



MONROE

PREPARATORY ACADEMY

2026/2027
Student
Handbook

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Welcome to Monroe Preparatory Academy. Our staff is pleased to have you here as a student and as a supportive parent. We will do our best to help you and make your experience here productive and successful.

This **Parent-Student Handbook** has pertinent information, rules and regulations. Therefore, it is important that **every** parent and student read and become familiar with its contents. This handbook is developed so we can have a safe and organized program and to create an understanding between students, parents and Monroe Preparatory Academy.

The administration and staff appreciate your support. We hope that your child's school year will be both educational and enjoyable.

The Board of Trustees of Monroe Preparatory Academy encourages students, staff, administration and parents to review this document and submit proposed modifications to the HEAD OF SCHOOL's office no later than March 1 of each school year. The HEAD OF SCHOOL will then compile all such recommendations and will provide for a review of the Parent-Student Elementary Handbook. The Academy Board also invites all parents to attend their monthly meetings which are open to the public. Dates and times to be announced.

If at any time during the school year you have questions, suggestions, or concerns, please do not hesitate to contact Monroe Preparatory Academy.

Monroe Preparatory Academy and parents are a working partnership, providing your child(ren) with the best educational opportunities possible.

Please sign and return the Acknowledgement page at the back of this document and return it to school with your child. This will let us know that you have received and read the handbook. Thank you for your cooperation in advance.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook contact your Chief Administrative Officer (HEAD OF SCHOOL).

This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. This handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law. This handbook may be revised at any time, with or without notice.

MISSION OF THE MONROE PREPARATORY ACADEMY

Monroe Preparatory Academy is committed to providing a safe, nurturing environment where our students develop positive self-esteem, leadership skills, multi-cultural awareness, community involvement, and a love for life-long learning while striving to achieve academic excellence.

EXPECT SUCCESS!!

EQUAL EDUCATION OPPORTUNITY

It is the policy of this MPA to provide equal educational opportunities for all students.

Any person who believes that Monroe Preparatory Academy or any staff person has discriminated against a student based on race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Chief Administrative Officer.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. Under no circumstances will Monroe Preparatory Academy threaten or retaliate against anyone who raises or files a complaint.

GENERAL NOTICE OF NON DISCRIMINATION

The School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding non-discrimination policies:

Rachel Blackshire
328 E. Monroe Street Sandusky, OH
44870 567-998-7522
rblackshire@monroeprep.org

The language above will be posted on the School's website within two clicks of the home page; in all other School-related documents made available to students, parents, staff, and applicants (*e.g.*, student newspapers, parent newsletters, student handbooks, employee handbooks, application forms, recruiting materials, etc.); and in a conspicuous place in the School building. This language will also be provided to parents, students, and employees prior to the start of each school year.

RELIGION IN THE SCHOOL

Religious belief and disbelief are matters of personal consideration rather than governmental authority and the students of this School are protected by the First Amendment from the establishment of religion in the schools. Accordingly, no devotional exercises or displays of a religious character will be permitted at the School in the conduct of any program or activity under the jurisdiction of the School, nor shall instructional activities be permitted to advance or inhibit any particular religion, or religion generally. However, a student may engage in religious expression before, during, and after school hours in the same manner and to the same extent that a student is permitted to engage in secular activities or expression before, during, and after school hours. The School shall also give the same access to school facilities to students who wish to conduct a meeting for the purpose of engaging in religious expression as is given to secular student groups, without regard to the content of a student's or group's expression.

An understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum shall be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board and School acknowledge the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use by the School. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

Religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the students of the School, not for its conformity to religious principles. Students should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.

Accordingly, no Student shall be exempted from attendance in a required course on the grounds that the instruction therein interferes with the free exercise of his/her religion.

Consistent with the School's attendance policy, students are permitted to be absent for up to three (3) school days each school year in order to participate in holidays for reasons of faith or religious or spiritual belief systems, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Absences shall be treated as excused, and students shall not be penalized as a result of their absence. Students absent for religious expression days or religious holidays shall be permitted to participate in athletics or extracurricular activities on days in which the student was otherwise excused from attendance at school. The School shall also provide alternative accommodations in order to complete exams and other academic requirements missed due to a timely requested absence. Accommodations may include re-scheduling the alternative examination or other academic requirement for the approved student, which may be before or after the time and date that was originally scheduled.

Parents shall report absences due to religious expression or holidays in writing to the Principal in the usual manner required by the School's attendance policy. Provided however, requested absences that require accommodation for an exam or academic requirement shall be made in writing by the student's parent no later than fourteen (14) days after the start of the school year, or the date of the student's enrollment, whichever is later, in order to be deemed timely. The Principal may require confirmation of the parent's signature on any absence request, but may not inquire as to the sincerity of the student's religious or spiritual belief system.

The School also shall not prohibit a student from engaging in religious expression in the completion of homework, artwork, or other written or oral assignments. Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

For questions or grievances regarding this policy, please contact the HOS.

Grievances related to this policy will be addressed through the School's standard grievance procedure outlined in Governing Authority Policy 115.

This policy, as well as a non-exhaustive list of major religious holidays, festivals, and religious observations for which an excused absence shall not be unreasonably withheld or denied, shall be posted in a prominent location on the School's website and conveyed to parents on an annual basis.

An excused absence for any of the below religious holidays or festivals shall not be unreasonably withheld, up to a total of three (3) school days of absences per school year. This list is non-exhaustive and will not be used to deny an accommodation for an absence due to a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on this list.

Holiday	
Eid ul-Fitr	Yom Kippur
Good Friday	Passover
Rosh Hashanah	Eid ul-Adha

SCHOOL DAY

The school day is 7:40 a.m. to 2:50 p.m. Breakfast: 7:15-7:40 a.m.

Instructional Start Time: 7:40 a.m. Student Marked Tardy After: 8:00 a.m. Instructional End Time: 2:50 p.m.

TESTING AND COMPULSORY ATTENDANCE

Monroe Preparatory Academy is a community school established under Chapter 3314 of the Ohio Revised Code. The Monroe Preparatory Academy is a public school and students enrolled in and attending MPA are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at MPA that are prescribed by law. Students who have been exempt from the compulsory attendance law for home education pursuant to Section 3321.042 of the Revised Code shall no longer be exempt for that purpose upon their enrollment in a community school. For more information about this matter contact the HEAD OF SCHOOL or the Ohio Department of Education and Workforce.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Monroe Preparatory Academy are designed to allow each student to obtain a safe, orderly, and appropriate education. **STUDENTS ARE EXPECTED TO FOLLOW TEACHERS' DIRECTIONS AND OBEY ALL THE MPA RULES.** Disciplinary procedures are designed to ensure fairness before a student is removed from curricular activities because of his/her behavior. Students may be removed from extracurricular activities at the discretion of the Academy HEAD OF SCHOOL or of the person responsible for directing, supervising or coaching the activity.

Students in Monroe Preparatory Academy system have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. **BY ACCEPTING THE RIGHT TO PARTICIPATE IN ACADEMY PROGRAMS ON OR OFF ACADEMY PROPERTY, STUDENTS SHALL ACCEPT THE RESPONSIBILITY TO CONDUCT THEMSELVES ACCORDING TO THE RULES AND REGULATIONS AND PROVISIONS GOVERNING THE OPERATION OF THESE PROGRAMS.** The ideal of any educational experience is for the students to become self-disciplined.

Monroe Preparatory Academy HEAD OF SCHOOL is responsible for establishing and enforcing procedures necessary to ensure that student rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming or showing responsibility. There is a right of appeal by students who believe their rights have been violated. An appeal process for suspension and expulsion is outlined in the appropriate section of the guidelines. It should be noted that Monroe Preparatory Academy HEAD OF SCHOOL must use discretionary judgment in taking disciplinary action.

Parents have the right to know how their child is succeeding in Monroe Preparatory Academy and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at Monroe Preparatory Academy prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

STUDENT WELL-BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify any staff person immediately.

Monroe Preparatory Academy requires that all students must have an accurate emergency medical form completed, signed by a parent or guardian, and filed in Monroe Preparatory Academy' office. A student may be excluded from Monroe Preparatory Academy until this requirement has been fulfilled.

Parents of students with specific health care needs MUST submit those needs, in writing and with proper documentation by a physician, to Monroe Preparatory Academy' office. The Monroe Preparatory Academy retains the discretion to reject requests for administration of medicine. (See Use of Medication section) Monroe Preparatory Academy will permit a student to possess and use an asthma inhaler upon compliance with Monroe Preparatory Academy medication policy.

SURVEILLANCE CAMERAS

Monroe Preparatory Academy and its Board believes that reasonable use of surveillance cameras will help the school support its goals for campus security. Cameras are not placed in areas where students, staff, or community members have a reasonable expectation for privacy.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE ACADEMY

Students that are new to Monroe Preparatory Academy are required to enroll with their parent/guardian. To enroll your child, parents are required to bring the following:

- A Birth Certificate or other certification permitted by state law
- Proof of Residency
- Proof of Immunization
- Photo ID
- Custody papers from the court, when appropriate
- Emergency Medical Authorization Form
- Last Report Card, when appropriate

Admission to Monroe Preparatory Academy is open to any individual who has reached age five as of the first day of instruction or qualifies for early entry according to School policies and is entitled to attend Monroe Preparatory Academy in the State of Ohio pursuant to Section 3313.64 or 3313.65 of the Ohio Revised Code in a school district in this state. Enrollment is open to residents of Ohio.

There will be no discrimination in the admission of students to Monroe Preparatory Academy based on race, creed, color, disability, or sex. Upon the admission of any student with disabilities, Monroe Preparatory Academy will comply with all federal and state laws regarding the student's education. Monroe Preparatory Academy will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. Monroe Preparatory Academy will admit the number of students that does not exceed the capacity of Monroe Preparatory Academy' programs, classes, grade levels, and facility. If the number of applicants exceeds the capacity restrictions of Monroe Preparatory Academy, students shall be admitted by lot from all those submitting applications, except preference shall be given to students attending Monroe Preparatory Academy the previous year and those who reside in the district where the School is located. Preference may be given to siblings of students attending this MPA the previous year.

SCHEDULING AND ASSIGNMENT

The HEAD OF SCHOOL will assign each student to the appropriate classroom and program based on the student's academic readiness. Any questions or concerns about assignment should be discussed with the HEAD OF SCHOOL.

EARLY DISMISSAL

No student will be allowed to leave Monroe Preparatory Academy prior to dismissal time without a parent coming to the MPA office to request the release and sign the child out. Students cannot be picked up between 2:00p.m. and dismissal time. No student will be released to a person other than a custodial parent(s) (or name listed on emergency form) without a permission note signed by the custodial parent(s). This will help maintain a secure environment and assist with student attendance.

CHANGE OF STUDENT'S ROUTINE

If a child is going to be doing something different from his/her normal routine after school, the teacher or office should have a note from the parent. If the parent has not notified the school or teacher prior to 2:00

p.m. the child will be expected to follow his/her normal after school routine. Students may not use the phone to make arrangements for social activities.

TRANSFER OUT OF THE ACADEMY

If a plan to transfer from Monroe Preparatory Academy, the parent must notify Monroe Preparatory Academy. Transfer of educational records will be authorized only after the parent has completed the withdrawal form, returned all MPA materials, and paid any fees or fines that are due. Parents are encouraged to contact Monroe Preparatory Academy Office for specific details.

IMMUNIZATION

Each student must have the immunizations required by law or have an authorized waiver. Waivers are issued consistent with state law. If a student does not have the necessary immunization or waiver, the HEAD OF SCHOOL shall remove the student from Monroe Preparatory Academy and require compliance within fourteen days of enrollment. This requirement is for the safety of all students and in accordance with State Law. Any questions about immunization or wavier should be directed to Monroe Preparatory Academy Office.

INJURY AND ILLNESS

All parents are required to supply valid Address, telephone number and health information for emergency procedures when a child is ill. This information helps Monroe Preparatory Academy decide what to do when a child becomes sick or has an accident while in school.

Parents are required to keep this information up to date, especially telephone numbers for home and work. The HEAD OF SCHOOL may remove the student from Monroe Preparatory Academy and require compliance within fourteen days.

Enrollment-Emergency forms are provided at the beginning of each school year. **PARENTS ARE REQUIRED TO CONTACT MONROE PREPARATORY ACADEMY WHEN ANY OF THE INFORMATION ON THE EMERGENCY FORM CHANGES.**

All injuries must be reported to a teacher, aide or the office. If the injury is minor, the student will be treated and returned to class. If medical attention is required, the office will attempt to contact the parent. If the parent cannot be contacted, emergency numbers will be used.

A student who becomes ill during the school day should request permission from his/her teacher or aide to go to the office. The office will determine whether the student will remain in school. No student will be released from school without proper parental permission.

USE OF MEDICATIONS

Monroe Preparatory Academy policy allows medication to be administered by the HEAD OF SCHOOL or his/her designee under the following conditions:

1. **PARENTS MUST HAVE A MEDICATION PERMISSION FORM COMPLETED TO ADMINISTER MEDICATION.** DOCTOR'S INSTRUCTIONS INCLUDING STUDENT'S NAME AND ADDRESS, NAME OF MEDICATION, DOSAGE, DATE AND TIME OF ADMINISTRATION, POSSIBLE SIDE EFFECTS, ANY SPECIAL INSTRUCTIONS AND DOCTOR'S SIGNATURE ARE NEEDED TO COMPLETE THIS FORM. This form must be dated and signed by the student's parent/guardian. It will be the student's responsibility to report to the office at the proper time for medication.
2. New medical request forms must be submitted each school year and as necessary for changes in medication orders.
3. Medication must be in ORIGINAL CONTAINER and have affixed label including the Student's Name, Name of Medication, Dosage, Route of Medication, and Time of Administration.
4. It is REQUIRED that the medication and the signed permission forms BE BROUGHT TO MONROE PREPARATORY ACADEMY BY THE PARENT /GUARDIAN.
5. Non-prescription medications, such as, Tylenol, cold remedies, etc. will be treated as prescription medication as in #1 above. Parents may, at their choice, come to Monroe Preparatory Academy and administer medication to their child. Cough Drops may be allowed with written parental permission at the discretion of the HEAD OF SCHOOL.
6. Except in very limited circumstances, students are NOT permitted to keep medication of ANY KIND on their person, in their lunch boxes, or in their desks unless prior permission has been given in alignment with the School's policies.
7. If a student shows unsafe or irresponsible behavior, the right to self-medicate maybe revoked.

Monroe Preparatory Academy retains the discretion to reject requests for administration of medicine, except where required by law.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because Monroe Preparatory Academy has a high concentration of people, it is necessary to take specific measures when the health and/or safety of the group are at risk. Monroe Preparatory Academy's professional staff has the authority to remove or isolate a student who has been ill, has an undiagnosed rash or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, ringworm, strep infection, whooping cough, mumps, measles, rubella, pink eye, impetigo and other conditions indicated by Local and State Health Departments.

If a child contracts a Communicable Disease, Monroe Preparatory Academy Office should be notified as to the nature of the illness and the student shall not return to Monroe Preparatory Academy until a Physician gives him/her written permission to do so. This is a means of protecting all children.

Any removal will only be for the contagious period as specified in the Monroe Preparatory Academy's administrative guidelines or the instructions of a treating physician.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, Monroe Preparatory Academy still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the applicable Board of Health, to ensure that the rights of the person affected and those in contact with that person are respected. Monroe Preparatory Academy will seek to keep students and staff persons in Monroe Preparatory Academy unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis A, B, and C, and other diseases that may be specified by state law, or applicable regulation.

HEAD LICE

MONROE PREPARATORY ACADEMY HAS A NO NIT POLICY.

Any child found to have head lice will be temporarily excluded from Monroe Preparatory Academy until ALL NITS AND /OR LIVE LICE are removed from the child's head. The excluded child will be rechecked for head lice by Monroe Preparatory Academy prior to being allowed to return to class. As a precaution, the child will be rechecked within 10 days after returning to class for possible re-infestation.

RIGHTS OF INDIVIDUALS WITH DISABILITIES

It is the policy of the School that no otherwise qualified person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by the School.

As used in this policy, "an individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Facilities

Barrier free access to School facilities or an alternative means of providing services shall be provided as required by law so that no individual with a disability is excluded from participation in a School program solely by reason of his/her disability. The School will comply with the building, program and other accessibility requirements of the Americans with Disabilities Act (ADA) and other applicable laws.

Program

All reasonable efforts shall be made to serve the School's special needs children eligible for special education and/or related services in accordance with the School's Special Needs policy. A free appropriate public education shall be provided for each child determined to be in need of special education and/or related services. Such a program of special education shall be provided in the least restrictive environment and in barrier free facilities comparable to those provided for non-disabled students. To the maximum extent appropriate to the student's disability, a disabled student shall be placed in an educational setting with non-disabled or less severely disabled students.

No student will be denied, because of his/her disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of the School.

The due process rights of disabled students and their parents will be rigorously enforced.

AMERICANS WITH DISABILITIES ACT - SECTION 504

It is the intent of the School to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), are identified, evaluated, and provided with appropriate educational services. Students may be identified as handicapped under Section 504 even though they are not eligible to receive services under the Individuals with Disabilities Act.

The Principal or his/her designee shall be the Section 504 Compliance Officer. A complaint regarding a violation of law and this policy in an employment decision shall be subject to a grievance procedure (Board Policy 228) that provides for the prompt and equitable resolution of disputes.

The American's with Disabilities Act (A.D.A.) requires Monroe Preparatory Academy to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by MPA staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in Monroe Preparatory Academy, should contact the HEAD OF SCHOOL.

Monroe Preparatory Academy has adopted the Model Procedures for the Education of Children with Disabilities, and will serve its students with disabilities consistent with the model procedures.

SPECIAL EDUCATION

Monroe Preparatory Academy provides a special education program for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is essential. To inquire about the procedure or programs, a parent should contact the HEAD OF SCHOOL.

Monroe Preparatory Academy has adopted the model procedures for the education of children with disabilities, and will serve its students with disabilities consistent with the model procedures.

Child Find

Child find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing within the School's geographic boundaries, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education can be made available. The types of disabilities that, if found, cause a child to need services are a cognitive disability (mental retardation), a hearing impairment including deafness, speech or language impairment, visual impairment including blindness, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities, by reason thereof, the disabled child needs special education and related services.

The School is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected of having a disability that would

interfere with his or her learning unless special education programs and services are made available. The activities include review of group data, conducting hearing and vision screening, assessment of student's academic functioning, and/or observation of the student displaying difficulty in behavior. Input from parents/guardians is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents/guardians give permission for their child to be evaluated.

If after screening a disability is identified, upon parent/guardian permission the child will be evaluated. A written record of the results is called an education record, which is directly related to the child and is maintained by the School. These records are considered personally identifiable to the child.

The School will gather information regarding the child's physical, mental, emotional and health functioning through testing and assessment, observation of the child, as well as through review of any records made available to the School through the child's physician or other providers of services.

The School protects the confidentiality of personally identifiable information. The School will inform the parent/ guardian when this information is no longer needed to provide educational services to the child and will destroy the information at the request of the parent/guardian.

The parent/guardian of the child has a number of rights regarding the confidentiality of the child's records. The parent/guardian has the right to inspect and review any education records related to the child that are collected, maintained, or used by the School. The School will comply with a request to review the records without unnecessary delay and before any meeting regarding planning for the child's special education program (IEP meeting), and before a hearing should there be a disagreement about how to educate the child who needs special education. In no case, may the school take more than 45 days to furnish the opportunity to inspect and review the child's records.

The parent/guardian has the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent exercising the right to inspect and review the records, and the right to have a representative inspect and review the records.

Upon request, the School will provide a list of the types and the location of education records collected, maintained, or used by the agency.

The parent/guardian has the right to request amendments on their child's education records that they believe are inaccurate or misleading, or violate the privacy or other rights of the child. The School will decide whether to amend the records within a reasonable time of receipt of the request. If the School refuses to amend the records, the parent/guardian will be notified of the refusal and right to a hearing.

Parent/guardian consent is required before personally identifiable information contained in a child's education records is disclosed to anyone other than officials of the School collecting or using the information for purposes of identification of the child, locating the child and evaluating the child or for any other purpose of making available a free appropriate public education to the child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the School, upon request, discloses records without consent, to officials of another School in which the child seeks or intends to enroll.

When a child reaches age 18, the rights of the parent/guardian with regard to confidentiality of personally identifiable information is transferred to the student.

Complaints alleging failures of the School with regard to confidentiality of personally identifiable information may be filed with:

Family Policy Compliance Office

U.S. Department of Education 400
Maryland Avenue, SW Washington,
D.C. 20202-4605

The School will be providing ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact the School.

Positive Behavioral Interventions and Supports

This policy governs the use of positive behavioral methods and emergency safety interventions including seclusion and restraint. Any use of emergency safety interventions that does not meet the requirements set forth below is prohibited.

Definitions

Aversive behavioral interventions: an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including interventions such as: application of noxious, painful and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalants or tastes, or other sensory stimuli such as climate control, lighting, and sound.

Behavior Intervention Plan: a comprehensive plan for managing problem behavior by changing or removing contextual factors that trigger or maintain the behavior, by strengthening replacement skills, teaching new skills, and providing positive behavior intervention and supports and services to address the behavior.

Chemical Restraint: a drug or medication used to control a student's behavior or restrict freedom of movement that is not (A) prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under State law, for the standard treatment of a student's medical or psychiatric condition; and (B) administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under State law.

De-escalation techniques: are strategically employed verbal and non-verbal interventions used to reduce the intensity of threatening, violent, and disruptive behavior before a crisis occurs.

Functional Behavior Assessment (FBA): is a collaborative problem-solving process used to describe the function or purpose that is served by a student's behavior. Understanding the function that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

Mechanical Restraint: (A) any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose; and (B) does not mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including: (1) restraints for medical immobilization; (2) adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or (3) vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

Parent: (A) a biological or adoptive parent; (8) a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State);

(C) an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; (D) a surrogate parent who has been appointed in accordance with O.A.C. 3301-51-05(E); and (E) any person identified in a judicial decree or order as the parent of the child or the person with authority to make educational decisions on behalf of the child.

Physical Escort: the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

Physical Restraint: the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. This does not include a physical escort, mechanical restraint, or chemical restraint, or brief, but necessary, physical contact for the following purposes: (A) to break up a fight; (B) to knock a weapon away from student's possession; (C) to calm or comfort; (D) to assist a student in completing a task if the student does not resist the contact; or (E) to prevent a threat to the immediate safety of the student or others.

Positive Behavior Interventions and Supports ("PBIS"): (A) a school-wide systematic approach to embed evidence-based practices and data driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes and increase learning for all students, and (8) that encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminishes reoccurrences of challenging behaviors, and teaches appropriate behavior to students.

Positive Behavior Interventions and Supports Leadership Team: the team at the School that plans, coaches and monitors implementation on PBIS. The team may include the a School administrator, teacher representatives across grade levels, and staff able to provide behavioral expertise, and other representatives identified by the district or school such as bus drivers, food service staff, custodial staff, and paraprofessionals.

Prone Restraint: physical or mechanical restraint while the student is in a face down position.

Seclusion: involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier.

Student personnel: teachers, principals, counselors, social workers, school resource officers, teachers' aides, psychologists, bus driver, related service providers, nursing staff, or other School staff who interact directly with students.

Timeout: a behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

Creation of Positive Behavioral Intervention and Supports

The School shall establish an evidence-based school wide system of positive behavioral interventions and supports that will apply in all settings to all students and staff. The system shall include family involvement. The School's PBIS framework includes all of the following:

- A. A decision-making framework that guides selection, integration, and implementation of evidence-based academic and behavior practices for improving academic and behavior outcomes for all students;
- B. Data-based decision making to select, monitor, and evaluate outcomes, practices, and systems;

- C. Evidence-based practices along a multi-tiered continuum of supports;
- D. Systems that enable accurate and sustainable implementation of practices; and
- E. Progress monitoring for fidelity and target outcomes.

The School's implementation of its PBIS framework includes:

- A. Explicit instruction of school-wide behavior expectations;
- B. A consistent systems of acknowledging and correcting behaviors;
- C. Teaching environments designed to eliminate behavior triggers; and
- D. Family and community involvement.

Prohibited Practices

The following are prohibited under all circumstances, including emergency safety situations:

- A. Prone restraint;
- B. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that:
 - i. involves the use of pinning down a student by placing knees to the student's torso, head, or neck;
 - ii. uses pressure point, pain compliance, or joint manipulation techniques; or
 - iii. otherwise involves techniques that are used to unnecessarily cause pain.
- C. Corporal punishment;
- D. Child endangerment as defined in R.C. 2919.22;
- E. Deprivation of basic needs;
- F. Seclusion or restraint of preschool students (if any);
- G. Mechanical or chemical restraints;
- H. Aversive behavioral interventions;
- I. Seclusion of students in a locked room or area; or
- J. Any physical restraint that obstructs the student's airway or impacts the student's primary mode of communication.

Staff must:

- A. Be appropriately trained to protect the care, welfare, dignity, and safety of the student;
- B. Continually observe the student in restraint and/or seclusions for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- C. Use verbal and on-verbal communication strategies and research based de-escalation techniques in an effort to help the student regain control;
- D. Remove the student from physical restraint and/or seclusion immediately when the immediate risk of physical harm to self or others has dissipated;
- E. Conduct a de-briefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. Complete all required reports and document staff observations of the students.

Restraint

Restraint may be used only in a manner that is age and developmentally appropriate, when there is an immediate risk of physical harm to the student or to others and no other safe and effective intervention is possible. Physical restraint must be performed by trained staff, except in the case of an unavoidable emergency situation.

Physical restraint may not be used for punishment, discipline, or as a substitute for other less restrictive means of assisting a student in regaining control, and should be used only as a last resort.

Seclusion

Seclusion may be used as a last resort for the student to regain control; it is age and developmentally appropriate; there is an immediate risk of physical harm to the student or others; and there is no other safe and effective intervention available.

Seclusion shall not be: used for punishment or discipline; as a substitute for an education program; as a substitute for inadequate staffing, or for staff training in PBIS frameworks and crisis management; for the convenience of staff; as a means to coerce or retaliate; in a manner that endangers the student; or, as a substitute for other less restrictive means of assisting the student in regaining control reflective of the cognitive, social, and emotional levels of the student.

The room or area used for seclusion cannot be locked, and must allow for the student to exit the area should the staff become incapacitated or leave the area. The room or area must also provide for adequate space, lighting, ventilation, and the ability to observe the student. The student must be under constant supervision by staff trained to detect indications of physical or mental distress that require removal and/or immediate medical assistance and who document their observations of the student.

Multiple Incidents and Functional Behavioral Assessment

For students eligible for special education per the Individuals with Disabilities Education Act ("IDEA") or who have a Section 504 Plan, the School shall convene the IEP team or Section 504 team within ten (10) school days after the third incident of seclusion or physical restraining in a school year. The IEP team or Section 504 team will consider the need to conduct a functional behavioral assessment ("FBA"). If necessary, this FBA should be followed by a behavioral intervention plan ("BIP"), or an amendment to an existing BIP, that incorporates appropriate positive behavioral interventions.

Training and Professional Development

The School PBIS Leadership Team or other qualified training shall train all staff working with students at least every three (3) years on the requirements of this policy and shall keep written or electronic documentation of the type of training and the participants. Professional development will include:

- A. An overview of PBIS;
- B. The process for teaching behavioral expectations;
- C. Data collection;
- D. Implementation of PBIS with fidelity;
- E. Consistent systems of feedback to students for appropriate behavior and corrections; and
- F. Consistency in discipline and disciplinary referrals.

The School shall also ensure that an adequate number of personnel in each building are trained annually in crisis management and de-escalation techniques, as well as the safe use of physical restraint and seclusion, and that their training is kept current. The minimum training requirements include:

- A. Proactive measures to prevent the use of seclusion or restraint;
- B. Crisis management;
- C. Documentation and communication about the restraint or seclusion with appropriate parties;
- D. The safe use of restraint and seclusion;

- E. Instruction and accommodation for age and body size diversity;
- F. Directions for monitoring signs of distress during and following physical control; and
- G. Debriefing practices and procedures.

Training must include face-to-face training and allow for a simulated experience of administering and receiving physical restraint. The School shall maintain documentation that includes the following:

- A. The name and position of each person who completed training;
- B. The name, position, and credentials of each person who provided the training;
- C. When the training was completed; and
- D. What protocols, techniques, and materials were included in training.

Student personnel will be trained to perform the following functions:

- A. Identify conditions such as: where, under what conditions, with whom and why specific inappropriate behavior may occur; and
- B. Use preventative assessments that include at least the following:
 - i. A review of existing data;
 - ii. Input from parents, family members, and students; and
 - iii. Examination of previous and existing behavior intervention plans.

The School shall ensure that there is a support plan in place for substitute teachers if the individual needs assistance with PBIS or crisis management and de-escalation.

Required Data and Reporting

Staff must document each use of seclusion or restraint and report it to the building administration and the parent immediately. A written report of the incident must be created, given to the parent within twenty-four (24) hours of the incident, and placed in the student's file. This report is subject to the Family Educational Rights and Privacy Act.

The School shall report information concerning its use of seclusion and restraint annually to, and as requested by, the Ohio Department of Education.

The School shall give notice of this policy to parents annually, and shall post this policy on its website.

Monitoring and Complaint Procedures

The School shall review this policy on an annual basis.

A Parent may submit written complaints regarding an incident of seclusion or restraint to the School, and the Principal or his/her designee will investigate every complaint and make a reasonable effort to have an in-person follow-up meeting with the parent within 30 days of the complaint's filing.

Parents may choose to file a complaint with the Ohio Department of Education, Office of Integrated Student Supports, in accordance with the complaint procedures established by the Department.

Notice of Rights Under the Family Educational Rights and Privacy Act ("FERPA") and Authorization to Release Student Directory Information

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the School receives a request for access. Parents or eligible students should submit to the Principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic, or support staff position; a member of the school law enforcement unit, which consists of the Principal; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); or a person serving on the Board. A school official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; or any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

5. The School intends to forward any and all education records to another school or post-secondary institution at which the students seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information.

This School has designated the following marked information as directory information (applicable information below):

☒	Student's name
☐	Student's address
☐	Student's electronic mail address
☐	Student's photograph
☐	Student's telephone number
☒	Student's date and place of birth
☐	Student's major field of study
☐	Student's participation in officially recognized activities or sports
☐	the weight and height of members of athletic teams
☐	dates of attendance
☒	awards received
☒	date of graduation
☒	
☒	
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STUDENT FEES, FINES AND CHARGES

Monroe Preparatory Academy charges specific fees. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to MPA property. Monroe Preparatory Academy and staff do not make a profit.

Students using MPA property and equipment, including textbooks and desks, can be fined for excessive wear and abuse, or loss, of the property and equipment. The fine will be assessed at replacement cost.

Monroe Preparatory Academy may withhold a student's grades and/or credit for failure to pay assessed fees for materials used in a course of instruction other than textbooks or electronic textbooks.

STUDENT VALUABLES

Students are advised not to bring items of value to Monroe Preparatory Academy. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. Monroe Preparatory Academy cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in Monroe Preparatory Academy. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the HEAD OF SCHOOL prior to coming to Monroe Preparatory Academy. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

CAFETERIA/STUDENT EATING AREA

Monroe Preparatory Academy cafeteria/student eating area is available to all students whether lunch is purchased at the cafeteria/student eating area or brought from home. The cafeteria/student eating area is planned to be enjoyed, but not abused. In the cafeteria/student eating area and multipurpose room, the quality of student citizenship can be most clearly observed. Because of the number of students involved, basic rules of etiquette and courtesy are necessary. Students are expected to conduct themselves properly always. Failure to do so may result in revoking cafeteria/student eating area privileges.

CAFETERIA/STUDENT EATING AREA PROCEDURES:

- Students are expected to stay seated while eating
- Students are expected to talk in quiet voices to their friends
- Students are not allowed to eat from other students' lunches or "trade" food
- Students may raise their hand to get help from supervisors or get permission to throw away trash
- Students are expected to leave the table and chairs clean after eating
- Proper lunchroom manners are expected
- Energy drinks are not permitted at school for any student. Students may not bring or consume energy drinks while on school grounds, during school activities or while riding school transportation. These beverages ingredients may negatively impact a child's behavior and focus during the school day. If a student requires a specific beverage for medical reason, a physician's note must be provided to the school office.

Applications for Monroe Preparatory Academy Free and Reduced-Meal program are available in the MPA Office for all students. A new application may be completed at any time during the school year.

FIRE AND TORNADO DRILLS

Monroe Preparatory Academy has a Multi-Hazard Plan in place and practices all necessary drills, such as fire and tornado, in compliance with State regulations and laws.

Monroe Preparatory Academy complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

EMERGENCY CLOSINGS AND DELAYS

If MPA must be closed or the opening delayed because of inclement weather, it will be on local radio/television stations. To verify that MPA is open and that your child is safe, please escort your child into school each morning. Monroe Preparatory Academy is not responsible for any child left at Monroe Preparatory Academy when the school is not open.

Parents and students are responsible for knowing about closings and delays.

There may be some emergency instances which will require Monroe Preparatory Academy to be closed early. IT IS EXTREMELY IMPORTANT THAT PARENTS DISCUSS WITH THEIR CHILD EMERGENCY PROCEDURES THAT THEY SHOULD FOLLOW IN THE EVENT MPA IS CLOSED EARLY.

The School may implement a plan to provide instruction via online learning if determined necessary to ensure that students receive necessary learning opportunities.

AUTOMATED COMMUNICATIONS/EMERGENCY

Monroe Preparatory Academy will rely on contact information on file with the MPA's office to communicate with parents in an emergency situation, which may include real-time or automated messages. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. **It is crucial to notify your child's school when a phone number previously provided to the district has changed.**

VISITORS

Visitors, particularly parents, are welcome at MPA. **For the safety of students and staff, ALL visitors MUST report to the office to sign in and pick up a visitor's** TM Any visitor found in the building without signing in shall be reported to the HEAD OF SCHOOL, and may be reported to law enforcement. **If a person wishes to confer with a member of the staff, he/she MUST call for an appointment prior to coming to Monroe Preparatory Academy to prevent any inconvenience.** Any visitor, including a parent or guardian, failing to comply with the MPA visitor procedure or the direction of the HEAD OF SCHOOL may have restrictions placed on visiting, up to and including prohibition from the premises. The HEAD OF SCHOOL may utilize law enforcement officials in the enforcement of the visitor policy and the safety and security of MPA.

Students may not bring visitors to Monroe Preparatory Academy without first obtaining permission from the HEAD OF SCHOOL.

USE OF TOBACCO AND SMOKING /VAPING DEVICES ON SCHOOL PREMISES

The use of tobacco and some oral, stimulants, including betel nuts, present a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Academy.

For purposes of this restriction, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. Additionally, "use of betel nuts" shall mean any and all use, possession, consumption or chewing of the areca nut (commonly known as the betel nut) or substances containing the areca nut.

The School prohibits the use of tobacco or betel nuts on school property by all individuals, including parents, visitors, and students.

USE OF ACADEMY MEDIA /INSTRUCTIONAL MATERIALS

Books are among the most valuable assets of Monroe Preparatory Academy. Books must be checked out and checked in appropriately. Students are held responsible for books checked out to them. Students not returning books or causing damage to them will be charged for the book replacement.

USE OF MPA'S EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the HEAD OF SCHOOL to use any other MPA equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they can use.

Outside individuals or organizations may request a Building Use Form from Monroe Preparatory Academy office.

LOST AND FOUND

A lost and found area is in the office. Students may check for lost items. Parents are invited to come and check for lost items. Lost items or valuables found in or around Monroe Preparatory Academy should be turned into the office.

Parents are asked to mark each child's coats, sweaters, hats, boots, backpacks, and lunch boxes for identification. Unclaimed items will be given to charity at the end of each quarter.

STUDENT SALES

No student is permitted to sell any item or service in Monroe Preparatory Academy without the approval of the HEAD OF SCHOOL. Violation of this policy may lead to disciplinary action. For example, trading or selling of the following items is not allowed: tablets, headphones, gaming items, toys, cell phones, dolls, trading cards and other spare time items. These items or others like them shall not be brought to Monroe Preparatory Academy unless the teacher or HEAD OF SCHOOL has given specific permission.

USE OF TELEPHONES

Students are not permitted to make calls on the telephone unless the HEAD OF SCHOOL or Executive Office Assistant gives permission. **STUDENTS WILL NOT BE CALLED FROM CLASS FOR TELEPHONE CALLS.** Phone messages from parents to students may be given to the secretary, who will give the message to the student. It is extremely disruptive to have students called from class. No telephone calls will be forwarded to the classrooms. Cell phones must be turned off and turned over to the classroom teacher upon arrival, except when permitted to be used by a student consistent with a Section 504 Plan or IEP to support student learning or monitor and address a health concern. Monroe Preparatory Academy is not responsible for the loss or theft of a cell phone.

In the event that a student is seen with a cell phone at any time during the school day, the phone will be confiscated and held by a school official until picked up by a parent or guardian. Students who violate this policy may result in discipline.

23 Please Note: The school is not responsible for the cost, usage, or replacement of lost, damaged, or stolen

cell phones that are brought to the school whether confiscated by staff or in possession of a student.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the HEAD OF SCHOOL. A minimum of twenty-four (24) hour notice is required to ensure that the HEAD OF SCHOOL has the opportunity to review the announcement or posting.

ARRIVAL AND DISMISSAL

ARRIVAL AND DISMISSAL: During morning drop off and afternoon pickup we ask that parents follow MPA procedures closely to protect all children. **After allocated drop-off time, all students must be escorted into the school building and signed in by a parent or guardian.** We ask that parents pick up their students no later than 3:15 from the school building.

You may ask the staff member that is monitoring arrival/dismissal for assistance.

MPA'S PARTIES - FOOD POLICY

Monroe Preparatory Academy wants all children to celebrate events in a very safe and secure manner. We recognize that some students may have severe life-threatening reactions to certain foods. Therefore, it is necessary that you communicate with your child's teacher and/or school office when coordinating treats for birthdays and other events. Please work with your child's teacher to develop appropriate ways to celebrate with your child - all parties and functions are at the discretion of Monroe Preparatory Academy and its teachers.

IT IS MPA'S POLICY NOT TO PASS OUT BIRTHDAY INVITATIONS UNLESS THERE IS ONE FOR EACH MEMBER OF THE CLASS. HANDING OUT A FEW INVITATIONS MAY CAUSE DISRUPTION AND HURT FEELINGS.

LEAVING MONROE PREPARATORY ACADEMY

Students may not leave Monroe Preparatory Academy grounds without permission from office personnel. Before this can be granted, a written request from the parent must be presented. **STUDENTS MUST BE SIGNED OUT IN THE OFFICE BY PARENT/GUARDIAN BEFORE LEAVING THE BUILDING DURING MPA'S DAY AND/OR AFTER SCHOOL.**

Students leaving Monroe Preparatory Academy without permission will be considered truant. Law Enforcement will be called at the discretion of the HEAD OF SCHOOL.

GUM

The chewing of gum will not be allowed during the school day. Students should not bring . gum to Monroe Preparatory Academy. **PLEASE DO NOT SEND GUM OR GUM PRODUCTS AS A BIRTHDAY OR PARTY TREAT.**

MONEY AND OTHER VALUABLES

If money is being sent to Monroe Preparatory Academy, parents should:

- Place the money in an envelope
- Include a note inside, stating the reason for the money being sent
- Place the teacher's name and child's name on the outside of the envelope

We discourage parents from allowing children to bring large amounts of money to the MPA.

Students are not allowed to bring valuable equipment such as cell phones, tablets, video games, and remote-controlled cars, or other electronic toys unless there is a special occasion, and prior permission

granted from the teacher and parent. If such items are brought to Monroe Preparatory Academy they will be confiscated until a parent picks the item up. MPA is not responsible for any lost, stolen or damaged items that are brought to school.

Cell phones are discouraged and will be taken if seen or heard.

STUDENT PICTURES

Families may purchase student pictures each year. Students will have their individual pictures taken early in the school year. Specific information about the procedure and purchase of pictures will be sent home prior to picture day. Specific times for pictures will be established.

PARENT INVOLVEMENT

Monroe Preparatory Academy encourages volunteerism in the school. Volunteers are important

to our educational program. When parents volunteer in Monroe Preparatory Academy, they should be positive role models for our students and follow all school rules.

Volunteers are required to sign in and out at the MPA office and obtain a visitor's pass each time they are volunteering in the building.

SCHOOL-FAMILY COMPACT

Monroe Preparatory Academy and all Parents and family members (family) of students, including the family of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act ("ESEA"), agree that this compact outlines how the family, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and family will build and develop a partnership that will help children achieve the State's high standards.

This school-family compact is in effect during the current school year.

School Responsibilities

The School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's academic standards
2. Hold parent-teacher conferences at least annually during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide family with frequent reports on their children's progress.
4. Provide family reasonable access to staff.
5. Provide family opportunities to volunteer and participate in their child's class, and to observe classroom activities
6. Treat all members of the School's family with respect and dignity.
7. Know the curriculum and state standards.
8. Establish clear rules for acceptable behavior, class participation, grades and assignments.
9. Discipline students in a fair and consistent manner.

Additional details regarding the Academy's commitments are outlined herein.

Family Responsibilities

You, as family, agree to support your children's learning in the following ways:

251. You will treat all members of the School family with respect and dignity.

2. You will know and understand school rules and cooperate with school personnel in the enforcement of school rules.
3. You will support the school's zero tolerance policy toward any physical aggression.
4. You will communicate our comments, questions, and concerns to the appropriate personnel.
5. You will send our child to school in accordance with the school dress code.
6. You will attend any meeting concerning the welfare and well-being of our child, including report card conferences, IEP meetings, and any other intervention meetings.
7. You will send our child to school on time and on a regular basis as required by the law.
8. You will inform the school of change of phone numbers and addresses.
9. You will support the completion of all homework and our child's reading for 15 minutes daily.
10. You will monitor the amount of television our child watches.
11. You will participate, as appropriate, in decisions relating to our child's education.
12. You will stay informed about our child's education and communicate with the school by promptly reading and responding to all notices from the school.
13. You will serve; to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the School's School Improvement Team, the Title I Policy Advisory Committee, the Policy Advisory Council, the School Support Team, or other school advisory or policy groups.
14. You will be sure that our child attends all Extended Day Educational Services, such as tutoring sessions before or after school or during weekends. We recognize that those supplemental activities are a required part of the child's educational program and the School curriculum and the failure to assure a child's attendance at such sessions could result in retention or discipline under school policy.

Student Responsibilities

I, as a student, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, I will:

1. Do my homework every day and ask for help when I need to.
2. Read at least thirty minutes every day outside of school time.
3. Give my family or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Parent's Right-to-Know

Under federal law, the Academy must notify parents of their right to request certain information about their child's education. We are happy to provide this information to you, and we will do so in a timely manner.

At any time, you may request information about state or school policies or procedures regarding student participation in any required assessment. This information will include the right to opt out of the assessment, if such a right applies. In addition, you may ask:

- Whether the teacher met State qualification requirements for the grade level and subject in which he/she teach,
- Whether the teacher is teaching under an emergency or provisional certificate through which the State requirements were waived, and
- Whether the teacher is teaching in the field of discipline of his/her certification.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and

paraprofessionals are qualified. If you have any questions about your child's assignment to a teacher or paraprofessional or about required assessments, please contact the HOS.

HEALTH SERVICES

When a child is enrolled for the first time in either kindergarten or first grade:

1. Prior to November 1 of the school year, the child shall be screened for disorders in hearing, vision, speech and communication, for general health or medical problems, and for developmental disorders. This screening, or any of its elements, may be provided directly by the Academy or by contract with another person or governmental entity. The Academy may also establish a list of approved providers of screening services and request the parents to utilize one of these providers.

2. Prior to August 1 of the school year, the parents or guardians of the child must be provided with information about the screening program. If the Academy has determined that screening is to be obtained by the parents or guardians, it must prepare a list of providers together with information about screening services available in the community to those who cannot afford them. A parent or guardian may reject the requested screenings by signing a written statement to the effect that he/she does not wish to have his/her child receive such screening.

If the results of any health screening reveal the possibility of special learning needs, the Academy is required to conduct further assessment in accordance with laws regarding the education of children with disabilities.

Any child shall be exempted from the following examinations: (a) from a dental inspection if the child has been examined for dental defects by a regularly licensed dentist; (b) from a hearing test if he has been examined by a regularly licensed physician; and/or (c) from a vision test if he has been examined by a regularly licensed physician or optometrist. The parent shall provide evidence that the child was examined within the twelve (12) months immediately preceding the scheduled date of Academy examinations.

If Monroe Preparatory Academy provides hearing and vision screenings directly or by contract, Monroe Preparatory Academy shall:

1. Utilize methods and testing devices that are approved by the department of health;
2. Keep an accurate record of such tests and of measures taken to correct such hearing and visual defect on a form prescribed and furnished or approved by the Director of Health;
3. Make statistical data from such records available to official state and local health, education, and human services departments and agencies;
4. Make individual records available to such departments and agencies only where there is evidence that no measures have been taken to correct defects determined by such tests.

Monroe Preparatory Academy will also make available for review by parents, upon a reasonable request, any instructional material used as part of the educational curriculum for students, including instructional material as required by R.C. 3313.473. Please contact the HOS if you have any questions.

Consistent with R.C. 3313.473, the Academy may provide or facilitate the provision of health care services from time to time to support the needs of students. Consistent with Ohio law, notice and consent may be required prior to providing health care services. The Academy respects a parent's option to withhold consent or decline any specified service. Parental consent to health care services does not waive the parent's right to access the parent's student's educational or health records or to be notified about a change in the student's services or monitoring as provided in the Academy's policies.

The School's Wellness Policy is also available for review in the MPA office.

SECTION II -ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off Monroe Preparatory Academy's grounds.

Buses will transfer students to and from field trips. There are also other trips that are part of Monroe Preparatory Academy co-curricular and extra-curricular programs. **No student may participate in any MPA-sponsored trip or extra-curricular activity without written parental consent.**

Field trips are designed to extend curricular areas for our students. Parents may be asked to be a chaperone on a field trip. **ALL CHAPERONES MUST COMPLETE A BCI BACKGROUND CHECK.** The role of a chaperone is to supervise students; therefore, **siblings are not allowed to accompany parents on any field trip.**

Students whose behavior represents safety concerns may be excluded from participation in a field trip.

GRADING PERIODS

Report cards are issued at the end of each ten-week grading period.

Progress reports are sent home to the parents of all students at the midpoint of each ten- week grading period. They are used to inform parents of any problem or improvement of the students.

Parent-Teacher Conferences are scheduled in the fall and spring. Monroe Preparatory Academy calendar will list the exact dates. The classroom teacher will schedule conferences. Parents may arrange a conference with their child's teacher any time during the academic year by contacting Monroe Preparatory Academy and arranging an appointment.

PROMOTION I PLACEMENT I AND RETENTION

Many factors are taken into consideration when a student is promoted to the next level or retained at their current grade level. Each child is treated as an individual case and will be given individual consideration. Monroe Preparatory Academy does not endorse social promotion.

A student is required to be retained if he/she has failed at least two (2) courses of study, unless the HEAD OF SCHOOL and the teachers of the failed subjects determine that the student is academically prepared to be promoted. Additionally, a student shall not be promoted or allowed to pass to a higher grade or course level if the student fails to meet established standards for a particular grade or course level.

MPA may choose not to promote to the next grade level a Student who does not take a required statewide achievement assessment or make-up assessment, and who is not exempt from the requirement to take such assessment. However, with the exception of the Third Grade Reading Guaranty, MPA will not utilize a student's failure to attain a specified score on any statewide achievement assessment as a factor in any decision to deny a student's promotion to a higher grade level, except that MPA may use a student's failure to attain a score in at least the basic range on certain state assessments as a factor in deciding to deny a student's promotion.

The teachers are to confer with the HEAD OF SCHOOL concerning all retentions.

Parents are to be notified of possible retention in writing, near the end or directly after the third ten-week grading period.

A final decision to retain a student will be made no later than one week before Monroe Preparatory

Academy' year ends, and parents will be notified in writing. Teachers will arrange conferences with the parent to explain the benefits of retention and the probable effect it will have on the student's educational growth.

The HEAD OF SCHOOL will be available to discuss the reasons for promotion or retention of any student.

HOMEWORK

The assignment of homework should be expected. It is the **student's** responsibility to complete and turn in homework assignments. Homework is part of the student's preparation for assessments and their academic progress.

INTERNET AND 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 you 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 Student Code of Conduct.

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

1. Violating the conditions of federal and Ohio law dealing with students' and employees' rights to privacy; trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; or 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; or 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 Student Code of Conduct; or viewing, sending, or accessing materials that you would not want instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to his or her 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 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 are defined as offering or providing goods or services or purchasing goods or services for personal use, and include, but are 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; or
- d. any use for product advertisement or political lobbying.

Neither the Internet nor any other Technology may be used for any purpose which 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 Student Code of Conduct

Students and Staff have no expectation of privacy with respect to the use of Technology, the Internet, intranet, or email. The School monitors the online activities of students. 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 Student 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 express 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, interruptions 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 students accessing other materials. Parents should be aware of these risks.

The School will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The School will also educate students on cyberbullying awareness and response.

ARTIFICIAL INTELLIGENCE

It is understood that all students and staff may use AI technology from time-to-time on School grounds; provided however, AI shall always be used in a manner appropriate to the School's academic and moral goals, and is only permissible to be used in the academic setting when authorized by the classroom

instructor. Failure to use AI technology in an appropriate manner may subject students and staff to disciplinary action.

Artificial Intelligence Technology may not be utilized for the following:

1. Violating the conditions of federal and Ohio law dealing with students' and employees' rights to privacy;
2. Creating images which may be offensive to another user; bullying, insulting, intimidating, or attacking others; or transmitting any material in violation of federal or state law.
3. Accessing or creating profanity, obscenity, abusive, pornographic, and/ or impolite language or materials; accessing materials in violation of the Student Code of Conduct; or viewing, creating, or accessing materials that you would not want instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to his or her instructors immediately.
4. Violating copyright laws by utilizing copyrighted images. All copyright laws must be respected.
5. Plagiarizing works through AI Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user. While AI Technology may be used to support a student's learning, AI generated work shall not replace a student's work.
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 are defined as offering or providing goods or services or purchasing goods or services for personal use, and include, but are 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; or
 - d. any use for product advertisement or political lobbying.
8. Using AI for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and MPA policy.

Ohio Achievement Assessments for reading are administered twice per academic year for the third grade, and once per academic year for all other subjects for grades 4th-8th. Dates are subject to change by the Ohio Department of Education and Workforce. Parents will be informed of these dates through the school calendar.

Unless exempted, each student will be expected to pass the appropriate Ohio Achievement Assessments. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests, such as Measures of Academic Progress (MAP), will be administered in the fall, winter and spring to monitor progress and determine educational mastery level. These tests are used to help the staff determine instructional needs. We also utilize several assessments through supplemental academic technology or through group and/or individualized progress monitoring, such as DIBELS. Please ask your building HEAD OF SCHOOL or DIRECTOR OF ACADEMICS any questions you may have regarding assessments.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by

teachers to assess how well the students have achieved specific standardized objectives.

SECTION III - STUDENT CONDUCT ATTENDANCE

MPA Attendance Policy

IT IS IMPERATIVE THAT STUDENTS BE IN ATTENDANCE EACH SCHOOL DAY IN ORDER NOT TO MISS A SIGNIFICANT PORTION OF THEIR EDUCATION. Important learning results from active participation in classroom and other MPA activities, which cannot be replaced by individual study.

Monroe Preparatory Academy is also concerned about helping students develop a high-quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit MPA wants to help students develop as early as possible.

Truancy

A student shall be considered habitually truant when the student is absent without legitimate excuse for 30 or more consecutive hours, 42 hours or more in one school month, or 72 hours or more in a school year.

The School may take legal action against the parent/guardian pursuant to ORC 3321.20 or ORC 3321.38 if a student is not attending school.

See the Attendance, Truancy and Automatic Withdrawal policy in the Board Policy Manual for more information.

Ohio law demands that any student who, without legitimate excuse, fails to participate in 72 consecutive hours of learning opportunities offered to the student by Monroe Preparatory Academy shall be automatically withdrawn from Monroe Preparatory Academy. Monroe Preparatory Academy will send notice of automatic withdrawal to the Erie County Court of Common Pleas, Juvenile Branch, and to the public school district where the student's parent/guardian resides.

A student shall be considered chronically absent when the student is absent (with a legitimate non-medical and non-religious expression excuse) 92 or more hours in one school year.

When a student is chronically absent the School will notify the student's parents in writing of the student's absence. The School will develop strategies and a plan for intervention to improve student attendance plan which may include any applicable appropriate interventions contained in this policy.

Excused Absences

Students may be excused from Monroe Preparatory Academy for one of the following reasons and will be provided an opportunity to make-up missed MPA work and/or tests:

- Personal physical illness that prevents attendance at School
- Personal mental illness such that the student will not benefit from instruction
- Illness in the family necessitating the presence of the child
- Quarantine in the home
- Death in the family
- Medical, behavioral, or dental appointments
- Observance of religious holidays or expression of religious beliefs consistent with the truly held

religious beliefs of the child or the child's family for no more than three (3) school days (the Principal may require confirmation of the parent's signature requesting the absence, but may not inquire as to the sincerity of the student's religious or spiritual belief system).

- College or university visits
- Pre-enlistment reporting to military enlistment processing
- Absence due to a placement in or changes to a foster care placement or any court proceeding related to a student's foster care status.
- Absences due to a student being homeless.
- Absences due to deployment activities of a parent or custodian.
- The existence of an emergency condition at home such as absence, illness, or death of the parent or custodian.
- Necessary work in a family business or on a family farm
- Necessary work directly and exclusively for a child's parent, if the child is over the age of fourteen (14) and has been in regular attendance at school during the current school year
- Instruction at home from a person qualified to teach the branches of education in which instruction is required, and such additional branches, as the advancement and needs of the child may require
- An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.
- If a student is absent from School for the sole purpose of traveling out of state to participate in a School-approved enrichment activity or extracurricular activity, the School shall count that absence as an excused absence, up to a maximum of twenty-four (24) hours per school year that the School is open for instruction. The student must complete any classroom assignments he/she misses due to the absence. If the student will be absent for twenty-four (24) or more consecutive hours that the School is open for instruction, a classroom teacher must accompany the student during the travel period to provide the student with instructional assistance in order to count the student as in attendance.

The School reserves the right to verify statements and to investigate the cause of absence.

PARENTS MUST PROVIDE AN EXPLANATION FOR THEIR CHILD'S ABSENCE BY NO LATER THAN 9:00 A.M. ON THE DAY OF THE ABSENCE AND SEND A NOTE WHEN THE CHILD

RETURNS TO SCHOOL. They are to call the Monroe Preparatory Academy office and explain the reason for the absence. If the absence can be foreseen (the "good cause" must be approved by the HEAD OF SCHOOL), the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work. If a parent does not call the MPA, the MPA office will call at a pre-determined time to notify the parent/guardian to inform him/her that their child is not in attendance.

Students who are excusably absent for more than ten (10) days in a grading period, regardless of the reasons, will be considered "frequently absent." If there is a pattern of frequent absence for "illness," the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness".

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether the pattern continues.

Suspension and expulsion from Monroe Preparatory Academy

A suspended or expelled student should take self-responsibility for completing schoolwork missed due to suspension or expulsion. It is recommended that students complete missed assignments during the suspension or expulsion and turn them into the teacher upon his/her return to school. Assignments may be obtained from the teacher within two (2) days of a suspension or expulsion. The student will not be given

credit for improperly completed assignments.

Excusable, Non-approved Absence

If a student is absent from MPA because of illness or vacation, the absence will not be considered truancy, and she/he may be given the opportunity to make up the schoolwork that is missed.

Unexcused Absences

Any student who is absent from Monroe Preparatory Academy for all or any part of the day without a legitimate excuse may be considered truant and the student and his/her parents may be subject to the truancy laws of the State of Ohio.

Notification of Absence

IF A STUDENT IS GOING TO BE ABSENT, THE PARENTS MUST CONTACT MPA BY 9:00 A.M. AND PROVIDE AN EXPLANATION. IF PRIOR CONTACT IS NOT POSSIBLE, THE PARENTS SHOULD PROVIDE A WRITTEN EXCUSE AS SOON AS POSSIBLE. WHEN NO EXCUSE IS PROVIDED, THE ABSENCE WILL BE UNEXCUSED AND THE STUDENT WILL BE CONSIDERED TRUANT.

If the absence of a student appears to be questionable or excessive, Monroe Preparatory Academy staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of Monroe Preparatory Academy' day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Tardiness

A student who is not in his/her assigned location by the start of the Monroe Preparatory Academy day shall be considered tardy. **Any student arriving late to Monroe Preparatory Academy is to report to the office with a parent/guardian to sign them in before proceeding to class.** A pass is required for admittance to class. If a student misses any part of the instructional school day, his/her attendance is affected. Excessive tardiness causes students to miss instruction which will impact their academic achievement.

Vacations during the school year

Parents are encouraged not to take their child out of Monroe Preparatory Academy for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the HEAD OF SCHOOL and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that can be completed during the trip.

Make-up of Tests and Other MPA'S Work for Excused Absences

Students who are excusably absent from MPA shall be given the opportunity to make- up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to an excused absence, she/he will be given the opportunity to take the missed test at a time designated by the classroom teacher.

If she/he misses an Ohio Air Test or other standardized tests, the student should consult with the teacher to arrange for taking the test within the testing window.

STUDENT ATTENDANCE AT MONROE PREPARATORY ACADEMY EVENTS

Monroe Preparatory Academy encourages students to attend as many MPA events held after school as possible, without interfering with their schoolwork and home activities.

Enthusiastic spectators help to build Monroe Preparatory Academy spirit and to encourage those students who are participating in the event.

However, to ensure that students attending evening events as spectators are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. **Monroe Preparatory Academy will not be able to supervise unaccompanied students nor, will MPA or its staff be responsible for students who arrive without an adult chaperone.**

Monroe Preparatory Academy will continue to provide adequate supervision for all students who are participants in MPA activities. Students must comply with the Code of Conduct at all MPA events, regardless of the location. Unacceptable student behavior may prohibit a student's attendance at school events.

STUDENT RULES OF CONDUCT

A major component of the educational program at Monroe Preparatory Academy is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The Student Rules of Conduct apply at all times on Monroe Preparatory Academy owned or controlled property, including buses or other MPA transportation vehicles owned, controlled, or utilized by District students, at Monroe Preparatory Academy activities and functions, and when students are otherwise under the authority of MPA personnel. These Rules also apply to conduct by a student that occurs off property owned or controlled by Monroe Preparatory Academy but that is connected to activities or incidents that have occurred on property owned or controlled by Monroe Preparatory Academy. Finally, these Rules also apply to misconduct by a student, regardless of where it occurs, that is directed at an MPA official or employee or the property of an MPA official or employee.

The HEAD OF SCHOOL is deemed to have all the power and authority accorded a principal and a superintendent in a traditional public school. The Board of Trustees is deemed to have all the power and authority accorded a board of education in a traditional public- school district.

A copy of this policy shall be posted in a central location in Monroe Preparatory Academy and made available to students upon request. No student shall be suspended, expelled, or removed except in accordance with this policy.

Expected Behaviors

Each student shall be expected to:

- A. Abide by national, state, and local laws, as well as, the rules of MPA.
- B. Respect the civil rights of others.
- C. Act courteously to adults and fellow students.
- D. Be prompt to Monroe Preparatory Academy and attentive in class.
- E. Complete assigned tasks on time and as directed.
- F. Help maintain a school environment that is safe, friendly, and productive.

- G. Act always in a manner that reflects pride in self, family, and in MPA.
H. Follow school-wide rules and expectations:

P - Prepared
R-Respectful

I - Independent
D - Disciplined
E- Engaged

Dress Code and Grooming:

While fashions change, the reason for being in Monroe Preparatory Academy does not. Students are in Monroe Preparatory Academy to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

The dress code guidelines are as follows:

Bottoms (solid colors)

Pants**

Shorts* Jumpers* Skorts* Skirts

**All shorts, skirts, jumpers, and skorts must not be any shorter than the end of the fingertips when arms are straight down.*

****Pants must fit appropriately at the waist.
No baggy/saggy pants. No rips, holes or tears.
No undergarments visible.*

Tops (Any graphics or patterns must be school appropriate)

*Polo Shirts, collared button-down shirts or blouse, turtlenecks, sweaters or t-shirts.

No hoodies, cut-off shirts, mesh shirts, spaghetti straps, crop tops, tube tops or tank tops

Coats with or without hoods and blankets are not permitted in the classroom learning environment.

Shoes

Dress shoes or tennis shoes (Shoes with wheels and sandals/flip-flops are prohibited.)

Belts/Accessories

No large belt buckles

Head Covering/Hat Policy: The wearing of hats or head coverings of any kind during the school day is not permitted: this includes all types of hats, bandannas, sunglasses and the like. Additionally, the wearing of hoods may not be worn at any time while inside the school building.

Special occasions, earned privileges and events may allow, at certain times, for hat or head coverings/gear to be worn. For special circumstances that may arise on an individual basis, that may require the need for these items to be worn during the school day, such needs may be addressed directly with the principal and/or school administration.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational

setting, and be subject to penalty under the Student Code of Conduct.

In the event that the Academy allows a dress-down day, the following styles or manner of dress are NOT PERMITTED:

1. Clothing that is disruptive to the educational process.
2. Cut-off tops, half shirts, mesh shirts, tank tops, short shorts, and short skirts.
3. Items of clothing that contain profanity, suggestive comments or obscenities.
4. Clothing, which advertises drug or alcohol use or depicts inappropriate logos
5. Wearing of hats, bandannas, visors, sunglasses, etc. **in** the building.

Students who are representing Monroe Preparatory Academy at an official function or public event may be required to follow specific dress requirements.

Students that have purchased "MPA Wear" are permitted to wear that clothing to school.

Consequences for Non-Compliance with Dress Code Policy

Students who do not comply with the dress code policy may be given a verbal warning. If a student is out of compliance, the parent may be contacted to bring a change of clothes to the school. If a student continues to violate dress code policy, the parent may be contacted with a written notice, asked to come in for a meeting, or contacted to take the student home.

Care of Property

Students are responsible for the care of their own personal property. MPA will not be responsible for personal property. **Valuables such as jewelry or irreplaceable items should not be brought to Monroe Preparatory Academy.** Monroe Preparatory Academy may confiscate such items and return them to the student's parents. Excessive amounts of cash are also not to be brought to school.

Damage to or loss of MPA' equipment and facilities wastes taxpayers' money and undermines Monroe Preparatory Academy' program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct, and the incident may be reported to law enforcement officials.

SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Trustees, if there is a reasonable suspicion that the student is in violation of law or MPA' rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students may be provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of Monroe Preparatory Academy and may be searched at any time, *with or without* reasonable suspicion that a student has violated the law or Monroe Preparatory Academy rules. Locks are to prevent theft, not to prevent searches. All property of Monroe Preparatory Academy, including lockers, may be subject to random or for-cause search.

Anything that is found during a search that may be evidence of a violation of Monroe Preparatory Academy rules or the law may be taken and held or turned over to the police. Monroe Preparatory Academy reserves

the right not to return items which have been confiscated. During any search, students' privacy rights will be respected regarding any items that are not illegal or against the Monroe Preparatory Academy policy.

All computers located in classrooms, labs and offices of Monroe Preparatory Academy are the Monroe Preparatory Academy's property and are to be used by students, where appropriate, solely for educational purposes. Monroe Preparatory Academy retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in, or used in conjunction with Monroe Preparatory Academy computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by Monroe Preparatory Academy with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and Monroe Preparatory Academy retains the right to access information despite a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

Monroe Preparatory Academy recognizes students' right of expression. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following MPA' guidelines:

Students who wish to display materials that meet MPA's guidelines may present them to the HEAD OF SCHOOL twenty-four (24) hours prior to display.

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. is insulting or harassing,
 - 4. may incite fighting or presents a likelihood of disrupting Monroe Preparatory Academy or a school event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

STUDENT CONCERNS, SUGGESIONS, AND GRIEVANCES

Monroe Preparatory Academy is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve MPA, she/he should feel free to offer them. Written suggestions may be presented directly to the HEAD OF SCHOOL.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the HEAD OF SCHOOL.

A student may have the right to a hearing if the student believes she/he has been improperly denied participation in an MPA activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

STUDENT CODE OF CONDUCT

The Board of Trustees has adopted the following Student Code of Conduct. The Code includes the types of misconduct that will subject a student to disciplinary action and the procedures for implementing disciplinary

action.

It is the responsibility of the staff at Monroe Preparatory Academy to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the staff and administration at Monroe Preparatory Academy.

Corporal punishment is not permitted. No employee shall threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student.

The rules of the Student Code of Conduct apply to any conduct:

- On school grounds during the school day or immediately before or after school hours;
- On school grounds at any other time when the school is being used by a school group;
- On or off school grounds at any school activity, function, or event;
- Traveling to and from school, including actions on any school bus, van, or public conveyance; and
- On the Internet including but not limited to any social media platforms, whether on school grounds or off school grounds if the conduct affects the school's teachers and staff or the education of the school's students.

Bus suspensions (for bus riding privileges only, but not for suspension from School) may be imposed for any period of time as set forth in the School's Code of Conduct or in the Code of Conduct of the district providing the student transportation. Students will be provided notice of an intended suspension (which is not required to be in writing) and an opportunity to appear before the Principal before a suspension is imposed.

Immediate removal is authorized when the Student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The length of time removed from ridership shall be in accordance with the School's Code of Conduct. If immediate removal of a Student is authorized, the Student must be given notice, as soon as practicable, of the reasons for the removal and of a hearing before the Principal.

Students are being transported by the home district and not by the School must familiarize themselves with the bus rider code of conduct adopted by the transporting district. The School is able to assist in accessing these materials upon request.

Suspensions or immediate removal from bus riding privileges of disabled students shall be accomplished in accordance with the laws governing suspension and expulsion of disabled students.

The School implements a progressive discipline policy. Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the Principal and/or the highest level administrator of the School likened to a Superintendent.

First Level Offense

1. Teacher explains or reviews class and School rules and warns the student of possible consequences.
2. Teacher applies appropriate in school consequences.

Second Level Offense

1. Teacher applies appropriate consequences, including longer time-outs, or alternate areas for reflection, loss of privileges, detention, etc.
2. Teacher personally communicates the problem(s) with the student's parent(s).
3. Teacher sends a written report home and a copy to the office.

Third Level Offense

If actions taken at Levels 1-2 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct for his or her grade level, the Principal may suspend the student from School, not to exceed ten School days, subject to Policy 273.

Fourth Level Offense

Subject to the School's policies, if actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct for his or her grade level, the highest level administrator of the School likened to a Superintendent may expel the student from School, not to exceed 80 days, unless another duration is specifically authorized, or, unless the student is permanently excluded under school policy.

The following provides examples of major areas that could result in disciplinary action. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be disciplined.

Infractions and Likely Disciplinary Action

	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet materials, 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 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 3-4 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 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 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 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
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 parent volunteers, verbally harassing other Students or Staff, and running and/or making excessive noise in the building.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.
Dress Code Violations	See Dress Code	Change into school provided uniform for the day and return it at the end of the school day. Excessive dress code violations may result in additional consequences (Levels 2-3)		
Electronic and Other Communication Devices	No Student shall display or possess any electronic devices (cellular telephones, PDA's, CD players, iPods, gaming devices, etc.) without approval on School property from the beginning of the day to the conclusion of School.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 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.
	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.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 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 which firearm was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group	Levels 1-3	Level 2-4	Level 3-4

	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student 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 student. See also Gang Policy.			
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.	Level 1	Level 1-2	Level 2 -3
Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community. See also Dignity Policy.	Level 1-2 disciplinary action.	Level 1-3 disciplinary action.	Level 2-4 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 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 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 email, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, 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 Students or Staff of the School. See also Anti-Bullying.	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.
Knife	Bringing a knife capable of causing serious bodily injury to School, onto School property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife capable of causing serious bodily injury at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Lying	Intentionally giving untrue communication.	Level 1-2	Level 1-2	Level 2-4

	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
		disciplinary action.	disciplinary action.	disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarities	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 use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students. See also Fighting Policy.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 disciplinary action.
Minor Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a minor safety risk include, but are not limited to: • Talking during safety drills • Running, pushing, yelling, or other inappropriate behaviors • Any inappropriate playground behaviors • Minor insubordination to adults	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.
Major Safety	Behavior that creates a more severe possibility of harm to oneself or others, including but not limited to • Leaving the school building or grounds without permission • Other acts which could harm the student or others	Level 2-4	Level 2-4	Level 2-4
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), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event. See also Drugs and Alcohol.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.	Level 4 disciplinary action.
Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia (including e-cigarettes, vapor-based nicotine, and lighters). See also Use of Tobacco on School Premises.	Level 1-2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 2- 4 disciplinary action.
School Property	Textbooks, computers, and school facilities are available for student 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: • Defacing textbooks, library books, and other school materials • Destruction or improper use of school computers, printers, or other technology • Defacing/destruction of school property	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.

	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	including desks, walls, lockers, etc. • Failure to respect the property of other students, teachers, school personnel, etc. • Gum chewing on school property • Improper use of restrooms and/or supplies • Stealing			
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 Harassment Policies.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Tardiness	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.
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 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Toys or Play Objects	School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student 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: • Bringing toys or distracting objects to school • Creating toys or distracting objects at school	Level 1 disciplinary action.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.
Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures. See also Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.

The School intends to comply with Title IX of the Education Amendments Act of 1972, which states, in part: "No persons in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving financial assistance "

As such, the School does not discriminate on the basis of sex in its education program or activities, and is required by Title IX and its regulations not to discriminate in such a manner. This requirement not to discriminate in the education program or activity extends to admission and employment. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, disability, and/or other legally protected category.

The harassment by a student of a staff member or fellow student is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline.

The following person shall be the Compliance Officer /Title IX Coordinator /Section 504 Coordinator/ Title VI Coordinator and is responsible for investigating any complaint alleging noncompliance with Title IX.

Rachel Blackshire
328 E. Monroe Street Sandusky, OH
44870 567-998-7522
rblackshire@monroeprep.org

Any person may report discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the above individual receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address.

The harassment of a student or a staff member should be reported immediately by the student or staff member to any teacher or to the HOS or his/her designee. Any person who receives such a report shall immediately advise the HOS or his/her designee or a Board member, who will investigate and take appropriate action in accordance with Board directives.

Should any Academy employee, or Academy official who has authority to institute corrective measures on behalf of the School, receive notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator for further action in accordance with Board directives.

Inquiries about the application of Title IX and its regulations to the School may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department, or both.

A copy of the Title IX Grievance Procedure is available on the Academy's website or upon request from the front office.

Hazing

The Academy prohibits all acts of hazing. Hazing, like other violent and disruptive behaviors, is conduct that disrupts both a student's ability to learn and the Academy's ability to educate its students in a safe and civil environment. No person shall recklessly participate in the hazing of another. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Anti-Harassment, Intimidation, and Bullying Policy

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student 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 the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students 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, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once, and the behavior both causes mental or physical harm to the other student and is

sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; 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, sometimes called "cyberbullying."

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student 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 Student'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 cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying, or cyber-bullying range from positive behavior intervention 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 student's First Amendment rights under the United States Constitution.

All school personnel, volunteers, and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Should any School employee, or School official who has authority to institute corrective measures on behalf of the School, receive notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in

writing. In the case of sexual harassment as defined by Title IX, the School shall follow the School's Title IX Grievance Procedure. For all other incidents, the Principal or his/her designee is responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See **Appendix 264.1-A** Form for Reporting Incidents of Harassment Intimidation and Bullying). Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. To the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents 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. All School personnel, volunteers, and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy promptly and in good faith.

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 his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures.

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying, and Students who deliberately do so will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims from new or additional harassment, intimidation, or bullying, and from retaliation: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents 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 students. 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.*, detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal, or other decision-maker in the case of sexual harassment. 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, students 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 students or groups of students, 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, students are subject to the full range of disciplinary consequences. In- and 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 of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors 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 or federal law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually, including a written or verbal discussion of the consequences for violations. The School may form a prevention task force and/ or

programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct.

The School shall incorporate training on this policy into the in-service training required under R.C. 3319.073. The School may provide training, workshops, or courses to other Staff and volunteers who have direct contact with students

CORRECTIVE ACTION

It is important to remember that the rules apply going to and from Monroe Preparatory Academy, at

Monroe Preparatory Academy, on the property of Monroe Preparatory Academy, at Monroe Preparatory Academy-sponsored events, and on school transportation. In some cases, a student can be suspended or expelled from the MPA.

Ultimately, it is the HEAD OF SCHOOL's responsibility to keep things orderly. In all cases, Monroe Preparatory Academy shall attempt to make corrective action prompt and equitable and to have the corrective action match the severity of the incident.

DEFINITIONS

- **Verbal Reprimand/Warning**
- **Detentions** - Up to an hour before or after school on a day MPA is in session under the supervision of Monroe Preparatory Academy personnel. Parent notification and acknowledgment will be made prior to detention.
- **In-school Suspension** - Isolation from peers (one hour to all day). Daily class work will be made available. Credit will be given for all complete work Removal from co- curricular activities may occur.
- **Out-of-school Suspension** - Removal from Academy up to 10 days. Removal from co- curricular activities.
- **Expulsion** the HEAD OF SCHOOL may expel a student from Monroe Preparatory Academy for a period not to exceed the greater of eighty school days or the number of school days remaining in this semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended consistent with the Code of Conduct and state law. If, at the time an expulsion is imposed, there are fewer than eighty MPA' days remaining in the school year, in which the incident that gives rise to the expulsion takes place, the HEAD OF SCHOOL may apply any remaining part or all the period of the expulsion to the following school year.
- **Saturday school** - Saturday school may be used as an alternative form of discipline at the discretion of the HEAD OF SCHOOL.

Two types of corrective action are possible, informal corrective action and formal discipline.

Informal Corrective Action

Informal correction action takes place within the Academy. It includes:

- counsel with student
- remove certain privileges
- arrange student and/or parent conference
- behavior contract
- change of seating or location

- recess, lunch-time, before or after-Academy detention
- in-school restriction

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) days' notice. The student's parents are responsible for transportation. **Formal Discipline**

Formal discipline removes the student from the MPA. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from Monroe Preparatory Academy. Suspensions and expulsions may carry over into the next school year.

Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Note - Multiple staff are certified in the de-escalation training program (non-violent crisis intervention) offered by Crisis Prevention Institute.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.A.) and the Americans with Disabilities Act (AD.A.), or Section 504 of the Rehabilitation Act of 1973.

PROCEDURES FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL

A. Suspension

Suspension is defined as the denial to a student for a period of at least one (1) but no more than ten (10) school days.

After alleged misconduct becomes known to MPA' administrators, the student shall be given written notice of the intention to suspend and the reasons for such action by the HEAD OF SCHOOL or assistant administrator. The student will be given an opportunity to appear at an informal hearing before the HEAD OF SCHOOL or assistant administrator, or designee, to challenge the reasons for the possible suspension or to otherwise explain his/her actions.

Within one school day after the time of a student's suspension, the HEAD OF SCHOOL or assistant administrator, or designee shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Directors. The notice shall specify the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student, or his/her parent, guardian or custodian to appeal the suspension to the Board of Directors (or to its designee) within fourteen (14) calendar days of the first date of suspension, to be represented in the appeal proceeding, and to request that such hearing be held in executive session if conducted by the Board of Directors.

This procedure shall not and need not be followed in cases where a student is removed from any extracurricular activities.

B. Expulsion

Expulsion is defined as the denial to the student, for a period of more than ten (10) school days but less than eighty (80) school days (except for circumstances identified below), of permission to attend Academy and to take part in any Academy function.

Prior to any expulsion, the HEAD OF SCHOOL shall give the student and his/her parent, guardian or custodian written notice of the possibility of expulsion and shall provide the student and his/her parent, guardian or custodian with an opportunity to appear in person before the HEAD OF SCHOOL or designee and challenge the reasons for the possible expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the possible expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the HEAD OF SCHOOL or designee to hear and to challenge the reasons for the possible expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) days nor later than five (5) days after the notice is given unless the HEAD OF SCHOOL grants an extension of time at the request of the student, or his/her parent, guardian, custodian or representative. Such extensions shall not exceed five (5) days. If an extension of time is granted, the HEAD OF SCHOOL or designee shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within one school day after the time of any expulsion, the HEAD OF SCHOOL shall send written notice to the student and his/her parent, guardian or custodian and the Treasurer of the Board of Directors. The notice shall specify the duration of the expulsion and the reasons therefore. If applicable, the notice shall also state the conditions required for reinstatement. It also shall include notification of the right of the student or his/her parent, guardian or custodian to appeal the expulsion to the Board of Directors or to its designee within fourteen (14) days of the expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee to be heard against the expulsion, and to request that such hearing be held in executive session if conducted by the Board.

The HEAD OF SCHOOL shall initiate expulsion proceedings pursuant to R.C. 3313.66 with respect to any student who has committed an act warranting expulsion under the Academy's policy regarding expulsion even if the student has withdrawn from MPA for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the MPA, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from Monroe Preparatory Academy.

Suspensions and expulsions may be carried over into the following school year. When students are expelled for more than twenty (20) school days or for any period that extends into the next school year, the HEAD OF SCHOOL shall give the expelled student(s) the names, addresses and telephone numbers of public and private agencies that work toward improving student attitudes and behavior.

A student shall be expelled for one (1) year for bringing a firearm to Monroe Preparatory Academy or onto school property (any property owned, used, or leased by Monroe Preparatory Academy for its use, extracurricular, or school-related events). A student 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 academy program or activity that is located at a school or on school property;
2. bringing a knife to the Academy, onto school property, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the Academy or in which the Academy is a participant;
3. possessing a firearm or knife at Academy, on school property, or at an interscholastic competition, an extracurricular event, or any other Academy program or activity which firearm or knife was initially brought onto school property by another person;
5. making a bomb threat to a school building or to any premises at which an Academy activity is occurring

at the time of the threat.

The HEAD OF SCHOOL is authorized to expel a student from Monroe Preparatory Academy for a period not to exceed one year for committing an act that is a criminal offense when committed as an adult and that results in serious physical harm to persons as defined in Division (A)(5) of Section 2901.01 of the Revised Code or serious physical harm to property as defined in Division (A)(6) of Section 2901.01 of the Revised Code while the student is at the Academy, on any other property owned or controlled by the Board, or at an interscholastic competition, an extracurricular event, or any other MPA program or activity not located either in an MPA or property owned or controlled by the Board. Any expulsion under this division shall extend, as necessary, into the school year in which the incident that gives rise to the expulsion takes place. The expulsion period may be reduced on a case-by-case basis for such reasons as the age and mental capacity of the student, the student's prior disciplinary record, the degree of remorse shown, and any other fact deemed mitigating by the HEAD OF SCHOOL under the circumstances.

Whenever a student is suspended or expelled for possession or use of drugs or a firearm, knife, or other weapon, the HEAD OF SCHOOL shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of R.C. 3321.13(B) (3).

A student may also be subject to a conditional expulsion for a period not to exceed one hundred eighty

(180) school days for actions that the Superintendent determines pose imminent and severe endangerment to the health and safety of other students or school employees, even though the student's actions may not qualify for permanent exclusion under R.C. 3313.662. Upon the conditional expulsion of a student for such reason, the Superintendent shall develop conditions for that student to satisfy prior to reinstatement. The Superintendent shall provide a copy of these conditions in writing to the Board, the student, and the student's parent at the beginning of the conditional expulsion period. One of the conditions developed by the Superintendent shall be an assessment to determine whether the student poses a danger to the student's self or to other students or school employees, and may include recommendations for contingent conditions on the student's reinstatement. The assessment shall be completed by a psychiatrist, licensed psychologist, or licensed school psychologist employed or contracted by the School. The psychiatrist, psychologist, or school psychologist shall be agreed upon by both the Superintendent and the student's parent. If the psychiatrist, psychologist, or school psychologist is not employed or contracted by the School, the cost of the assessment shall be referred for payment to the student's health insurance. Any costs not covered by the student's health insurance shall be paid by the School. The School shall pay in full for an assessment completed by a psychiatrist, psychologist, or school psychologist that is employed or contracted by the School.

At the end of a conditional expulsion period, the Superintendent shall give notice in writing of the intent to consider whether the Student has been sufficiently rehabilitated or may otherwise be subject to continued conditional expulsion, and provide the student and student's parent or representative an opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the determination of sufficient rehabilitation, the reasons for the intended conditional expulsion or otherwise explain the Student's actions. The Superintendent, in consultation with a multidisciplinary team selected by the superintendent, shall assess the student and determine whether the student has shown sufficient rehabilitation to be reinstated. The Superintendent shall take into consideration both the assessment by the psychiatrist, psychologist, or school psychologist and whether or not the student has met the conditions developed by the Superintendent at the beginning of the conditional expulsion period. Upon the assessment of the student, if the Superintendent determines that the student has shown sufficient rehabilitation, the Superintendent may reinstate that student. If the Superintendent determines that the student has not shown sufficient rehabilitation, the Superintendent may extend the conditional expulsion for an additional period not to exceed ninety (90) school days. The Superintendent shall notify in writing the parent of the determination within one school day.

If the Superintendent extends the conditional expulsion period, the Superintendent shall develop conditions

for that student to satisfy prior to that student's reinstatement, which may be the same as those developed for the original expulsion period. The Superintendent shall provide a copy of these conditions in writing to the Board, the student, and the student's parent at the beginning of the extended conditional expulsion period. At the end of the extended conditional expulsion period, the Superintendent shall reassess the student in the same manner as required at the end of the original conditional expulsion period. There is no limit on the number of times the Superintendent may extend a conditional expulsion.

Prior to the end of the original conditional expulsion period or of an extended conditional expulsion period, if the student has met all of the conditions developed by the Superintendent, the Superintendent may reduce the conditional expulsion on a case-by-case basis.

Prior to the end of the original conditional expulsion period or of an extended conditional expulsion period, the student or the student's parent may request the Superintendent to complete an early assessment of the student. If requested, the Superintendent shall assess the student as if it were the end of the conditional expulsion period, and make a determination. A student or student's parent may request one early assessment for the original conditional expulsion period and for each extended conditional expulsion period.

The Superintendent may develop contingent conditions for a student's reinstatement. The conditions may include the conditions developed for the original conditional expulsion period and recommendations made by a psychiatrist, psychologist, or school psychologist. The Superintendent shall establish a duration under which a student must meet the contingent conditions that may extend to a student's graduation date. The Superintendent shall provide a copy of these conditions in writing to the Board, the student, and the student's parent when the Superintendent makes a reinstatement determination. If a student fails to meet the contingent conditions, the Superintendent may revoke the student's reinstatement and establish an extended conditional expulsion period under the same process as if reviewing a student for reinstatement.

C. Emergency Removals

In the event that, in the opinion of the Principal or his/ her designee, a student'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 student may be removed from the premises without formal suspension or expulsion procedures. A removed student in grades pre-kindergarten through three may be removed for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the following school day without a hearing, unless the student's conduct warranting the emergency removal is likely to result in an out-of-school suspension or expulsion. Students in grades four through twelve may be removed, and must be provided with notice and procedures to follow the removal in accordance with R.C. 3313.66, including a hearing on the next school day following the removal.

D. Other Matters

1. The student and his/her parent, guardian, or custodian may be requested to come to Monroe Preparatory Academy for a conference with the HEAD OF SCHOOL or assistant administrator, or designee. This conference shall normally be held no later than the date the student is scheduled to return to Monroe Preparatory Academy from a suspension or expulsion.
2. Personnel employed by Monroe Preparatory Academy to direct, supervise, or coach a pupil activity program may prohibit a student from participating in that program for up to five school days for violation of MPA' rules, violation of program standards, or other cause deemed sufficient by Monroe Preparatory Academy. The HEAD OF SCHOOL or assistant administrator, or designee, may suspend a student from any or all extracurricular activities of Monroe Preparatory Academy for any extended period.

APPENDICES

MEMORANDUM TO PARENTS REGARDING BOARD OF TRUSTEES POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Trustees prohibits the use, possession, concealment, or distribution of drugs by students on MPA' grounds, in MPA'- approved vehicles, or at any MPA' related event. Drugs include any alcoholic beverage, anabolic steroid, controlled substance, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, as specified in the student handbooks, up to and including expulsion from the Academy, the Academy will also notify law enforcement officials.

Monroe Preparatory Academy is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the Academy Chief Administrative Officer or counseling office whenever such help is needed.

Parent/Student Acknowledgement of Monroe Preparatory Academy Student Code of Conduct

We, _____ and
Parent/Guardian Student

have received and read Monroe Preparatory Academy' Handbook and Code of Conduct. We

understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Monroe Preparatory Academy. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects; *that this handbook should not be construed to accord any rights or privileges to students or families beyond those accorded by law; and that this handbook may be revised at any time, with or without notice.*

Parent/Guardian Signature

Student Signature

Date