead to the discovery that a user has or is violating school policy or the law. Violations of school policy, the Scholar Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The school makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school technology system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruption of service, or computer viruses. The school is not responsible for the accuracy or quality of the information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the school has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The school blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the school is to use Internet resources to achieve educational goals, there is always a risk of scholars accessing other materials. guardians should be aware of these risks.

### ***School Closings***

In the event of most inclement weather, The Prep Schools will follow the Cleveland Metropolitan School District's decision to close school. Sometimes, the Prep Schools may close, even if Cleveland Metropolitan Schools are open, due to specific building needs or weather patterns. Families that keep their numbers up to date with our front desk will receive a call or text informing them of school closings, school emergencies, and any other upcoming events.

School closings for The Prep Schools are announced on channels 3, 5, 8, and 19. It is the responsibility of guardians and scholars to access this information.

### ***Food Service***

Village and E Prep provide its scholars with breakfast and lunch. The school participates in the National School Lunch Program, which provides free or reduced price breakfasts and lunches as well as free milk to eligible scholars.

Breakfast is served from 7:35 – 7:55 a.m. and is optional for all scholars. Scholars must arrive at school by 7:50 a.m. in order to eat breakfast.

### ***School Property***

Village and E Prep expect scholars to treat school property and equipment with care and responsibility. School property includes the building and grounds, equipment including all technology, books and any other material possessions of The Preps. Intentional actions to damage or harm school property may lead to a suspension or an expulsion hearing. Should the damage be deemed as an unintentional act, scholars may be given the option of reimbursing the school and/or completing community service determined at the discretion of the schools.

### ***Textbooks and Novels***

Scholars may be provided with school textbooks and novels. Scholars must maintain these books in good condition throughout the year. Damaged or lost books will be the responsibility of the scholar and must be paid for based upon an amount assessed by the school. Report cards may be held if book fees are not paid.

### ***Personal Property***

All property brought to school is brought at the owner's risk. The school does not assume responsibility for any property belonging to scholars. Distracting or inappropriate objects will be taken from a scholar and a guardian will be required to pick up the item from an administrator. Scholars should not bring large sums of money to school.

### ***Electronic Communication Devices***

While on school property, in a school vehicle, or while attending school-sponsored or school-related activities, whether on or off school property, scholars shall be permitted to possess and use electronic communication devices, including, but not limited to, cellular phones, beepers, I-Pods, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices or other devices deemed to be distracting, provided they observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, or educational mission including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the scholar to do otherwise, devices shall be turned off during the school day. They may be stored in the scholar's locker or in a pocket during the school day, but may only be turned on and operated before and after the regular school day.
- When scholars violate this prohibition, they shall be subject to disciplinary action, including but not limited to losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the scholar's guardian. All requests to confiscate these items must be complied with in a spirit of cooperation. If, upon confiscation, the school becomes aware of other misuse of the device, or has a reasonable suspicion of other violations of school policy, the scholar may be disciplined for additional violations of this or other school policies. In other words, a scholar loses their privacy rights in the device and information contained in the device, once a school policy is violated and the device confiscated so long as the school has a reasonable suspicion of misuse.
- Scholars are responsible for devices that they bring to school. The school shall not be responsible for loss, theft, or destruction of devices brought onto school property.
- Scholars shall comply with any additional rules developed by the school concerning appropriate use of electronic

communication devices.

- Scholars shall not utilize an electronic communication device in a manner that would violate the School's Technology and Internet Acceptable Use Policy or its Scholar Code of Conduct.

Examples of types of prohibited behavior involving electronic communication devices include, but are not limited to:

- text messaging on or off School Property during school hours to or from a scholar on School Property;
  - sexting, which is the act of sending sexually explicit messages or photographs, primarily between mobile phones or other electronic communication devices;
  - using digital cameras or camera phones to invade the privacy of others by transmitting unauthorized or derogatory photos or video clips to another person via email, to another camera phone or by posting it on the web;
- using digital cameras, camera phones, or any other device to cheat on examination;
- playing digital games; and
- using digital cameras, camera phones, or any other device to harass or bully another.

### ***Lost and Found***

The school's lost and found is located near the front desk. Items not claimed within a month are donated to charitable organizations.

### ***School Supplies***

It is the responsibility of scholars to come with appropriate materials to school. Families will receive a school supply list at the end of July. If circumstances make this impossible, guardians should speak with one of the Directors of Curriculum and Instruction.

### ***Scholar Records***

The school maintains important information files on each scholar. guardians and have the right to inspect and review the scholar's education records within forty-five (45) days of the receipt of a request for access to such records. Such requests must be in writing and the school shall make arrangements for access to such records and shall notify the guardian or eligible scholar of the time and place where such records may be inspected. School officials may obtain access to your scholar's records for educational purposes only.

Notice regarding Release of Student Directory Information in the Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about students cannot be made public without the consent of guardians. However, FERPA allows the release of directory information for a student unless the student's guardian(s) inform the School in writing not to release such information. Directory information is defined by FERPA to include: the student's name, address and phone number, electronic mail address, photograph, student's date and place of birth; student's course of study; student's participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; grade level; and most recent previous school attended. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications such as an annual yearbook, honor roll or other recognition lists, graduation programs, sports activity sheets or a student directory. Directory information can also be disclosed to outside organizations unless guardian(s) have advised the school that they do not want their student's information disclosed without their prior approval. E and Village Prep choose not to release directory information.

### ***Release of Photographs and Other Information***

The school will periodically create publications to highlight scholar achievement, school life and school events and will maintain a regular website with this information. These publications and websites will be developed for the purposes of admissions, public relations, fundraising, and other uses that promote the school. From time to time, the school may also get media requests to highlight the school and its scholars.

During the registration process, each guardian will be provided with a Scholar Photo/Information Release form. The school will honor these forms, such that scholar photographs will be included in publications only if the guardian has granted permission.

### ***Distribution of Published Materials or Documents***

Publications prepared by and for the school may be posted or distributed to the greater community, with prior approval by the Principal. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to scholars. All school publications are under the supervision of a teacher, sponsor, and the Directors of Curriculum and Instruction.

Unless a scholar obtains specific prior approval from the Principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus. Materials displayed without this approval will be removed.

### ***Commerce***

Scholars may not sell any articles on school property without the permission of the Principal. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of school without prior permission from the Principal.

## ***Appendix A: Arrival and Dismissal***

Specific information regarding arrival and dismissal will be distributed to guardians at the start of the school year. Details for the arrival and dismissal process may vary by grade level and/or class. The bulleted points below serve as general reminders for families.

### ***Arrival***

- The school officially opens to scholars at 7:35 a.m. each day.
- Scholars arriving before 7:35 a.m. must behave in an orderly fashion at the front door. The Scholar Code of Conduct is in effect even before the doors open for breakfast.
- Scholars arriving late (after 8:00 a.m.) must report to the front desk to sign the tardy log and get their homework checked.
- Unless scholars and families have made an appointment with individual teachers or other staff beforehand, scholars and families must remain outside the building until 7:35 a.m.

### ***Dismissal***

- Monday – Friday, the school day officially ends at 3:15 p.m.
- Families must make every reasonable effort to pick up scholars by 3:45 pm. The school reserves the right to call Children and Family Services if a scholar is picked up after 4:30 pm.
- Scholars are escorted to the cafeteria or their dismissal station five minutes before the start of dismissal. Under no circumstances should guardians remove scholars from their class line on the way to dismissal. All scholars are to be released by a school administrator. This is done to protect the safety and well-being of all of our scholars.
- Families must submit a release form located in the enrollment paperwork listing the names and information for any individuals, besides guardians, who regularly are authorized to pick up their children.
- Note that any updates to dismissal plans need to be received by the front office by 2:45pm each day.

## ***Appendix B: Classroom Parties, Birthdays, and Other Events***

The schools support each scholar's emotional growth by celebrating his or her achievements. Most of these celebrations take the form of school-wide events, which celebrate scholar academic achievement and character growth. These include regular Unity Circle celebrations and various family celebrations throughout the year.

To maintain the structure and consistency of the school day as well as to preserve sacred learning time, The Prep Schools only allow for the celebration of birthdays during the lunch block or afternoon homeroom. Our focus must be on instruction during the instructional day and parties or treats will shift the focus of the school day away from instruction.

Families wishing to involve classmates in the celebration of his or her scholar's birthday or other holidays can do so by inviting them to a party that occurs outside of school hours. The school can support such families by distributing a flier to families in that scholar's class. To avoid hurt feelings and distractions from learning, however, the school can only do this if **every** student in the class is invited. Families wishing to have such an invitation distributed should send it to school. Invitations must be general (as in not addressed to specific scholars) and must be issued to all scholars in the class. In order to minimize competition and distractions from learning, scholars must be in full uniform on their birthdays and other holidays.

## ***Appendix C: 2022-2023 Admissions Policy***

The Prep Schools will not discriminate against any scholar based on race, color, national origin, gender, sexual orientation, age or disability or for any other basis that would be unlawful for a public school. The Prep Schools shall be open to any child who is eligible under the laws of the State of Ohio for admission to a public school, and The Prep Schools shall ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act, the Americans With Disabilities Act, and Chapter 3314 of the Ohio Revised Code. New scholars will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, sexual orientation, age or ancestry.

### ***Publicity and Outreach***

Each year, the school holds information sessions to inform families and community members about the school and the admissions process. These information sessions are held at the school and perhaps at other community-based locations. The sessions are publicized widely, through means such as flyers, mailings, and informational sessions at daycares, community organizations, and local businesses. Families are encouraged to visit the school to see classes in action and meet currently enrolled scholars.

### ***Enrollment Process***

Families interested in enrolling a child at The Prep Schools are required to submit a completed entry form. The entry forms are made available at the school's information sessions. After submitting the entry form, guardians are required to attend a Mandatory guardian Orientation where school systems, procedures, and rules are reviewed in detail. There are no fees associated with the filing of an application, nor are there any tuition charges for attending the school.

### ***Admission Lottery***

In the event that the school receives more applications than allotted spaces, the school holds a lottery. This random and publicly held lottery is audited by a disinterested independent organization. All applicants are notified of the time and the place of the lottery and are invited to attend. If needed because of enrollment demands, this lottery will be held before April 1<sup>st</sup> each year.

### ***Admissions Process and Lottery Standards***

Any individual entitled to attend school in the State of Ohio may be an applicant, subject only to legal preferences as stated below, and limitations in space and of grade levels offered.

The School will not discriminate in admission based on creed, color, disability, sex, gender, intellectual ability or measure of achievement. The School will comply with all federal and state laws concerning the education of students with disabilities.

A. The admissions process for the next school year is held in the second half of the current school year and shall be subject to the following legal preferences:

- Students attending the then current school year (e.g. attending in 21-22 and is applying for 22-23)
- Siblings of students who attend the current school year
- Students of School Staff, provided the total number of students receiving this preference are no more than 5% of the School's total enrollment
- Students residing in the district where the School is located

B. If there are more applicants than there are spaces, a lottery shall be conducted in accordance with the following standards:

- Each applicant will be assigned a number
- Numbers will be drawn or selected randomly by or in front of a disinterested third party witness
- The School shall separate the lottery by grade level and by any or all legal preferences.
- Applicants not receiving a space in the lottery will be placed on a waiting list in the order randomly selected.
- If your prospective student is on a waiting list the School will contact you if a space becomes available, at the contact information you have provided. It is the parent/guardian's responsibility to keep contact information updated with the School. If the School cannot reach you after three attempts over three business days, the next person on the waiting list will be contacted and your place on the waiting list will be removed.
- Waiting lists will last through October 1 of the year of admittance and then be extinguished.

#### C. Re-enrollment of current students

The School must plan for limited classroom space and for staffing. Therefore, each year our School conducts a re-enrollment of then current Students for the upcoming school year. Parents receive notice of the re-enrollment period, including the start date and the deadline for re-enrollment. If you fail to re-enroll your Student by the deadline you are not guaranteed a space in the upcoming school year. Showing up on the first day or days of School in the fall will not enroll your student.

If you have missed re-enrollment and still wish for your current student to attend our school in the next school year you must do one of two things:

1. Contact the Office of Student Enrollment and notify them that you wish for your current student to be submitted in the lottery, OR,
2. If you have missed the lottery, or if there is not a lottery, contact the Office of Student Enrollment and notify them that you wish for your student to be placed on the waiting list for the next school year.

In any situation where you have not re-enrolled your child during the re-enrollment process, it is important to be prompt and to communicate with their school as soon as possible.

If your student is placed in the lottery he or she retains the preference of a current student along with all other prospective or current students having a legal preference, as stated in Part A, above. He or she may still be placed on the waiting list if his/her name is not drawn in the lottery

If your student is on the wait list, the wait list operates on a first come-first served basis. Please see Part B, above for the waitlist procedure.

If you have not re-enrolled your student, you authorize the School to remove your student from the school roster until re-admitted if at all, through the lottery or pursuant to the waitlist.

If you are sure your child will not be attending our School, please communicate with your school to withdraw them for the upcoming school year as soon as possible.

RC 3313.65, RC 3314.06

See also, Policy No. 241.5 Enrollment and Residency

#### **Scholar Recruitment Activities**

*The schools may undertake the measures below, among others, to recruit scholar applicants:*

- Sending letters to residents of the Cleveland Metropolitan School District and surrounding districts;
- Posting flyers and notices in local newspapers, supermarkets, churches, community centers, and apartment complexes;
- Conducting open houses at public and private elementary daycares, after-school programs, and youth

- centers;
- Visiting local organizations in surrounding neighborhoods; and/or
- Canvassing neighborhoods to further reach interested families.

The Prep Schools' aim is to attract a scholar population that is similar in demographics to those of the Cleveland Metropolitan School District (CMSD). Through extensive outreach, The Prep Schools will attract scholars who reflect the demographics of CMSD, including scholars with disabilities and scholars who have Limited English Proficiency. The Prep Schools are committed to attracting and retaining such scholars by offering a high-quality educational program, hiring and training highly-qualified teachers, and communicating regularly with families.

### ***Enrollment and Eligibility***

All scholars who are accepted for enrollment must complete all of the school's enrollment forms by the date required on the forms to secure provisional enrollment. The Prep Schools reserve the right not to enroll any scholar whose forms are not returned by the designated date. All new scholars must take the school's baseline standardized tests. Guardians and scholars are required to attend information sessions and orientations, sign the Entry Form and Family-School Contract, and agree to fulfill their obligations to The Prep schools including adherence to the Code of Conduct.

In addition, a child may not be eligible for admission if the guardian and scholar fail to complete all required forms truthfully.

Scholars are considered re-enrolled for the following school year unless guardians notify the school otherwise by the end of the current school year.

### ***Vacancies***

To fill any vacancies, separate waiting lists are maintained for each grade level. The random lottery used for scholar admission also serves to place scholars in preferential order on these waiting lists. The Prep Schools reserve the right to fill a vacancy when unexpected attrition occurs. If the school chooses to fill a vacancy, the school contacts the guardian of the scholar next on the appropriate waiting list. Reasonable attempts are made to contact the family of the first scholar on the waiting list to determine whether the scholar remains interested in enrolling at the school before proceeding to the next name on the list. If attempts to contact the scholar's guardian(s) are unsuccessful, the school may remove that scholar from the waiting list. Documentation of attempts made to contact the guardian(s) of any scholar removed from the waiting list are maintained by the school.

### ***Withdrawal from the School***

The Prep Schools are schools of choice. As such, circumstances may arise in which a guardian wishes to transfer their child to a different school. When guardians withdraw their child from a school, they should schedule a meeting with the Dean of Culture to fill out the Withdrawal Form. Scholars who miss 72 consecutive hours of school without notifying the school are subject to being unenrolled. A scholar who attends another school is subject to being unenrolled from The Prep Schools. The school ensures the timely transfer of any necessary school records to a scholar's new school.

## ***Appendix D: Discipline Due Process***

### ***Suspension Due Process***

The following procedure does not apply to in-school suspensions. The Dean of Culture may suspend a scholar if the following procedure is met:

1. Prior to the imposition of the suspension, a written Notice of Intent to suspend will be given to the scholar, which contains the following:
  - a. The reasons for the intended suspension; and
  - b. If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and if the scholar is age 16 or older, the notice must also indicate the possibility that the Principal may seek permanent exclusion.
2. The scholar must be allowed an informal hearing before the Dean or their designee to challenge the reasons for the intended suspension or otherwise explain their actions. The scholar is not entitled to call witnesses at this informal hearing.
3. Within one school day after the suspension is imposed, the Dean of Culture or their designee shall provide written notification to the guardian or custodian of the scholar and the treasurer of the Board of the suspension. The notice must contain the following:
  - a. The reasons for the suspension;
  - b. Notification of the right to appeal to the Board or its designee. The intent to appeal must be in writing and received by the Board within 14 days after receiving the notice;
  - c. The right to representation at all appeals;
  - d. The right to a hearing before the Board or its designee; and
  - e. The right to request that the hearing be held in executive session.

If the suspension is based on one of the serious criminal offenses for which permanent exclusion is allowed, and the scholar is age 16 or older, the notice must also indicate the possibility that the Principal may seek permanent exclusion.

Suspensions imposed during the last ten (10) days of the school year may be carried over into the following school year. However, only the Principal may impose a carryover suspension.

### ***Expulsion Due Process***

Only the Principal may expel a scholar. The following procedure is required:

1. Prior to the imposition of the expulsion, the Principal must provide not only a scholar, but also the guardian, or custodian written notice of his intention to expel. The notice must include the following:
  - a. The reasons for the intended expulsion; and
  - b. The time and place for a hearing, which must be scheduled for not less than three (3) nor more than five (5) school days after giving the notice, unless the period is extended by the Principal at the request of the scholar, their guardian or custodian. The guardian or custodian must be sent a written notice of any extension, and the subsequent notice should contain the same information required in the original notice.
  - c. If the scholar is age 16 or older and the expulsion is for one of the serious criminal offenses for which permanent exclusion is allowed, the notice must also indicate the possibility that the Principal may seek permanent exclusion.
2. A hearing must be scheduled not less than three (3) or more than five (5) school days after giving the notice, for the scholar and their guardian, custodian or representative to appear in person before the Principal to challenge the reasons for the expulsion or otherwise explain their actions.
3. Within one school day after the expulsion is imposed, the Principal shall provide written notification of the

expulsion to the guardian, or custodian of the scholar and the Treasurer of the Board . The notice must include the following:

- a. The reasons for the expulsion;
- b. Notification of the right to appeal to the Board or its designee. The intent to appeal must be in writing and received by the Board within 14 days after receiving the notice;
- c. The right to representation at all appeals;
- d. The right to an appeal hearing before the Board or its designee;
- e. The right to request that the hearing be held in executive session;
- f. If the expulsion is based on one of the serious criminal offenses for which permanent exclusion is allowed, and the scholar is age 16 or older, the notice must also indicate the possibility that the Principal may seek permanent exclusion;
- g. When the Principal expels a scholar for more than twenty (20) days or for any period of time extending into the next trimester or school year, the School shall provide, along with this notice, the scholar and their guardian or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the scholar's attitudes and behaviors that contributed to the incident giving rise to the expulsion. The information must include names, addresses, and phone numbers or the appropriate public and private agencies.

During the period of expulsion, the school may, but is not required to, continue educational services in an alternative setting.

The Principal is required to follow through on expellable offenses even if the scholar in question withdraws from the school prior to the hearing or the Principal's decision.

## **Appendix E: Serious Discipline Infractions, Definitions, and Consequences**

<b>Infraction</b>	<b>Definition</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet publishing, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 2-4 disciplinary action.	Level 4 disciplinary action.	Level 4-5 disciplinary action.
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.	Level 2-4 disciplinary action.	Level 4-5 disciplinary action.	Level 4- 5 disciplinary action.
Bomb Threat	Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.	Level 4-5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.
Damage/Destruction of Property	Causing, attempting to cause, or threatening to cause damage to school or private property (including graffiti).	Level 2-5 disciplinary action.	Level 3-5 disciplinary action.	Level 5 disciplinary action.
Dangerous Weapon	Bringing a dangerous weapon onto school property or possessing a dangerous weapon on School Property. Dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.	Level 4-5 disciplinary action.	Level 5 disciplinary action.	Level 5 disciplinary action.
Display of Affection	Any physical display of affection between scholars is prohibited.	Level 2-5 disciplinary action.	Level 2-5 disciplinary action.	Level 3-5 disciplinary action.

Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activities, including but not limited to failure to carry out directions and/or school guidelines, failure to cooperate with school personnel or volunteers, verbally remedial result in for habitually harassing other scholars, and running and/or making excessive noise in the building.	Level 1-4 disciplinary action. Serious disruptive behavior will result in a remedial behavior plan.	Level 2-4 disciplinary action. Serious disruptive behavior will result in disciplinary probation.	Level 4-5 disciplinary action. Expulsion may be recommended for habitually disruptive behavior.
Electronic Access	The unauthorized use of electronic password codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services.	Level 2-4 disciplinary action.	Level 4-5 disciplinary action.	Level 5 disciplinary action.
Extortion/Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Level 4-5 disciplinary action.	Level 4-5 disciplinary action.	Level 5 disciplinary action.
Firearm	Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the school for school, school extracurricular or school-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Brining a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is located at a school or on School Property.	Level 5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.
	Possessing a firearm at school, on school property or at an interscholastic competition, an extracurricular event, or any other school program or activity in which the firearm was initially brought onto School Property by another person.	Level 5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.
Gambling	Illegal participation in, or the organization of, games of chance for money and/or other items of value.	Level 2 disciplinary action.	Level 3-4 disciplinary action.	Level 4-5 disciplinary action.

Gang Activity	No scholar shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Scholars or Staff. No Scholar shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another scholar. See also Policy No. 264.3 Gang Activity Policy.	Level 4 disciplinary action.	Level 4-5 disciplinary action.	Level 5 disciplinary action.
Hazing	Committing any act or coercing another, including the victim, to do any act of initiation into any scholar or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition in this policy. See also Policy No.264.2 Anti-Hazing Policy.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.	Level 5 disciplinary action.
Illegal or Dangerous Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; and/or paraphernalia. This also includes any promotion, paraphernalia, tag/repost, and/or use of drugs/alcohol on any social media platform is in violation of our Student Code of Conduct and could result in Recommendation for Expulsion as stated in the <i>Progressive Discipline</i> section.	Level 4-5 disciplinary action.	Level 4-5 disciplinary action.	Level 5 disciplinary action.
Illegal Organization	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the school, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning. See also Policy No. 264.3 Gang Activity Policy.	Level 4 disciplinary action.	Level 4-5 disciplinary action.	Level 5 disciplinary action.

Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School Property or at any school related activity or event.	Level 1-4 disciplinary action.	Level 2-4 disciplinary action.	Level 3-5 disciplinary action.
Intimidation/Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub- set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and pager text messages, defamatory personal Websites, and defamatory online personal polling Websites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on school time or the school premises, at school events, programs or activities or off school time or school premises if such acts affect other scholars or staff of the school.) See Policy No. 264.1 Anti-Harassment, Intimidation, and Bullying Policy.	Level 3-4 disciplinary action.	Level 3-5 disciplinary action.	Level 4-5 disciplinary action.
Knife	Bringing a knife to school, onto school property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or that the school is a participant.	Level 4-5 disciplinary action and 1 year discretionary expulsion.	Level 4-5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife at school, on school property or at an interscholastic competition, an extracurricular event, or any other program or activity which knife was initially brought onto School Property by another person	Level 4-5 disciplinary action and 1 year discretionary expulsion.	Level 4-5 disciplinary action and 1 year discretionary expulsion.	Level 5 disciplinary action and 1 year discretionary expulsion.
Loitering	Presence of an individual in or about a School under one or more of the following circumstances:	Level 2-4 disciplinary action.	Level 2-4 disciplinary action.	Level 3-5 disciplinary action.
	*After a reasonable request to leave			
	*Does not have a legitimate reason for presence			
	*Does not have written permission from proper authority for presence			
	*Refusal to identify self			

Lying	Intentionally giving untrue communication.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.	Level 3-5 disciplinary action.
Misuse of Electronic Online Hardware or Software	Scholars using school online services for illegal, inappropriate, or obscene purposes, or for any promotion, paraphernalia, tag/repost, and/or use of drugs/alcohol on any social media platform is in violation of our Student Code of Conduct and could result in Recommendation for Expulsion as stated in the <i>Progressive Discipline</i> section. See also Policy No.232 Technology and Internet Acceptable Use	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.	Level 3-5 disciplinary action.
Obscenities/Verbal Abuse/Vulgarity/Profanity	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include the use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others. This also includes any promotion, paraphernalia, tag/repost, and/or use of drugs/alcohol on any social media platform is in violation of our Student Code of Conduct and could result in Recommendation for Expulsion as stated in the <i>Progressive Discipline</i> section.	Level 2-4 disciplinary action.	Level 2-4 disciplinary action.	Level 3-5 disciplinary action.
Offensive Material	The production, possession, and/or distribution of materials that offend common decency or morals. This also includes any promotion, paraphernalia, tag/repost, and/or use of drugs/alcohol on any social media platform is in violation of our Student Code of Conduct and could result in Recommendation for Expulsion as stated in the <i>Progressive Discipline</i> section.	Level 2-4 disciplinary action.	Level 3-5 disciplinary action.	Level 3-5 disciplinary action.
Other Overt Disruptive Behavior	Knowingly engaging in any behavior meant to demean, intimidate, or harm another or the property of an individual or the school.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.	Level 4-5 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other scholars.	Level 1-5 disciplinary action.	Level 2-5 disciplinary action.	Level 4-5 disciplinary action.
Reckless Endangerment	Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.	Level 1-4 disciplinary action.	Level 2-4 disciplinary action.	Level 4-5 disciplinary action.
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.

Safety	Scholars shall be concerned about their own safety and that of others. Scholar actions that may be considered a safety risk include, but are not limited to:	Level 2-4 disciplinary action.	Level 2-4 disciplinary action.	Level 4-5 disciplinary action.
	* Talking during safety drills			
	* Running, pushing, yelling, or other inappropriate behaviors			
	* Leaving the school building or grounds without permission			
Sale, Use, Possession or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), other Chemical distributing any narcotics, drugs, controlled Controlled substances of any kind, or alcoholic Substances beverages, or other intoxicant on School Property or at School functions or events. See also Policy No. 266 Drug Prevention	Level 4-5 disciplinary action.	Level 5 disciplinary action.	Level 5 disciplinary action.
Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco products or paraphernalia. See also Policy 269 Use of Tobacco on School Premises	Level 4-5 disciplinary action.	Level 4-5 disciplinary action.	Level 5 disciplinary action.
School Property	Textbooks, computers, and school facilities are available for scholar use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to:	Level 1-4 disciplinary action.	Level 2-4 disciplinary action.	Level 3-5 disciplinary action.
	* Defacing textbooks, library books, and other school materials			
	* Destruction or improper use of school computers, printers, or other technology			
	* Defacing/destruction of school property including desks, walls, lockers, etc.			
	* Failure to respect the property of other scholars, teachers, school personnel, etc.			
	* Gum chewing on school property			
	* Improper use of restrooms and/or supplies			

	* Stealing			
School Telephone	Use of telephones by scholars is strongly discouraged. To help scholars develop responsibility, phone calls home require the written consent of the scholar's teacher. Violations include but are not limited to: calls not approved by the teacher/principal.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Sexual or Other Harassment	Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment. See also Policy No. 264 Sexual and Other Forms of Harassment	Level 4 disciplinary action.	Level 4-5 disciplinary action.	Level 5 disciplinary action.
Technology Misuse	See Policy No. 232 Technology and Internet Acceptable Use for unacceptable uses of technology/Internet.	Level 1-4 disciplinary action.	Level 3-4 disciplinary action.	Level 4-5 disciplinary action.
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.	Level 4 disciplinary action.	Level 4-5 disciplinary action.	Level 4-5 disciplinary action.
Toys or Play Objects	School is a place of learning. Distractions cause scholars to be inattentive. Therefore scholars are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a scholar owns. If a Scholar chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to:	Level 1-2 disciplinary action.	Level 1-3 disciplinary action.	Level 1-3 disciplinary action.
	* Bringing toys or distracting objects to school			
	* Creating toys or distracting objects at school			
Transportation	Riding the bus, or other transportation provided by the district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will be supported by the School. Violations include but are not limited to:	Level 1-5 disciplinary action.	Level 2-5 disciplinary action.	Level 3-5 disciplinary action.

	* Disrespectful behavior towards the driver or another scholars			
	* Physical violence and/or abusive language (swearing)			
	* Eating on the bus			
	* Constant yelling or screaming (which could endanger the lives of others)			
	* Failure to remain seated			
	* Threatening behavior			
	* Possession of drugs, glass, weapons, animals or stolen merchandise			
Trespassing	* Any other violation of school policy. See Policy No. 271.1 Transportation Discipline.	Level 1-4 disciplinary action.	Level 2-4 disciplinary action.	Level 3-5 disciplinary action.
Truancy	Habitual or chronic absence from school or class without legitimate excuse and failure to follow proper attendance next step-in/next step-out and absence procedures. See also Policy No. 251 Attendance/Truancy/Withdrawal	Referral to the Department of Family and Children Services; possible enrollment in guardian class on attendance policies	Referral to the Department of Family and Children Services; possible enrollment in guardian class on attendance policies	Referral to the Department of Family and Children Services; possible enrollment in guardian class on attendance policies
Failure to Serve	Failure to serve a stated consequence (after school Reflection, lunch Reflection or a Saturday Session)	Level 3-4	Level 4	Level 4

Scholar Name (Please Print) \_\_\_\_\_

### ***The Prep Schools: Family, School and Scholar Commitment Form***

Our mission to prepare scholars to enter, succeed in, and graduate from college is a family activity. When choosing to send your scholar(s) to our schools, all parties must commit 100% to the educational model:

#### **SCHOOL COMMITMENT**

We commit to work, think, and behave to the best of our ability, and we promote our school's mission and support our scholars throughout their high school and college career.

We commit to provide a safe, structured, rigorous, college preparatory experience.

We commit to have a "Whatever it takes" mentality with our staff, scholars, and families.

We commit to operate the school in accordance with its mission and charter.

We commit that teachers always come to class prepared and that they do everything required to ensure that their scholars learn.

We commit to keep the school's doors open to guardians and be open to hearing feedback.

We commit to enforce the school's code of conduct evenly and fairly in all circumstances.

We commit to interact professionally with all families and respond promptly to family questions or concerns.

We commit to provide a safe and structured school environment.

We commit to encourage scholars to live out the Keys to Success.

We commit to communicate on a monthly basis and inform families of questions or potential obstacles to scholar learning as they arise.

**FAMILY COMMITMENT**

We commit to supporting The Prep Schools demanding academic program, the official Code of Conduct, and extended school day and year.

We commit to ensure that our scholar reaches their academic and behavior goals, as well as follows the schools' cultural rules and expectations.

We commit to making sure our child arrives at school on time and in uniform every day by 8:00am. If the scholar is unable to attend for a legitimate reason, I will notify the school by 9:00 am.

We commit to make arrangements so our child can remain at school until 3:30pm (M-F) and then be picked up promptly after school.

We commit to make arrangements so that our child can remain after school if needed for activities or Reflection.

We commit to make arrangements for our child to attend Summer school if required. We commit to be responsible for the actions of our child, and will make ourselves available for school wide conferences and teacher communication.

We commit to maintaining an environment at home where my child can do their homework and will check our child's homework every night.

We commit to allow our child to go on school field trips.

We commit to attend voluntary and required school functions (Orientations, Conferences, and Family Nights).

**SCHOLAR COMMITMENT**

I will arrive at school on time and in uniform every day by 8:00 am (M-F).

I will remain at school until 3:30pm (M-F). I will remain at school until 4:15 pm if I have Reflection.

I will always work, think, and behave in the best way I know how and I will do whatever it takes for me and my fellow scholars to learn.

I will complete my homework every night and ask for help when I need it.

I will always make myself available to guardians and teachers when they have concerns.

I will be honest about my actions and accept responsibility when I make mistakes.

I am responsible for my actions and accept the consequences of anything I do.

I will raise my hand and ask questions in class until I understand.

I will always follow school rules and act to protect the safety, interests, and the rights of all individuals in the classroom.

I will follow the dress code.

I will demonstrate The Prep School's 5 Keys to Success in all of my actions.

I will strive for the high performing high school and college of my choice.

Scholar Signature: \_\_\_\_\_ Guardian Signature: \_\_\_\_\_

***Statement of Commitment***

Signing this form acknowledges that the parent/guardian has received a copy of The Prep's Scholar and Family Handbook, has had the opportunity to discuss the policies and have questions answered, and understands all of the provisions in the handbook. Although it reflects The Prep's current policies, it may be necessary to make changes from time-to-time to best serve the needs of our scholars. However, any changes deemed necessary will be made in writing and the modified policy will be sent home to each family or posted in a public area.

By my signature below, I acknowledge that I have received a copy of the Scholar and Family Handbook. I understand that it is my obligation to read, understand, comply with, and convey the importance of these procedures and policies to my son/daughter.

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\_\_\_\_\_

\_\_\_\_\_  
Scholar

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date