

Columbus City Preparatory School for Boys

Scholar Handbook

1. BUILDING PHILOSOPHY & MISSION STATEMENT - The staff of Columbus City Preparatory School for Boys believes that each scholar deserves the individual attention and aid necessary to continue the learning process. We recognize that a child's education rests not only in the knowledge they acquire, but also in the character they develop.

All members of the Columbus City Preparatory School for Boys community strive to maintain high expectations. We...

- Respect people, their individual differences, and their property.
- Value the integration of the arts and academics.
- Create a safe and nurturing environment that encourages trust, cooperation and risk taking.
- Display positive attitudes.
- Work towards our common goals.
- Strive for success.
- Foster the development of responsible and ethical citizens.
- Resolve conflict in a peaceful manner.

Columbus City Preparatory School for Boys is a learner-centered institution. Our success depends as much on being able to provide a secure, emotionally supportive learning environment as it does on instructional theory and practice. We believe that encouraging our scholars to think critically and imaginatively will enable them to set goals and criteria for their own success.

2. FOREWORD - The purpose of this handbook is to help each scholar better understand the ideals, traditions, and regulations of the Columbus City Preparatory School for Boys. It is also designed to inform scholars of their rights, responsibilities and obligations to themselves and to their school. It includes some disciplinary actions that may be taken if a scholar chooses to follow a pattern of behavior different from the guidelines set forth in The Guide to Positive Student Behavior.

Scholars are entitled by law to receive due process when they are subjected to disciplinary action that will affect their records, reputations and future opportunities. A set of guidelines has been written to insure that scholars receive due consideration of their rights. For a complete listing the scholar should read "The Guide to Positive Student Behavior." All school employees have the authority and responsibility to see that these guidelines are followed.

Your years at the Middle School will present you with many opportunities for friendship, service, leadership, achievement and for development of character. You will find this handbook to be a guide in following and maintaining the standards of our school. We hope these years will be some of the happiest and most rewarding of your lives.

3. PUBLIC NOTICE STATEMENT OF NONDISCRIMINATION - The Columbus City Schools does not discriminate because of race, color, national origin, religion, sex, disability, or sexual orientation with regard to admission, access, treatment, or employment. This policy is applicable in all district programs and activities.

In case of discrimination: Any scholar, parent or staff member may take advantage of our grievance policy and procedures by contacting our Title IX Coordinator and Section 504 Coordinator at the Division of the Registrar at 365-5763. A copy of the grievance policy is available from the office of the superintendent.

4. DAILY SCHEDULE - Scholars may enter building at 7:10 am (Only)

Daily schedules for academic core classes will vary between grade levels and between teaching teams. Homeroom teachers will supply those schedules as they vary throughout the year.

EVENT/PERIOD	BEGIN TIME	END TIME
Breakfast	7:00a	7:20a
Morning Mtg.	7:20a	7:45a
1 ST	7:48a	8:33a
2 ND	8:36a	9:24a
3 RD	9:27a	10:15a
4 TH	10:18a	11:06a
5 TH	11:09a	11:57a
6 TH	12:00p	12:48p
7 TH	12:51p	1:39p
8 TH	1:42p	2:30p
Dismissal	2:30p	---

SCHOLAR DISCIPLINE POLICIES

1. PREAMBLE - The Columbus City Schools belong to and reflect the hopes and dreams of school district residents. Your main goal in school is *education*. Education is a tool, which helps you learn, and prepares you for the responsibilities of citizenship in a democratic society.

Consistent attendance is necessary for you to learn in school. To learn the most you can in any class requires being able to listen, recite, share, and concentrate without interference.

We believe all scholars can behave appropriately in our school. We will not tolerate any scholar who is attempting to prevent us from teaching or preventing any other scholar from learning. Compliance with the standards of conduct is mandatory.

However, when a scholar fails to meet expected standards of behavior, the scholar will be held accountable for his behavior. ***The Columbus City Schools Guide to Positive Student Behavior*** enables students, families, and staff to learn about expectations for positive behavior and the intervention and disciplinary actions that may be taken following misbehavior.

2. GUIDELINES FOR RESPONDING TO SCHOLAR CONDUCT PROBLEMS

Violation by a scholar of any one or more of the rules on school grounds or at school activities and events off school grounds may result in disciplinary action. Listings of some of the actions that may be employed are:

- | | |
|-----------------------------------|-------------------------------------|
| *Teacher-scholar conference | *In-school restriction |
| *Counselor-scholar conference | *Teacher-parent conference |
| *Administrator-scholar conference | *Emergency removal from class |
| *Detentions | *Exclusion from activities/programs |
| *Out-of-school suspension | *Expulsion from school |

Other options may be used if they are deemed more appropriate. The maturity of the scholar will be considered when dealing with disciplinary action.

3. DESCRIPTIONS OF DISRUPTIVE BEHAVIOR OF A POSITIVE LEARNING ENVIRONMENT - See Guide to Positive Student Behavior.

4. ZERO TOLERANCE - The Columbus City Schools, as required under Ohio Law, uses a Zero Tolerance approach in regard to gang activity, possession of a weapon, and any violent and/or disruptive behavior in school, school grounds and busses that threatens safety and order.

5. FIREARMS, KNIVES, AND OTHER DANGEROUS WEAPONS - Scholars behaving in a manner as described below will be suspended from school for ten school days and will be recommended to the Superintendent of Schools to be expelled from school for up to one calendar year. (See Guide to Positive Student Behavior)

5.1 FIREARMS - A scholar shall not possess, transmit, use or conceal a firearm. A scholar committing this violation may be expelled for a period of up to one calendar year.

5.2 KNIVES - A scholar shall not possess, transmit, use or conceal any type of knife. A knife includes, but is not limited to, any instrument having a sharp blade that could be considered a dangerous weapon, or object capable of inflicting bodily injury through slashing or poking.

5.3 DANGEROUS WEAPONS/OBJECTS - A scholar shall not possess, transmit, or conceal a dangerous weapon or object including but not limited to a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poison or firearm (not within the definition listed under Firearms) that could be considered a dangerous weapon, or object capable of inflicting bodily injury.

6. BOMB THREATS - The making of a bomb threat to a school building or any premises where a school activity is occurring may result in the scholar being suspended from school for ten school days or may be recommended to the Superintendent of Schools to be expelled from school for up to one calendar year.

7. DUE PROCESS PROCEDURES - Principals and school administrators are permitted to discipline and use physical restraints to preserve the school environment when the student is subject to school authority. (ORC 3319.41)

- The scholar must be informed beforehand of their specific misbehavior.
- When discipline is administered the 190-discipline form will be read to the scholar.
- The school must provide, upon request, to the scholar's parents/guardian a written explanation and its reasons and the name of the investigating school official.
- Extensive discipline and/or restraint may be administered for the following:
 - Fighting with another scholar
 - Cutting classes
 - Refusal to serve detention
 - Disrespect and insubordination
 - Leaving school without permission
 - Profane and obscene language

- Tardiness to class
- Tardiness to school
- Hall misconduct
- To quell a disturbance threatening physical injury
- To obtain weapons or other dangerous objects on the person or in the control of the pupil
- For self defense
- For protecting persons or property
- Truancy
- Violation of safety rules on school buses
- Flagrant or repeated violation of school rules

8. LUNCH DETENTION - Detentions may be held every lunch hour by teams or grade level. The principal or teacher may assign a detention for violations of school or class rules. Detentions are to be served before a scholar may participate in any extracurricular activities. Detentions are to be served on the scheduled day and time. Any scholar who fails to serve his assigned detention may receive additional disciplinary consequences such as additional detentions, After School Detentions, Saturday School, or Suspension. It is Columbus City Preparatory School for Boys' goal to make this detention time a positive learning experience for the scholar. In order to do so, scholars are expected to participate in detention behavior redirection activities.

9. AFTER SCHOOL DETENTION - Centralized detentions may be held every Wednesday after school. The principal or teacher may assign a detention for violations of school or class rules. It is the policy of the school that scholars and parents are notified of a detention through the discipline referral form or detention slip. A copy of this documentation will be given to the student at least one day before the assigned detention. This documentation is to be returned to the detention teacher after being signed by the parent. It is the scholar's responsibility to tell his parents about the detention and arrange for transportation home.

Detentions are to be served before a scholar may participate in any extracurricular activities. Detentions are to be served on the scheduled day and time. Any scholar who fails to report for his assigned detention may receive additional disciplinary consequences such as additional detentions, Saturday school, or Suspension. It is the goal of Columbus City Preparatory School for Boys to make this detention time a positive learning experience for the scholar. In order to do so, scholars are expected to bring study supplies and/or acceptable reading material to the detention.

10. EMERGENCY REMOVAL - The Ohio General Assembly provided that the notice and hearing requirements can be temporarily waived in an emergency when the scholar's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process."

- The notice and hearing requirements of Section 3313.66 Revised Code are not applicable in the case of normal disciplinary procedures in which a pupil is removed from a curricular or extracurricular activity for a period of less than 24 hours and is not subject to suspension or expulsion.
- The superintendent's designated representative, principal, or assistant principal may remove the scholar from curricular or extracurricular activities or from the school premises.
- A teacher may remove the scholar from curricular or extracurricular activities under his supervision but not from the school premises.
- If removal is longer than 24 hours, a hearing must be held as soon as applicable after the removal but within seventy-two (72) hours after the initial removal is ordered:
- Written notice of hearing must be given to pupil.
- Hearing must be held in accordance with either suspension or expulsion procedures depending on probable action to be taken.

Scholars who receive disciplinary consequences will not be allowed to attend any extracurricular activities that day and may be removed from some programs at the discretion of school administration.

11. SUSPENSION - According to the provisions of the law, the Superintendent or the principal or designated representative may suspend a scholar from school for serious misconduct, which affects the welfare of the school or for flagrant violation of school rules or repeated offenses of misconduct.

Suspensions may be for ten (10) days or less.

Major offenses, which may be reasons for suspension or expulsions, are listed in the Code of Conduct.

- Scholars must be informed in writing of:
 - Intention to suspend
 - Specific charges against him
- The scholar must have the opportunity for an informal hearing:
 - Scholars allowed to tell his side of the story
 - Review the charges
- If possible, parent/guardian must be notified verbally of the suspension.

- Parent/guardian must be notified in writing of their right to appeal to the Board of Education, or its designated representative, and the right to request that the hearing be in executive session.
- Parent/guardian must be notified of the scholar's leaving school if the suspension starts before the end of the school day.
- The suspension of a scholar on an Individualized Education Plan (IEP) for up to ten days per year does not constitute a change of educational placement. However, removal in excess of an aggregate of 10 days per year is a change of placement requiring the same procedures as an expulsion.

12. OUT-OF-SCHOOL SUSPENSION - While a scholar is under suspension, he is to remain at home. Suspended scholars may not be permitted to participate in extracurricular activities, be on any school property, or in any district vehicle.

13. SUSPENSION GRADE POLICY - A scholar may be afforded the opportunity to receive some or all of their class work assignments missed during suspension in order to keep current with the progress of his class. It is the responsibility of the scholar to respectfully request the work from his teachers upon returning to school. The scholar will be given one day for each day suspended to complete and return work.

14. EXPULSION -

- Only the Superintendent or designated representative may expel a scholar.
- The Superintendent or designated representative is required to give written notice of intended expulsion to parent/guardian/custodian/ scholar 18 years or older.
- The Superintendent or designated representative arranges for a pre-expulsion hearing.
- Written notice must be sent to the parent/guardian/scholars student 18 years or older in advance of the pre-expulsion hearing.
- Notice shall include:
 - Specific charges and specific evidence against the scholar.
 - Time and place of the hearing.
 - Right of scholar to appear before the superintendent, or her designated representative, to challenge the reason for intended expulsion.
- If the scholar is expelled after the pre-expulsion hearing, the superintendent's designated representative shall, within 24 hours after the time of the scholar's expulsion, notify in writing the parent/ guardian/custodian or pupil 18 years or older and the Clerk of the Board of Education of such expulsion.

15. EXPULSION GRADE POLICY - Scholars expelled from school will not be permitted to make up work missed due to their expulsion from school. More specifically, all assignments that are collected during a scholar's expulsion and his semester examinations will be recorded as zeros.

16. DISCIPLINE HOTLINE - For questions regarding district discipline policies and/or procedures, call the "DISCIPLINE HOTLINE" at 614-365-HELP or feel free call the school office at 614-365-6166.

17. COLUMBUS CITY SCHOOLS DRUG AND ALCOHOL POLICY

NOTE: The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

USE OF DRUGS: The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation, as pursuant to federal law. This means that any activity such as: attempt to sell, the sale, use, or distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs; which includes nonalcoholic beers and wines, steroids, and the like, is prohibited. This prohibition also applies to any type of drug-related paraphernalia.

The scholar/s involved could be suspended or expelled and the law enforcement officials may be contacted. Many drug abuse offenses are felonies.

18. SEARCH AND SEIZURE - Search of a scholar and his possessions, including book bags, purses, backpacks etc. may be conducted at any time the scholar is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the scholar is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a scholar's consent.

Scholars are provided lockers, desks and other equipment in which to store materials. All scholars within the Columbus City School system have previously been given notice about their rights to privacy / property in "The Guide to Positive Student Behavior." These rights are described under the "Rights and Responsibilities of Students and Parents" section of the guide:

"Lockers are the property of the school system. They are on temporary loan to the student and are subject to examination by school personnel at any time..."

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

19. ANTI-HARASSMENT POLICY - The Columbus City Schools does not tolerate harassment because of sex, race, color, national origin, religion, age, disability or sexual orientation in any form or fashion. This policy is applicable in all district programs and activities.

We at Columbus City Preparatory School for Boys believe that every individual deserves to come to school without fear of demeaning remarks or actions. The harassment of other scholars or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive environment. Listed below are some examples of conduct constituting harassment.

20. SEXUAL HARASSMENT

- Verbal - The making of written or oral innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow scholar, staff member, or other person associated with the District.
- Nonverbal - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow scholar, staff member, or other person associated with the District.
- Physical Contact - Threatening of causing unwanted touching, contact, or attempts at the same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow scholar, staff member, or other person associated with the District.

21. GENDER/ETHNIC/RELIGIOUS/ DISABILITY HARASSMENT

- Verbal - Written or oral innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow scholar, staff member, or other person associated with the District. Conducting a "campaign of silence" toward a fellow scholar, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
- Nonverbal - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow scholar, staff member, or other person associated with the District.
- Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow scholar, staff member, or other person associated with the District.

22. INVESTIGATING HARASSMENT - A scholar who believes that he is the victim of any of the above actions or has observed such actions taken by another scholar, staff member, or other person associated with the District should immediately take the following steps:

- If the alleged harasser is a scholar, staff member, or other person associated with the District other than the scholar's principal, the scholar should, as soon as possible after the incident, contact his principal.

- If the alleged harasser is the scholar's Principal, the affected scholar should, as soon as possible after the incident, contact the office of the Pupil Services at 614-365-5763.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all scholars are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a scholar by an adult or another scholar may be considered a form of child abuse, which will require the student-abuser to be reported to the proper authorities.

ATTENDANCE & TARDIES

1. ATTENDANCE PROCEDURES - The State of Ohio requires children between the ages of six and eighteen to attend a public, private or parochial school. We wish to promote a good school attendance. There is a strong correlation between your success in school and your attendance. Each scholar's attendance record will be given individual attention. Any scholar whose absenteeism becomes excessive will be counseled. A scholar with excessive absences may be required to bring a doctor's excuse for each further absence. A note from the parent does not automatically excuse a scholar from school. Excused absences must be in line with the state law on attendance in public schools. It is possible for a scholar to be truant even though the parents give their permission for such absences.

2. ABSENCE PROCEDURE - When it is necessary that a scholar be absent, the parents are required to call the school by 9:00 a.m. or it will be marked as unexcused. The Middle School Attendance Officer can be reached at the main office at 614-365-6166. Parents who do not call the school may be notified by phone call or post card/letter of their child's absence.

3. EXCUSED ABSENCE - A scholar who is absent from school must present to the school office a written note from his parent(s) or guardian to cover the period to time during which the absence has taken place. The written note must be presented on the day of the scholar's return to school.

An excused absence will be given only for one of the following reason:

- Personal illness or quarantine
- Doctor or dentist appointment
- Illness or death in the immediate household
- Religious holiday

- Superintendent closes the school due to calamity

4. EARLY DISMISSAL - When a scholar has a medical or other legitimate appointment during the school day, he is to bring a written note signed by a parent indicating the reason for the early dismissal and dismissal time. The parent/guardian must come to the office to sign out the scholar. The scholar will remain in class until sent for by the office once the parent has arrived. Reason for excused early dismissal:

- Doctor or dentist appointment
- Illness in the family
- Death of a relative
- Arrangements approved by the principal

Note: If someone other than the parent will be picking up the scholar, the office must be able to contact the parents by phone before a scholar will be released.

5. TIME AND AMOUNT OF ABSENCE ATTENDANCE ARRIVAL AND

DEPARTURE - Time references for students arriving late and/or leaving school early with regard to absence will be as follows:

- Arrive at school after 7:35am – **TARDY**
- Arrive at school after 10:30am – **½ DAY ABSENCE**
- Leave school after 11:00am – **½ DAY ABSENCE**
- Leave during the last hour – **EARLY LEAVE**

Note: all other absences shall be listed and recorded as unexcused.

6. UNEXCUSED ABSENCES

- If the absence is not listed under excused absences, then the office must approve it before it can be excused. The following are some examples of non-excused absences and is NOT all inclusive:

- Personal reasons at home without phone call from parent.
- Staying home to do schoolwork.
- Remaining out of school because scholar or parents feel it is alright to do so.
- Going out of town without prior arrangements made in the main office. (Note for extended absences must be approved before leaving.)
- Getting to bed late because of an extracurricular activity. Example: sports activity or school play (school attendance comes before an extracurricular activity).

- Missing the bus. (Transportation is available to all students that require it under law or district policy.)
- Oversleeping.
- Working at home.

7. PERFECT ATTENDANCE - Scholars will be awarded Perfect Attendance Certificates if they have no tardies, early dismissals and/or absences for the quarter and the year.

8. MAKE-UP WORK - The school will honor requests for assignments to be done at home for scholars who are home sick for a period of 2 days or more. Scholars have one day to make-up work for every day absent. Should the student neglect to do the assignments, no credit will be given for the assignments and a score of “0” will be assigned in its place.

9. ABSENCE AND EXTRACURRICULAR ACTIVITIES – Any absence from school excludes that scholar from attendance at or participation in all school activities for that day including all practices. A scholar who is absent for a day or more is not permitted to participate in school extracurricular activities for that day/evening. Example: A scholar who arrives at school at 10:35 am is 1/2 day absent and is not permitted to practice or perform that day. The same is true for a scholar who leaves school before 11:00 am. The principal may permit attendance or participation if approved prior to the absence or for just cause. (See #4: Early Dismissal)

10. EXCUSED TARDINESS - Tardiness to school is excused for the following reasons:

- Bus arrives late to the school.
- Doctor’s appointment with note or appointment card from the doctor.
- Personal illness (with note).
- Other reasons approved by the principal. A note or phone call must be received the day of the tardiness in order for it to be excused.

11. UNEXCUSED TARDINESS - Promptness is expected in order to maximize the learning opportunities here at Columbus City Preparatory School for Boys. A scholar late to school will be considered unexcused if the school has had no contact from the parents. Car problems are not considered excused tardiness due to the fact that bus transportation is provided. If a scholar does not ride a bus to school, he does so under the responsibility to be at school on time. This is a policy of the Board of Education.

Continued and repeated unexcused tardiness during a quarter will be considered a violation of the school attendance provisions and thereby subject to disciplinary action.

12. TARDINESS TO CLASS - The passing period is of sufficient length to allow scholars to be in class on time. The classroom teacher will deal with scholars who are tardy to class. If a scholar continues to be habitually tardy to classes, the principal may take disciplinary action.

13. TRUANCY - A scholar shall not be absent from school or any portion thereof without school authorization and parental consent. Scholars who are truant will be referred to the Franklin County Attendance Officer and may be subject to disciplinary legal action.

14. THE SMART PROGRAM - Columbus City Preparatory School for Boys is participating in the Franklin County SMART Program in an effort to minimize any truancy problems.

Scholars who miss more than 5 days of school may have their attendance file turned over to Franklin County's Protective Services and court system. Parent and the scholars will be required to sit down with a hearing officer to review the cause and extent of the absences and determine a time necessary to meet with court officials.

Scholar's and their parent or guardian, who continue to be truant from school after meeting with the court officials, may be fined up to \$1000 dollars and/or sentenced to six months in jail for each additional day of absence.

EXPECTATIONS FOR SCHOLAR DRESS AND BEHAVIOR

1. DRESS CODE - Columbus City Preparatory School for Boys has a dress code. The dress code applies during all school days and during all school sponsored events. Scholars attending Columbus City Preparatory School for Boys have a Fall/Winter as well as a Spring dress code.

The Columbus City Preparatory School for Boys dress code has been adopted to improve the educational environment for all scholars. Specially, we have instituted a dress code for the following reasons:

- To foster a sense of school identity and community;
- To prepare scholars for the expectation related to professional attire that future institutions, organizations and employers will have;
- To ensure that our scholars focus on learning instead of clothing;
- To increase school safety and security by making the presence of visitors/outside immediately apparent;
- To reduce the cost of clothing for families.

Enforcement of Dress Code Policy - It is the goal of the school to have a dress code which makes things easier for parents and scholars rather than more difficult. For that reason, we will make every effort to be clear about the policy and consistent in its enforcement. Parents who have questions or concerns should contact the school immediately and seek clarification.

Like all school policies, the dress code policy is strictly enforced. Although it may seem as if small exceptions should be no problem, we cannot allow deviations from this code. It is important that all scholars adhere to the same code. Please read the code and purchase school clothing accordingly. Families who have concerns or questions should contact the school immediately.

Students who are out of dress code will be sent to the office and a parent will be called. Parent(s)/Guardians of scholars who are not in dress code will be asked to bring the proper attire to school. In addition, dressing inappropriately may result in disciplinary consequences.

The Columbus City Preparatory School for Boys dress code is not intended to suppress speech or expression. Scholars have alternate ways to express themselves through, among other things, verbal and written communication in the classrooms. In addition, scholars will have an opportunity to earn dress down days. Information regarding this opportunity will be communicated in advance to parents and scholars.

Purchasing of Uniforms

School uniforms can be purchased at these locations:

School Closet/School Days
73 North Stygler Rd
Gahanna, Ohio 43230
614-476-4104

Unique and Inspired Designs
2250 Mock Rd
Columbus, Ohio 43219
614-668-5983

Peggy's Monogramming & Embroidery
(Can place crest on existing shirts)
1986 Cleveland Ave
Columbus, Ohio 43211
614-297-0935

Unique and Inspired Designs
(Can place crest on existing shirts)
2250 Mock Rd
Columbus, OH 43219
614-668-5983

The chart below includes details regarding the mandatory and optional school uniform items. Mandatory items are identified with (**). Optional items can be purchased and worn during particular months as specific in this section.

Item	Color	Description	Mandatory or Optional Purchase
Pants **	Black	Pleated or non-pleated slacks (No cargo or carpenter pants)	Mandatory
Shirt **	White	White long or short sleeve Oxford cloth shirt w/ City Prep logo	Mandatory
Polo shirt	White or Black	Long or short sleeve knit polo shirts w/ City Prep logo	Optional
Tie**	Maroon – 6 th grade Black – 7 th grade Striped – 8 th grade	Purchased from uniform store	Mandatory
Sweater vest	Black	Black sweater vest w/ City Prep logo	Optional
Walking Shorts	Black	Black walking shorts that are knee length (No mesh material)	Optional (Can be worn 1 st and 4 th grading periods only)
Belts**	Black	Black dress belts must look professional. Belts and buckles should not be oversized or distracting. No names, vulgar images, rhinestones, etc.	Mandatory
Shoes/Boots**	Black	Shoes must be 100% black with no other logos, or metal. Shoe laces must be tied at all times. Soles of shoes should be rubber to avoid scuffing the floor.	Mandatory
Phys. Ed. Tee-shirt <i>Purchased from the school only</i>	N/A	N/A	Optional

Scholars at Columbus City Preparatory School for Boys will be required to wear their **mandatory** uniform ***Monday and Wednesday*** of each week and for special school events. Parents and scholars will receive advance notification of special events. Special events may include the following:

- Special guest visits
- Award/Recognition Ceremonies
- School pictures
- Speaker/Seminar Series
- Visitation days

*****The first day of school**, scholars will wear the **mandatory** school uniform consisting of the following:

- Long or short sleeve Oxford cloth shirt w/ school logo
- Tie
- Black pants w/ belt and shirt tucked inside pants
- Black shoes (**No tennis shoes**).
- *Optional* uniform items can be worn beginning on the second day of school. Those clothing options include:
 - Black or white long/short sleeve knit polo shirt w/ school logo
 - Black knee length walking shorts w/ belts and shirt tucked inside shorts*

(*) Shorts *may only be worn* on optional days until the **end of the first grading period**. Scholars *may resume* wearing shorts as an option **during the fourth grading period**. Parents will receive notification of the dates.

Physical Education Dress Code

Each scholar will have an opportunity to participate in physical fitness activities in their physical education class. Scholars are permitted to wear their choice of tennis shoes, shorts, sweats or jogging pants to physical education class.

2. ELECTRONIC COMMUNICATIONS DEVICE - The district prohibits the use of electronic communications devices, including cellular phones and associated cameras, and pagers/beepers, at all school and school sponsored or school-related activities on or off school property, during the instructional school day.

Should a scholar be observed using an electronic communications device, or if a device rings or beeps during the instructional day, disciplinary action will be taken including but not be limited to confiscation of the device, loss of the privilege of carrying the device permanently or for a limited period and other options for scholar discipline as reasonable under the circumstances.

Should a device be confiscated for violation of this policy, the scholar's parent or guardian may pick up the device from the school after showing proof of ownership such as a phone bill and following a conference with the building administrator. By this policy parents and/or guardians are on notice that confiscated devices that are not claimed by the end of the school year, shall be disposed of appropriately.

The district/school shall not assume responsibility for devices that are damaged, lost or stolen when brought to school or after being confiscated for violation of this policy.

3. BUS REGULATIONS - Bus transportation is available to all students in the Columbus City School District. The Board of Education expects the following of those scholars that ride its buses:

- Restrict the use of Cell Phones during the duration of the bus ride.
- Do nothing to disturb the bus driver.
- Respect and obey the bus driver.
- Be on time for your stop.
- Help your driver to keep the bus clean.
- No vulgar language, shoving, fighting, or hazing.
- Remain in the seat you are assigned by your driver.
- Stay in your seat until the bus comes to a complete stop.
- Do not throw any objects of any kind while on the bus.
- Keep your hands, head, etc. inside the bus windows.
- Watch for traffic while entering and leaving the bus.
- When crossing in front of the bus be five steps in front of the bus, never cross in back of the bus.
- Be absolutely quiet at all railroad crossings.
- No radios will be permitted on buses.
- No musical instruments or boxes should be placed in front of the bus.
- No eating or drinking on buses.
- Learn how to get off the bus in case of any emergency, your bus driver will be glad to show you.

If a scholar's behavior on the bus does not conform to state and local school safety laws, that scholar may be denied the privileges of bus transportation. The Guide to Positive Student Behavior is also in effect while on the bus or waiting for the bus.

4. ASSEMBLIES (RECOGNITIONS) – Special programs are scheduled throughout the school year. Sometimes our scholars and/or teachers will put on a program such as a choral or band concert, drama play, or awards assembly. Sometimes we invite outside people such as guest speakers, scholars from another school, or entertainers, etc.

Assemblies are interesting, entertaining and usually offer a nice break in the regular schedule. Scholars are to follow the appropriate rules going to, during, and coming from all assemblies.

Scholars who cannot conduct themselves in proper manner will be removed and will be referred to the Principal's Office for disciplinary action. Such penalties could include loss of the privilege to attend future assemblies, and/or attend or participate in extra curricular activities, as well as, detention, suspension, or expulsion.

5. CLASSROOM COURTESIES AND RESPONSIBILITIES -

- All staff members are to be treated with courtesy and respect, and addressed as Dr., Mr., Mrs., Ms., and/or Miss. All instructions given by a staff member are to be followed as given.
- You are expected to be in your classroom on time. An excessive number of tardies will result in disciplinary action.
- You should bring proper equipment to class: Books, assignment book, homework, paper, pens, and notebooks. Students may not be allowed to leave class for these items.
- Upon entering the classroom, take your seat promptly and quietly.
- In asserting their right to equal educational opportunities, each student has the responsibility to act in such a way as not to interfere with the rights of others.
- During school announcement, scholars will be quiet at all times.
- Speaking out or expressing disapproval when another person is talking is both rude and unfair.
- The teacher--not the bell--will dismiss class. Do not be discourteous by getting up before you are dismissed.
- Scholars visiting a class should knock before entering a class & wait to be recognized by the teacher before making a request.
- In maintaining the scholars' rights to equal education opportunities, it is reasonable and necessary to maintain order in the educational institution. A student may forfeit his right to educational opportunities when his conduct is such that it disrupts the educational process and deprives others of their basic rights, or violates rules established for the maintenance of the educational environment.

5. CAFETERIA COURTESIES AND RESPONSIBILITIES

Middle School scholars will:

- Behave in a polite and cooperative manner.
- Move orderly through the lunch line.
- Go through the lunch line one time. MAKE YOUR CHOICES WISELY!

- Be seated at tables.
- Remain seated at your table except when excused.
- Clean up around the table area before the teacher takes you back to class.
- Not throw food or objects.
- Not play table games.
- Not yell, whistle, or make other loud noises.
- Not take food or drink from the cafeteria.
- Be required to stay in the cafeteria.

If a scholar chooses to break a rule, the scholar will be removed from the normal eating area. Severe disruptions and misbehavior will result in the use of any one of the following discipline measures: Detention, Suspension, or Recommendation for Expulsion.

6. LIBRARY USE - The library is a quiet place. The emphasis is on learning in the library. This is accomplished by quiet research, study or reading activities.

Scholars are expected to take care of books and supplies on loan to them. In the event of loss or damage the scholar will be responsible for repayment.

7. INSIDE / HALLWAY CONDUCT - When traveling in other common/public areas of the building, scholars should:

- Maintain an appropriate foot speed for inside. Please do not run in the hall
- Follow instructions given by teacher/supervisor.
- Keep voice down to a moderate tone, so as to not disrupt the classrooms in session along the hallways.
- Make your way to your next work area as soon as possible.

8. LOCKERS - Scholars are not to keep any items in their lockers that they would not want to be inspected by a school official. Lockers should be kept locked. Scholars who occupy a locker will provide a combination lock for their locker. The scholar's combination for their locker will be on file with their home room teacher and a copy of the record will be kept in the office. Lockers should be kept neat and clean at all times. Valuables should not be kept in lockers. If valuables must be brought to school, they should be checked in at the office.

The school will not be held responsible for lost or stolen articles taken from lockers.

Scholars are allowed to go to their lockers only during the follow times unless approved by a staff member:

- Before School - get all supplies needed for their morning classes.
- Before Lunch - to leave books and supplies from morning scheduled classes.
- After Lunch - get all supplies needed for their afternoon classes.
- After School - to leave books and supplies from afternoon scheduled classes and gather supplies and materials for homework.

9. LEAVING SCHOOL GROUNDS WITHOUT PERMISSION - Scholars are not permitted to leave school property before the end of their regular school day unless they have an early dismissal approved prior to leaving.

Scholars are to remain within the specific boundaries as outlined in this handbook or in other school or activity rules. Scholars in violation will be considered truant and appropriate disciplinary action will be taken.

ACADEMICS

1. STUDY TIPS - Whether you are studying at school or at home, there are several things you can do that will help you use your time more efficiently and accomplish more work in a shorter period of time. *A key to better grades is good study habits.* The following study tips may help you to use your time more effectively and improve your grades.

- Before you start to work, know what you are going to do.
- Find a good place to study. A place where you can be alone, quiet, and limit distractions is best for studying.
- Have your materials such as books, pencils, pens and a dictionary handy so you will not interrupt your study.
- Study your most difficult subject or longest assignment first.
- Work out a schedule for studying, as it helps to have a regular time for each task.
- Keep an active mind while you study. Keep asking yourself questions. Try explaining what you have learned to someone else.
- Think and concentrate. Take time to go over your assignments to make sure you have them correct and complete.

2. HOMEWORK - Homework is an essential element in a scholar's education. Thus, meaningful homework will be assigned to scholars for the following reasons: to complete unfinished work, to strengthen specific skills, and to enrich specific subject areas. While it is the responsibility of the scholar to complete all homework assignments to the best of his ability and turn it in to the teacher, it is encouraged that parents familiarize themselves with the homework policy of their child's teachers. Assistance is available to scholars with homework questions and problems immediately after school upon request.

3. WEB SITE - For continuous up to date information for supplies lists, scholar information, project and activities visit our website at: <http://ccsoh.us/ccpsb>.

4. REPORT CARDS/ MIDTERM REPORTS - Report cards are issued at the end of each nine-week grading period. District calendars outline when each grading period ends. That calendar can be found on the CCS website: <https://www.ccsoh.us/Page/2704>. Midterm Reports will be sent home in the middle of each grading period.

5. GRADING - Grades are assigned to help scholars and their parents assess the scholars' progress in school. Grades are awarded on the following scales:

QUALITY POINT SCALE	GRADE
92 – 100	A
90 – 91.99	A-
88 – 89.99	B+
82 – 87.99	B
80 – 81.99	B-
78 – 79.99	C+
72 – 77.99	C
70 – 71.99	C-
68 – 69.99	D+
62 – 67.99	D
60 – 61.99	D-
0 – 59.99	F

6. HONOR ROLL - The honor roll is tabulated at the conclusion of each nine-week grading period. The following four types of honors are awarded to scholars using the following classifications:

Platinum Honors	A, A+
Gold Honors	A-
Silver Honors	B, B+
Bronze Merit	B-

7. CHEATING/PLAGIARIZING - Cheating is defined as knowingly copying another person's work and presenting it as your own. Plagiarizing is defined as knowingly using copyrighted material without identifying its source.

Any use of an electronic communications device during testing will be considered cheating and will be addressed accordingly.

Scholars who are guilty of either of these offenses will receive a zero on their work. They are also subject to disciplinary action including detention, suspension, or expulsion.

8. RETENTION - A scholar who fails two or more core classes in any year will not be promoted, but may be placed in the next grade at the discretion of the teachers and principal if certain conditions are met (i.e. Summer School, Summer Bridge).

ATHLETICS & CLUBS

1. ACTIVITIES AND ATHLETICS - The school sponsors a wide variety of extracurricular activities and a competitive 7th and 8th grade athletic program. While membership in some of these organizations and teams is competitive, and thus limited, the opportunity to try-out for any and all organizations is offered to all scholars without regard to sex, race, or religion. Information concerning each of these activities is available from the advisor and/or the coach or Athletic Director.

2. ATHLETIC ELIGIBILITY - 7th and 8th grade scholars who intend to participate in the athletic program must meet standards established by the Ohio High School Athletic Association.

- **Scholarship** - Scholars must receive a C+ or above grade in their core classes which is equivalent to a 2.3 GPA or higher.
- **Residency** - Your eligibility is determined by the school district of residency of your parents or legal guardian.

3. COUNCIL OF SCHOLARS - Each year, every homeroom school wide will elect two (2) scholars to serve as their representatives on Council. The individual who received the second highest number of votes will be the alternate, in the event that the other representative is unable to attend. The Council is the voice of the scholars. The Council will be responsible for many activities.

4. SCHOLAR ATTENDANCE AT SCHOOL EVENTS - The school encourages scholars to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help build school spirit and encourage those scholars who are participating in the event.

However, in order to ensure that scholars attending evening events, as non-participants, are properly safe guarded, it is strongly advised that a parent or adult chaperone accompany scholars when they attend the event. The school will not be able to supervise

unaccompanied scholars, nor will it be responsible for scholars who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all scholars who are participants in a school activity.

5. SOCIAL FUNCTIONS - The principal must approve all social functions. Scholar groups wishing to sponsor a dance, party or other function must gain written permission from the office.

Publicity is not to be distributed until written approval is secured.

Any group sponsoring a dance must arrange for at least four faculty members to chaperone and be in attendance throughout the dance.

No school-sponsored dance will be "open to the public." Middle School dances are restricted to Columbus City Preparatory School for Boys and our sister school Columbus City Preparatory School for Girls. Regular Middle School dances will NOT be formal events. No formal attire (tuxedos or gowns) or limousines are permitted.

All school rules apply during all school-sponsored social functions.

6. NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES - Non-school sponsored scholar groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by scholars, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as defined by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

SAFETY & HEALTH

1. SAFE SCHOOL HELPLINE - The number one way to avoid a tragedy is "Awareness." If you have information about students or a situation that could be harmful to the students at Columbus City Preparatory School for Boys, please call the Safe School Hotline at 1-800-4-1-VOICE (6423) and dial extension 359 to leave the information in a message. This report will be anonymous.

The life you might be saving could be your friend's or your own.

2. FIRE DRILLS - Fire drills will be held at least once monthly. At the sound of the fire alarm ALL QUIET! NO TALKING PERMITTED. Scholars and all staff members will exit the building quickly and orderly. Cards are posted in each room with instructions to follow for the fire alarm. Become familiar with where each of your classes is to go when the fire alarm sounds.

- The following rules apply: Leave your room or area walking in an orderly manner. Take purses or personal valuables with you.
- Leave all books and supplies in the room.
- Stay with your group or class until you receive the all clear to return to your class.
- Rapid dismissal drills will be held in cold or inclement weather.
- When the all clear is given, return quietly to your room, staying with your class or group.

3. SEVERE WEATHER/TORNADO DRILL - At the sound of the signal, QUIET IS IN ORDER, MOVE QUICKLY to your assigned area, be seated, and assume the safe position. There is to be NO TALKING in your safe area. Listen for instructions at the end of the drill or ALL CLEAR. Proceed quietly back to your room, staying with your group.

4. INTRUDER DRILLS - Periodically throughout the school year Columbus City Preparatory School for Boys will practice intruder drills. As it is with any emergency drill, we hope that it will not be necessary. However, at Columbus City Preparatory School for Boys we will continue to be proactive. During an "Intruder Drill" the scholars are expected to:

- GET INTO A CLASSROOM
- GET QUIET
- TURN OUT THE LIGHTS
- STAY OUT OF SIGHT

Listen for instructions at the end of the drill or ALL CLEAR. Proceed quietly back and resume your classes.

5. INJURY/ILLNESS - The clinic is maintained for scholars who might be injured or become ill during the school day. If a scholar is injured or becomes ill they should report to their teacher and then to the office. Scholars are not to leave school because of illness without permission from the office. Scholars are not to stay in the restroom if ill. They are to report directly to the office. Scholars are not to call home if they are ill. The nurse or school official will contact the parent or guardian.

6. EMERGENCY MEDICAL FORMS - State Law, (O.R.C. 3313.712), requires that a parent or guardian complete an "Emergency Medical Authorization" each year for their children enrolled at school. These forms will be maintained in the office and will accompany the scholar on all field trips sanctioned by the school. The purpose of this form is to make it possible for the parent/guardian to authorize emergency medical treatment for children who

become ill or injured at school or its trips or activities. If in the opinion of the school officials an accident or illness is serious, the paramedic team will be called to examine the student. In all cases, every effort will be made to reach the scholar's parent or guardian.

7. DISPENSING OF MEDICATION TO STUDENTS - The Columbus Public Schools Board of Education will permit the distribution or dispensing of medical supplies or medication by approved personnel who are employees of the Board of Education. The school's nurse shall be responsible for the general management of medication and health programs. The nurse shall be the only person to give injections or supervise self-administered injections.

The following procedures shall be used in the administration of the policy:

- Prescription medication will be the only medicine dispensed to scholars.
- Written orders from a physician must be issued to the school stating:
 - Diagnosis
 - Name of medication and dosage
 - Time the medication is to be administered
 - Date medication is to begin and end
 - Any adverse reactions that should be reported to the physician
 - Special instructions for the administration of the drug, including storage, sterile conditions, etc.
 - Written permission from the parent and/or guardian must accompany physician orders and medication.
 - Medication is not to be taken without the above information.
- Non-prescription medication will not be given without physician's orders.
- Medication must be sent to school in a container appropriately labeled by a pharmacist or physician. Medication is not to be sent in tissue, plastic wrap, envelope, etc.
- Parents will furnish all medication.
- The student is to bring the medication, physician orders and parent permission slip to the principal's office.
- The school nurse will check the authenticity of medication. If further clarification is needed, the parents will be contacted.
- All medication will remain in a locked cabinet either in the office or in the clinic area as indicated.

- It is the scholar's responsibility to report to the appropriate area when medication is due to be given.
- An adult must dispense all medication.

8. IMMUNIZATIONS - Each scholar should have immunizations required by law or have an authorized waiver. If a scholar does not have the necessary shots or waivers, the Principal may remove the scholar or require compliance with a set deadline. This is for the safety of all scholars and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

9. IMMUNIZATION REQUIREMENTS - Unless given a waiver, scholars must meet the following requirements:

- Diphtheria: Four or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. Three Td diphtheria-tetanus toxoids, adult type is the minimum acceptable for children age seven and up.
- Measles: Single dose of live measles virus vaccine or vaccine combination on or after 1st birthday and as additional dose of the MMR vaccine given at least thirty days from the first for all scholars entering the 7th grade.
- Rubella: Same as measles.
- Mumps: Same as measles.
- Polio: Three oral or inactivated plus one oral vaccine booster.
- Tetanus: Three Td (see Diphtheria).

10. CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS - Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a scholar who has been ill or has been exposed to communicable disease or highly transient pests, such as lice.

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

11. CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES - In the case of non-casual-contact, communicable disease, the school still has the obligation to protect the safety of the staff and scholars. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in

contact with that person are respected. The School will seek to keep scholars and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and scholars or staff members have been exposed to the blood. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Any testing is subject to laws protecting confidentiality.

12. NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS - The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, City Prep for Boys is committed to taking the necessary precautions to protect both scholars and staff from its spread in the school environment.

GUIDANCE SERVICES

1. COMMITMENT - The Columbus City Preparatory School for Boys guidance counselor strives to aid each individual scholar in utilizing his abilities to the fullest, in making sound choices and in developing self-understanding.

Guidance services available include: Individual and group counseling. IN NON-EMERGENCY SITUATIONS, APPOINTMENTS ARE NECESSARY. Scholars may visit the guidance office during homeroom periods, by obtaining a hall pass from the teacher in charge, or by coming in before or after school. Scholars should not visit the guidance office during class time unless it is absolutely necessary and then only with the permission of the classroom teacher.

Psychological Services: Upon special request of parents or school personnel, a school psychologist is available

Speech and Hearing Therapy: A therapist is available for all scholars who need services. As a general rule, speech and hearing problems are correctable, and should be dealt with as soon as possible. Requests can be made through the Principal's Office.

2. ENROLLING IN SCHOOL - Scholars are expected to enroll in the attendance district in which they live. Scholars that are new to Columbus City Preparatory School for Boys are required to be enrolled by their parent or legal guardian through Central Enrollment. When enrolling, the parents will need to bring the following: a birth certificate

or similar document, court papers allocating parental rights and responsibilities, or custody, proof of residency, and proof of immunizations. In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make enrollment complete.

3. WITHDRAWAL FROM SCHOOL - If a parent plans to withdraw a scholar from Columbus City Preparatory School for Boys, the parent must notify the principal or their designated representative. School records shall be transferred within fourteen days to the new school district, after completion and submission of the records release form.

Scholars and parents should consult teachers and the counselor in carefully planning their schedule. Schedule changes must be approved once the school year has started, and must be in the best interest of the scholar's educational progress.

BUILDING INFORMATION

1. CARE OF BUILDING - Columbus City Schools' ground and equipment are provided by taxes paid by the residents of the school district. It is the responsibility of the scholars and staff to use these facilities properly. It should be noted that scholar's parents are responsible by law for any damage caused by scholars.

2. SCHOOL MASCOT/SCHOOL COLORS - The mascot for Columbus City Preparatory School for Boys is the Falcon and our school colors are Maroon and Black.

3. SCHOOL CLOSING - In the event of severely inclement weather or mechanical breakdown, school may be closed or starting times delayed. The same conditions may also necessitate early dismissal from school. Changes in school schedules will be announced on Columbus area television and radio stations between 6:00 a.m. and 8:00 a.m. You may also check the district website at www.ccsbh.us for school closings. If no report is heard, it can be assumed that school will be held on the regular schedule. Please do not call the school as telephone lines must be kept open for emergencies.

4. SCHOOL INSURANCE - Early in the school year, insurance forms may be distributed. The Columbus City Schools has no connection with the insurance other than to offer it as a service. Scholars are not required to carry this insurance. Scholars involved in athletics, must however be able to show that they are insured either through a family insurance policy or school insurance.

5. SCHOOL LUNCH PRICES AND FREE/REDUCED MEALS - Free lunch is available for all scholars.

6. LUNCH - Scholars may not leave the school or the school premises for lunch. Parents may bring their child's lunch to the office and, at the appropriate time, the scholars will be called to the office to obtain their lunch. Outside lunch cannot be eaten in the cafeteria.

7. PARENT/TEACHER CONFERENCES - Parent/Teacher conference dates and times will be communicated to parents via newsletter, email, phone dialers, and/or written communication sent home. In addition, individual conferences can be scheduled throughout the school year to accommodate parents who so request by note or by calling the Main Office at 614-365-6166.

8. VISITORS - Adult visitors are required to check in at the Main Office before going into any classroom or adjacent hallway. Invited guests and speakers will be guided to the specific area.

School-age visitors are not permitted due to lack of space and legal responsibility.

9. STUDENT RECORDS - Records, which include previous grades, health records, standardized test scores, and psychological evaluations, are maintained for students of the Columbus City Schools.

These records cannot be turned over to another agency or individuals without written permission of a parent, guardian, or legal age pupil. Parents, guardians, or legal age students may review records by making an appointment with the principal or designated school official.

10. TEXTBOOKS - Textbooks are purchased and furnished to scholars by the Columbus City Schools Board of Education. Scholars will be charged for excessive wear, defacement or loss of textbooks assigned to them. If a textbook charge is not paid by the end of the grading period, the responsible scholar's report card could be held and they could lose their privilege to attend or participate in extra curricular activities.

11. SUPPLIES & FEES - Scholars should come to school with the necessary supplies needed to complete their class work. List of suggested supplies will be sent home at the start of the year; however, they may need to be replaced throughout the year as they are used.

Some courses may require scholars to pay a fee for workbooks or other materials used in class. Scholars are to pay all fees promptly. If there is a problem with paying the entire fee, scholars and or their family should make arrangements with the principal to pay their fees on a payment schedule.

It is the policy of the school district that grade cards, transcripts, and diplomas will be held until all fees are paid. Unpaid fees will be carried forward from year to year. If fees are not paid by the end of the grading period, the responsible scholar's report card could be held and they could lose their privilege, to attend or participate in extra curricular activities.

12. COMPUTER ACCEPTABLE USE POLICY - Scholars shall abide by the Columbus City Schools Acceptable Computer Use Policy as it relates to computer use and access to the internet. Scholars must have a current Student Internet Acceptable Computer Use Policy form on file with the school office before he/she can use any Columbus City Schools computer equipment.

13. SALES - Scholars are not permitted to sell items of any kind in the school building without permission from the principal.

14. TELEPHONES - The office telephone is for business and emergency calls. Scholars will not be called out of class to answer the telephone; however, emergency messages may be delivered. The district prohibits the use of electronic communications devices such as cellular phones, etc. during the instructional school day. (See: 2. ELECTRONIC COMMUNICATION DEVICES)

15. EDUCATIONAL TRIPS - Educational trips may be arranged throughout the school year to support classroom instruction and expand educational experiences for scholars. While scholars are on an Educational Trip they are expected to follow all school rules. No scholar will be permitted to participate in an Educational Trip unless all prerequisite requirements are met for each trip (i.e. emergency card in the office, parent permission form, money for the activities, etc.).

16. HALL PASSES - Scholars must have a hall pass to be in the hallway during class time. If scholars have a need to leave their assigned classrooms, they must secure permission and a hall pass from the teacher (the pass must state their name, the time they left the classroom, intended destination and teachers signature, before leaving the room).

17. RESTROOMS - Permission to leave class or school activity to use the restroom will be granted on a limited basis. In an effort to meet all scholar needs, it is beneficial that any scholar who needs to use the restroom frequently because of a medical problem should supply a copy of the medical records stating the condition to the school nurse.

18. LOST AND FOUND – Scholars are responsible for their own personal belongings. They should ensure that all of their personal items are well marked with their name. Avoid bringing a lot of money or valuables to school. Found items will be kept for limited time in the Main Office. Note: Neither Columbus City Preparatory School for Boys nor Columbus City Schools is responsible for lost or stolen property.

19. COLUMBUS CITY PREPARATORY SCHOOL FOR BOYS OFFICE HOURS - Our school's Main Office is open from 7:15 am to 2:45 pm each school day.

“Inspired to Learn and Motivated to Excel”