Columbus Academy Middle School

2026-27

Student Handbook

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Welcome

Columbus Academy Middle School understands that its mission is to **embrace the whole child as an active and ever-changing learner**. We strive to foster an environment that **guides identity development, strengthens character, enhances individual interests, and supports young students taking healthy risks within a nurturing environment**. Middle School students are expected to demonstrate independence of thought and action while accepting responsibility for their choices. Developmentally, Middle School students progress from concrete thinking patterns toward abstract thought. They are able to go beyond a literal meaning to greater levels of critical thinking.

Principles Guiding Columbus Academy Life

Like any school handbook, this publication attempts to anticipate most potential issues of school life, including issues regarding academic success and student behavior. It does not, nor can it, address all possible school issues. Thus, please consider this a "living document" that will require future additions, deletions, and/or modifications. Columbus Academy reserves the right to initiate any/all of these processes whenever necessary.

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.

Core Values

Columbus Academy commits itself to the five core ethical values of **Respect**, **Responsibility**, **Honesty**, **Compassion**, and **Fairness**. Students and adults in the community are expected to conduct themselves accordingly. We pursue **Integrity** as individuals and as a school when we align our actions with these values. Pursuing Integrity is not always easy, and doing “the right thing” often requires taking a risk. We,

therefore, champion **Moral Courage** as an essential quality in a community committed to integrity.

Diversity Statement

Columbus Academy believes that diversity, inclusion, equity, and justice are essential to the excellence of our community, culture, and curriculum. We recognize that pursuing this excellence requires thoughtful, deliberate, and sustained action and that this effort is critical to our educational mission.

Community: We value diversity in all of its dimensions, including but not limited to gender, race, ethnicity, national origin, religion, sexual orientation, individuals with disabilities, family composition, and socio-economic status. We seek to reflect multiple perspectives, backgrounds, and interests in all facets of our community. We recognize that students who are exposed to and embrace diversity are better prepared to engage in a pluralistic world.

Culture and Climate: We strive to be an inclusive community where everyone feels safe, respected, and valued. In building a community that values similarities and differences among its constituents, we seek to embody in our actions and in our relations with one another the principles of equity and justice as well as Columbus Academy's core values of respect, responsibility, honesty, compassion, and fairness through moral courage and integrity.

Curriculum: Exposure to multiple, and even sometimes competing, points of view best equips students to explore, understand and apply complex concepts, building the basis for a rigorous education. By weaving diversity into the fabric of our curriculum, we equip our students with the interpersonal and critical thinking skills essential to success in the complex, multicultural world in which we live.

Columbus Academy adheres to the National Association of Independent Schools (NAIS) Principles of Good Practice for Equity and Justice.

Non-Discrimination Policy

The Columbus Academy encourages and welcomes diversity and does not discriminate on the basis of race, color, gender, religion, national origin, disability, age, sexual orientation, or any other class protected by law in the administration of its admissions policies, educational policies, financial aid policies, school-administered extracurricular programs or employment.

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. Students are always 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 school life. While they may occasionally act unwisely, we expect students to always 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. Columbus Academy values our community's diverse backgrounds, identities, life experiences, and interests. We expect every community member to respect and value these differences to promote a safe and vibrant school environment. Therefore, actions undermining the safety, respect, or value of any community member will not be tolerated. These actions include but are not limited to, bullying, hazing, harassment, derogatory statements, and threats that undermine the school's commitment, as outlined in its Statement on Diversity and Inclusion.

4. Property belonging to other people and the school must be treated with respect. In this regard, theft, vandalism, and invading 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 is prohibited and 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 up to and including dismissal.

7. Weapons possession on Columbus Academy's campus is unacceptable. The school prohibits all persons from possessing any weapon, including items that look like or purport to be weapons, 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 possessing a weapon is subject to immediate dismissal from Columbus Academy.

8. 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, up to and including dismissal 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.

Columbus Academy Community Expectations

The last sentence of Columbus Academy's Mission Statement – **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** – may never be more relevant than it is today. We ask for your responsible behavior and your confidence that we do everything in our capacity to make this a great year for our students, your children.

Academic Life

Introduction
Columbus Academy holds itself to the highest standards in all endeavors and defines excellence as achievement with integrity. The core values of responsibility, honesty and fairness are central to discussing academic integrity. There can be no excellence without a strong commitment to these values.

The central responsibility of Columbus Academy is the development of the intellectual powers of its students in a nurturing and supportive environment. Students are expected to exhibit the highest standards of conduct in preparing all academic work. Academic misconduct is a significant offense that will lead to serious disciplinary action, up to and including dismissal.

Grade Reporting

The academic calendar is divided into four quarters. At the end of each quarter, grades are given in all courses. Semester grades (end of second quarter) and a final year-end grade (end of fourth quarter) are also calculated for each course. Grades are made available to parents in Blackbaud at the end of each marking period.

All core classes are evaluated with letter grades ranging from A to F or Incomplete (I).

Letter Grade Descriptions:

A	The student consistently demonstrates a ready mastery of the skills emphasized in the course, a comprehensive understanding of the content, and the ability to offer insight into the material.
B	The student can most often recall and use facts and relationships presented in the course, make connections between different topics, and solve challenging problems.
C	The student demonstrates a general understanding of the course material. However, the ability to recall information or demonstrate skills needs to be completed, and the student seldom goes beyond the ordinary in problem solving.
D	The student has some understanding of the course material, but there are significant areas for improvement in content knowledge and/or skill demonstration.
F	The student may have some marginal knowledge of course material but has consistently failed to demonstrate an understanding of the most basic skills and content.

Incompletes: An incomplete may be given at the end of a marking period only for extended illness or other extraordinary circumstances. Extensions for incompletes require the approval of the Head of Middle School.

Medical: A grade of “M” may be used for medical reasons. This differs from an incomplete as the “work” may not always be completed due to the medical issue.

Allied classes, Physical Education (PE), and electives are assessed with a grade of Outstanding (O), Satisfactory (S), or Unsatisfactory (U) grades.

Academic Integrity

Defining Academic Integrity
Academic integrity is pursuing academic achievement while strictly adhering to the values of responsibility, honesty, and fairness.

The spirit of academic integrity is one of partnership and relationship. Students and teachers are engaged in the cooperative project of developing each student’s intellectual powers. When this project ceases to be a partnership and begins to take on the spirit of competition and scarce resources, the temptation to cut corners in academic work grows. In this environment, students may seek to gain a competitive edge by compromising their commitment to academic integrity.

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

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

We desire clear and practical definitions of the behaviors that violate our pledge to academic integrity. Such definitions can be found below. This list, however, is not comprehensive. An action may violate our commitment to academic integrity even if it does not appear on the list below. Instead of asking, “Is this act on the list of forbidden acts?” we urge students to ask, “Is this act dishonest, unfair, or irresponsible?”

Finally, in the spirit of partnership and relationship, we encourage students to ask their teacher if they are unsure whether a certain action is permitted or not.

Examples of Violations of Academic Integrity

- Bringing "cheat sheets" into a testing situation
- Talking or signaling answers to classmates during a test
- Looking at someone else's paper during a test
- Sharing information about a test with classmates who will take that same test later that day
- Alerting classmates of a pop quiz in a coming class
  Copying another student's homework
- Plagiarism and/or the use of Artificial Intelligence programs to generate content without teacher approval and guidance
- Using resources that are not permitted for that assignment (such as calculators, class notes, Internet, etc.)

Examples of Violations of Academic Integrity Relating to Plagiarism

- Using other people’s words or ideas as your own including the use of Artificial Intelligence programs to generate content without teacher approval and guidance
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying words or ideas from a source that make up the majority of your work, whether you give credit or not

Students sometimes unintentionally engage in academic misconduct, which often involves ignorance of the rules for citing sources in written work. It is the responsibility of students to understand and adhere to the rules for properly citing sources and crediting resources in written work. Teachers at appropriate levels instruct students clearly and directly on these rules. Therefore, ignorance is no excuse for violating them. Students are responsible for knowing and adhering to these rules as part of their commitment to academic integrity.

Creating Conditions that Promote Academic Integrity

Commitments to responsibility, honesty, and fairness are personal acts of conscience. Consequently, each student bears responsibility for meeting the school's expectations for academic integrity. Additionally, teachers will promote environments conducive to academic integrity by arranging the classroom and providing clear instruction in ways that minimize the sources of temptation for academic misconduct.

Academic Dishonesty in the Middle School

All instances of academic misconduct are to be reported to the Dean of Students and Associate Head of Middle School. Academic misconduct includes those behaviors listed earlier and other forms of improper conduct and actions that violate the partnership between the student and teacher.

The Dean of Students is responsible for determining the facts of the incident and communicating with the student's family in question. When the facts have been established, the Dean of Students usually refers the matter to the Associate Head of Middle School. The parents will be called and the incident will be recorded. Repeated violations may result in more serious consequences leading up to and/or including expulsion.

All work must be redone and/or completed knowing that full credit will not be granted. Typically, a failing grade will be assigned to the assessment.

Applying Meaningful Consequences Consistently and Educationally

Violations of academic integrity will be dealt with seriously and consistently, but also with understanding, compassion, and education in mind. Instances of dishonesty, however, cannot be excused. If the nature, severity and/or pattern of misconduct warrants it, a student may face appropriate disciplinary action up to and including dismissal.

Teachers, administrators, and staff will immediately report all incidents of academic misconduct to the Dean of Students. The purpose of this requirement is twofold: (1) to assure that the school is alert to any instance and/or pattern of academic dishonesty on the part of a particular student or group of students, and (2) to ensure the best chance

for consistency in rule enforcement. In addition, the research is clear: minor incidents of dishonesty dramatically increase the likelihood of later, more significant incidents of dishonesty. All instances of academic misconduct are to be reported to the Dean of Students. Academic misconduct includes those behaviors listed above and other forms of improper conduct and actions that violate the partnership between the student and teacher.

The Dean of Students is responsible for determining the facts of the incident and communicating with the student's family in question. When the facts have been established, the Dean of Students usually refers the matter to the Associate Head of Middle School and they work together to discuss a consequence.

The Columbus Academy community is interested in knowing how the school responds to violations of academic integrity. All community members benefit from hearing that rules matter and there are consequences for violating them. However, concerns for privacy and a desire to spare students and their families public embarrassment are real and must also be considered. Balancing these priorities is difficult, and Columbus Academy has pursued a middle course between these two interests.

Conferences

Columbus Academy’s academic program emphasizes the partnership between the school and home in encouraging and monitoring academic growth. In general, if a parent seeks information that his or her child cannot provide, or if the parent seeks further clarification about a school—related matter, the parent should first contact the individual teacher or the student’s advisor at school. If more clarification or discussion is needed, the parent should call the Head of Middle School or the Associate Head of Middle School for matters about the academic program or discipline. When the situation warrants, a parent/teacher conference can be requested by either the student’s parents or instructors.

In addition to routine communication between home and school through phone calls, emails and written progress reports, parents are encouraged to participate in a planned calendar of events designed to facilitate communication with individual classroom instructors and advisors. During the first weeks of school, Back-to-School Night allows parents and guardians to learn more about their child’s course of study by meeting their child’s instructors and advisor. Parent-Teacher Conferences are scheduled in the Fall and Winter. A conference with a student’s advisor is held in the Spring. Conference appointments can be made in the weeks before the conference dates. These Parent-Teacher conferences are vital in the communication network between families

and Academy. Telephone and e-mail are also convenient methods of communication, and all faculty have email accounts listed in the directory.

Academic Probation

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

1. Low academic results which place the self-esteem of a student in jeopardy.
2. Two or more D/S-‘s or one or more F/U’s at the end of the quarter.

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, removal from extracurricular activities, 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 faculty 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.

Academic Services

Classroom Accommodations

Students with diagnosed disabilities, including learning disabilities may be eligible for special accommodations in the Middle School. These accommodations go beyond the normal considerations that teachers make to promote students' success every day, 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 Middle School Specialists, and suggested use of laptops or iPads in Columbus Academy classrooms.

The selection of appropriate accommodations that 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 disabilities that call for special accommodations must be documented. The parents or teachers make recommendations for educational and/or psychological testing to the Student Support Team which is composed of the Co-Directors of Student Support Services, School Counselor and the Middle School learning specialists. Second, the combined observations of the student's teachers and parents may be collected to identify the potential learning issue more clearly. Finally, a meeting of the student's teachers and Student Support Team outlines the strategies to work with the student. The plan is communicated to all parties and is distributed to the student's teachers for implementation.

Counseling Services

The Columbus Academy Middle School has a full-time licensed clinician/counselor who serves as a consultant for problems that might interfere with a student's academic and social progress, providing confidential counseling. 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.

Policies, Procedures, and Expectations

Dress Code

No student should dress in a manner that 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 needed.

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 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.

- Shirts are expected to have a collar and be always tucked in.
- Hooded sweatshirts and jackets must be removed when entering all buildings.
- Students who arrive at school wearing inappropriate attire will be sent to the middle school office or clothing closet to get appropriate replacement clothing.

Harassment/Bullying Policy

The Columbus Academy encourages and welcomes diversity. The school respects individual differences based on race, color, gender, religion, national origin, disability, age, sexual orientation, or any other class protected by law. As such, Columbus Academy is committed to maintaining a school environment free from discrimination, harassment and/or retaliation based on any of the protected classes listed above. Discrimination, harassment and/or retaliation will not be tolerated.

“Bullying” refers to extensive, repeated relational aggression. Bullying or repeated unwanted aggressive behavior from an individual in a power imbalance with an intent to harm that can potentially cause negative mental or physical health in the person who is targeted. This might take a variety of forms, including verbal, written, electronic (cyberbullying), relational/social exclusion, property damage, or physical acts directed at a particular student on more than one occasion that is sufficiently severe, pervasive, or persistent that it creates a hostile educational environment.

Sexual Harassment is one form of prohibited harassment. Conduct may constitute sexual harassment under this policy when it is unwelcome conduct of a sexual nature that serves to substantially interfere with a student’s education or create an intimidating, hostile, or offensive school environment. Examples of sexual harassment may include, but are not limited to, unwanted sexual demands, demands for sexual favors in exchange for favorable treatment, obscene or suggestive sexual jokes, remarks or insults, sexual advances or propositions, and other similar types of unwelcome behavior of a sexual nature, including the transmission of sexually-oriented emails or other electronic communications.

Separate from sexual harassment, other prohibited harassment involves conduct based on protected characteristics other than sex. Examples of other types of prohibited harassment include, but are not limited to, the following:

- Verbal abuse, slurs, jokes. This includes oral or written jokes, slurs and comments based on an individual's race, color, gender, religion, national origin, disability, age, sexual orientation, or any other class protected by law.

- Cartoons or other graphic materials. This includes written materials, pictures and other depictions that are demeaning or hostile and are based on an individual's race, color, gender, religion, national origin, disability, age, sexual orientation, or any other class protected by law.

- Threats/pranks. This includes intimidating, threatening, bullying or hazing conduct based on an individual's race, color, gender, religion, national origin, disability, age, sexual orientation, or any other class protected by law.

If the conduct does not cease or if you are not satisfied with the results of your initial discussion, it is your responsibility to immediately bring the situation to the attention of one of the following adults to resolve your concern: teacher, advisor, Dean of Students, Middle School Counselor, or Head of Middle School. Upon receipt of any such report the adult must share the information immediately with the Head of Middle School. Columbus Academy will conduct a complete and thorough investigation into the incident. Moreover, in the inquiry the school commits to doing everything it can to treat the matter as confidential; this may include conversations with adults up to and including the Head of School. A decision will be made and shared with those involved, which may include appropriate discipline, up to and including dismissal.

Retaliation against an individual who makes a good-faith report of harassment is strictly prohibited. Such retaliation is a serious violation of policy, should be reported immediately, and may result in appropriate disciplinary action, up to and including dismissal. Any individual who makes a knowingly false complaint of harassment or discrimination, or who otherwise acts in bad faith, will also be subject to appropriate disciplinary action, up to and including dismissal.

Drugs, 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. 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 any time while attending a school sponsored event, including "away" athletic competitions. These prohibitions include possession of drug or tobacco paraphernalia and alcohol containers. 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 may face appropriate disciplinary action, up to dismissal.

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 needed assistance while working through the concerns identified.

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 face appropriate disciplinary action up to and including dismissal.

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 violates 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.

Discipline

Conduct and Discipline

The Middle School has an obligation to help all students learn how to be thoughtful and productive citizens. The skills necessary to accomplish this goal must first be identified, then fostered, and continually reinforced over time—a learning process that requires time and dedication from both learners and teachers. Columbus Academy makes a concerted effort in both formal and informal ways to praise and celebrate examples of positive behaviors. In this way we hope to encourage individual students and groups to continue these behaviors and to let our community know what we value.

During the Middle School years, the social development of students varies greatly. Families and schools need to help these students not only by praising and modeling positive behaviors, but also by setting limits for inappropriate behaviors. By pointing out unacceptable behaviors, counseling students, and maintaining consequences, we will ultimately reach our goal of teaching students to be their own disciplinarians. Basic to this process is the goal that the students will develop internal self-control, and the objective of all action is to help this occur. Disciplinary action is a means of encouraging the student to understand the consequences of her/his actions that do not reflect the principles of good citizenship shared by members of the Columbus Academy community.

While the school attempts to delineate the formal disciplinary process, the administration reserves the right to exercise discretion in its application. At all times, the administration and faculty of Columbus Academy must consider particular circumstances, the best interest of the particular student, and the well-being of the entire student body when considering disciplinary action. Therefore, effective disciplinary and counseling interventions require that the school possess inherent flexibility in its potential responses. Included in this flexibility is facing appropriate disciplinary actions up to and including dismissal.

Types of Infractions

Major infractions are considered the most serious type of infraction and generally result in more severe corrective action including, but not limited to, suspension, probation, or dismissal. Infractions normally considered minor might become major, depending on the degree of the infraction and pattern of occurrence.

Major infractions include, but are not limited to:

1. Possession/use of illegal substances or materials
2. Violations of honor including, but not limited to, cheating, stealing, and dishonesty
3. Verbal, psychological, or physical harassment of fellow students or teachers
4. Fighting
5. Destruction of either school or personal property
6. Invading another's personal property without permission
7. Violating the Responsible Use Policy

Role of the Advisor: To be the advocate for the student; to make every effort to get to know the student and her/his situation, stage of development, family situation, etc.; to keep the Head of Middle School and grade level faculty appraised of pertinent information.

Role of Head of Middle School, Associate Head of Middle School & Dean of Students: To coordinate disciplinary responses that involve the student, advisor, teachers, parents, and school counselors as appropriate.

Role of Middle School Counselor: To work for the interest of the student. To function in a capacity clearly distinct from that of a disciplinarian.

Role of Head of School: To be kept abreast of all disciplinary actions recommended and assigned by the Head of Middle School. The Head of School is ultimately responsible for decisions regarding separation from the school.

Suspension

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. Columbus Academy 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.

Columbus Academy Middle School Expectations

We assume all of our students will act appropriately at school. However, on occasion, there may be some concerns that arise in the middle school that are unique to this age group. Below are the standard consequences for dress code/gum chewing infractions. The Dean of Students will address these and other minor infractions while ***all infractions start with the Dean, the major infractions will include the Associate Head of Middle School and the Head of Middle School.***

Dress Code: Middle School students are expected to comply with the established school dress code policies set forth in the student handbook.

Gum Chewing: In order to maintain the appearance of the facilities, Columbus Academy has an established policy of NO GUM chewing while on campus.

Language/Manners Expectations: Middle School students need to view themselves as part of a greater community, and therefore, are expected to use appropriate language and exhibit good manners in their interactions with others. Students who do not self-monitor their language and manners will be meeting with the Dean to discuss their behavior further.

Cell Phone/Smartwatch Expectations: Students are not permitted to have a cell phone or smart watch on their person during the school day. Students are not allowed to

use the phone during school hours unless permission is granted from a Columbus Academy staff or faculty member.

If a student's phone rings in class or is being used without permission during the school day, an adult will take the phone and bring it to the Dean's Office. The student can retrieve the phone at the end of the day. If this happens again any time during the year, the student will lose the ability to have the cell phone in their locker for a period of time that will be determined by the Dean. The student's parent(s) will be notified and an appropriate plan will be discussed.

Final note: While the school attempts to delineate the formal disciplinary process, the administration reserves the right to exercise discretion in its application. At all times, the administration and faculty of Columbus Academy must consider particular circumstances, the best interest of the particular student and the well-being of the entire student body when considering disciplinary action. Therefore, effective disciplinary and counseling interventions require that the school possess an inherent flexibility in its potential responses.

Campus Life

Assemblies

The entire community comes together for announcements, to watch guests and members of the school community perform, and to listen to visiting speakers. Every student in the Middle School is expected to arrive at Assembly promptly and to behave appropriately. Middle School Assemblies are held once every six day rotation in Schoedinger Theatre. Students have assigned seats and teachers take attendance at each assembly. Students and faculty make announcements related to the entire Middle School during assemblies.

Faculty Assistance

Faculty members are available to work with students who need help either before or after school on a limited basis. Since many teachers carry extracurricular responsibilities, the time must be arranged by students in advance.

Medical

Please let the school nurse know in writing about any special arrangements for athletic play, swimming, extracurricular activities, allergies, diet, or medication. No medication will be given without written instruction.

Students will not be allowed to participate in any athletics without the completed and signed Ohio High School Athletic Association (OHSAA) medical forms. Students must provide a written excuse from a physician if they are not able to participate in any part of the school program.

Please keep any student at home who has a fever or obvious illness. Any student with a temperature of 100 degrees or more will be sent home and parents will be called. All medications, whether prescription or not, must be given to the school nurse for distribution.

Library

Middle School students have the opportunity to utilize the resources and services found within the Middle School Library. All students are welcome in the library, and should be respectful of the space and others within it, as well as any materials and services utilized. Disrespect for others or abuse of library spaces, resources or materials may result in loss of privileges.

Students may check books out of any school library for a loan period of three weeks. Some items of technology may also be checked out on an hourly or daily basis. In some cases, a teacher must pre-approve the request for technology checkout. Students may renew books by visiting the circulation desk or communicating with the librarians. Students must have teacher approval to renew any technology.

Students and faculty advisors will be notified each week regarding any library items that are due. Overdue notices will be emailed to students, faculty advisors, and parents on Friday (or the last day of the week) to give ample time over the weekend to find any misplaced items. It is the student's responsibility to alert library staff about any lost or damaged materials. The librarians will work with students, faculty advisors and parents to resolve losses and damages on a case-by-case basis. Failure to respond to repeated overdue notices may result in charges on the student's account. Some or all circulation privileges may be suspended for students who demonstrate repeated carelessness or disrespect for library resources or materials. Notice will be emailed to students, faculty advisors, and parents on Friday (or the last day of the week) to give ample time over the weekend to find any misplaced items. The student's responsible for alerting library staff about any lost or damaged materials. The librarians will work with students, faculty advisors and parents to resolve losses and damages on a case-by-case basis. Failure to respond to repeated overdue notices may result in charges on the student's account. Some or all circulation privileges may be suspended for students who demonstrate repeated carelessness or disrespect for library resources or materials.

Computer Lab/Laptop & iPad Carts

Computers and iPads are available to students for academic purposes. All students in the Middle School and their parents must sign the **Responsible Use Policy** to use school computers. Abuses of the policy may result in the loss of computer privileges.

Textbooks
Most textbooks used in the Middle School are issued to students at the beginning of the school year and are returned in June. Students are expected to take proper care of textbooks issued to them, all of which should be covered for protection. Student accounts will be charged for excessive damage- or lost books.

Lunch and Recess
Attendance at lunch is required. Recess is a time for students to socialize and play. During good weather, students are not allowed in the Middle School building during recess unless supervised by a faculty member. Students remain on the playground or in other supervised areas during lunch recess.

Transportation
If unexpected transportation changes arise during the day, please notify the divisional office as early as possible or update the student's arrival in SchoolPass. Academy rules and regulations extend to bus transportation. The state authorizes drivers to submit formal Bus Conduct Reports. Upon receipt of a student's first Bus Conduct Report, the Middle School Dean of Students will notify the parents and consult with the student involved. Any reports may result in the temporary suspension of bus privileges. Ultimately, The Columbus Academy can revoke bus privileges indefinitely if inappropriate behavior continues.

Telephone Messages & Phone Calls
Telephone messages for students received by the Middle School office will be given to the student as quickly as possible. The phone in the Middle School Office is available for students with emergencies. **Questions regarding athletic cancellations should be directed to the Athletic Department at 614-509-2253.**

Lockers and Personal Property
Respect for the property of others is one of the compelling values of Columbus Academy. No student is permitted to tamper with the personal property, desks, books, or locker of other students or faculty. Individuals who tamper with the personal property of others will be disciplined appropriately.

Each student is assigned a combination locker in the Middle School building at the beginning of the year. All books, book bags, clothing, winter jackets, hats, and other personal items must be stored in this locker during the school day. Academy cannot be

responsible for personal items left scattered about the school grounds or unmarked items.

Students are also assigned combination locks and lockers in the athletic facility by the Physical Education staff. The athletic facilities are used by all three school divisions, visiting athletic teams, and outside organizations. Personal property is secure only when it is locked within the gym locker. Valuables left unsecured in this particular school area are at extreme risk. Students are repeatedly warned that they alone are responsible for ensuring their belongings are secure.

Students bringing laptops, calculators, or other valuable electronic equipment to school for academic use should procure independent insurance, as the school policy does not cover them.