

**The Columbus Academy Upper School**



**Student Handbook  
2011-12**

# The Columbus Academy Upper School



## Student Handbook 2011-12

**John M. Mackenzie**  
Headmaster

**Shane MacElhiney**  
Head of Upper School

**Sheri Dillon**  
Dean of Students

**Darnell Heywood**  
Co-Director of College Counseling

**Christopher Jones**  
Co-Director of College Counseling

**Jennifer C. Lange**  
Registrar/Administrative  
Assistant to the Head of Upper School

4300 Cherry Bottom Road · Gahanna, Ohio 43230  
Upper School Office · 614.509.2281

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# Upper School Faculty Email Addresses

|                   |  |
|-------------------|--|
| Jeffrey Arndt     | Jeffrey_Arndt@columbusacademy.org          |
| Christy Bening    | Christy_Bening@columbusacademy.org         |
| David Block       | Block@columbusacademy.org                  |
| Amy Brooks        | Amy_Brooks@columbusacademy.org             |
| Cynthia Bush      | Cynthia_Bush@columbusacademy.org           |
| Jennifer Carlin   | Jennifer_Carlin@columbusacademy.org        |
| Jackie Carron     | Jackie_Carron@columbusacademy.org          |
| Adam Cavnar       | Adam_Cavnar@columbusacademy.org            |
| Silvia Chaves     | Silvia_Chaves@columbusacademy.org          |
| Jim Collis        | Jim_Collis@columbusacademy.org             |
| John Compton      | Compton@columbusacademy.org                |
| Diane Daniel      | Diane_Daniel@columbusacademy.org           |
| Mark Daubenmier   | Mark_Daubenmier@columbusacademy.org        |
| Joel Davis        | Joel_Davis@columbusacademy.org             |
| Scott Dillon      | Scott_Dillon@columbusacademy.org           |
| Sheri Dillon      | Sheri_Dillon@columbusacademy.org           |
| Craig Dow         | Craig_Dow@columbusacademy.org              |
| Matthew Ely       | Matthew_Ely@columbusacademy.org            |
| John Exline       | John_Exline@columbusacademy.org            |
| Dominic Facciolla | Dominic_Facciolla@columbusacademy.org      |
| Stefan Farrenkopf | Stefan_Farrenkopf@columbusacademy.org      |
| Katie Frickel     | Katie_Frickel@columbusacademy.org          |
| Gerardina Garita  | Gerardina_Garita-Lacey@columbusacademy.org |
| Freda Graan       | Freda_Graan@columbusacademy.org            |
| Arjumand Haque    | Arjumand_Haque@columbusacademy.org         |
| Shaun Heale       | Shaun_Heale@columbusacademy.org            |
| Darnell Heywood   | Darnell_Heywood@columbusacademy.org        |
| Becky Hoagland    | Becky_Hoagland@columbusacademy.org         |
| Pat Hogan         | Pat_Hogan@columbusacademy.org              |
| Erich Hunker      | Erich_Hunker@columbusacademy.org           |
| Chris Jones       | Chris_Jones@columbusacademy.org            |
| John Kerr         | John_Kerr@columbusacademy.org              |
| Bob Kirk          | Bob_Kirk@columbusacademy.org               |
| Moira Landes      | Moira_Landes@columbusacademy.org           |
| Jennifer Lange    | Jennifer_Lange@columbusacademy.org         |
| Mark Larson       | Mark_Larson@columbusacademy.org            |
| Ron Leach         | Ron_Leach@columbusacademy.org              |
| Timothy Leet      | Timothy_Leet@columbusacademy.org           |
| Na Li             | Na_Li@columbusacademy.org                  |

|                    |  |
|--------------------|--|
| Scott Linder       | Scott_Linder@columbusacademy.org       |
| Shane MacElhiney   | Shane_MacElhiney@columbusacademy.org   |
| Marsha Martin      | Marsha_Martin@columbusacademy.org      |
| Mary Pat Martin    | MaryPat_Martin@columbusacademy.org     |
| Tim Morford        | Tim_Morford@columbusacademy.org        |
| Andrew Morris      | Andrew_Morris@columbusacademy.org      |
| Jennifer Murray    | Jennifer_Murray@columbusacademy.org    |
| Dan Olexio         | Dan_Olexio@columbusacademy.org         |
| Nyssa Pymer        | Nyssa_Pymer@columbusacademy.org        |
| Andy Rahe          | Andy_Rahe@columbusacademy.org          |
| Beth Reifeis       | Beth_Reifeis@columbusacademy.org       |
| Jessica Sneeringer | Jessica_Sneeringer@columbusacademy.org |
| John Street        | John_Street@columbusacademy.org        |
| Jeannine Subisak   | Jeannine_Subisak@columbusacademy.org   |
| Susan Swinford     | Susan_Swinford@columbusacademy.org     |
| Deb Tong           | Deb_Tong@columbusacademy.org           |
| Kyle Tong          | Kyle_Tong@columbusacademy.org          |
| Megan Webster      | Megan_Webster@columbusacademy.org      |
| Cindy Wilson       | Cindy_Wilson@columbusacademy.org       |
| John Wuorinen      | John_Wuorinen@columbusacademy.org      |
| Jing Yan           | Jing_Yan@columbusacademy.org           |

# Welcome

August 2011

Dear Upper School Students,

Welcome back to what promises to be an exciting and challenging year! We have spent the summer preparing for what we believe will be a fantastic year.

The Upper School community returns to Academy's campus in anticipation of an exciting and challenging life together. Our lives as learners, thinkers, artists, leaders, service volunteers and athletes will be tested and transformed by our interaction with one another over the next ten months. The spirit we generate as a community will serve to move us, individually and collectively, toward achieving many new goals and ideals: the elements within any school's life that keep the journey of learning alive.

This handbook is not as much a list of rules as it is an outline of expectations and procedures that we as a community of students, parents, and teachers must observe on a daily basis to ensure the success of our cooperative venture as an Upper School. Within its pages, a student new to Columbus Academy can find clarification about add/drop policies while a returning senior preparing for June's graduation ceremony can find information about appropriate graduation attire. Please be certain to read the handbook carefully because it details your school's mission. We hope all of the guidelines set forth in the handbook help engender an awareness of, and commitment to, the school's established mission.

We are very excited to see you all again. We hope your summer has been a fun, thoughtful, and restful one. Go Vikes!!!

Sheri Dillon  
Dean of Students

Jon Michael Hilsheimer  
Student Council President

# **Principles Guiding Columbus Academy Life**

## **The Columbus Academy Mission Statement**

**The Columbus Academy—an independent, coeducational, college preparatory school—enriches its academic tradition of excellence by valuing a broad diversity of students, as it seeks to develop the complete person—mind, body and character. The School rewards rigorous effort and accomplishment; fosters compassion, respect and moral courage; and insists on integrity, fair play, and community service. Columbus Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world.**

## **The Columbus Academy Diversity Statement**

The Columbus Academy aspires to be an inclusive community where all differences consistent with the mission of the school are valued, respected and integrated into the educational process.

## **Non-Discrimination Policy**

The Columbus Academy encourages and welcomes applications from students, faculty, and staff without regard to race, creed, sexual orientation, religion or national origin and does not discriminate in the administration of its educational policies, financial aid programs and school-administered extracurricular programs.

## **Columbus Academy's Standards of Conduct**

The Columbus Academy firmly believes that education best occurs in an environment of mutual respect among the various members of the school community. At all times students are expected to act with concern and consideration for the rights and possessions of others. The following general guidelines provide the framework for all school rules and regulations.

1. Students are expected to demonstrate honesty in all aspects of their lives at school. While they may from time to time act unwisely, we expect students always to assume responsibility for their actions.
2. As The Columbus Academy is first and foremost an academic institution, a particular emphasis is placed on honesty in all academic endeavors. In this context, students are responsible for knowing when and from what source they may accept assistance and when their work must truly be their own. Failure to properly credit sources of assistance constitutes cheating or plagiarism and will not be accepted.
3. In a community of people with differing interests, personalities, and backgrounds, each of us must respect and appreciate these differences. Therefore, actions threatening the safety of another student, such as bullying, hazing, harassment, verbal threats, or the like, are unacceptable. Disrespectful behavior, especially of a sexual, racial, or ethnic nature, will not be tolerated.
4. Property belonging to other people and to the school must be treated with respect. In this regard, theft, vandalism, and the invasion of private possessions are considered serious offenses.
5. Believing that attendance is essential to educational success, the school expects students to be present and on time for their school commitments. Parents may excuse their children for legitimate health reasons, but the school reserves the right to determine whether other reasons for absence or tardiness are excused or unexcused.
6. The use of alcoholic beverages, illegal drugs, or tobacco products will not be tolerated. Students in possession of alcohol or drugs or under the influence thereof on campus or at a school event are subject to serious disciplinary consequences including dismissal.
7. Beyond these and other expressly written rules, Columbus Academy students are expected to conduct themselves in a responsible and becoming manner at all times. In this regard, Columbus Academy reserves the right to take appropriate disciplinary action when a student acts in a manner injurious or dangerous to himself or herself, to others, or to the best interests of the school community—whether on or off campus, during school sessions or vacations.

# Academic Life

## Graduation Requirements

Credit is earned for a course with a passing final grade (D minus or above) in the course. Twenty credits are required and the following credits are part of the graduation total:

- **4** credits of English
- **3** credits of Mathematics (through Algebra 2)
- **3** credits of a single Foreign Language (or **2** credits of two languages)
- **3** credits of History: World History, United States History, and Modern European History
- **3** credits of Science: three units with one each from Biology, Chemistry, and Physics
- **1** credit of study in the Fine Arts, Performing Arts, or Music

*All students must take a minimum of 5 credits in core courses per year.*

In addition to the distribution requirements outlined above, students must satisfactorily complete the following in order to receive a Columbus Academy diploma:

- **1/4** credit in Health
- **6** units of Physical Education (Participation in an interscholastic sport for one season or a semester Physical Education class earns two units. A student may earn at most two units each school year.)
- Satisfactory completion of the Public Speaking course, including the Junior Speech (1/4 credit)
- Satisfactory completion of the Senior Project (3 weeks)
- Satisfactory completion of Summer Reading requirement at each grade level
- Satisfactory completion of the Community Service requirement of 50 hours
- Passing grade on all Ohio Graduation Tests

***In order for a student to graduate, all full—credit courses taken in the senior year must receive a passing grade.***

## Service Requirement

The Columbus Academy's mission statement points to the importance of community service in developing responsible citizens. In order to meet the school's mission, The Columbus Academy has a 50-hour service graduation requirement by which it hopes to expose students to volunteer opportunities as a pathway to sustained community service.

Based upon the school's mission, standards, and a community service statement, students are expected to complete fifty hours of service in order to receive a Columbus Academy diploma. Students who join the Academy after their freshman year will have their requirement adjusted. (Those entering as sophomores will complete 40 hours; those entering as juniors 30 hours; those entering as seniors 20 hours.) Students have four years to complete this requirement and may begin its undertaking once they have completed eighth grade.

Paperwork for completion and application is sent home via post each June, is available at school and on the Service Board's webpage or by contacting Ms. Bening via phone, email or post. Along with the other paperwork a list of suggested sites is sent home each June; detailed site information is available too on the webpage\* but students **are not required** to use the suggested sites. Students have the freedom and flexibility to select their own agencies in order that their individual interests may be pursued so long as their work meets with the approval of the Service Board.

Prior to beginning service work to complete the graduation requirement, service work must be pre—approved by the Service Board.

In June each student is notified by mail regarding his or her standing and provided with a written explanation of the requirement. Students may also check their service hours by using the Service Board's website\* or by contacting Ms. Bening, Upper School Service Coordinator and Advisor to the Service Board.

*\*To use the Service Board's webpage, please follow this procedure: Go to <http://intranet.columbusacademy.org>. Scroll down to "SERVICE BOARD" and click. A wide range of information and paperwork is available via this wonderful resource that was researched by Cora Mukerji '07 and created by Gary Zhang '07.*

# **Academic Honesty**

## **Academic Honesty Statement**

Intellectual integrity is a key component that underlies all education and self—development. Students who are intellectually honest represent as their own work only what they have thought out and understood. Plagiarism and other acts of academic dishonesty (aggressive pretest information seeking, cheat sheets, wandering eyes during examinations, etc.) rob a student and the school of intellectual and academic integrity. Because such dishonest acts are a violation of the academic standards that Columbus Academy upholds, students engaged in such behavior will be eligible for severe disciplinary action, including possible expulsion from Columbus Academy.

## **Honor Pledge for Tests and Papers**

It is assumed that all Columbus Academy students observe the following pledge on all assignments submitted to instructors: ***“On my honor I pledge that I have neither given nor received assistance on this assignment.”***

## **Cheating**

It is expected that all student work will reflect individual academic efforts, and that students will refrain from any type of cheating. Cheating includes, but is not limited to, the use of or possession of illegal notes, copying from another student, or permitting another student to copy work. Students suspected of cheating will be reported to the Upper School Head and Deans of Students for disciplinary action commensurate with the level of infraction. Deliberate acts of academic dishonesty may be grounds for dismissal from Columbus Academy.

## **Plagiarism**

It is expected that all student work will properly cite sources used in its preparation. Any student who submits written work which is not his or her own and is not properly cited is guilty of plagiarism. This includes but is not limited to copying, paraphrasing, and using quotations from another source without proper referencing. Students suspected of plagiarism will be reported to the Upper School Head and Deans of Students for disciplinary action commensurate with the level of infraction. Deliberate acts of academic dishonesty may be grounds for dismissal from Columbus Academy.

## Grade Point Average (GPA)

Cumulative grades are reported to students and parents on a quarterly basis. In addition, a system of academic communications (Progress Reports) keeps parents and students informed of significant changes in progress throughout the year.

### Computing Academic Standing (GPA)

Standard weighting on a four-point scale will be applied to normal college preparatory courses. An additional ten percent weight will be added to grades in “Advanced” courses, and an additional fifteen percent weight to grades in “Honors” courses.

Advanced courses typically are accelerated versions of the college—preparatory courses. Honors courses typically are those in which the syllabus is designed predominantly to prepare students for a college level, external examination. Courses that cover two years’ worth of material in one year are included also. Prerequisite criteria must be met for entry to Advanced and Honors courses.

### Grading and Weighting Scale

| <b>Description</b> | <b>Grade</b> | <b>Scale %</b> | <b>Standard Unweighted</b> | <b>Advanced Weight+10%</b> | <b>Honors Weight+15%</b> |
|--------------------|--------------|----------------|----------------------------|----------------------------|--------------------------|
| Outstanding        | A+           | 97—100         | 4.33                       | 4.66                       | 4.83                     |
| Superior           | A            | 93—96          | 4.00                       | 4.33                       | 4.50                     |
| Superior           | A—           | 90—92          | 3.66                       | 3.99                       | 4.16                     |
| Well Qualified     | B+           | 87—89          | 3.33                       | 3.66                       | 3.83                     |
| Well Qualified     | B            | 83—86          | 3.00                       | 3.30                       | 3.45                     |
| Well Qualified     | B—           | 80—82          | 2.66                       | 2.93                       | 3.06                     |
| Qualified          | C+           | 77—79          | 2.33                       | 2.56                       | 2.68                     |
| Qualified          | C            | 73—76          | 2.00                       | 2.20                       | 2.30                     |
| Qualified          | C—           | 70—72          | 1.66                       | 1.83                       | 1.91                     |
| Poor               | D+           | 67—69          | 1.33                       | 1.46                       | 1.53                     |
| Poor               | D            | 63—66          | 1.00                       | 1.10                       | 1.15                     |
| Poor               | D—           | 60—62          | 0.66                       | 0.73                       | 0.76                     |
| Failing            | F            | Below 60       | 0.00                       | 0.00                       | 0.00                     |
| Passing            | P            |                | 0.00                       | 0.00                       | 0.00                     |
| Outstanding        | O            |                | 0.00                       | 0.00                       | 0.00                     |
| Incomplete         | I            |                | 0.00                       | 0.00                       | 0.00                     |
| Withdrew           | W            |                | 0.00                       | 0.00                       | 0.00                     |

Note: Weighting shall not exceed a maximum of .33 additional weight in the 10% column or .50 additional weight in the 15% column.

**Weighting Table for Designated Courses**

| <b>Subject</b> | <b>Standard Weight</b>       | <b>Advanced<br/>+ 10% Weight</b> | <b>Honors<br/>+ 15% Weight</b> |
|----------------|------------------------------|----------------------------------|--------------------------------|
| English        | English 9                    | Adv English 10                   | Hon English 11*                |
|                | English 10                   |                                  | Hon English 12*                |
|                | English 11                   |                                  |                                |
|                | English 12                   |                                  |                                |
| <i>Math</i>    | <i>Algebra 1</i>             | <i>Adv Geometry</i>              | <i>Hon Alg 2 w/Hon Precalc</i> |
|                | <i>Geometry</i>              | <i>Adv Algebra 2</i>             | <i>Hon Calculus 1*</i>         |
|                | <i>Algebra 2</i>             | <i>Adv Precalculus</i>           | <i>Hon Calculus 2*</i>         |
|                | <i>Precalculus</i>           | <i>Adv Topics Comp</i>           | <i>Hon Comp Sci 1*</i>         |
|                | <i>Calculus</i>              | <i>Adv Topics Math</i>           | <i>Hon Comp Sci 2*</i>         |
|                | <i>Computer Sci</i>          |                                  | <i>Hon Statistics*</i>         |
| Science        | Biology                      | Adv Chemistry                    | Hon Biology*                   |
|                | Biology 2                    |                                  | Hon Chemistry*                 |
|                | Chemistry                    |                                  | Hon Physics 1*                 |
|                | Physics                      |                                  | Hon Physics 2*                 |
|                | Environmental Sci            |                                  |                                |
| <i>History</i> | <i>World History</i>         | <i>Adv Topics Govt</i>           | <i>Hon US Hist*</i>            |
|                | <i>Studies in US Hist</i>    | <i>Economics*</i>                | <i>Hon Mod Euro Hist*</i>      |
|                | <i>Modern Euro Hist</i>      |                                  | <i>Hon Comp Govt*</i>          |
|                | <i>China and Japan</i>       |                                  | <i>Hon US Govt*</i>            |
|                | <i>Southern African Hist</i> |                                  |                                |
|                | <i>Russian Hist</i>          |                                  |                                |
|                | <i>Military Hist</i>         |                                  |                                |
|                | <i>Psychology</i>            |                                  |                                |
|                | <i>Art History</i>           |                                  |                                |
| Language       | Chinese 1                    | Adv Spanish 3                    | Chinese 4                      |
|                | Chinese 2                    | Spanish 5                        | Chinese 5                      |
|                | Chinese 3                    |                                  | French 5                       |
|                | French 3                     |                                  | Latin 4*                       |
|                | Latin 1                      |                                  | Latin 5                        |
|                | Latin 2                      |                                  | Hon Spanish 4*                 |
|                | Latin 3                      |                                  | Hon Spanish 5*                 |
|                | Spanish 1                    |                                  |                                |
|                | Spanish 2                    |                                  |                                |
|                | Spanish 3                    |                                  |                                |
|                | Spanish 4                    |                                  |                                |

\* These courses offer preparation for Advanced Placement examinations.

## **Grade Reporting and Course Selection**

### **Report Cards**

Grades are sent home four times a year: first quarter, first semester, third quarter, and at the end of the school year.

### **Transcripts**

The Upper School transcript is the complete record of a student's course of study at Columbus Academy. Only final, year—end course grades are noted on a student's transcript. Quarter grades, semester grades and exam grades are not recorded on the official transcript. Requests to have a copy of a transcript mailed to an agency or institution should be directed to the Upper School Registrar and must be made in writing with specific mention of the recipient of the transcript included. It is the policy of Columbus Academy to withhold transcripts until all financial obligations to the school have been met by the student's family, or until satisfactory arrangements have been made with the school's Business Office for a future plan of payment.

### **Independent Study**

Independent study is available at Columbus Academy. Students should see the Upper School Head for guidelines and to begin the application process. An independent study must be the sixth academic course and must be approved by Upper School Head.

### **Off—Campus Classes**

When the school cannot provide certain courses, students may be permitted to take them off campus. In most cases, these courses do not substitute for Columbus Academy courses but supplement or go beyond the Columbus Academy curriculum.

Students wishing to take courses off campus must petition to the Upper School Head before enrolling in the course. Columbus Academy gives credit towards graduation by noting the course on the student's transcript, but the grade is not figured into the student's GPA.

### **Incompletes**

An incomplete may be given at the end of a marking period only in the case of extended illness or other extraordinary circumstances. After two weeks, a grade must be submitted to the Upper School office. If it is not, the student may receive a final grade of "F." Extensions for incompletes beyond the two—week period require the approval of the Academic Chairs Committee and Upper School Head.

### **Add/Drop Period**

Every effort is made to give students the classes for which they have been recommended as well as additional classes students have chosen. Once students have completed the scheduling process, they are expected to follow the schedule assigned to them. Classes are carefully balanced for size and facility constraints. Changes are made in student schedules only if an error has occurred or a curricular change is justified.

Students may not attend new classes until the add/drop procedure has been completed. All course changes must be completed within the first two weeks of the course. Depending on who initiates the process and the time of year, the procedures for dropping or adding a course vary. These procedures are outlined below.

#### **Student/Parent—Initiated Within Two Weeks**

To drop a class during the two—week drop period, the student will:

1. confer with the Upper School Head and obtain an add/drop form.
2. confer with his or her advisor.
3. obtain all necessary signatures.
4. give the add/drop form to the Upper School Head.

If the advisor, parent, teacher, or Department Chair does not think that the requested change is in the best interest of the student, he or she does not sign the form, and a conference is held with the Upper School Head.

The add/drop is not completed until approved by the Upper School Head.

#### **Student/Parent—Initiated After Two Weeks**

Withdrawal from a course after the second week occurs only in unusual and compelling circumstances. Doing poorly in a course does not constitute a reason for withdrawal or change. A student who wishes to petition for such a withdrawal will:

1. confer with the Upper School Head and obtain an add/drop form.
2. confer with his or her teacher and advisor.
3. obtain all necessary signatures.
4. submit the petition to the Upper School Head for consideration by the Academic Chairs Committee.

If the request is approved by the Head of Upper School, the student receives a “WP” or “WF” (meaning withdrawal passing/failing) on his or her transcript. The current grade at the time of withdrawal is recorded on the transcript but credit is not given.

If a student drops a year long class at the end of the first semester the first semester grade will be figured into the cumulative grade point average, but no graduation credit will be given for the first semester work. Updated transcripts with letters of explanation are sent to colleges that have received previous transcripts.

### **School Initiated Add/Drops**

School initiated add/drops may occur at any time and may not result in changes on the transcript.

### **Promotional Record**

To be eligible for promotion (or graduation, in the case of a senior) Upper School students must successfully earn a minimum of five credits in full-credit courses. Students must earn a C minus or better in at least 3 of the 5 full credit courses during the year.

### **Academic Probation**

A student will be placed on Academic Probation if a review of mid—semester or end of semester grades and comments indicates that he or she has:

1. a non—promotional record or
2. a minimally promotional record with serious concerns about academic effort

A student will remain on Academic Probation until at least the end of the next marking period. A satisfactory improvement in grades and/or effort will warrant removal from Academic Probation.

A student on Academic Probation may be required to follow a plan of action specified by the faculty. Such action may include mandatory extra help from teachers, restriction of free time, etc. A letter will be sent home informing the parents of the required action that the student must take.

A student who finishes the year on Academic Probation jeopardizes his or her right to return. In such instances the School will recommend one of four courses of action regarding the student:

1. Required withdrawal from Columbus Academy.
2. Promotion to the next grade after successful completion of summer study.
3. Retention of the student for an additional year at the same grade level.
4. Promotion to the next grade while continuing on Academic Probation.

In cases where a student is placed on Academic Probation at the end of the first semester, no re—enrollment contract will be issued until the student is removed from Academic Probation.

## **Study Halls**

All entering freshmen are assigned study halls. After the first semester, freshmen with averages below 3.00 will be assigned to study halls. Additionally, students who are at risk academically can be assigned to supervised study halls at the discretion of the Upper School Head and grade level faculty. Students on Academic Probation (see Academic Probation, page 13) also qualify for study hall. **To avoid study hall placement, seniors must have a quarter or semester GPA of at least 2.00, juniors must have a quarter or semester GPA of at least 2.67, and sophomores must have a quarter or semester GPA of at least 3.00.** Study halls are supervised by a member of the Upper School faculty. Student behavior must conform to the need for an environment conducive to study.

## **Academic Services**

### **Classroom Accommodations**

Students with diagnosed learning needs are eligible for special accommodations in the Upper School. These accommodations go beyond the normal considerations that teachers make to promote the success of students everyday, both inside and outside the classroom. Accommodations may include, but are not limited to, extended time on tests, more frequent reporting on student progress, special conference plans, a scheduled time with the Upper School Reading Specialist, and suggested use of laptops or tape recorders in Columbus Academy classrooms.

The selection of appropriate accommodations, ones that both support the student and ensure that the student can meet the expectations of Columbus Academy's academic program, comes only after a deliberate process. First, learning needs that call for special accommodations must be documented. Recommendations for educational and/or psychological testing are made through the Upper School Head and School Psychologist by parents or faculty. Second, the combined observations of the student's teachers and parents may be collected to more clearly identify the potential learning issue. Finally, a meeting of the student's teachers, the Upper School Head, and the School Psychologist outlines the strategies that will be employed in working with the student. The plan is signed by all parties, including the student, and is distributed to the student's teachers for implementation.

### **Counseling Services**

The Columbus Academy Upper School has a full-time counselor who serves as a consultant for problems that might interfere with a student's academic and social progress. The school's counselor provides personal counseling that affords each student the opportunity to discuss personal issues confidentially. The counselor can be contacted and visits arranged via the campus email system.

Although Columbus Academy provides this service, it must be stressed to students and parents that this counseling help is available only to aid the student in coping with problems that interfere with normal academic and social progress. These services are not intended to remedy severe learning disabilities, serious psychological disturbance, prolonged chemical dependency, or other problems requiring extensive or long—term attention. If such conditions are determined to exist, the school’s counselor will refer the family to appropriate services outside Columbus Academy.

### **College Counseling**

College Counseling at Columbus Academy has as its primary goals the matriculation of its graduates to those colleges which best suit their abilities and aspirations, and that students will make informed, rather than arbitrary, decisions about their futures. The College Counselors offer direction, based upon evaluation of a student’s academic record and extracurricular interests. Each student will begin meeting with the College Counselors during the second semester of their junior year to coordinate their college application process.

The College Counseling Office provides opportunities for students to meet with college representatives when they visit during the year and to attend workshops with their parents throughout their four years in the Upper School. A large library of catalogues and other information is available for student use. The College Counseling Office processes and mails official school transcripts, assists student—athletes with the NCAA’s Clearinghouse, notifies students about pending standardized testing dates, provides financial aid counseling, and offers opportunities for students to attend college fairs.


Students are encouraged to use established school vacation times to visit college campuses during the college application process in order to avoid missing academic obligations at Columbus Academy. College visits that occur when school is in session require college counselor approval.

The College Counseling Office posts a schedule of college representatives visiting Columbus Academy’s campus. Students must sign up to meet with specific college representatives in the College Counseling Office. Seniors and juniors are excused from academic classes to meet with college representatives only if the student has signed up in advance of the visit **and** the student has obtained prior approval from classroom teacher(s) to class.

# Policies, Procedures, and Expectations







## The Columbus Academy Dress Code 2011-12

The Columbus Academy believes in a dress code so as to suggest a certain level of formality during the school day. The dress code attempts to balance comfort and individuality with consideration for community expectations. The table below outlines the dress code requirements, noting the different expectations for each of the three divisions. The determination about whether a student's attire complies with both the letter and the spirit of the dress code will belong to the faculty and administration.

| <b>Attire</b>  | <b>Lower School</b>  | <b>Middle School</b>  | <b>Upper School</b>   |
|--|--|---|---|
| <p><b><u>Polo Shirts</u></b><br/>Solid color polo style shirts with collar, buttoned placket, short or full-length sleeves (no cap sleeves), and free of any non-Columbus Academy lettering or logos. Shirts must remain tucked.</p> | White, light blue, navy blue, light pink, maroon, or gray  | White, blue, pink, maroon, gray, black, or purple   | Any solid color   |
| <p><b><u>Blouses/Shirts/Turtlenecks</u></b><br/>Solid color oxford button down shirts or Peter Pan collared blouses free of any non-Columbus Academy lettering or logos. Shirts must remain tucked.</p>                              | White, light blue, or light pink   | White, blue, pink, maroon, gray, black, or purple<br><br>Undershirts: Any solid color, free of design<br><br>Long sleeved shirts and/or undershirts may not be worn under short-sleeved shirts. | Any solid color<br><br>Undershirts: Any solid color, free of design<br><br>Long sleeved shirts and/or undershirts may not be worn under short-sleeved shirts. |
| <p><b><u>Pants</u></b><br/>Solid color cotton, cotton-blend, or corduroy pants that are hemmed and have belt loops</p>   | Khaki, stone, navy blue, or gray   | Khaki, stone, navy blue, or gray<br><br>Pockets must be void of exterior stitching and zippers. No patch pockets.   | Khaki, stone, navy blue, or gray<br><br>Pockets must be void of exterior stitching and zippers. No patch pockets.   |
| <p><b><u>Shorts</u></b><br/>Solid color cotton or cotton-blend, knee-length shorts</p>   | Khaki, stone, navy blue, or gray<br><br>May be worn before Thanksgiving and after Spring Break                               | Khaki, stone, navy blue, or gray<br><br>May be worn before Thanksgiving and after Spring Break  | Khaki, stone, navy blue, or gray<br><br>May be worn before Thanksgiving and after Spring Break  |
| <p><b><u>Skirts</u></b><br/>Solid color knee-length skirts</p>    | Khaki, stone, navy blue, or gray<br><br>Skorts only...NO SKIRTS.   | Khaki, stone, navy blue, or gray (Shorts must be worn under skirts.)<br><br>Tights/leggings must be worn under skirts from Thanksgiving to Spring Break.  | Khaki, stone, navy blue, or gray (Shorts must be worn under skirts.)  |
| <p><b><u>Jumpers</u></b><br/>One piece, solid color, knee-length, pleated jumpers worn with a dress code shirt or blouse</p>   | Khaki, navy blue, gray, or Academy plaid<br><br>Tights/leggings may be worn under jumpers from Thanksgiving to Spring Break. | Khaki, navy blue, or gray<br><br>Tights/leggings must be worn under jumpers from Thanksgiving to Spring Break.  | N/A   |

| <b>Attire</b>   | <b>Lower School</b>   | <b>Middle School</b>  | <b>Upper School</b>  |
|---|---|---|--|
| <p><b><u>Sweaters</u></b><br/>Cardigans with buttons or a zipper or sweater vests: solid color crew neck or v-neck. Must be free of hoods, and non-Columbus Academy lettering and logos.<br/><b>**See Sweater Style Guide for details**</b></p> | Navy blue, maroon, or gray  | White, blue, pink, maroon, gray, black, or purple<br><br>Long sleeved shirts and/or undershirts may not be worn under short-sleeved sweaters.   | Any solid color (waist to hip length)<br><br>Long sleeved shirts and/or undershirts may not be worn under short-sleeved sweaters.  |
| <p><b><u>Fleece</u></b><br/>Solid color polar full or half-zippered fleece free of hoods, and shoulder, breast, or elbow patches.</p>   | Fleece is not permitted, except as an outdoor jacket.   | Navy blue, maroon, gray, or black. Must be free of non-Columbus Academy lettering and logos.  | Any solid color. Must be free of non-Columbus Academy lettering and logos.   |
| <p><b><u>Sweatshirts</u></b></p>  | Crew-neck and v-neck CA sweatshirts are permitted. Must be free of hoods.   | No sweatshirts  | No sweatshirts   |
| <p><b><u>Shoes</u></b><br/>Solid color black, brown, tan or navy blue with closed toe, closed heel, and a defined sole.</p>   | No boot or athletic style shoes.  | No boot, slipper, or athletic style shoes.<br><br>Sole/heel must not exceed 1.5 inches.   | No boot, slipper, or athletic style shoes.<br><br>Sole/heel must not exceed 1.5 inches.  |
| <p><b><u>Socks/Tights</u></b><br/>Socks/tights must be worn and visible at all times.</p>   | White, navy blue, light pink (girls only), maroon, gray, or khaki<br><br><b>Boys:</b> Ankle socks only<br><b>Girls:</b> Ankle or knee socks   | Footies/ankle socks: Matching, any solid color<br><br>Knee socks/tights: White, navy blue, maroon, gray, black, or brown, free of design  | Footies/ankle socks: Matching, any solid color<br><br>Knee socks/tights: White, navy blue, maroon, gray, black, or brown, free of design   |
| <p><b><u>Belts</u></b><br/>Belts must be worn with all pants and shorts.</p>  | Khaki or navy blue fabric, black or brown leather.<br><br><b>Belts are not required for Pre-K or K</b>  | Belts must be worn with all pants and shorts.   | Belts must be worn with all pants and shorts.  |
| <p><b><u>Jewelry and Accessories</u></b></p>  | No hats indoors<br><br><b>Boys and Girls:</b> Students may wear a watch and one necklace worn under the shirt. No chokers.<br><br><b>Girls:</b> Girls may wear small silver or gold stud earrings. Ribbons must be white, light blue, navy blue, light pink, gray, or Academy plaid. Barrettes, ponytail bands, and headbands are to be simple and small, silver, gold, or Academy colors. Jewelry/hair accessories should not detract from the dress code. Nail polish is not permitted. | No hats indoors<br><br><b>Boys and Girls:</b> Students may wear a watch and one necklace worn under the shirt. Students are not permitted to have visible tattoos or body piercings or to have extreme or unnatural hair color/style. Hair must not cover eyes.<br><br><b>Boys:</b> Boys are not permitted to wear earrings during the academic day or when publicly representing the school.<br><br><b>Girls:</b> Jewelry/hair accessories should not detract from the dress code. | No hats indoors<br><br><b>Boys and Girls:</b> Students are not permitted to have visible tattoos or body piercings or to have extreme or unnatural hair color/style. Hair must not cover eyes.<br><br><b>Boys:</b> Boys are expected to be clean-shaven and are not permitted to wear earrings during the academic day or when publicly representing the school. |

**Sweater Style Guide and Additional Notes Regarding Dress Code**

|   |  |  |   |
|---|--|--|---|
| <p align="center"><u>Crewneck Cardigan w/ Zipper or Buttons</u></p>  | <p align="center"><u>Crewneck Cardigan</u></p>    | <p align="center"><u>V-neck Cardigan</u></p>       | <p align="center"><u>V-neck Cardigan w/ Zipper or Buttons</u></p>  |
| <p align="center"><u>Half-zip/button Cardigan</u></p>                | <ol style="list-style-type: none"> <li>1. Sweaters and fleece must be worn over dress code blouses, shirts, or turtlenecks. (US/MS)</li> <li>2. Columbus Academy “letter jacket” may be worn in lieu of a sweater or fleece OR over a sweater or fleece. (US)</li> <li>3. Students may <u>not</u> wear Columbus Academy clothing limited to a particular team, club, activity, etc. The only CA clothing permissible is that purchased through Viking Corner that complies with other aspects of the dress code.</li> <li>4. Scarves may not be worn during the school day.</li> <li>5. For the purposes of dress code, the term “school day” means from the time students arrive at school until 3:10pm.</li> </ol> | <p align="center"><u>V-neck Sweater Vest</u></p>  |   |

No student should dress in a manner which attracts attention or which keeps him or her from full participation in regular school life. The administration reserves the right to address any issues not included in this code if the need arises.

Students and their parents should be aware of Columbus Academy’s dress code and ensure that students arrive at school well groomed and in clean, neat, and appropriate attire, maintained in good repair. Knowledge of these clothing requirements will prevent families from investing in school clothing that is not allowed during the school day. The dress code is in effect as long as a student is on campus unless he or she changes to appropriate clothes for sports, which should be done in the locker rooms. Students are expected to be in dress code on all field trips unless given specific permission otherwise.

- “Dress Down Days” are limited to three per year on each division level and will be determined on each level.
- Shirts are expected to have a collar and be tucked in at all times.
- Boys are expected to be clean-shaven.
- Sweatshirts and jackets must be removed when entering all buildings.
- Students who arrive at school wearing inappropriate attire may be sent home and may not be allowed into class until they are properly attired.

**Commencement Attire for Seniors**

Reasonable cost, simplicity, flexibility, and an interest in an appropriately formal overall class appearance are key concepts that support the graduation attire guidelines presented below.

The occasion is one of celebration, respect, thoughtfulness, and appreciation which finds some of its meaning in the way seniors appear.

**Boys:** Students will wear dark colored suits or sport coats with white shirts, and ties and dress slacks. Dress shoes and dark socks are required.

**Girls:** Students will wear white or off—white one—piece dresses. The dresses should have modest necklines, must not be strapless or off the shoulder. Straps should be at least one—inch wide. The dress should be below the knee to floor length and the back of the dress should not dip below the bra line. Dress shoes are required. Hats, gloves, and flip-flops are not permissible. Graduation dresses must be approved Sheri Dillon, Dean of Students.

### **Honors Assembly and Commencement Attire for Underclassmen**

Please note that Honors Assembly and Commencement require students to dress more formally. We ask that students dress appropriately for an occasion that is one of celebration, respect and thoughtfulness. To be more specific, boys are expected to wear a sport coat and tie or a suit, and girls are expected to wear knee-length dresses (with modest necklines) or skirts. Girls must wear a sweater over any dress or top that does not cover the shoulders and may not wear flip-flops.

## **Attendance Procedures**

### **Morning Attendance Procedures**

Upper School students check in with their appointed grade level dean in the Upper School lobby between 7:40 a.m. and 8:00 a.m. in order to be ready for academic obligations which begin promptly at 8:05 a.m.

Students who do not check in prior to the start of their first period class are counted as tardy. Detentions are assigned after the third tardy. Students arriving on campus after the lobby attendance period are considered tardy, and must sign in on the door of the appropriate Dean of Students on their way to first period class.

Students must arrive for school prior to 10:00 a.m. in order to be eligible for participation in after-school activities. If an after-school activity participant arrives after 10:00 a.m., a decision about participation will be determine by the Deans of Students in conjunction with the relevant after-school activity coordinator (Athletic Director, Fine and Performing Arts Department Chair, etc...)

### **Upper School Daily Attendance Policy**

Academy's academic program requires regular attendance by students and participation in all of the unique events that complement the school's work in the classroom. Excessive absences from class, whether excused or unexcused, affect a student's ability to participate fully in the school experience, and may interrupt the classroom learning process. Excessive absences may also be reflected in the participation component of the student's grade.

All absences, whether extended, one day, or part-of-the-day, must be communicated to the school by the parent. One day or part-of-the-day absences should be reported to the Upper School Assistant by the start of the school day. Extended *planned* absences need to be cleared with the Head of Upper School at least two weeks in advance.

Excused absences from school include religious holiday observance, ill health, family emergencies, and medical appointments that cannot be scheduled outside of school hours. Parents may request special consideration for excused absences in unique situations by arranging a conference to discuss the request with the appropriate Division Head at least two weeks before the decision is needed. Students granted excused absences from school are responsible for all academic assignments announced during their absence and are allowed to make up missed classroom work. The student and teacher(s) will arrange the time frame in which work is to be completed without penalty. At the High School level, the student (not the teacher) is expected to own the process of making up work and determining deadlines.

Parents and/or students should notify the school in advance when an excused absence due to religious holiday observation is required. It will be assumed that a student absent for a religious holiday is unable to study or prepare school assignments during the holiday. As such, the student will not be immediately accountable after the absence for any assignments given or material covered in class during the absence, although the student is not excused from ultimate responsibility for missed work. The student and teacher(s) will arrange the time frame in which work is to be completed without penalty.

Permission to miss part of a day for a medical appointment must be requested in writing and cleared at least 24 hours in advance through the Upper School Head, the Upper School Assistant, or Dean of Students.

Unexcused absences will be recorded in the student's records and students may receive failing grades for missed work. Deadlines for assigned work may not be extended for unexcused absences. The school does not excuse students to leave for vacations on the days before or after announced school holidays.

Furthermore, absence from events considered to be an important part of the school's culture and listed in the school calendar will not be considered excused absences. These events, including (but not limited to) activities such as Community Service Days and Closing Ceremonies, are important for building a common history. Students who do not participate in

important community events may experience feelings of disconnection, or may be seen as being disconnected by peers.

While prolonged absence due to severe illness will be considered a special circumstance, the above criteria may still apply. Each situation will be reviewed individually.

### **Leaving Campus**

When a student becomes ill during the course of the school day, he or she should visit the Nurse's office (located in the basement of the Middle School) immediately. Students should remain in the nurse's office until the nurse can contact a parent or legal guardian. Once a parent or legal guardian gives permission for the student to leave school, the student may sign out in the Upper School Office and leave campus. The school nurse will determine whether or not a student may drive home safely or whether an adult must pick the student up from campus. No student may leave campus without permission from either the Upper School Head, Dean of Students, Upper School Assistant, or School Nurse.

Students needing to leave campus for reasons other than illness, must get permission from the Upper School Head, Dean of Students, or Upper School Assistant.

## **Harassment Policy**

The Columbus Academy is enriched by the diversity of its members. The school recognizes and respects individual differences in background in regard to culture, race, ethnic origin, religion, gender and sexual orientation.

In order to provide an environment of mutual respect, tolerance and sensitivity it is important that every member of the community recognize certain guidelines for appropriate behavior. Inappropriate behavior, either verbal or physical, that disregards the self—esteem of others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments and can occur between any two individuals or groups of individuals.

Listed are some examples of inappropriate behavior:

- a pattern of behavior which includes hazing and threats
- uninvited pressure for sexual activity; explicit or implicit
- obscene or suggestive remarks or jokes, verbal abuse, insults
- display of explicit, offensive or demeaning materials
- comments that are demeaning with respect to race, religion, ethnic origin, gender, or sexual orientation.

You should follow this procedure if you feel you have been harassed:

1. Let the offending person or people know you want the behavior to stop. Say NO firmly! Look directly at them with a straight face to give a clear message about how you feel. Do not apologize. **UNEQUIVOCALLY CONVEY THE FACT THAT THE CONDUCT IS UNWELCOME.** If, however, you feel uncomfortable communicating with the individual directly, it is your responsibility to bring your complaint to the attention of the Headmaster, Division Head, Dean of Students or Counselor immediately. The school cannot address your concerns if it is not aware of them.
2. If the conduct does not cease or if you are not satisfied with the results of your initial conversation, it is your responsibility to immediately bring the situation to the attention of the highest level of administration necessary to resolve your concerns.

A response from the school to the situation may be made in consultation with the person making the complaint. Each person at The Columbus Academy has the right to participate fully in the life of the school without harassment.

## **Drug, Alcohol, and Tobacco Policy**

The Columbus Academy understands that the use of illegal substances can hinder healthy development and can be symptomatic of concerns in students' lives. The Academy's drug, alcohol, and tobacco policy reflects an interest in cultivating a substance free environment on campus and a belief that early identification and response to misuse can help prevent or interrupt abuse and/or addiction. In order to achieve these school community objectives, students and parents must be knowledgeable about this policy and participate in the appropriate educational opportunities related to the use of drugs, alcohol, and tobacco.

1. The Academy is firm in its belief that our campus must be a substance and smoke free environment. Students may not possess, use, distribute, or be under the influence of alcohol, drugs (including recreational use of prescription drugs), or tobacco while under the school's jurisdiction. The school's jurisdiction includes anytime during the school day; anywhere on the school campus; or anywhere and at anytime while attending a school sponsored event, including "away" athletic competitions. These prohibitions include possession of drug or tobacco paraphernalia and alcohol containers. In order to enforce this policy, Columbus Academy may require a student to undergo professionally administered screening tests to assess his or her use of drugs or alcohol. If a student is determined to have violated the drug and alcohol rules contained in this policy while under the school's jurisdiction, he or she will be subject to dismissal from the Academy.
2. The Academy recognizes that early identification and response to misuse can help prevent or interrupt abuse and/or addiction. In the event of a family or a student *voluntarily* disclosing problems related to the use of alcohol, tobacco, or drugs, the

school will work cooperatively to assure that the student receives support, intervention, and any other care that will enable the student to return to a healthy condition.

3. Columbus Academy is interested in the safety and health of all its students and believes that responsibility for student actions *off campus* lies with parents. Upon learning of student involvement with drugs, alcohol, or tobacco *off campus*, the Academy may choose to counsel the student and communicate with the student's parents in order to encourage openness and accountability. When students' use of drugs, alcohol, or tobacco off-campus discredit the school or reflect a disregard for the health and safety of others in the school community or in the community at large, the Academy will respond and may take disciplinary action.
4. Columbus Academy expects that school parents will abide by applicable laws and not make alcohol, prescription, or illegal drugs available to their children or other students in their homes, nor allow a situation to occur in which students can congregate at a home to use illegal or prescription drugs or alcohol. Failure to abide by this expectation constitutes a violation of the partnership that the Academy must count on from parents. This violation could impact the parents' and students' involvement or membership in the school community.

## **Weapons**

Columbus Academy takes a zero tolerance position on weapons possession. The school prohibits all persons from possessing any weapon while in school, on school grounds, at school—sponsored events or activities, entering upon or departing from school grounds or school—sponsored events or activities, and on school buses or any other school vehicle. Any student in possession of a weapon is subject to immediate dismissal from Columbus Academy.

## **Discipline**

### **Detention**

After school detentions are assigned at the discretion of the faculty member to students for routine discipline matters such as dress code violations, eating food in the Upper School building, and accumulating three tardies to school or class. Detentions are served from 3:20 p.m. to 4:20 p.m. on the day or day after they are earned. ***Detentions take precedence over all other extracurricular activities or commitments.*** Students serving detentions should report promptly at 3:20 p.m. to the faculty member on duty.

A teacher may assign an academic detention to a student who has not completed work on time. The difference between this type of detention and a disciplinary detention is that the purpose of academic detention is to ensure that students finish specific work. The detention takes precedence over all other activities.

### **Discipline and Honor Committee**

The Discipline and Honor Committee meets as needed and to consider cases where a student has violated major school rules and/or has demonstrated a pattern of problematic behavior. The Committee is made up of four students, two faculty members, and a Dean of Students who is meeting with the committee. The Committee is chaired by the Head of Upper School.

Such meetings are designed to provide the school an opportunity to build a deeper understanding of the student's actions, and to give the student an opportunity to present his or her viewpoint, to understand clearly what he or she has done wrong, and to hear strategies on how to improve decision making going forward. Through the Discipline and Honor Committee process, a student is able to learn from representatives of the community and time and space is provided for careful and intentional school responses to behavior.

The following constitute the procedures of the Discipline and Honor Committee. In unusual circumstances, such as incidents of personal risk to students or when school is not in regular session, aspects of these procedures may be adjusted to fit the circumstances:

1. The Discipline and Honor Committee will endeavor to meet promptly after it has been determined a meeting is necessary. A meeting will not take place, however, until there has been sufficient time for information gathering and until the student and his or her parents have been informed of the procedures.
2. If any of the regular members of the Discipline and Honor Committee are unable to attend a meeting, the Head of Upper School may assign a substitute member or determine that the meeting will take place with a smaller group in attendance.
3. A student who meets with the Discipline and Honor committee is permitted and encouraged to bring an adult advocate. The adult advocate is an adult member of the Columbus Academy staff (a teacher, a coach, advisor, etc.) whose role is to counsel and support the student, to corroborate what the student is saying, offer perspective on the student, and to keep the student from having to be alone.
4. During the first part of the meeting, the student and the Committee review a written description of the relevant behaviors as understood by the Dean of Students and discuss the behavior's impact on the community. The primary purpose of the written description is to clarify *what happened* so that the Committee and the student can focus on *learning from what happened*. During this part of the meeting, the Committee works to understand the student's perspective, and to help the student to understand why the behavior was problematic and to avoid or modify the behavior moving forward.
5. During the second part of the meeting, the student and the adult advocate are excused and the Committee discusses what it feels the school's response should be to the events. The Committee is empowered to recommend a range of responses from "no

further consequences” to suspension and dismissal. This opinion takes the form of a recommendation to the Headmaster who ultimately decides what actions are to be taken.

6. The Discipline and Honor Committee will endeavor to meet promptly after it has been determined a meeting is necessary. A meeting will not take place, however, until there has been sufficient time for information gathering and until the student and his or her parents have been informed of the procedures.
7. If any of the regular members of the Discipline and Honor Committee are unable to attend a meeting, the Head of Upper School may assign a substitute member or determine that the meeting will take place with a smaller group in attendance.
8. A student who meets with the Discipline and Honor committee is permitted and encouraged to bring an adult advocate. The adult advocate is an adult member of the Columbus Academy staff (a teacher, a coach, advisor, etc.) whose role is to counsel and support the student, to corroborate what the student is saying, offer perspective on the student, and to keep the student from having to be alone.
9. During the first part of the meeting, the student and the Committee review a written description of the relevant behaviors as understood by the Dean of Students and discuss the behavior’s impact on the community. The primary purpose of the written description is to clarify *what happened* so that the Committee and the student can focus on *learning from what happened*. During this part of the meeting, the Committee works to understand the student’s perspective, and to help the student to understand why the behavior was problematic and to avoid or modify the behavior moving forward.
10. During the second part of the meeting, the student and the adult advocate are excused and the Committee discusses what it feels the school’s response should be to the events. The Committee is empowered to recommend a range of responses from “no further consequences” to suspension and dismissal. This opinion takes the form of a recommendation to the Head of Upper School who ultimately decides what actions are to be taken. When the recommendation is dismissal or long suspensions, the Head of School ultimately decides.
11. Discussions within the Discipline and Honor Committee meeting are to be confidential.
12. On the day a student meets with the Committee, the student CANNOT participate in after school activities until a final decision has been made.
13. The final decision will be communicated to the student and to the parents on the day of the meeting by the Dean of Students, the Head of Upper School, or the Headmaster. A summary of the meeting and the final decision will be communicated in writing.

14. At the discretion of the Headmaster and/or the Head of Upper School, the results of a Discipline and Honor meeting may be communicated to the faculty, other students, and parents as deemed appropriate to serve the broader interests of Columbus Academy.

The highest aim of the Honor and Discipline Committee, as is the aim of all discipline at Columbus Academy, is to educate young people in the ways of acceptable behavior in our community. Wherever possible, the Committee tries to suit any sanction to the student's actions in such a way as to further underscore the lessons discussed with the student in the meeting.

### **Suspension**

Suspensions are effective immediately upon the decision of the appropriate administrator and last until the morning the student is allowed to return to the community. On the day the committee meets, a student will be held from after-school activities until a decision is made by the appropriate administrator.

A student who is suspended from school is suspended from attending all Columbus Academy-sponsored activities from the time the decision is made until the time that student is permitted to return. CA sponsored activities include school sponsored trips, athletic practices or games, theater rehearsals or performances, musical performances, and student led events like dances.

Students returning from a disciplinary suspension are permitted to receive extra help from her or his teachers, to make up tests or quizzes missed, and to submit work assigned before the suspension occurred or during the period of absence, without incurring academic penalty due to the suspension. In all cases, however, the student must take the initiative to seek help and/or to make arrangements for making up tests or submitting assigned work. The tests, quizzes, and assigned work must also be completed in a timely and reasonable manner, with all deadlines determined by the teachers, who will, should the case arise, then apply the sanctions which are customary to situations where a student does not make up work within the period of time deemed reasonable and proper.

Suspensions and Dismissals that occur while a student is in Columbus Academy's Upper School, including after applications to colleges have been submitted, will be reported to colleges and universities. Students will be advised to report the change in status to the college. The College Counseling office will report the suspension or dismissal as well. The Director of College Counseling will work with the Upper School administration and the student in question to develop an accurate portrait of events and the reasons for the School's response.

### **Disciplinary Warning**

Continued citizenship or behavioral concerns about a student can result in the school's administration placing the student on Disciplinary Warning. The length of time a student spends on Disciplinary Warning will be determined by the school's administration. Students placed upon Disciplinary Warning are subject to more serious disciplinary responses, including a meeting with the Discipline and Honor Committee, and possibly suspension.

### **Disciplinary Probation**

When a student's citizenship record, either through repeated violations of school rules or a single major offense, jeopardizes his or her continued presence at the Columbus Academy, the school's administration can place the student on Disciplinary Probation. Any future violation of Columbus Academy rules or policies by a student on Disciplinary Probation will likely lead to further disciplinary consequences, including dismissal from school.

## **Campus Life**

### **Upper School Advisory System**

**Individual Advisors:** Each student is assigned a faculty advisor who is responsible for overseeing the student's academic program and who will take a personal interest in his or her progress. New students are assigned advisors while returning Upper School students remain with their previous year's advisor. The advisor will consult with teachers and parents concerning the student's academic and social progress. Parents should contact the advisor whenever they believe it is necessary.

**Advisory Homeroom:** Advisor groups (comprising 8–10 students) meet to hear announcements, to discuss school matters, and to allow the group or individual students to discuss personal concerns with the advisor.

**Grade Level Deans:** Grade Level Deans work with the individual advisors to oversee the activities and progress of their respective classes throughout the course of the class' four years in the Upper School. They approve and attend class meetings, work with class officers to bring concerns of the class to the attention of the faculty, and help the class participate constructively in the life of the Upper School.

### **Automobiles**

Driving to school is a privilege granted to students by their parents and Columbus Academy. Students who drive cars to school are expected to register their cars with the Upper School office, to park them in the assigned lots in designated parking spaces, and to respect state and

local laws so as not to endanger the lives and property of others. The posted campus speed limit is 15 m.p.h.

Under no circumstances are students to leave campus in cars either as drivers or passengers prior to the end of the academic school day unless, prior to departure, a note, email, or phone call from home specifying day, time and purpose for departure has been received by the Upper School Head, Deans of Students, or Upper School Assistant, or the Upper School Head or Dean of Students has given permission. The privilege of driving on campus may be revoked if students abuse the privilege. Specific directions will be given to Upper School students as the need arises.

### **Parking**

All Upper School students may park only in designated student parking areas. Students may not be in the parking lots during the school day without permission from the Upper School Head, Dean of Students or a faculty member. ***Cars may not be moved from one lot to another at any time during the school day or after school.***

A students who needs to leave their car on campus overnight must submit a parking release form to the campus security officer in Academy Hall. Parking release forms are available online or in the Upper School Office.

### **Food**

In order to preserve Upper School facilities for future generations of Columbus Academy students and in order to maintain an appropriate academic environment, no food is permitted in any building with the exception of the Dining Hall or in a classroom with faculty supervision. Chewing gum is not permitted. Students enjoying food outside the academic buildings and dining hall should remain mindful and respectful of the public spaces on campus and make certain that trash is not left behind.

### **Cell phones and Personal Listening Devices**

Policies and practices related to cell phones and personal listening devices such as iPods derive from two school priorities: (1) ensuring the learning environment is free of unnecessary distractions, and (2) removing barriers to the full participation in the communal life of the school. Consistent with these priorities, use of cell phones and texting are prohibited during school hours unless permission is granted by a faculty/staff member. Headphones for laptops or music players are not permitted in public spaces and are, in fact, discouraged anywhere on campus during the school day. However, use of headphones may be permitted when being used for schoolwork.

### **Field Trips**

Field trips are considered classes away from campus. All school rules are enforced on field trips. This includes heightened attention to deportment and personal appearance. Columbus Academy dress code attire is expected, unless otherwise noted and approved by the Upper School Head.

### **Campus Network Acceptable Use Policy**

The computer network environment supported by The Columbus Academy is designed to enhance the learning and teaching activities of the Academy's students, faculty, and staff. The term "network" refers to a number of computers and other electronic tools that are connected to each other for the purpose of communication and data sharing. The Columbus Academy Network is a part of the Internet. The Internet is a global network made up of many smaller contributing networks. Its services are intended to support open research and education in and among U.S. research and instructional institutions. The number of users is in the millions and growing daily. The power of the Internet comes from the energy of these many dispersed minds working together to solve problems and discuss issues. There is little in the way of hierarchy or control of the discourse, and it is virtually impossible to prevent students from accessing objectionable materials while preserving their status as full members of the Internet community. The purpose of this statement is to provide an acceptable use policy for the use of The Columbus Academy network facilities and services, internal as well as Internet. The Academy reserves the right to modify this policy at any time.

It is the policy of The Columbus Academy to maintain access for its community to local, national, and international sources of information. The Columbus Academy works to create an intellectual environment in which students, staff, and faculty may feel free to create and to collaborate with colleagues at any institution, without fear that the products of their intellectual efforts will be violated by misrepresentation, tampering, destruction and/or theft.

The Columbus Academy characterizes as unethical, unacceptable and just cause for taking disciplinary action, removal of networking privileges and/or legal action, violation of the following directives:

1. Users will not seek to gain or gain unauthorized access to information resources including other students' accounts.
2. Users will not destroy, alter or otherwise interfere with the integrity of The Columbus Academy resources.
3. Users will not invade the privacy of individuals or entities.
4. Users will not use this or any other interconnected network for illegal or criminal purposes.
5. Users will not share one's password, allow another to use one's account, or use another person's account with or without their permission.
6. Users will not transmit threatening, obscene, or harassing materials.

7. Users will use appropriate language. Profanity or obscenity will not be tolerated.
8. Users will avoid offensive or inflammatory speech.
9. Users will adhere to the rules of copyright, licensing agreements and all other contracts.
10. Users will not repost personal communications without the original author's prior consent.
11. Users will avoid the knowing or inadvertent spread of computer viruses and worms.
12. Users will not send or receive any obscene or pornographic material.
13. Users will not engage in on-line gambling.
14. Users will not share personal information with anyone over the Internet.

Exemplary behavior is expected at all times. When "visiting" locations on the Internet, users must conduct themselves as representatives of both their school and their community as a whole. This policy is applicable to any member of The Columbus Academy Community, whether at The Columbus Academy or elsewhere. The Columbus Academy faculty has the right and obligation to determine what is acceptable or unacceptable use of the technology facilities at The Academy.

All users have a reasonable expectation of privacy, however, if a user is believed to be in violation of the guidelines stated in this policy, a system administrator or teacher may need to gain access to private correspondence or files. All users are responsible for the use of their accounts. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user. Users should bring any threatening or unwelcome communications to the attention of the system administrator as soon as possible.