

***Dear Students and Families,***

Welcome to the 2016-17 year at The Charles School at Ohio Dominican University. We are delighted that you are part of our learning community.

The policies and procedures outlined in this student and parent handbook are intended to make our community a better, more productive learning environment for everyone. Please take time to read all the enclosed information. Our goal is to maintain optimal learning opportunities for students and help them to develop skills and behaviors, necessary for healthy social interactions, both present and future. We encourage you to discuss school policies and procedures as a family.

The intention of all our work is to move students toward attaining greater control of their daily experiences, good decision making, and develop responsibility and character including self-discipline. All our policies and procedures focus on respect for individuals as well as the community to which we belong. A prime concern always is the safety and health of students, employees, families and visitors, and adherence to the laws of our city, state and nation.

We appreciate your active participation in our school, and look forward to a productive year of learning for all.

Sincerely,  
The Charles School @ Ohio Dominican University Faculty

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***Nondiscrimination Policy:*** *The Charles School @ Ohio Dominican University has a policy of nondiscrimination on the basis of race, age, gender, religion, sexual orientation, color; national origin, handicap or disability, as applicable in its educational program, activities and employment policies. This policy is in compliance with Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Regulations of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all other applicable state, federal and local laws and ordinances.*

## **Introduction**

The Student and Parent Handbook is designed to provide an overview of the intent and operation of The Charles School in order to help ensure the greatest opportunity for success. Any questions about the contents of this handbook, or the school as a whole, should be directed to the school office. We welcome parents/guardians to visit the school, to contact staff, and to participate as partners with us in the education of their children.

## **The Charles School Vision:**

The vision that formed TCS @ ODU is a school that:

- Treats all students humanely and individually.
- Serves the urban community of Columbus.
- Enlivens the human spirit via concerned and positive ways.
- Mature, wise adults interact with teenagers and serve as role models for them.
- Causes students to become more thoughtful, inquisitive people particularly in core literacy areas including: science; math; the arts; communication through literature, writing, and oral presentation; technology; social studies; languages and cultural studies; and community engagement.
- Respects the need for students to establish their own independence while at the same time developing in them a sense of commitment to their community.
- Is a place where adults working at the school always exhibit respect toward students and other adults.
- Serves all children equally who desire this kind of experiential education.

## **The Charles School Mission:**

To prepare students for lifelong learning and informed citizenship by immersing them in real-world, active learning as well as rigorous academics

## **The Charles School Purpose:**

To provide a unique and nurturing environment where students and faculty can explore and pursue their dreams. Students are offered learning experiences balanced between the experiential and the conceptual. Real-world projects that demand both knowledge and skill motivate Charles School students to take responsibility for learning, not only in their high school careers, but also throughout their lives.

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# ***The Charles School Learning Community***

## **Student Rights and Responsibilities**

### **Student Rights**

- *Learning:* Students have the right to expect high-quality learning experiences at The Charles School. Students have the right to expect The Charles School faculty, staff and administration to be prepared to guide high-quality learning experiences each day.
- *Safety:* Students have the right to be safe and protected at The Charles School and at our partner sites.
- *Respect:* Students have the right to expect The Charles School faculty, staff and administration to treat them with respect and courtesy at all times.
- *Expression:* In matters of school governance (except in areas involving issues of health, safety, academics and scheduling) students have the right to an equal voice and vote through The Charles School Student Government.
- *Planning:* Students have the right to assist in the development and implementation of their personal education plan.

### **Student Responsibilities**

- *Attendance:* Students are responsible for attending school and all required school functions, every day unless a student is justifiably excused. Furthermore, students are responsible for attending all of their classes and arriving to school and to each class on time.
- *Preparation:* Students are responsible for coming to school and to class each day prepared to contribute and participate in their learning environment to the fullest extent of their capabilities. Students are expected to come to class with books, paper, writing instruments and all other material that is required for them to take an active part in their learning environment.
- *Participation:* Students are responsible for participating in classes and all other school related functions to the best of their ability every day. Students are encouraged to participate in class discussions, projects, programs and activities and to ask for help when something is unclear.
- *Self-Direction:* Much is expected from students at The Charles School. At the core level, we expect students at Charles to be willing to develop a sense of ownership and responsibility for their education. How this manifests itself within each student is unique.
- *Compliance:* The Charles School has adopted policies, procedures and a Code of Conduct. It is the responsibility of students to be aware of, to understand and to abide by these simple, fair and common rules.

## **Parent/Guardian Rights and Responsibilities**

All references to parents in this policy include the students' primary caregiver(s) who may not be their biological parent but are their legal guardians, which may include foster caregivers, grandparents and other family members. In some cases, the term may describe professionals such as child service case managers, and parole officers who act as caregivers when a parent is unavailable and/or the student needs such outside support.

The Charles School respects and values parents and families as initial teachers and as the primary decision-makers in their child's education. We are committed to helping parents and families acquire techniques, strategies and skills that they can use to support their child's at-home learning and academic success while in school. The Charles School encourages as well as depends upon the commitment and involvement of the parents of our students. We are committed to establishing policies that support and respect parents and the families they represent. We recognize and respect the varieties of parental traditions, practices, and cultures within our community.

### **Parent/Guardian Rights**

- Parents have the right to expect that their child will be treated with respect and courtesy and that The Charles School will create a learning environment that is safe, nurturing and academically challenging for their child.
- Parents have the right to expect high-quality learning experiences for their children at The Charles School.
- Parents have the right to expect The Charles School faculty, staff and administration to treat them with respect and courtesy at all times.
- Parents have the right to be informed of their child's academic progress throughout during the school year, including regular contact with their child's advisor and teachers.
- Parents have the right to be informed of issues regarding their child's behavior at school and to be informed of all serious disciplinary actions concerning their child and parents may exercise their right to appeal suspensions and expulsions.
- Parents have the right, and are encouraged, to visit The Charles School and to spend a class period or a day with their child at school when arranged in advance through the school office and approved by an administrator.
- Parents have the right to be informed if a local children's service agency service worker comes to TCS to interview their student. TCS will notify the parent and obtain parental permission to have the student interviewed.

### **Parent/Guardian Responsibilities**

- *Attendance:* Parents are responsible for making sure that their child gets to school on time every day. In the event that their child is justifiably excused, it is the responsibility of the parents to notify The Charles School by phone, fax or e-mail no later than 7:30 am, on the morning of the absence. Additionally, should a child need to leave school for a medical appointment or other justifiable reason, the student must bring a note from the parent requesting the absence no later than the morning of the appointment. The excuse must state the date and time of the appointment and must be signed by a parent.

- *Preparation:* Parents are responsible for ensuring that their child is prepared to take advantage of the learning opportunities that are available at The Charles School and throughout our learning community. The Charles School is committed to assisting parents as they support their child's learning opportunities through the careful monitoring of their child's school attendance, homework completion, behavioral and moral development, television watching, use of video and computer games, and other recreational activities. This means that parents should also ensure that their child comes to school with the proper materials with which to actively participate in their education, and that their child is rested, well-fed, safe and healthy. Resources are made available for parents' needing books and other material to improve their children's learning experiences.
- The staff will be available to inform parents on how they can foster learning at home, give appropriate assistance, monitor homework, and give feedback to teachers. Parents are provided with educational materials to help them learn how to organize the morning routine and homework routines to minimize conflict. Parents are given materials that emphasize the importance of having positive personal times with their children.
- *Communication:* Parents are responsible for participating in effective communication with faculty and staff, particularly in matters of a child's mental and physical health that could impact learning. Parents are responsible for communicating to their child the importance of attending school every day, being on time to school and class, completing homework, cooperating with the school and staff in working toward the attainment of a quality education. Parents are responsible for communicating with The Charles School on issues regarding illness, medical appointments and any other factors that may result in their child either being absent or unprepared on any given school day. Parents and families are provided with timely and meaningful information in an understandable language on Ohio's academic standards, state and local assessments, and legal requirements so that they can make informed decisions about their children's academic future. These legal requirements include Title I, Section 1118, parent participation rights under IDEA, and gifted students under ORC 3324.04 and 3324.06 (in which they reference parental involvement requirements).
- Parents are responsible to provide an excuse no later than two days of the student's absence.
- Parents are responsible for reporting to the office any changes in a student's address or telephone number within fifteen days of the change, so that the school database is accurate and the parent can be contacted in case of an emergency.

### **Process for Addressing Concerns of parents:**

Parents may contact the school at any time by calling 614-258-8588. They may request to speak with a specific staff member by appointment only. Other personal concerns such as the student's health or behavior are best addressed through direct contact with one of the school's administrators. If concerns of parents are not resolved at the initial level, parents are encouraged to make an appointment to meet with an administrator, as administrators are not always available when a parent visits the school.

Parent(s) may bring any matter to the attention of The Charles Schools' Board of Education, either through individual contact with a member of the Board, or by addressing the full Board at its monthly public meeting. Concerns brought before the Board at public meetings will receive formal notice of grievance disposition by U.S. Mail.

### **We support parents by communicating with them through the following measures:**

- Our school meets with parents prior to the beginning of the school year.
- Parents and students are given the Student and Parent Handbook at the beginning of each school year.
- Information related to school and parent programs, meetings, and other activities are communicated to all parents through the school's quarterly newsletter and through our monthly parent meetings.
- Emergency or vital information is communicated through the parent phone-tree or e-mail. We encourage parents to give us an updated telephone number.
- Parents are given opportunities to meet and share ideas at monthly parent meetings or at special events.
- Teachers and administrators are available for informal meetings with all students and parents.
- Parents are provided information on techniques, strategies and skills to use at home to improve their children's academic success in school.
- Parents are informed each quarter by teachers through the mailing of detailed and personalized narratives on the academic progress of their child(ren).
- Parents are notified by mail of detentions and by phone of other behavior concerns associated with their student while on campus or bus.
- Teacher and staff e-mail addresses are found on-line through the Charles School web site.
- Parents with computer access are able to view and monitor their student's grades, assignments, and homework online.

The Charles School is committed to the development of an effective collaboration between the parent/guardian, which adds real-world meaning to the goals the student has set. The staff is encouraged to make efforts to assign interactive homework that will require students to discuss and interact with their parents about what they are learning in class. Additionally, the staff will be encouraged to sponsor workshops or distribute information to assist parents in understanding how students can improve skills, get help when needed, meet class expectations and perform well on assessments. The Charles School provides links to resources and informational access to projects or programs that will enhance parent/child relationships and/or foster academic, community, or personal development. Techniques to foster parental involvement are a staff development topic during The Charles School professional development days. Facilitating parental involvement is a major responsibility of the parent-family coordinator.



## **Promoting Parental Involvement and Volunteerism**

The Charles School is committed to creating a welcoming environment for parents in the school by ensuring that office staff greet parents, provide signage near the entrances and that any other interactions with parents creates a climate in which parents feel valued and welcomed. Parent-teacher conferences are scheduled at times when parents can attend and participate.

Parents that visit the Charles School are asked to follow school policies and conduct themselves appropriately, following the directions of administrators and/or staff. Parents are asked to sign-in and wear a visitor's badge while on school property to be in compliance with the school's emergency/safety policies.

A parent who wishes to provide a lunch for the student instead of the one provided by The Charles School is required to bring the lunch to the school office where the student will be called to obtain it during the student's lunch period. If the parent desires to eat lunch with the student, the parent will be required to sign-in as a visitor and wear a *Parent Visitor* badge. As always, parents visiting for lunch are asked to follow the directions of school staff. Parents who become disruptive to school order and refuse to follow the directions of school staff and/or Charles School policies may, at the school administrator's discretion, be asked to leave school property.

### **Monthly Parent Group:**

TCS Administrators recruits parents to serve as leaders. This team develops plans to mobilize parents in support of their children and the school. The Charles School provides monthly meetings during the school year, where parents may formulate suggestions and participate in decision-making about the education of their children. The Charles School Parent Group encourages and supports parental involvement in the following capacities:

- Provides a forum for advice on all matters related to parental involvement, activities and programs.
- Builds community while raising funds for school activities—including an after school program and student scholarships.
- Assists staff in maintaining a safe and attractive facility, including outdoor furniture, sporting equipment, and landscaping.

### **Parent Volunteer Program**

The staff is encouraged to value parental contribution and involvement in all aspects of classroom and experiential teaching. They are encouraged to give parents opportunities to support their commitment to the Charles School by contributing to school activities on a regular basis while under staff supervision.

Parents that are unable to volunteer in the school building are encouraged to help in other ways—at home or at their place of employment.

Parents volunteering with students without staff supervision must have an acceptable and current BCI/FBI report and fingerprinting done at their own expense.

The Charles School is committed to continuously improving its educational practices in the following ways:

- Parents are encouraged to provide feedback to staff about the effectiveness of the school at all public assemblies, including the orientation, frequent open house meetings, and parent meetings convened monthly during the school year. Parent meetings are expected to be the second Thursday of the month between 6:30 pm and 7:30 pm; unless otherwise noted.
- Staff provides regular meetings, at parents' requests, where parents may formulate suggestions and participate in decision-making about the education of their children.

### **Policy on the Limits of Confidentiality**

It is important that students and their parents understand the limits of confidentiality within the school setting: Teachers, administrators, counselors, psychologists, social workers, and many other select licensed persons who work with the public, are considered by Ohio Revised Code, Mandatory Reporters. As such, those persons are MANDATED BY LAW to report suspected child abuse and/or neglect. Those suspicions may be directly observed, expressed by student or parents in conversation, or may be inferred through observation of mood, physical appearance, etc. They may also be physical, emotional, or psychological in nature.

If a situation arises that would prompt a suspicion of abuse or neglect, the school employee will be compelled to make such a report to Children's Services. No Charles School employee may hold confidential information of that nature.

Students and parents should be aware that students sometimes share information in a confidential manner with teachers. As employees of The Charles School, there are times that those conversations may be confidentially shared with supervisors or administrators as necessary.

### **Honors and Awards**

The Charles School recognizes outstanding achievement in Academics with special recognition at the end of each school year.

*Academic Awards:* Each academic area – Mathematics, Social Studies, English, Science, and Global Language – recognizes one student each year as the Exceptional Student in that discipline. A student is also recognized for achievement in the Experiential program, English Language Learners (ELL) program, Fine Arts, Physical Education, Health, Perfect Attendance, and “The Biggest Leap Forward Award”. The Charles School Administrators each recognize a student with “The Dean’s Award for Courage,” “The Dean’s Award for Leadership”, “The Dean’s Award for Perseverance”, and “The Excellence in the Early College Programs Award.”

## **Student Government**

The Charles School features a Student Government organization. Student Government is the means by which student proposals are presented, debated and voted upon regarding matters of the school other than health, safety and academics. If The Charles School learning community decides that other rules of procedure are necessary then additional rules can be proposed, voted upon and if passed, adopted.

## **Special Education**

Special education services and adaptations to the regular education program are provided for students who are eligible for special education. People with questions concerning these services and eligibility issues should contact an Administrator.

## **Guidance Counseling**

A guidance counselor is available for students during the school day, and by appointments.

## **Transportation and Busing**

**To and From Charles:** Students who live within the Columbus City School District (CCSD) and are two or more miles from The Charles School are eligible to be bussed. All other students must arrange their own transportation. Questions on this matter should be directed to the front office.

**Dropping off and Picking up Students at The Charles School:** Parents, guardians and other responsible adults who are planning to either drop off or pick up students at The Charles School must follow the same traffic pattern as do the school busses that service The Charles School. *Parents are encouraged to drop student(s) prior to 7:15am* to avoid conflicts with our school buses.

**Driving to The Charles School:** Parking passes are available for Charles School students who have a valid driver's license and proof of automobile insurance. Parking passes are a privilege and will be distributed primarily upon need, location of student residence, and the availability of alternative transportation. Parking passes will be revoked if a student abuses the privilege.

*Please note that parking passes are available on a limited basis. If you or your student have not been given permission by TCS administration to park on the lot, the car may be subject to tow, as it is parked illegally and without permission of The Charles School.*

## **The Charles School Building Hours**

The Charles School building will be open for students, Monday through Friday from 7:00 am to 2:45 pm (one-half hour before school begins and after school ends). The school and/or individual teachers may have scheduled events before or after these hours. In every case, The Charles School will have staff supervision whenever it is open to students.

## ***The Academic Program at The Charles School***

### **Graduation Requirements**

The table below details the minimum number of academic credits a student must earn to graduate from The Charles School. One academic credit is earned in a specific discipline when a student successfully completes a year's study in that area.

Area of Discipline	Required Credit
English	4
Mathematics	4
Science	3
Social Science	3
Foreign Language	2
Fine Arts	1
Health	0.5
Physical Education	0.5

The academic requirements for graduation from The Charles School meet or exceed the minimum standards set by the State of Ohio.

### **Experiential**

The Charles School is founded on an experiential approach to education. Much of the curriculum in all subject areas relies on authentic, hands-on experiences, including, but not limited to, the opportunity students have to take courses on a college campus. It is through these experiences that our students develop the critical thinking, self-knowledge, and collaboration skills necessary for success in college and the professional world.

### **Earning Academic Credit – Evaluation System**

In accordance with our partner institution, Ohio Dominican University, The Charles School awards traditional A-B-C-D-F grades. The Charles School combines methods that have proven to be successful at other schools with unique methods of our own to produce an evaluative approach that recognizes that students need to acquire and be able to use essential skills to be successful in high school and in life after high school.

Using our Graduation Plan, closely tracking student progress in earning credit, and individual classroom instruction, we seek to promote self-direction within our students. We want our students to eventually take ownership of and responsibility for their educational objectives.

The Charles School issues final grade evaluations at the conclusion of a course that are founded on students meeting expectations within a class. As a course progresses, students will be issued quarterly progress summaries at the end of each quarter, as well as other progress reports in the event that additional communication is necessary.

Our evaluative structure measures expectations with the following progress indicators and final evaluative marks:

**A:** This evaluation indicates that a student has exceeded the expectations that were established for this student by the classroom teacher. Students earning an A as a final evaluative mark for a semester class or for a year-long class **will earn academic credit for the course.**

**B and C:** These evaluations indicate that a student has met the expectations that were established for this student by the classroom teacher. Students earning a B or a C as a final evaluative mark for a semester class or for a year-long class **will earn academic credit for the course.**

**D:** This evaluation indicates that a student has made strides toward meeting the expectations that were established for this student by the classroom teacher. The student is on the way toward earning a passing grade but is not there yet. Students earning D as a final evaluative mark for a semester class or for a year-long class **will not earn academic credit for the course.**

**F:** This evaluation indicates that a student in a particular class or placement is, in fact, just beginning and has not yet seriously begun to address and achieve the expectations that were established for this student by the classroom teacher. Students earning an F as a final evaluative mark for a semester class or for a year-long class **will not earn academic credit for the course.**

**AU:** The audit is a grade given for a student that has participated in a course, but does not intend to be awarded credit for that course. This grade is primarily reserved for students that join a class after such time as the student could not reasonably be expected to complete the requirements for earning credit. Students auditing a course **will not be awarded academic credit for that course.**

**I:** The incomplete is a grade that indicates that there is considerable work that a student would need to submit prior to an accurate evaluation being made. This grade is primarily reserved for students that have had an extended absence from school. The incomplete is a temporary grade that, if awarded as a final evaluative mark, will be converted to a different, permanent grade no later than two weeks from the conclusion of the grading period.

At the end of each quarter, the teacher will provide the student with two progress indicators:

- 1) A progress indicator for the student's performance during the quarter in question. This indicates the student's recent performance, and is not necessarily a summarizing grade for the student's performance in the course's entirety.
- 2) A progress indicator for the student's performance to that point in the course. This indicates the entirety of the student's performance in the course.

It stands to reason, then, that both progress indicators would be the same at the end of the first quarter. It also stands to reason that the second progress indicator is in fact the final evaluative mark if it is issued at the conclusion of a course.

Final evaluative marks and quarterly progress reports will, in addition to the letter grade, include a narrative, written by the teacher, so that the student, the parent/ guardian and other interested

parties will have a greater understanding of the totality of the student's performance in a variety of identified essential skills and academic objectives.

## **Final Comments on Evaluations at Charles**

In addition to presenting evaluations in a letter format, our evaluations are accompanied by a narrative so that the student, the parent/guardian and other interested parties will have a greater understanding of the totality of the student's performance through a variety of identified essential skills, academic objectives and experiential abilities.

## **Ohio Class Rank Standards and Eligibility for the AIR Test**

In the state of Ohio, student class rank is based on the number of academic credits that have been earned. 9<sup>th</sup> grade students are those that have earned fewer than 5.5 credits. 10<sup>th</sup> grade students have no fewer than 5.5 credits. 11<sup>th</sup> grade students have no fewer than 11 credits, and 12<sup>th</sup> grade students have no fewer than 16.5 credits.

## **Testing**

The Charles School requires its students to participate and pass the state of Ohio standardized, graduation test (AIR), and adheres to the guidelines for when each age/ grade a student must be included in each testing group.

Attendance on each of these testing days is required unless a parent or doctor's note is submitted to the office, specifically stating that the student is unable to attend. Missed test(s) will be made up, within the testing window, upon the student's return to school.

Parents/Guardians should make sure that their student is well-rested on the day of each test and has had a healthy breakfast to ensure that the student has the best possible chance for success.

## **Textbooks**

Students are loaned textbooks for some classes at the beginning of the year and throughout as each syllabus dictates. Each book has a barcode on the back. The books are "checked-out" to each student using their student ID number and this barcode. At the end of the year or when the class no longer needs the textbook, each student will turn in each of their books to be scanned in. Once the books are scanned in, the borrowed book will automatically be "checked-in" and the student is no longer responsible for it. If a student turns in a book that does not correspond to the barcode in the system, they will not receive credit for it. They will then be responsible for the replacement of the borrowed textbook.

Students are not to deface, devalue, or write in borrowed textbooks. If a textbook is returned in a condition less than acceptable for reasonable wear and tear the student will be responsible for supplying a replacement.

**The Charles School at Ohio Dominican University**  
**2016-2017 Academic Calendar**

**FIRST SEMESTER: AUGUST 11 – DECEMBER 21**

First Day for Full Staff	August 11
First Day of School for 9 <sup>th</sup> Grade Students	August 17
NO SCHOOL (TCS) – TGFS Professional Development Day	August 24
First Day of School for 10-13 <sup>th</sup> Grade Students	August 29
Start of TCS 1 <sup>st</sup> Quarter/ 1 <sup>st</sup> Semester for All Students	August 29
NO SCHOOL (TCS) – Labor Day Break	September 5
TCS Picture Day	September 8
First Quarter Progress Report Generated	September 20
NO SCHOOL (TCS) – Staff Professional Development Day	September 23
First Quarter Progress Report Mailed	September 23
NO SCHOOL -Parent Teacher Conferences: 12:00pm – 6:00pm	October 13
NO SCHOOL (TCS)	October 14
Start of 2 <sup>nd</sup> Quarter	October 24
First Quarter Report Card Generated	October 25
First Quarter Report Card Mailed	October 28
NO SCHOOL (TCS) - Staff Professional Development Day	November 7
Second Quarter Progress Report Generated	November 15
Second Quarter Progress Report Mailed	November 18
NO SCHOOL (TCS) - Thanksgiving Break	November 23-25
TCS Midterm/ Final Exams	December 16-20
End of TCS 2 <sup>nd</sup> Quarter/ 1 <sup>st</sup> Semester	December 20
NO SCHOOL (TCS) - Staff Professional Development Day	December 21
<i>NO SCHOOL – Winter Break</i>	<i>December 22 – January 3</i>



**The Charles School at Ohio Dominican University**  
**2016-2017 Academic Calendar**

**SECOND SEMESTER: JANUARY 4 – JUNE 2**

NO SCHOOL (TCS) - Professional Development Day	January 4
Start of TCS 3 <sup>rd</sup> Quarter/ 2 <sup>nd</sup> Semester	January 5
Second Quarter/ First Semester Report Card Generated	January 10
Second Quarter/ First Semester Report Card Mailed	January 13
NO SCHOOL (TCS) - Martin Luther King Jr. Day	January 16
Third Quarter Progress Report Generated	February 7
Third Quarter Progress Report Mailed	February 10
Parent Teacher Conferences: 12:00pm – 6:00pm	February 17
NO SCHOOL (TCS) - President's Day	February 20
NO SCHOOL (TCS) - Staff Professional Development Day	March 10
Start of TCS 4 <sup>th</sup> Quarter	March 13
Third Quarter Report Card Generated	March 14
Third Quarter Report Card Mailed	March 17
Fourth Quarter Progress Report Generated	April 10
Fourth Quarter Progress Report Mailed	April 13
NO SCHOOL (TCS) - Spring Break	April 14- April 21
NO SCHOOL (TCS) - Staff Professional Development Day	April 24
NO SCHOOL (TCS) - Staff Professional Development Day	May 12
ODU Commencement: 11:00 a.m.	May 13
TCS Commencement: 4:00 p.m.	May 20
TCS Final Exams	May 19-23
Last Day for Students	May 24
End of TCS 4 <sup>th</sup> Quarter/ 2 <sup>nd</sup> Semester	May 24
Last Day for Full Staff	May 26
Fourth Quarter /Second Semester Report Card Generated	May 30
Fourth Quarter /Second Semester Report Card Mailed	June 2

## *The Charles School Policies and Procedures*

### **The Charles School Code of Student Conduct and Disciplinary Process**

The Charles School is a learning community built upon the foundation of relationships, both personal and organizational. From the relationships among students or between the Advisor and student, to the relationship between a teacher and his/her class or between, The Charles School thrives because of the relationships we build and nurture. Through the continued fostering and development of these relationships, we have been able to forge a learning community where each contributor to our community – whether a student, a staff member, a parent, or a volunteer – also becomes a benefactor. We think that we have created a high school environment unique to this area and beyond.

While this aspect of The Charles School may distinguish us from other schools, we anticipate some of the usual behavioral problems that are an aspect of all American high schools. Our efforts aim to respond to behavioral problems in a manner consistent with the school's vision, mission and philosophy. Our objective is to respond to behavioral problems in a preventive rather than punitive manner. The misconduct described below includes that misconduct occurring on school property, a school bus, or at a school-related function and in addition and regardless of where it occurs, misconduct that is directed at another student, school employee, school official, or school property.

Administrators retain the right to search a student's person or property when there is a suspicion that student code of conduct rules are being violated. Refusing a search by an administrator may result in presumption of guilt and result in the appropriate consequences.

Violation of any of the following rules may result in disciplinary action, including, but not limited to, suspension and/or expulsion from school:

#### **1. Academic Honesty**

Cheating on academic and experiential work and plagiarism of any kind is prohibited and inconsistent with the objectives of The Charles School Learning Community and in some instances; plagiarism is a violation of the law.

**Plagiarism Defined:** The Charles School defines plagiarism broadly to include the stealing and/ or passing off of the ideas, words and works of another as one's own. Plagiarism can take many forms including, but not limited to: The words or ideas of another taken from a variety of sources including, books, magazines, the Internet, newspapers, interviews, television programs and other sources combined with the attempt to use these words or ideas in any format without documenting their source. Whenever in doubt about the origin of thoughts, ideas, words, phrases, or works, students should cite the source for the material rather than run the risk of engaging in plagiarism.

Students who are caught cheating on evaluative tools will be deemed to have earned **no credit** for the specific piece of work and will forfeit the right to an alternative evaluation. Consequences for students who engage in plagiarism can range from earning no credit on the specific academic

assignment to earning no academic credit for the class in which the plagiarism took place and/or suspension or expulsion. The determination of the sanction for an act of plagiarism is solely within the discretion of the Administrators of The Charles School. Behaviors associated with this category may result in suspension or expulsion from The Charles School.

## **2. Alcohol, Prescription Drug, Over-the-Counter Drugs, and Illegal Drugs**

Prescription medications taken during the school day are to be dispensed by the school's administrator and overseen by the school's nurse (see "Administration of Medicine by School Personnel" policy).

No student shall use, possess, transmit, or sell any alcohol on school property or on a school bus. No student shall unlawfully use, transmit, or sell any prescription drug, over-the-counter drug, or illegal drug on school property or on a school bus.

## **3. Anti-Discrimination, Anti-Harassment and Anti-Bullying**

Students are prohibited from engaging in unlawful discrimination, harassment and bullying in violation of The Charles School anti-discrimination, anti-harassment and anti-bullying policies set forth in attached Appendix C.

## **4. Assault**

A student shall not behave in such a way that could threaten to cause physical injury to another person. A student shall not assemble to observe or encourage an assault nor inhibit school personnel from intervening when an assault occurs.

## **5. Bomb Threat**

A student shall not threaten to bomb, use explosives, or burn the school building or anyone in it.

## **6. Computer Use**

The Charles School is pleased to offer members of its learning community access to our computer network. This network includes use of the Internet and the World Wide Web. This access provides immense, diverse and valuable resources to our learning community.

Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Access to the Internet will allow learners to explore thousands of databases and libraries, as well as communicate with Internet users worldwide. Some material accessible from the Internet may contain information that has no educational value and in some cases is inappropriate and even illegal. Such misuse of technology can result in a student losing any or all privileges on computers. Our intent is to make the Internet available to further educational goals and objectives. The positive resources and benefits derived from use of the Internet overwhelmingly outweigh any negative aspects. This section constitutes The Charles School's Acceptable Use Agreement for Technology.

Students will be provisioned usernames and passwords for network resources including:

- A Computer Account allowing internet access and file storage
  - A school e-mail account
  - Read-only access to certain portions of their record PowerSchool, the student information system of record for The Charles School
  - Access to the school's Learning Management System and/or Electronic Portfolio system
- Students may periodically be asked to create accounts for other online resources consistent with the agreements of those particular services.

The Charles School reserves the right to pursue reasonable disciplinary actions or limit student access to the network or technological resources for any reason. These reasons include, but are not limited to the following:

- Logging on with another person's user ID.
- Obtaining unauthorized access to any school or public system,
- Plagiarism or violating copyright law, including downloading or storing "pirated" copyrighted materials including music, videos, and software.
- Logging on to Facebook, Instagram, SnapChat, Twitter, YouTube, Vine, or other social media sites are inappropriate for use during the school day and are considered distractions to students' learning.
- Vandalizing or breaking technology, i.e. camera, network, or computer
- Attempting to circumvent the school's proxy server, use to filter inappropriate websites for students
- Accessing or posting material that is sexual, inappropriate, violent or annoying.
- Using the network to harass others.
- Vandalizing the computers or the network.

## 7. Dishonesty

Students shall not engage in any dishonest behavior, including, but not necessarily limited to, providing false information, forging a parent or teacher signature on school forms, attendance notes, or any other document, and shall not impersonate a parent or a teacher.

## 8. Dress Code

Dress code is to be observed during school hours, including between classes and during lunch. Students will be required to alter their attire if it is deemed improper for school participation. If necessary, parents will be requested to bring appropriate attire or student will change into substitute clothing. Until student is dressed appropriately, he/she will not be permitted to attend class.

- Saggy pants (undergarments should not be exposed), torn clothing of any type, tight-fitting revealing clothing-including leggings, stockings, sheer fabric, and clothing are not permitted.
- Clothing with suggestive messages or references to gangs, drug use, alcohol, or tobacco are not permitted. Additionally, clothing that
- Hoods covering the head, bandanas/ scarves, masks, or distracting head decorations (other than for religious purposes) are not permitted. Garments of this type will be confiscated, and will be available to the student at the end of the day.
- Dresses, skirts, and shorts must be no more than four inches above the knee.
- Tank tops, spaghetti straps and muscle shirts are not permitted. Low cut shirts, bare midriffs, exposed undergarments and halter tops are not permitted.

- Pajamas, blankets, and house slippers are not permitted.

## **9. Excessive Tardiness**

Students are prohibited from being tardy on an excessive basis.

## **10. Gambling**

A student shall not engage in gambling or possess a gambling device.

## **11. Harassment/ Intimidation/ Hazing**

A student shall not harass, intimidate, disparage, incite, provoke, stalk, or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia, signs, buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, sexual orientation, citizenship, religion, handicap, age or sex that have the purpose or effect of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (2) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student or school employee; (3) causing or intending to cause material disruption of the educational process; (4) unreasonably interfering with a student's curricular, co-curricular or extracurricular performance; or (5) otherwise unreasonably having an impact on a student's educational opportunities.

Hazing activities of any kind are prohibited at all times. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person or living creature.

## **12. Inappropriate and/or Disruptive Classroom Behavior**

All students have a right to learn in a classroom environment that is free from disruptive behavior of other students. Therefore, student behavior deemed by a staff member to be inappropriate and/or disruptive will be addressed. (see "Behavior Expectations and Procedures")

## **13. Misuse of Communication Devices, MP3 Players, Handheld Video Game Players, Radios, Cell Phones, CD Players and all other Electronic Devices**

Use of cell phones, electronic handheld games, MP-3 players, iPods, tablet computers, cameras, and other electronic devices are prohibited during school hours (from 7:30a.m.-2:15 p.m.).

If any of these devices is used during school hours, it will be confiscated, and will be available to the student at the end of the school day. The second time one of these items is confiscated; the device will remain in the custody of an Administrator until a parent/guardian retrieves it. Electronic devices may be admissible, in some academic classes, at the discretion of the

classroom teacher. Under no circumstances are they admissible during school-wide functions. School is not responsible for any stolen item.

Parents are asked to call the school office if contact with their children during school hours is necessary. As the use of cell phones in school is prohibited, the office will alert the student to the parent's call.

#### **14. Non-school Promotion/ Selling**

Students are not permitted to advertise, solicit, recruit, or promote non-TGFS agencies or organizations without administration approval. This includes, but is not limited to, the selling of food or merchandise for fundraising purposes.

#### **15. Off-campus Loitering**

Students are not permitted to leave the school building during school hours without staff supervision, unless granted prior permission by an authorized adult. A student leaving the building during school hours with permission may be required to sign out in the main office.

#### **16. Other Misconduct**

Any other misconduct, which interferes with the educational process or safety of others, is prohibited.

#### **17. Physical Display of Affection**

Physical displays of affection between students are prohibited.

#### **18. Possession, Use or Transmission of Firearms, Knives, Other Weapons**

No students shall possess, use or transmit any kind of firearm, look-a-like firearm, knife, razor, mace, pepper spray, lighters or any item that can be considered a weapon or used as a weapon, including, but not limited to chains, handcuffs, brass knuckles, explosive devices, ice picks, swords, or box cutters. A "knife" is defined as any device that has a pointed or sharp edge and that can be used for cutting, slicing, or stabbing. A firearm is defined as and shall include, but not be limited to: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. The definition of "destructive device" includes, but is not limited to (1) any explosive, incendiary, or poisonous gas, including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein and from which a destructive device may be readily assembled.

#### **19. Smoking and Tobacco Use**

Smoking or any other method of tobacco use by a student at The Charles School, on school property, or on a school bus is prohibited.

No student shall use, possess, transmit, or sell any tobacco product including e-cigarettes on school property, during any school activity, or on a school bus.

## **20. Theft**

Theft of personal property of students, staff, or faculty and/or theft of school property is prohibited, violates the law and undermines The Charles School Learning Community.

An administrator will conduct a search if there is any reasonable suspicion in the form of direct observation or a tip from a student or other school official.

## **21. Truancy**

Students are prohibited from being truant and truancy is an unexcused absence.

## **22. Unwelcomed Sexual Conduct**

A student shall not make unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment, including, but not limited to, pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity.

## **23. Use of Profanity/ Disobedient/ Insubordinate/ Disruptive Behavior**

A student shall not refuse to comply with the reasonable requests of his/her teacher, an administrator, coach, extracurricular activity advisor, staff employees, or adult volunteers. In the case of extracurricular activities, “insubordination” shall also include the failure to comply with the rules or requirements established by the coach or advisor for that particular activity.

A student shall not use profane, vulgar, or other improper language, or gestures/actions spoken, written, or sent electronically.

## **24. Vandalism and other Damage to School or Personal Property**

Vandalism and damage to school property and personal property of students, faculty and staff is prohibited, inconsistent with the objectives of The Charles School Learning Community and, in most instances, a violation of the law. Students may be required to pay for repair or replacement of vandalized or damaged property.

## **25. Violence**

A student shall not engage in violent behavior against a fellow student, teacher, The Charles School employee or against anyone who is on The Charles School property.

## **Suspension/ Expulsion**

(A) The superintendent or TCS Administrators (who have, pursuant to board policy been given the authority that a principal has for purposes of suspensions) may suspend a student from school for up to but not more than ten school days. If at the time a suspension is imposed there are fewer

than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year. Except in the case of a student given an in-school suspension, no student shall be suspended unless prior to the suspension the superintendent or TCS Administrators do both of the following:

(1) An Administrator or superintendent shall provide the student with written notice of the intention to suspend the student and the reasons for the intended suspension and, if the proposed suspension is based on a violation listed in division (A) of section 3313.662 of the Revised Code and if the student is sixteen years of age or older, the notice shall contain a statement that the superintendent may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation;

(2) The student shall have an opportunity to appear at an informal hearing before an Administrator, superintendent, or superintendent's designee and challenge the reason for the intended suspension or otherwise to explain the student's actions.

(B)(1) Except as provided for below, the superintendent may expel a student from school for a period up to, but not greater than, eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended as provided for in paragraph (F) below. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following year.

(a) Unless a student is permanently excluded pursuant to section 3313.662 of the Revised Code, the superintendent shall expel a student from school for a period of one year for bringing a firearm to the Charles School or onto any other property owned or controlled by the board, except that the superintendent may reduce this requirement on a case-by-case basis in accordance with the policy adopted by the board under section 3313.661 of the Revised Code.

(b) The superintendent may expel a student from school for a period of up to one year for bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the Charles School or on property that is owned or controlled by the Charles School. The superintendent may reduce this disciplinary action on a case-by-case basis in accordance with the policy adopted by the board under section 3313.661 of the Revised Code.

(c) The superintendent may expel a student from school for a period of up to one year for bringing a knife to a school by the board, onto any other property owned or controlled by the board, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school district or in which the district is a participant, or for possessing a firearm or knife at a school, on any other property owned or controlled by the board, or at an interscholastic competition, an extracurricular event, or any other school program or activity, which firearm or knife was initially brought onto school board property by another person. The



superintendent may reduce this disciplinary action on a case-by-case basis in accordance with the policy adopted by the board under section 3313.661 of the Revised Code.

(d) The superintendent may expel a student from school for a period up to one year for committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in division (A)(5) of section 2901.01 of the Revised Code or serious physical harm to property as defined in division (A)(6) of section 2901.01 of the Revised Code while the student is at school, on any other property owned or controlled by the board, or at an interscholastic competition, an extracurricular event, or any other school program or activity. The superintendent may reduce this disciplinary action on a case-by-case basis in accordance with the policy adopted by the board under section 3313.661 of the Revised Code.

(e) The superintendent may expel a student from school for a period up to one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. The superintendent may reduce this disciplinary action on a case-by-case basis in accordance with the policy adopted by the board under section 3313.661 of the Revised Code.

(f) Any expulsion provided for above shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. As used above, “firearm” has the same meaning as provided pursuant to the “Gun-Free Schools Act,” 115 Stat. 1762, 7151.

(B)(2) Notwithstanding the foregoing, the superintendent may reduce the requirement set forth in paragraph B(1)(a) above and the actions in paragraphs B(1)(b), (c), (d) and (e) on a case-by-case basis by taking into consideration the following factors:

(a) The academic record of the student and a record of any extracurricular activities in which the student previously was involved;

(b) The disciplinary record of the student and any available records of the student’s prior behavioral problems other than the behavioral problems contained in the disciplinary record;

(c) The social history of the student;

(d) The student’s response to the imposition of prior discipline and sanctions imposed for behavioral problems;

(e) Evidence regarding the seriousness of and any aggravating factors related to the offense that is the basis of the resolution seeking permanent exclusion;

(f) Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion;

(g) Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in a public school setting;

(h) Evidence regarding the probable disruption of the teaching of any school district's graded course of study by the continued presence of the student in a public school setting;

(i) Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that would enable the student to remain in a public school setting without posing a significant danger to the health and safety of other students or of school employees and without posing a threat of the disruption of the teaching of any district's graded course of study.

(C) No student shall be expelled unless, prior to the student's expulsion, the superintendent does both of the following:

(1) Gives the student and the student's parent, guardian, or custodian written notice of the intention to expel the student;

(2) Provides the student and the student's parent, guardian, custodian, or representative an opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions. The notice required in this division shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian, or representative to appear before the superintendent or the superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is given, unless the superintendent grants an extension of time at the request of the student or the student's parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the student and the student's parent, guardian, custodian, or representative of the new time and place to appear. If the proposed expulsion is based on a violation listed in division (A) of section 3313.662 of the Revised Code and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

(D) The superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Charles School policy regarding expulsion even if the student has withdrawn from school for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion.

If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the school, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from the school.

(E) If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent or an Administrator may remove a student from curricular activities or from the school premises, and a teacher may remove a student from curricular

activities under the teacher's supervision, without the notice and hearing requirements set forth above. As soon as practicable after making such a removal, the teacher shall submit in writing to an Administrator the reasons for such removal. If a student is removed under this division from a curricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practicable prior to the hearing, which shall be held within three school days from the time the initial removal is ordered. The hearing shall be held in accordance with the above unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with division (B) of this section shall be held, except that the hearing shall be held within three school days of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing. If the superintendent or TCS Administrators reinstate a student in a curricular activity under the teacher's supervision prior to the hearing following a removal under this division, the teacher, upon request, shall be given in writing the reasons for such reinstatement.

(F) The superintendent or principal, within one school day after the time of a student's expulsion or suspension, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the board of education of the expulsion or suspension. The notice shall include the reasons for the expulsion or suspension, notification of the right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the board or to its designee, to be represented in all

appeal proceedings, to be granted a hearing before the board or its designee in order to be heard against the suspension or expulsion, and to request that the hearing be held in executive session, notification that the expulsion may be subject to extension pursuant to division (F) of this section if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the suspension or expulsion was based on a violation listed in division (A) of section 3313.662 of the Revised Code that was committed when the child was sixteen

years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation. In accordance with the policy adopted by the board of education under section 3313.661 of the Revised Code, the notice provided under this division shall specify the manner and date by which the student or the student's parent, guardian, or custodian shall notify the board of the student's, parent's, guardian's, or custodian's intent to appeal the expulsion or suspension to the board or its designee. Any superintendent expelling a student under this section for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year shall,

in the notice required under this division, provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

(G) A student or the student's parent, guardian, or custodian may appeal the student's expulsion by the superintendent or suspension by a Dean to the board or its designee. If the student or the student's parent, guardian, or custodian intends to appeal the expulsion or suspension to the board or its designee, the student or the student's parent, guardian, or custodian shall notify the board in the manner and by the date specified in the notice provided for above. The student or

the student's parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against the suspension or expulsion. At the request of the student or of the student's parent, guardian, custodian, or attorney, the board or its designee, may affirm the order of suspension or expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion. The board or its designee shall make a verbatim record of hearings held under this division (E). The decisions of the board or its designee may be appealed under Chapter 2506 of the Revised Code. This section shall not be construed to require notice and hearing in accordance with the above in the case of normal disciplinary procedures in which a student is removed from a curricular activity for a period of less than one school day and is not subject to suspension or expulsion.

(H)(1) If a student is expelled for committing any violation listed in division (A) of section 3313.662 of the Revised Code and the student was sixteen years of age or older at the time of committing the violation, if a complaint, indictment, or information is filed alleging that the student is a delinquent child based upon the commission of the violation or the student is prosecuted as an adult for the commission of the violation, and if the resultant juvenile court or criminal proceeding is pending at the time that the expulsion terminates, the superintendent of schools that expelled the student may file a motion with the court in which the proceeding is pending requesting an order extending the expulsion for the lesser of an additional eighty days or the number of school days remaining in the school year. Upon the filing of the motion, the court immediately shall schedule a hearing and give written notice of the time, date, and location of the hearing to the superintendent and to the student and the student's parent, guardian, or custodian. At the hearing, the court shall determine whether there is reasonable cause to believe that the student committed the alleged violation that is the basis of the expulsion and, upon determining that reasonable cause to believe the student committed the violation does exist, shall grant the required extension.

(2) If a student has been convicted of or adjudicated a delinquent child for a violation listed in division (A) of section 3313.662 of the Revised Code for an act that was committed when the child was sixteen years of age or older, if the student has been expelled pursuant to division (B) of this section for that violation, and if the board of education of the school district of the school from which the student was expelled has adopted a resolution seeking the student's permanent exclusion, the superintendent may file a motion with the court that convicted the student or adjudicated the student a delinquent child requesting an order to extend the expulsion until an adjudication order or other determination regarding permanent exclusion is issued by the superintendent of public instruction pursuant to section 3301.121 and division (D) of section 3313.662 of the Revised Code. Upon the filing of the motion, the court immediately shall schedule a hearing and give written notice of the time, date, and location of the hearing to the superintendent of the school district, the student, and the student's parent, guardian, or custodian. At the hearing, the court shall determine whether there is reasonable cause to believe the student's continued attendance in the public school system may endanger the health and safety of other students or school employees and, upon making that determination, shall grant the requested extension.

(I) The failure of the superintendent or the board of education to provide the information regarding the possibility of permanent exclusion in the notice required above is not jurisdictional, and the failure shall not affect the validity of any suspension or expulsion procedure that is conducted in accordance

with this section or the validity of a permanent exclusion procedure that is conducted in accordance with sections 3301.121 and 3313.662 of the Revised Code.

(J) With regard to suspensions and expulsions provided for above, the above shall apply to any student, whether or not the student is enrolled in the district, attending or otherwise participating in any curricular program provided in a school operated by the board or provided on any other property owned or controlled by the board.

(K) Whenever a student is expelled under this section, the expulsion shall result in removal of the student from the student's regular school setting. However, during the period of the expulsion, the board of education of the school district that expelled the student or any board of education admitting the student during that expulsion period may provide educational services to the student in an alternative setting.

(L)(1) Notwithstanding sections 3109.51 to 3109.80, 3313.64, and 3313.65 of the Revised Code, The Charles School, after offering an opportunity for a hearing, may temporarily deny admittance to any student if one of the following applies:

(a) The student has been suspended from the schools of another district and the period of suspension has not expired;

(b) The student has been expelled from the schools of another district and the period of the expulsion has not expired. If a student is temporarily denied admission, the student shall be admitted to school in accordance with sections 3109.51 to 3109.80, 3313.64, or 3313.65 of the Revised Code no later than upon expiration of the suspension or expulsion period, as applicable.

(2) Notwithstanding sections 3109.51 to 3109.80, 3313.64, and 3313.65 of the Revised Code, The Charles School, after offering an opportunity for a hearing, may temporarily deny admittance to any student if the student has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired. If a student is temporarily denied admission, the student shall be admitted to school in accordance with sections 3109.51 to 3109.80, 3313.64, or 3313.65 of the Revised Code no later than the earlier of the following:

(a) Upon expiration of the expulsion or removal period imposed by the out-of-state school;

(b) Upon expiration of a period established by the district, beginning with the date of expulsion or removal from the out-of-state school, that is no greater than the period of expulsion that the student

would have received under the policy adopted by the district under section 3313.661 of the Revised Code had the offense that gave rise to the expulsion or removal by the out-of-state school been committed while the student was enrolled in the district.

## **Permanent Exclusion Pursuant to Section 3313.662 of the Revised Code**

(A) The superintendent of public instruction, pursuant to section 3313.662 and the adjudication procedures of section 3301.121 of the Revised Code, may issue an adjudication order that permanently excludes a student from attending any of the public schools of this state if the student is convicted of, or adjudicated a delinquent child for, committing, when the student was sixteen years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

(1) A violation of section 2923.122 of the Revised Code;

(2) A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of the board;

(3) A violation of section 2925.11 of the Revised Code, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of the board;

(4) A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of the board, if the victim at the time of the commission of the act was an employee of the board;

(5) Complicity in any violation described in division (A)(1), (2), (3), or (4) of this section that was alleged to have been committed in the manner described in division (A)(1), (2), (3), or (4) of this section, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of the board.

(B) A student may be suspended or expelled in accordance with section 3313.66 of the Revised Code prior to being permanently excluded from public school attendance under this section and section 3301.121 of the Revised Code.

(C)(1) If the superintendent obtains or receives proof that the student has been convicted of committing when the student was sixteen years of age or older a violation listed above or adjudicated a delinquent child for the commission when the student was sixteen years of age or older of a violation listed above, the superintendent may issue to the board a request that the student be permanently excluded from public school attendance, if both of the following apply:

(a) After obtaining or receiving proof of the conviction or adjudication, the superintendent or the superintendent's designee determines that the student's continued attendance in school may endanger the health and safety of other students or school employees and gives the student and the student's parent, guardian, or custodian written notice that the superintendent intends to recommend to the board that the board adopt a resolution requesting the superintendent of public instruction to permanently exclude the student from public school attendance.

(b) The superintendent or the superintendent's designee forwards to the board the superintendent's written recommendation that includes the determinations the superintendent or designee made and a copy of the proof the superintendent received showing that the student has been convicted of or adjudicated a delinquent child from a violation listed above that was committed when the student was sixteen years of age or older.

(2) Within fourteen days after receipt of a recommendation from the superintendent a student be permanently excluded from public school attendance, the board, after review and consideration of all of the following available information, may adopt a resolution requesting the superintendent of public instruction to permanently exclude the student who is the subject of the recommendation from public school attendance:

(a) The academic record of the student and a record of any extracurricular activities in which the student previously was involved;

(b) The disciplinary record of the student and any available records of the student's prior behavioral problems other than the behavioral problems contained in the disciplinary record;

(c) The social history of the student;

(d) The student's response to the imposition of prior discipline and sanctions imposed for behavioral problems;

(e) Evidence regarding the seriousness of and any aggravating factors related to the offense that is the basis of the resolution seeking permanent exclusion;

(f) Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion;

(g) Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in a public school setting;

(h) Evidence regarding the probable disruption of the teaching of any school district's graded course of study by the continued presence of the student in a public school setting;

(i) Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that would enable the student to remain in a public school setting without posing a significant danger to the health and safety of other students or of school employees and without posing a threat of the disruption of the teaching of any district's graded course of study.

## **Community Service**

Notwithstanding the foregoing, and except for an expulsion imposed pursuant to paragraph (B)(1)(a) above, the superintendent may require a student to perform community service in conjunction with a suspension or expulsion except for an expulsion and may impose a community service requirement beyond the end of the school year in lieu of applying the suspension or expulsion into the following year.

## **Policy on Wellness and Nutrition**

The Charles School promotes and encourages students to make healthy food choices and doesn't allow advertising that promotes less nutritious food choices. Food served at the Charles School meets or exceeds nutrition requirements established by local, state and federal regulations.

The Charles School encourages parents to provide a variety of nutritious foods if students bring meals or snacks from home. Snack and other a-la-carte food sales are limited to areas of the school separate from the lunchroom. Snack sales are not in direct competition with the school lunch program. If foods are sold in competition with school meals, they will include healthy food choices offered at prices children can afford. Foods and beverages served at school-sponsored parties, celebrations and social events will follow the school nutritional standards.

Drinking fountains are available for students to get water at meals and throughout the day. The Charles School considers students' needs in planning for a healthy school nutritional environment. Menus are planned with input from students and include local, cultural and ethnic favorites of the students. The Charles school provides a positive dining environment that encourages a pleasant eating experience.

The opportunity for a free or reduced meal plan is available to every student who qualifies. We use an accounting system that protects the identity of students who eat free or reduced-priced meals. Information about other food sources such as WIC, Food Stamp Program and Second Harvest is available for parents through contact with an Administrator.

## **Wellness and Nutrition as a Part of Our Curriculum**

Administrators support the development of healthy lifestyles for students, and establish and enforce policies that improve the school's nutritional environment. They address issues such as the kinds of foods available on the school campus; mealtime schedules; dining space and atmosphere; nutrition education; and physical activity. The school encourages socializing among students and between students and adults. Adults properly supervise dining rooms and serve as role models to students. We provide a clean and attractive environment with access to and education about hand washing and other sanitation methods.



Health/nutrition education is offered as part of a health and wellness class required of all students prior to graduation. The health class meets Federal standards for health education and provides students with knowledge and skills necessary to make positive life choices.

## **Policy on Attendance, Absence, and Tardiness**

**Attendance:** Students who are absent from any class session, seminar, or special programming more than 10 days in a year, regardless of whether the absence(s) were excused, risk not earning credit in that class. Further, a student who is tardy 20 or more times to school either at the beginning of the day or any class period throughout the school day, risks not earning credit in one or more classes for the semester. This policy applies to every aspect of The Charles School course of study.

The law of the State of Ohio recognizes six reasons for absence from school:

1. A personal illness or injury
2. A family illness
3. The quarantine of the home
4. The death of a relative
1. A religious holiday- these absences must be arranged in advance and be approved by TCS Administrators
2. Emergencies- these must be considered by TCS Administrators to be a good and sufficient cause for the absence from school.

When a student has been referred and accepted for personal or family counseling, the school Administrators may make exceptions to the above list. Additionally, court appearances and/or incarceration in a detention facility may be considered as exceptions to the state recognized, acceptable absence reasons. Other matters should be addressed with the school's Administrators.

**Absence:** Whenever a student is absent from school, the parents/guardians should contact the school by 7:30 am or as soon as possible. If a student is absent from school or any school-required function, The Charles School will attempt to contact the student's family to verify the absence. To be excused, all absences require written documentation that has been signed by parent/guardian and submitted within 2 school days of the absence. To be an official absence, a doctor's note, funeral program, or other signed documentation deemed appropriate by TCS Administrators is required. All written absences are kept on file.

If a student anticipates an extended absence, the student must notify TCS Administrators. A written note signed by the parent/guardian indicating the dates the student will be absent is required. Pre-arranged absences must be approved by TCS Administrators.

**Extended Absence:** If a student is absent for an extended period of time, such as for a prolonged illness, an automatic extension will be granted that student. For each week the student is on an extended absence, he or she will have an extension of one week from the time he or she returns to submit any work that was required for his or her courses during the absence. The maximum time to complete missing work is four weeks, even in the case that the extended

absence was in excess of four weeks. Extensions will not be granted for longer than two weeks beyond a quarterly progress report or the conclusion of a course.

In the event that the extension overlaps a quarterly progress report, that student's grade will be reported as incomplete for any courses in which the missing work has not been submitted.

**Tardiness:** School begins promptly at 7:30 a.m. A student who arrives to class after 7:30 a.m. is considered tardy. Tardiness to individual classes during the school day will result in an appropriate disciplinary action by the teacher involved. Continued tardiness is considered equivalent to class truancy and will be treated in like manner. The following is the protocol of procedures for consequences regarding tardiness:

- 1<sup>st</sup> tardy to class; student will receive a verbal warning from the teacher
- 2<sup>nd</sup> tardy to class; student will receive written notice and a copy will be mailed home
- 3<sup>rd</sup> violation; the main office will call home
- 4<sup>th</sup> violation; student will meet with a Dean
- 5<sup>th</sup> violation; a Dean will hold a meeting with the student, parent/ guardian, teacher, and other adult supports/ resources in the student's life
- 6<sup>th</sup> or more tardy to class; student will serve an in-school suspension, and a meeting with the student's family will be held with a Dean; out-of-school suspensions or expulsion may be assigned by the Dean in lieu of an in-school suspension and meeting

These penalties are cumulative (not erased), and will continue on an on-going basis until the end of the semester.

### **Policy on Truancy**

Daily attendance in school is essential to the educational process and academic success. Responsibility for assuring that students attend school rests by statute with the student's parent or guardian. To assist parents in meeting this responsibility, The Charles School Administrators will make a strong effort to prevent and remedy truancy in its early stages for students who are found to be truant.

School shall keep record of every excused and unexcused absence of each student. School Administrators shall notify parents and guardians of the expectation that the parent or guardian will report the student's absence to the school before 9:30 a.m. for each day the student is absent. In the event that such a report is not made, school officials shall notify the parent or guardian about the absence and request a written excuse signed by the parent within two school days of the return from each absence. If no report of absence or written excuse is received, the absence shall be deemed unexcused. When a student has not been properly excused by a parent or school officials from school/class, he/ she can be considered truant.

Consequences of excessive excused absenteeism will be determined at the discretion of TCS administration.

The law of the State of Ohio recognizes six reasons for absence from school:

1. A personal illness or injury
2. A family illness

3. The quarantine of the home
4. The death of a relative
5. A religious holiday- these absences must be arranged in advance and be approved by TCS Administrators
6. Emergencies- these must be considered by TCS Administrators to be a good and sufficient cause for the absence from school.

**The law defines “chronic truant” as follows:**

A “chronic truant” is absent from school without legitimate excuse for 7 or more consecutive school days, 10 or more school days in one school month, or 15 or more school days in a school year.

**The law defines “habitual truant” as follows:**

A “habitual truant” is a child who is absent from school without legitimate excuse for 5 or more consecutive days, 7 or more school days in one school month, or 12 or more school days in one year.

**Intervention Process for truants:**

- One to four unexcused absences
  - \* Designated school personnel will contact parents to discuss reasons for non-attendance and will continue to monitor attendance
- Five to nine unexcused absences
  - \* School send letter to parent after unexcused absences
  - \* School counselor and a Dean will contact family by phone, home visit, or by personal meeting
  - \* Strategies are discussed, implemented, evaluated, and documented
  - \* A confidential folder is created which will include data regarding the previous steps
  - \* School will log all phone calls regarding unexplained absences
- Ten or more unexcused absences
  - \* School will follow the above interventions and may also do one or more of the following:
    1. provide a truancy intervention program for a habitual truant;
    2. provide counseling for a habitual truant;
    3. require the parent or guardian to attend parental involvement programs with the school counselor; for example, behavioral contracts
    4. require the parent or guardian to attend truancy prevention mediation programs; for example, time management techniques
    5. notify the registrar at the Bureau of Motor Vehicles, if the student is of driving age;
    6. take legal action against the student’s parent or guardian in juvenile court

## **Lunch**

- Students are not permitted to leave The Charles School grounds during lunch.
- Students are not permitted to pay Early College students to purchase lunch from outside the building when they are going to or from The Charles School.
- On class days, lunch will be held during fifth through seventh periods.
- On some days, a special arrangement will be made for lunch, as in the case of a field experience.
- Lunch is to be eaten in the gymnasium.
- Students are restricted to the gym for the first 15 minutes of their lunch period. Computer labs might be available for homework preparation only after that time.
- Students that are not in the Early College Program are not permitted in the College Readiness Center at any time during school hours.

## **Behavior Expectations and Procedures**

Students are expected to act with integrity and appropriateness at The Charles School, at Ohio Dominican University, and when learning in the community. Students who have the most success behaviorally in our school are the ones who are self-directed, are motivated to do well, and who use the available resources for help.

A student's teacher will initially address most behavior concerns. The teacher will use the following protocol for procedures for behavioral expectations:

- 1<sup>st</sup> violation; student will receive a 1-on-1 conversation with an official warning in writing from the teacher, and a copy will be mailed home
- 2<sup>nd</sup> violation; teacher will contact student's home by phone or e-mail
- 3<sup>rd</sup> violation; a Dean will meet with the student
- 4<sup>th</sup> violation; a Dean will hold a meeting with the student, parent/ guardian, teacher, and other adult supports/ resources in the student's life
- 5<sup>th</sup> or more violation; student will serve an in-school suspension, and a meeting with the student's family will be held with a Dean; out-of-school suspensions or expulsion may be assigned by the Dean in lieu of an in-school suspension and meeting

If a staff member or administrator deems a violation severe and/or as a blatant disregard for the Code of Conduct, this protocol for procedures may be bypassed, and an immediate consequence from an administrator will be issued as a result.

While out-of-school suspensions stay on a student's permanent record, the protocol for procedures of consequences resets at the change of a semester.

## **Guidelines for Student Events**

Dances, fun nights, end of the year field trips, and other similar events must be staff-approved at least one month prior to scheduled event. The school calendar and TCS Administrators must be consulted when scheduling an event. Once a date is established, a form must be completed listing

all staff members, with their signatures, who will assume responsibility for the event. Below are the listed guidelines regarding dances and other student events.

## **Dances**

The following guidelines are used regarding the preparations and procedures for dances at the school, ODU campus, or an outside venue:

- A dance can be scheduled from 7pm to 10pm, with students picked up no later than 10:30pm, or from 8pm to 11pm, with students picked up no later than 11:30pm.
- Attendees leaving the dance will not be permitted to return.
- The building will be locked except the back lobby door. A student and a staff member will staff that door at all times. Students must sign in upon coming into the building.
- Charles School students may be accompanied by attendees from outside the school, provided they bring a maximum of one guest. Invited guests must be a high school student and they must be approved by TCS Administrators. This policy applies only to “open” events. For other events, Charles School students may not be accompanied.
- The organizers must provide for a security officer if one is deemed needed.
- The names of three staff and parents who will be there all evening must be provided to TCS Administrators at least 10 days prior to the dance.
- Students and guests must follow school policy at all times.
- Students who received an OSS may not attend the dance for that semester.

### Proposals to Student Government regarding dances must include:

- Provisions for music decisions.
- Provisions for preparation and clean up.

If dancing or other inappropriate behavior occurs, students may be asked to leave the school grounds and could lose their privileges to attend future dances.

## **Visitors Policy**

Parents, guardians and other community members are encouraged to visit The Charles School. Visitors must report first to the front desk to sign in and receive a visitor’s badge. Parents/guardians may visit classrooms as long as they do not interrupt or interfere with the progress of the class. Parents/guardians who wish to confer with a staff member should must schedule an appointment. Faculty members are available to meet with parents/guardians during conference periods, professional workdays, and subject to individual staff schedules, before and after school.

## **Right of Return**

Students who voluntarily or involuntarily leave The Charles School for a period of time up to a semester, will be allowed to return when conditions have changed without being subject to a state-required admission lottery or waiting list.

## **Administration of Medicine by School Personnel**

It is the policy of The Charles School that all student medication, both prescription and over-the-counter, should be administered at home. Under exceptional circumstances and subject to a written agreement between a parent/guardian and the administration of The Charles School, a student's medication may be administered during the school day. Interested parents/guardians should contact the school nurse.

## **Fire Alarms and Drills**

Fire drills are held at regular intervals during the year. Directions are posted in each classroom, and the gym. When an alarm sounds, all members of the learning community should follow the posted directions and listen for and follow the instructions from the staff.

## **Tornado Warnings**

Tornado Warning drills are conducted during the year. Instructions are posted in each room and when a Tornado Warning drill is announced, students should proceed quickly and quietly to the area designated on the instructions in the room.

## **Snow/Inclement Weather Days**

The Charles School follows Columbus City Schools with respect to snow and inclement weather days. A decision by the Columbus City Schools to suspend classes on a given day due to inclement weather would mean that The Charles School would also suspend classes on that day. The school will make up those missing days by the administrators decision. Any other calamity days outside of those called by Columbus Public Schools will be made at the discretion of the Charles School Administrators. If there is some question as to whether the school is closed, please contact the office at 258-8588. In addition, local news and radio can be consulted. If Columbus City Schools are closed, The Charles School will be closed as well.

## **Complaints and Appeals**

Students, parents and guardians who wish to formally file a complaint with The Charles School, its staff, administration or The Board of Education are advised to contact the Administrative Office of The Charles School to obtain procedural guidelines that will assist in the preparation and filing of a formal complaint. Any party interested in filing a formal appeal of a staff,

administrative or board decision can also contact the administrative office to obtain procedural guidelines that will assist in the preparation and filing of a formal appeal.

### **Additional Questions, Comments and Concerns**

Our goal in preparing this handbook was to efficiently and effectively describe Charles's expectations, environment, policies, procedures and objectives. If additional questions, comments and concerns arise, please direct them to the Administrators of The Charles School.

## **APPENDIX A – High School Academic Diploma with Honors Requirements**

<b>Graduating Classes of 2011 and Beyond</b> <i>students need to fulfill only 7 of the following 8 criteria</i>	
<b>Subject</b>	<b>Criteria</b>
<b>English</b>	4 units
<b>Mathematics</b>	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
<b>Science</b>	4 units, including physics and chemistry
<b>Social Studies</b>	4 units
<b>Foreign Language</b>	3 units (must include no less than 2 units for which credit is sought) i.e., 3 units of one language or 2 units each of two languages
<b>Fine Arts</b>	1 unit
<b>Career-Technical</b>	Not counted toward requirements and may not be used to meet requirements
<b>Electives</b>	Not counted toward requirements
<b>Grade Point Average</b>	3.5 on a 4.0 scale
<b>ACT/SAT Score [excluding scores from the writing sections]*</b>	27 ACT / 1210 SAT
<b>Additional Assessment</b>	None

\*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

½ unit physical education\*\*

½ unit health

½ unit in American history

½ unit in government

\*\*SB 311 allows

school districts to adopt a policy exempting students who participate in athletics, marching band or cheerleading for two full seasons or two years of JROTC from the physical education requirement.



## ***APPENDIX B - Vacation Policy***

Students and families should avoid missing any class, either high school or college, for vacations, illnesses, college visits, or for any other reason. Missing academic contact time has a detrimental impact on a student's ability to grasp new concepts, practice already learned information, and develop important relationships with his/her teacher/professor. Family vacations may be considered an official absence, and therefore will not have a Gateway consequence, if it meets the following criteria:

1. Student is traveling with primary caregiver(s) and part or all of family living in the house will be out of town, causing the student to miss class or recitation. Documentation from the primary caregiver must be provided to the Front Desk no fewer than 5 days ahead of the departure date.
2. If the student is in the EC Program: Student must submit written documentation from their ODU professors that demonstrates their awareness of the student's travel arrangements and that by missing this time the student will not automatically fail the course. This documentation must be more than the course syllabus and it should not violate the policies written in the syllabus.
3. Mission trips or community service learning trips with a 501(c)3 Nongovernmental organization does not count as a family vacation and will be considered an official absence. Proof of trip details (times, dates, traveler(s), and tax-exempt status of organizing agency/church) should be provided to TCS Administrators no fewer than 5 days ahead of the departure date. Students are responsible for arranging with their classroom teacher(s) and/or professor(s) and are responsible for all missing assignments.

## ***APPENDIX C - Global Language Policy***

Students at TCS are expected to complete two years of a Global Language prior to graduation, which is the state minimum threshold for graduation expectations. TCS students who are on-track to earn the Associates of Arts degree and all others who are on-track to earn the Honors Diploma will be scheduled to take either French 111 or Spanish 111 at ODU in order to earn their third Global Language credit (after successfully completing the second level of high school global language, and meeting EC admission criteria).

## ***APPENDIX D - Habits of Self-Directed Learners***

Self-directed learners develop good working habits in each aspect of the learning process.

### **Involvement**

- Take the initiative to participate.
- Take responsible risks.
- Contribute your questions, ideas, and actions in group discussions, activities, and projects.
- Persevere in the face of obstacles – never give up!

### **Inquiry**

- Gather data through all senses and show intellectual curiosity and wonder about the world.
- Ask thoughtful questions and seek answers to those questions.

### **Creative and Critical Thinking**

- Analyze, synthesize, identify patterns, and draw conclusions from information.
- Generate solutions to problems by using both creative and rational thought.
- Keep an open mind and consider different perspectives or points of view.

### **Collaboration**

- Contribute to the overall effort of the group.
- Work well with diverse individuals and in a variety of situations.
- Use effective communication skills (consulting, listening, and speaking).
- Respect different points of view and diversity in all its aspects.
- Use courtesy and sensitivity in relationships with all people.

### **Attentiveness**

- Focus on the task at hand.
- Observe and absorb the information you need to complete all work well.
- Strive for accuracy and seek excellence.

### **Organization**

- Sift through ideas and data and arrange them in a way that makes sense.
- Be prepared with what you need to do your work.
- Set reasonable goals; then plan and manage your time so as to meet them.

### **Expression**

- Communicate honestly what you know, what you want to know, and what you believe or feel. Be honest about what you don't know.
- Communicate with clarity and precision.

## **Reflection**

- Review and think about your actions and the work you produce, with the purpose of learning more about yourself and your work.
- Apply past knowledge to new situations.

## **APPENDIX E - ANTI-DISCRIMINATION, ANTI-HARASSMENT AND ANTI-BULLYING POLICY**

### **GENERAL STATEMENT OF THE POLICY**

The Charles School is committed to providing students with a safe, secure and supportive classroom and school environment, conducive to academic learning, experiential learning, and the development of healthy human relationships. It is the policy of the School to maintain a safe and supportive learning and working environment that is free from all forms of discrimination and harassment, including bullying, and physical or emotional harm. This policy specifically includes discrimination, harassment, or bullying related to race, color, national origin, gender, handicap, age, sexual orientation, religion or limited English skills. It also includes acts that may not relate to any particular characteristic. No student of the school shall be subjected to discrimination, harassment or bullying. No school personnel of the school shall be subjected to discrimination or harassment. This policy applies to conduct during or relating to school or school-sponsored activities, on or off school property, and to conduct that occurs away from school that has the effect of interfering with a safe and secure school environment conducive to academic learning, experiential learning, and/or the development of healthy human relationships. This policy does not preclude the application of any provisions of State law that apply to student and teacher behavior; nor does this policy apply to speech that is otherwise protected under the state or federal constitution.

1. Within his/her area of supervision, each administrator is responsible for promoting understanding, acceptance, and assuring compliance with State and Federal laws, Board policy, and procedures governing discrimination, harassment and/or bullying.

2. The School acts to investigate all complaints, either formal or informal, verbal or non-verbal, of discrimination, harassment and/or bullying; and to discipline or take appropriate action against any student, teacher, administrator, other school personnel, or those whose actions have the effect of interfering with a safe and secure school environment.

3. Under the School policy, any student or staff member may bring a complaint against any member of the school community, a customer, vendor or contractor believed to have violated the policy.

4. The School will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against (or attempts to retaliate against) any person who reports alleged discrimination, harassment, bullying, or violence; files a complaint of harassment, testifies, assists or participates in any investigation, hearing or proceeding related to such discrimination, harassment, bullying or violence. Retaliation includes, but is not limited to, any form of threat, intimidation, reprisal or discrimination.

### **Notice and Training**

Notice of this policy will be circulated to all departments of the School and incorporated in staff and student handbooks and be available in the school office. All school staff, including any others who, at the school request have responsibility for students, will be provided yearly training to recognize and respond to discrimination, harassment, and/or bullying incidents.

## **Procedures**

Any person who alleges discrimination, harassment and/or bullying by a staff member or student in the School may use the procedure detailed in the School's Anti-Discrimination, Anti-Harassment, Anti-Bullying Complaint Procedure. Filing a complaint or otherwise reporting discrimination, harassment and/or bullying will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments. The right of confidentiality, for both the accuser and the accused, will be respected consistent with the School's legal obligations; with the necessity to investigate allegations of misconduct; and with the necessity to take corrective action when this conduct has occurred.

## **Consequences**

A substantiated charge against a student in the School shall subject that student to disciplinary action consistent with the Student Code of Conduct, which may include suspension or expulsion. A substantiated charge against a staff member in the School shall subject that staff member to disciplinary action, up to and including termination.

A first time offense of discrimination or harassment may be a dischargeable offense. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protection Services. Any supervisor or employee who violates this policy by allowing the conduct to go unaddressed will be disciplined. Such discipline may include reprimands, suspensions and/or removal.

## **DEFINITIONS**

### **Nondiscrimination**

The School, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, gender, handicap or age in any of its policies, procedures or practices; nor does the School discriminate on the basis of sexual orientation, religion or limited English skills. This nondiscrimination policy covers student access to courses and programs, student policies and their application, and participation in and benefits of any activity in the School. The School will take any measures necessary to effectuate the requirements of these acts.

### **Anti-Harassment**

It is a violation of this policy for any student, teacher, administrator, other school personnel, or those in a school building or attending a school function to harass a student, teacher, administrator or other school personnel through conduct or communication verbally or in writing by any medium. Harassment can be of a sexual nature, or regarding race, color, national origin, limited English skills, ethnicity, gender, disability, age, sexual orientation, religion, or having the effect of intentionally to hurt, frighten, threaten, or intimidate. A single incident may be sufficient for disciplinary action.

### **Harassment:**

1. Has the purpose or effect of creating an intimidating, hostile or offensive academic or work environment;

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance; or
3. Otherwise adversely affects an individual's academic or employment opportunities.

**Racial or Color Harassment:** Racial or color harassment can include unwelcome verbal, written or physical conduct, directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

**National Origin and Limited English Skills Harassment:** Harassment on the basis of national origin is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's national origin and/or limited English skills, such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

**Gender (sexual) Harassment:** is any unwelcome sexual attention or behavior. Sexual harassment is determined by the effect on the receiver, not the intent of the harasser. Sexual harassment occurs when:

1. an individual is subject to unwelcome sexual behavior or advances and submission is made a term or condition of a person's employment or advancement or of a student's participation or advancement in school programs or activities;
2. decisions affecting employees or students are based on submission to or rejection of such sexual behavior or,
3. a hostile, intimidating, uncomfortable, offensive or nonproductive work or learning environment is created by any type of unwelcome sexual behavior.
4. Gender (sexual) harassment may include but is not limited to the following:
  - a. verbal harassment or abuse of a sexual nature
  - b. pressure for sexual activity
  - c. repeated remarks with sexual or demeaning implications
  - d. unwelcome touching
  - e. sexual jokes
  - f. sexual materials, posters, etc.
  - g. sexually suggestive gestures or looks
  - h. name-calling of a sexual nature
  - i. sexual rumors
  - j. sexual assault
5. Gender (sexual) harassment may occur
  - a. student to student
  - b. staff to student
  - c. student to staff
  - d. staff to staff
  - e. male to male
  - f. female to female
  - g. male to female
  - h. female to male

**Disability Harassment:** Disabled person means any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Disability harassment includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written or physical conduct, directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement or interference with necessary equipment.

**Age Harassment:** Harassment on the basis of age is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's age, such as name-calling.

**Sexual Orientation Harassment:** Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct, directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

**Religious Harassment:** Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

**Bullying:** Bullying may occur when a student or group of students intentionally keeps hurting, frightening, threatening or excluding another student, or participates in organizing others to do so. Bullying may be verbal, written by any medium, relational, or be physical behavior over some duration. Bullying impacts in the following ways:

1. has the purpose or effect of creating an intimidating, hostile or offensive academic or school environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or school performance;
3. has the effect of damaging an individual's emotional or social well-being; or
4. otherwise adversely affects an individual's academic or schooling opportunities.

Bullying incidents may include but are not limited to the following:

- a. physical violence or assaults (hitting, kicking, pushing)
- b. threats, taunts and intimidation through words and/or gestures
- c. extortion, damage or stealing of money and/or possessions
- d. sexual (unwanted physical contact, attention, comments, images)
- e. homophobic (focusing on sexuality or sexual preference)
- f. name-calling and/or put-downs
- g. spreading rumors or gossip, or purposefully reporting false information
- h. using electronic devices to circulate gossip and rumors, sending abusive, harassing or threatening e-mail, instant messages or other cyber-bullying.

### **Complaint Procedure**

Complaints filed pursuant to this policy shall receive prompt and equitable resolution. Documentation of follow-through and resolution in all circumstances will be maintained.



## **I. Complaints alleging a student as offender**

1. A student's parent/guardian may file a complaint on the student's behalf. A complaint, filed in good faith, alleging a violation of the School's Anti-Discrimination, Anti-Harassment and Anti-Bullying policy against a student may be brought to the following officials.

- a. any staff member that the student, or parent of the student, chooses,
- b. building Administrator, or
- c. Superintendent

2. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment or bullying. A staff member either receiving a complaint, observing a violation, or substantiating a complaint of violation of the Anti-Discrimination, Anti-Harassment and Anti-Bullying policy must intervene, and must document the complaint on the appropriate incident report. The report is forwarded within one school day to the building administrator who will investigate in a timely manner as required by law. Victims have the right to representation at their own expense.

3. Communication with parents, subject to state and federal student records laws, of both the victim and perpetrator will occur. Continued reports on a particular student may involve parents in the development of further interventions or actions. A substantiated charge against a student in the School shall subject that student to disciplinary action consistent with the Student Code of Conduct, which may include suspension or expulsion. Participation in interventions does not supersede the possibility of disciplinary action.

4. Any employee who violates this policy by allowing the conduct to go unaddressed will be disciplined. Such discipline may include reprimands, suspensions and/or removal.

5. Semiannually a written summary of verified incidents will be provided to the Board of Education, and will be posted on the School web page.

## **II. Complaint alleging school personnel as offender**

1. A complaint filed in good faith alleging discrimination or harassment perpetrated by school personnel may be brought to any of the following officials:

- a. An Administrator or supervisor;
- b. Superintendent or CEO of Academics

2. The official to whom the complaint is originally brought will make the Dean or supervisor, and the Superintendent and CEO of Academics aware of the allegations.

3. Available Options - A person bringing a complaint is appraised of all options under policy by

the official taking the complaint. These options are described below:

- a. Informal resolution of the complaint
  - 1) with the assistance of a Dean or supervisor,
  - 2) with the assistance of the Superintendent or CEO of Academics.
- b. Formal resolution of the complaint
  - 1) filed with a Dean or supervisor,
  - 2) filed with the Superintendent or CEO of Academics.

4. Procedures for Intake of Complaints - The official to whom the complaint is initially brought discusses with the complainant the following relevant considerations:

- a. The complainant should be informed that:
  - 1) A decision to proceed informally does not preclude the filing of a formal complaint at some later time.
  - 2) The filing of an informal complaint is not a prerequisite to a formal complaint.
  - 3) Action on the complaint is necessary. Such action normally will not be taken without informing the complainant in advance of such action.
- b. The behavior that prompted the complaint.
- c. The complaint process, including the available options.
- d. The issues involved in the complaint.
- e. The necessity of an investigation.
- f. Possible resolutions of the complaint.
- g. Protection of the complainant's interests (e.g., confidentiality consistent with the School's legal obligations, truthfulness by both parties; communication of steps taken during the process; protection of complainant and witnesses against retaliatory action).
- h. Protection of the interests of the alleged offender (e.g. confidentiality consistent with the School's legal obligations; truthfulness by both parties; communication of any formal complaint or informal complaint; opportunity to respond to the complainant's allegations).
- i. The complainant and the alleged offender are given a copy of the Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy and these Complaint Procedures. Once all of the above information has been discussed, the complainant determines which option to use to resolve the complaint.

5. Matters to be investigated include:

- a. Whether the specific conduct alleged constitutes a form of discrimination or harassment as defined in the Policy, including the type(s) of alleged conduct; frequency of alleged occurrence; date(s) or time period over which the alleged conduct occurred; location of alleged occurrence(s); whether similar complaints have been made by others; and all factual circumstances upon which the complaint is based.
- b. The specific relationship of the alleged offender to the complainant.
- c. The effect of the alleged offender's conduct on the complainant, including any consequences that may be attributed to the conduct.
- d. Whether the alleged offender was aware of the complainant's concern regarding the behavior.
- e. Whether a building Administrator, supervisor, Superintendent or CEO of Academics was aware of the complainant's concern, and if so, how he/she became aware of the concern.
- f. Whether any prior steps were taken to resolve the complaint.

6. Possible outcomes of investigation:

- i) a finding that there is sufficient evidence supporting the alleged violation and corrective action, which could include discipline, will occur;
- ii) a finding that there is insufficient evidence supporting the alleged violation; or
- iii) a negotiated settlement of the complaint. A negotiated settlement of the complaint may be entered at any time during this process. A negotiated settlement must be approved by both parties and by the Superintendent.

a. Time period for investigation complaints: Investigations of formal complaints should be concluded within 30 calendar days after they are made. When it is not reasonably possible to conclude the investigation within that amount of time, the Superintendent will notify the complainant and the alleged offender in writing of the delay and reasons for the delay.

b. Notice to parties. At the conclusion of the investigation, the Superintendent promptly informs both the complainant and the alleged offender of the outcome and the factual findings.

c. Written report of findings. Upon conclusion of the investigation of a formal complaint, the Superintendent prepares a written summary of the findings. If the investigation results in a finding of any discrimination or harassment as defined in the Anti- Discrimination, Anti-Harassment, and Anti-Bullying Policy, recommendations are made to take prompt and effective action, consistent with the severity of the offense. This report is provided to the appropriate administrative official for implementation.

d. A finding may be appealed to the Superintendent, then to the Board. Such appeal will be based on the record and any new information which could not have been previously provided with reasonable diligence.

e. Sanctions. A substantiated charge against a staff member shall subject that staff member to disciplinary action which may include reprimands, suspensions with or without pay and/or termination.

### **Presence of Support Persons**

The complainant and/or alleged offender may be accompanied at any interview by a friend, family member, legal representation and/or other individuals of the complainant's or alleged offender's choice.

### **Confidentiality**

To the extent possible, the Superintendent treats as confidential all information received in connection with the filing, investigation, and resolution of complaints except to the extent it is necessary to disclose particulars in the course of the investigation. Parties to a complaint should observe the same standard of discretion and respect for the reputation of all parties involved in the process.

### **Record Keeping**

Any person conducting a formal investigation shall maintain a written record of all witness interviews, consent provided, evidence gathered and the outcomes of the investigation. Records of investigation will not be maintained in personnel files or student files unless part of formal corrective action. Investigatory records are maintained by the Superintendent in accordance with record retention schedules. Copies of the final report are given to the complainant and the alleged offender.

# **ODU Early College Handbook Part-Time Students**

**Fall 2016**  
**The ODU Early College Appendix A to**  
**The Charles School Student Handbook**  
**for PART Time Early College Students**

Early College Policies updated February 2016. All policies set forth in this document are subject to change.

This document is maintained and updated by The Charles School Early College Office. The Early College Appendix to The Charles School Student Handbook is a collection of policies and guidelines, which govern the early college program at The Charles School. It is intended to give students, parents, and staff an understanding of the expectations becoming an early college student. Additionally, the appendix is designed to indicate some of the challenges students tend to encounter, and how to address them efficiently and professionally.

**Failing to adhere to any of the expectations as described in the early college handbook could result in disciplinary action, as well as possible curtailment or your outright removal from the early college opportunity.**

**The CRC**

- The College Readiness Center, CRC is the home base for early college students in the Brentnell building. The main purpose of the CRC is to provide a quiet environment for the early college students to work on high school or college assignments. The CRC is outfitted with desks, tables, and chairs to accommodate independent and collaborative study. In addition, there are computing resources to facilitate study that requires technology and Internet access.

- The CRC is also where seminars are conducted; where early college students productively spend unstructured time, and where early college advisors and support personnel are located.

- Early College students who are in The Charles School but are not in a scheduled commitment **are required to be in the CRC.**

- Conversely, Charles School students that are NOT participating in the early college program **are NOT permitted access to the CRC during the school day.** The CRC is only to be used by Early College students. Disciplinary action will be issued to any student not abiding by this rule.

**The Ohio Dominican University Student ID**

- The Ohio Dominican University Student ID is the key to using the services of Ohio Dominican University. It is what identifies you as a student at both ODU and TCS, and will be the first thing people expect to see in the event that you need anything. **It must be carried on your person at all times while you are at The Charles School and on the campus at Ohio Dominican University.**

- The student ID also serves as your hall pass while in The Charles School. Because Early College students are required to be in the CRC or in class while at The Charles School, display of the Student ID will facilitate a transition to and from the ODU campus, TCS classes, and the CRC.

- The Ohio Dominican ID is an access pass to the CRC. Charles School students who are not a part of the Early College program are not permitted access to the CRC. In order to be distinguished as an Early College student and gain access to the CRC, the student ID is mandatory.

### **The Charles School Student ID**

- The Charles School Student ID serves a similar purpose as the Ohio Dominican Student ID, but for services specific to The Charles School. Like the ODU ID, the TCS ID must be carried on your person at all times while you are at The Charles School or on the campus at Ohio Dominican University.
- The Charles School ID is used for all Information Technology functions, including checkout and return of college textbooks.
- The Charles School ID is used for the purpose of attendance when departing or returning to The Charles School.

### **Attendance**

- **Students are required to attend each session of all classes.** This guideline supersedes any attendance policy set forth in specific syllabus for college classes. Unforeseen absences are only permitted in the event of a family or medical emergency. **In the event that something prevents your attendance, contact the Early College Office AND The Charles School office at once. Failure to inform The Charles School of an absence can result in disciplinary action, up to and including denial of further academic opportunities in the Early College program.**
- Part time Early College students are required to arrive at The Charles School no later than 7:30am, and are not permitted to depart prior to 2:15 pm. This is the same attendance policy that is in place for all Charles School students, regardless of early college status. **This is a rule that is specific to Early College students who are not full time.** Additionally, early college students whose university courses meet after 2:15 pm may be able to arrange an exception to this rule. Exceptions can be arranged with the Early College Office during the first week of classes.
- When part time Early College students need to leave The Charles School to attend a scheduled Ohio Dominican University class, students must report to The Charles School main office **and sign out in the appropriate binder.** Upon return, students must again report to The Charles School main office to sign back in.
- Alternative arrangements to attendance for particular students, as regards internships, must be submitted and approved by the Early College Office and TCS Administrators.

### **Travel to and from Ohio Dominican University classes**

- An **Independent Transport Day** is a day on which a college class is scheduled, but public transportation to and from The Charles School is not provided. These days tend to be confined to those on which Columbus Public Schools (The public transportation provider for The Charles School) is not in session. For independent transport days, students and their families are required to arrange transportation to and from the Ohio Dominican University campus such that the student is able to attend class.
- Please note that when inclement weather causes The Charles School to close, **this does not necessarily imply the closure of Ohio Dominican University.** On those days, students are expected to attend class at the University. For these inclement weather days, students and their families are required to arrange transportation to and from the Ohio Dominican University campus such that the student is able to attend class.
- On a regular school day, part time Early College students are required to arrive at campus no later than 7:30 am, just as all Charles School students are required to, regardless of schedule. Students will **WALK** to and from the Brentnell Building to the Ohio Dominican University

campus. Ample time will be provided preceding and following the time college classes are scheduled, so that students are able to attend all classes on both campuses.

- Students walking to and from Ohio Dominican must do so across Brentnell Field. **Students are not permitted to travel between campuses using Woodward Avenue or any route other than Brentnell Field.**

- Students should have shoes that can be worn to walk through wet grass, shallow mud, and snow. Students should have an umbrella (which can be stored at the Brentnell Building on days when no umbrella is necessary). **Because of the regular presence of snow on the ground during the winter months, it is strongly recommended that students have waterproof footwear.** Students should have adequate outerwear to accommodate temperatures ranging from very warm (80-degree weather) to cold (well below freezing).

- Part time Early College students are **NOT** permitted drive to and from Ohio Dominican's main campus during school hours, unless specifically arranged with the Early College Office and TCS Administrators. Failure to comply with this policy could result in loss of parking privileges and/ or other disciplinary consequences.

- Should a part time Early College student drive and park at The Charles School, a **TCS parking permit must be obtained from an Administrator.** There is a \$20 parking fee (\$10 per semester) that must be paid in order to obtain a parking pass.

- Part time Early College students are **NOT** permitted to be employed during The Charles School academic day between the hours of 7:00am and 2:15pm.

- **No student is permitted to drive or ride to a store or restaurant during a school day.**

- Disciplinary action will be issued to any student not abiding by these rules.

#### **Ohio Dominican University Campus Access**

- Part time Early College students are permitted to be on campus exclusively when their classes are in session, with some buffer time immediately preceding and following for travel. Other times that a student would be on campus must be arranged with the Early College Office. **Students are not permitted to be on the campus at Ohio Dominican University at any other time.**

#### **Technology Use and Communication**

- Early College students are expected to adhere to The Charles School's policies on technology use at all times, at The Charles School or while on campus at Ohio Dominican. Any other time the student is interacting with the school, its staff, students, or resources, students are expected to adhere to the policies.

- All students have been issued a Charles School email address. All Early College students have an Ohio Dominican University email address as well. Students are required to check both on a daily basis. **The Charles School uses the Charles School email as the default communication with students. If an email is sent to your Charles School email address, we're going to assume it has been received and read.** If you find it would be easier to check only one email address rather than both, the technology professionals at The Charles School can help you arrange to have your Ohio Dominican email forwarded to your Charles School account.

- If you have some other email account, please do not expect to be able to use it for official communication with teachers or professors.

- Because while students are on campus, their specific location will frequently change, it is vital that they be able to contact the school or its personnel, and that the school be able to contact students. As such, students are **strongly encouraged to have a mobile phone.**

- **Mobile phones must be turned off while students are attending their Ohio Dominican University class.** They must be turned on while students are not in class. When students are in The Charles School building, phones are to be turned off and stowed, as per The Charles School policy on mobile phones electronic devices.

- **Text-messaging capability is a preferred feature on mobile phones.** It will allow people to send students information that doesn't require immediate attention. It will also allow students to do the same for others. In addition, text messaging is significantly less obtrusive to other activities going on in the vicinity of the user, as the noise generated is negligible when compared with talking.

### **Unstructured Time**

Early College students should be at The Charles School during times when they are not required to be in class. During these times, students are required to be in the CRC, unless other arrangements (tutoring, internships, college insight mentor, teaching assistant, etc.) have been made with authorized personnel from The Charles School. Students may not be on ODU's campus outside of class-time without explicit permission from their advisor. Part-time students must seek permission each time they wish to leave TCS to be at ODU outside of their schedule ODU class time—no comprehensive permission will be given. This includes walking to ODU for lunch, study tables, or after school for any reason.

It may be convenient for Early College students to be on the main campus at Ohio Dominican during some unstructured time. Students are **strongly encouraged** to take advantage of the resources in Ms. Konet's office. Please note that while a hallmark of the Early College Program is to encourage students to learn to make wise choices with unstructured time, it remains the responsibility of The Charles School to maintain a productive learning environment for students at all times during the school day. Students are expected to actively engage the learning environment, even during unstructured times. (In short, this means that messing around on campus will not be tolerated.)

### **Attire at Ohio Dominican University**

The attire policy for students on the campus at Ohio Dominican University is the same as it is for students in classes at The Charles School. Students are required to adhere to the following attire guidelines:

- Dresses, skirts, and shorts shall be no more than four inches above the knee. No clothing worn below the waist shall have writing across the seat area. Tank tops and spaghetti straps are not permitted. Tight leggings worn as pants are not permitted. Shirts which feature a plunging neckline, or which expose midriffs or undergarments are not permitted. Pajamas and house slippers are not permitted. Pants shall be worn at or above the waist at all times.

- **CASUAL** attire is attire that conforms to the usual wardrobe standards at The Charles School. This is the attire that generally applies to daily college classes and functions.

- **BUSINESS CASUAL.** For men, business casual attire includes a polo shirt or button-front shirt, with slacks, chinos, or khakis is appropriate. Women, in addition to the attire for men, are at liberty to wear a dress or skirt. In short, tee-shirts and denim are not permitted. This is the appropriate attire for important academic events, including presentations during class, and student-professor receptions.

- **SEMI-FORMAL** and **FORMAL** describe attire for socially significant functions. For men, this can range anywhere from wearing a suit jacket with or without a necktie to wearing a three-piece suit, or a full-blown tuxedo with a bowtie. For women, formal attire includes a range of choices including suits and dresses.



## **Code of Conduct at Ohio Dominican University**

While on campus, Early College students are expected to adhere to the Code of Conduct policies set forth in The Charles School Handbook. The misconduct described below includes that misconduct occurring on school property, university property, a school bus, or at a school-related function and in addition and regardless of where it occurs, misconduct that is directed at another student, school employee, school official, or school property. Violation of any of the policies may result in disciplinary action, parent phone call, and/or curtailment or your outright removal from the early college opportunity.

- Anti-Discrimination, Anti-Harassment and Anti-Bullying
- Violence and Assault
- Bomb threats
- Possession, Use or Transmission of Firearms, Knives, Other Weapons
  - Theft
- Vandalism and other Damage to School and Personal Property
  - Academic Honesty and Plagiarism
  - Smoking and Tobacco Use
- Alcohol, Prescription Drug, Over-the-Counter Drugs, and Illegal Drugs
  - Truancy and excessive tardiness
- Harassment/Intimidation/Hazing
  - Unwelcome Sexual Conduct and Public Displays of Affection
  - Dishonesty
  - Gambling
- Use of Profanity/ Disobedient/ Insubordinate/Disruptive Behavior
  - Computer Use
- Misuse of Communication Devices, Pagers, Radios, Cell Phones, CD Players and all other Electronic Devices
  - Dress Code
- Inappropriate and/or Disruptive Classroom Behavior

### **Academic Information**

- Every class successfully passed with a D- or higher at Ohio Dominican University will earn one credit at The Charles School in the respective content area.
- Students must achieve a B- or better in courses taken at both TCS and ODU to be able to gateway. Gateways determine how many ODU courses students are eligible to take. If students

do not meet all of the Gateway benchmarks, students will not Gateway and not be able to advance at Ohio Dominican University.

· TCS is an early college high school with a significant partnership with ODU. It is our belief that students do best when taking courses in the traditional fashion. Therefore, only courses taken within our Gateway (GW) system at ODU during the fall, spring, and May term semesters will be considered for GW progression. Students may not CLEP out of or take courses at another institution for ENG 110 and ENG 111 equivalency for our ODU early college program. If a student desires to take PreCalculus and Calculus in our ODU early college program, they may not CLEP out of or take those courses at another institution.

- Valedictorian will be awarded to the student with the highest number of college credit hours or earning an Associates of Arts degree with the highest GPA.
- If an early college student is not obtaining their Associates of Arts degree, the maximum amount of college credit hours that can be taken is 54 hours. To achieve the 60 hours needed for the Associates of Arts degree, six credit hours of CORE 179 and CORE 279 will need to be taken.
- Students cannot be concurrently enrolled in any other college or university as part of College Credit Plus or any other program while enrolled at ODU. Students may apply for transient credit during the summer term through ODU's registrar's office, but all application decisions for transient credit are at ODU's sole discretion. TCS has no part in the approval or denial of those requests.

### **Academic Probation**

Students who are early in their early college experience or who have struggled with the demands of college courses or balancing high school and college cultures may be placed on academic probation.

Probationary status applies to:

- Students in the first semester of the early college program,
- Students in the early college program who have earned a failing grade in a high school class during the previous semester,
- Students in the early college program who have been found to have acted dishonestly in an academic course at either The Charles School or Ohio Dominican University,
- Student who have been suspended during the previous calendar year, and
- Student who are on academic probation at the university.

Students who have probationary status are expected to demonstrate readiness for the early college opportunity. The burden of this demonstration is on the student, throughout a probationary semester.

Students who fail to demonstrate their readiness for continued collegiate study may be subject to any of the following consequences:

- Limitation of the number of courses that can be taken in future semesters,
- Temporary removal from the early college program at the conclusion of the semester,
- Immediate removal from the early college program, or
- Permanent removal from the early college program.

Unless subject to a special arrangement with the Early College Office, probationary students are eligible to take a maximum of one college course.

### **Academic Suspension from Ohio Dominican University**

Students enrolled at Ohio Dominican whose performance in college courses, high school courses, or both, indicate an extreme struggle with the demands of academic life at The Charles School may be suspended from taking courses in the Early College Program.

Academic suspension can occur when:

- A student enrolled in courses at both Ohio Dominican and The Charles School earns a failing course grade on one or both venues.
- Ohio Dominican University reserves the right to suspend a student for academic reasons. Please see the Ohio Dominican University handbook for more information.

Students on academic suspension from the university must petition for reinstatement to the program. This written petition is designed to prompt the student to recount the issues that caused the initial struggle and consequent suspension, a plan to address those issues, and a description of academic successes during the period of suspension from university courses. Petitions are reviewed by a committee of Ohio Dominican University and Charles School educators.

### **Seminar**

Seminar is a weekly course that is designed to provide an in-person discussion forum about the college experience. Seminar includes direct support for your college classes and assignments, and is led by your advisor. Seminar is a time for help with courses, academic advising, ACT/SAT information, as well as scheduling at both TCS and ODU. Regular housekeeping and announcements are also managed during the seminar meeting time.

\*\*\*Any student in ENG110 is required to show their Advisor ALL papers for class prior to submission. The Advisor needs the paper a day and a half prior to the due date and will provide formative feedback regarding the grammar, mechanics, content, and format of the assignment.\*\*\*

### **FAQ**

*Where can I print on campus?*

There are printers for student use in the Spangler Library. Please note that there are *not* printers for student use in Ms. Konet's office.

*Are there finishing supplies in Ms. Konet's office?*

No. Please ensure that your work has been prepared before coming onto campus. Finishing supplies like staplers, hole-punches, tape, pens, and so forth are *not available from Ms. Konet*.

*What if I need to schedule an appointment with a professor but she's only available during a class at Charles?*

It's acceptable to miss class at Charles to meet with a professor, but only if certain conditions are met:

- 1) The Early College office is informed of your appointment with 24 hours notice
- 2) The teacher of the class that is to be missed is informed with 24 hours notice
- 3) Arrangements are made, in advance, to complete missed work as a result of the absence.
- 4) You receive written permission (a pass) from those supervising the CRC.
- 5) You sign out in the front office.

*Can I drive to ODU?*

- Part-time students are not allowed to drive to ODU unless they have a class ending after 2:00p.m. Any student with a class ending after 2:00p.m. should get written permission from their Advisor and obtain a parking pass from ODU. The Charles School does not pay for parking passes for any Early College student.
- No other part-time student is permitted to drive to campus.

- Any full-time student (four or more ODU classes) may drive to campus as long as they have obtained a parking pass from ODU.
- If you have permission to drive (written or you are a full-time ODU student) you **MAY NOT** drive any other student other than a sibling.

*Am I allowed to bring food from Ohio Dominican University or any outside restaurant into The Charles School to give to my peers?*

No. Food is provided to The Charles School students by a catering company that provides the lunch service. Outside food is NOT allowed in the building.

*I need to contact my professor—how should I go about that?*

There are multiple reasons for needing to contact your professor however; you should ALWAYS contact your Advisor before doing so. It is imperative that you keep your Advisor in the loop about the contact you have with professor regarding:

- Missing class
- Grade discrepancies
- Grievances
- Possible misunderstandings

*How do I know what is going on with scheduling or other announcements with the Early College program?*

The single most important thing you must do as an Early College student (other than attend class) is check your TCS e-mail. Oftentimes, your Advisor e-mails important and time-sensitive information via e-mail so it is vital that you check it on a daily basis. Your Advisor **will not** send e-mails to your ODU or person e-mail accounts—if you check an e-mail account regularly then have your TCS e-mail forwarded to that account. It is your responsibility to check your e-mail each day for announcements and other information.

*How can I get help with my courses?*

See your Advisor! They have multiple resources they can direct you to for additional assistance with any course you are struggling in.

# **ODU Early College Handbook Full-Time Students**

## **The ODU Early College Appendix B to The Charles School Student Handbook for FULL Time Early College Students**

Early College Policies updated February 2015. All policies set forth in this document are subject to change. This document is maintained and updated by The Charles School Early College Office.

The Early College Appendix to The Charles School Student Handbook is a collection of policies and guidelines which govern the early college program at The Charles School. It is intended to give students, parents, and staff an understanding of the expectations becoming an early college student. Additionally, the appendix is designed to indicate some of the challenges students tend to encounter, and how to address them efficiently and professionally.

**Failing to adhere to any of the expectations as described in the early college handbook could result in disciplinary action, as well as possible curtailment or your outright removal from the early college opportunity.**

### **The CRC**

- The College Readiness Center, CRC, (formerly known as The CREaSE) is the home base for early college students in the Brentnell building. The main purpose of the CRC is to provide a quiet environment for the early college students to work on high school or college assignments. The CRC is outfitted with desks, tables, and chairs to accommodate independent and collaborative study. In addition, there are computing resources to facilitate study that requires technology and internet access.

- The CRC is also where seminars are conducted, where early college students productively spend unstructured time, and where early college advisors and support personnel are located.

- Early College students who are in The Charles School but are not in a scheduled commitment **are required to be in the CRC.**

- Conversely, Charles School students that are NOT participating in the early college program **are NOT permitted access to the CRC during the school day.** The CRC is only to be used by Early College students. Disciplinary action will be issued to any student not abiding by this rule.

### **The Ohio Dominican University Student ID**

- The Ohio Dominican University Student ID is the key to using the services of Ohio Dominican University. It is what identifies you as a student at both ODU and TCS, and will be the first thing people expect to see in the event that you need anything. **It must be carried on your person at all times while you are at The Charles School and on the campus at Ohio Dominican University.**

- The student ID also serves as your hall pass while in The Charles School. Because Early College students are required to be in the CRC or in class while at The Charles School, display of the Student ID will facilitate a transition to and from the ODU campus, TCS classes, and the CRC.

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- The Charles School Student ID serves a similar purpose as the Ohio Dominican Student ID, but for services specific to The Charles School. Like the ODU ID, the TCS ID must be carried on your person at all times while you are at The Charles School or on the campus at Ohio Dominican University.
- The Charles School ID is used for all Information Technology functions, including checkout and return of college textbooks.
- The Charles School ID is used for the purpose of attendance when departing or returning to The Charles School.

### **Attendance**

- **Students are required to attend each session of all classes.** This guideline supersedes any attendance policy set forth in specific syllabus for college classes. Unforeseen absences are only permitted in the event of a family or medical emergency. **In the event that something prevents your attendance, contact the Early College Office AND The Charles School office at once. Failure to inform The Charles School of an absence can result in disciplinary action, up to and including denial of further academic opportunities in the Early College program.**
- Full time Early College students that are ONLY taking college courses and have fulfilled their high school graduation requirements are NOT required to be present at The Charles School on a daily basis.
- Full time Early College students are STRONGLY encouraged to participate and volunteer at The Charles School as much as their schedules allow. Leadership opportunities are available as a tutor, college insight mentor, teacher's assistant, expedition volunteer, etc.
- When full time Early College students arrive at the Charles School, students must report to The Charles School main office to sign into the appropriate binder. When leaving The Charles School, students must AGAIN report to The Charles School main office to sign out.
- Alternative arrangements to attendance for particular students, as regards internships or employment, must be submitted and approved by the Early College Office and TCS Administrators.

### **Travel to and from Ohio Dominican University classes**

- An **Independent Transport Day** is a day on which a college class is scheduled, but public transportation to and from The Charles School is not provided. These days tend to be confined to those on which Columbus Public Schools (The public transportation provider for The Charles School) is not in session. For independent transport days, students and their families are required to arrange transportation to and from the Ohio Dominican University campus such that the student is able to attend class.
- Please note that when inclement weather causes The Charles School to close, **this does not necessarily imply the closure of Ohio Dominican University.** On those days, students are expected to attend class at the University. For these inclement weather days, students and their families are required to arrange transportation to and from the Ohio Dominican University campus such that the student is able to attend class.
- Full time Early College students are permitted drive to and from Ohio Dominican's main campus during school hours, provided a campus parking permit has been obtained.
- Should a full time Early College student drive and park at The Charles School, a **TCS parking permit must be obtained from a Administrator.** There is a \$20 parking pass fee (\$10 per semester) that must be paid in order to obtain a parking pass.

- Full time Early College students are permitted to be employed during the academic day provided it does not interfere or prohibit the student from attending any ODU class.

- **No student is permitted to drive or ride to a restaurant during a school day.**

- Disciplinary action will be issued to any student not abiding by these rules.

### **Ohio Dominican University Campus Access**

- Full-Time Early College students are permitted full access to the campus at Ohio Dominican University. Please note that guidelines for conduct becoming a Charles School student are in effect **at all times**, including evenings, weekends, or any other time.

### **Technology Use and Communication**

- Early College students are expected to adhere to The Charles School's policies on technology use at all times, at The Charles School or while on campus at Ohio Dominican. Any other time the student is interacting with the school, its staff, students, or resources, students are expected to adhere to the policies.

- All students have been issued a Charles School email address. All Early College students have an Ohio Dominican University email address as well. Students are required to check both on a daily basis. **The Charles School uses the Charles School email as the default communication with students. If an email is sent to your Charles School email address, we're going to assume it has been received and read.** If you find it would be easier to check only one email address rather than both, the technology professionals at The Charles School can help you arrange to have your Ohio Dominican email forwarded to your Charles School account.

- If you have some other email account, please do not expect to be able to use it for official communication with teachers or professors.

- Because while students are on campus, their specific location will frequently change, it is vital that they be able to contact the school or its personnel, and that the school be able to contact students. As such, students are **strongly encouraged to have a mobile phone.**

- **Mobile phones must be turned off while students are attending their Ohio Dominican University class.** They must be turned on while students are not in class. When students are in The Charles School building, phones are to be turned off and stowed, as per The Charles School policy on mobile phones electronic devices.

- **Text-messaging capability is a preferred feature on mobile phones.** It will allow people to send students information that doesn't require immediate attention. It will also allow students to do the same for others. In addition, text messaging is significantly less obtrusive to other activities going on in the vicinity of the user, as the noise generated is negligible when compared with talking.

### **Unstructured Time**

Full-time Early College students may be at The Charles School during times when they are not required to be in class, but they are not required to be. When full-time students are in the TCS building outside of scheduled class time, they are required to be in the CRC, unless other arrangements (tutoring, internships, college insight mentor, teaching assistant, etc.) have been made with authorized personnel from The Charles School. Students may not wander the halls or otherwise disrupt the academic environment that exists in the high school. Full-time students are permitted to be on ODU's campus outside of class-time, particularly for use of campus resources such as the library, and non-athletic student events.

It may be convenient for Early College students to be on the main campus at Ohio Dominican during some unstructured time. Students are **strongly encouraged** to take advantage of the resources in Ms. Konet's office. Please note that while a hallmark of the Early College Program



is to encourage students to learn to make wise choices with unstructured time, it remains the responsibility of The Charles School to maintain a productive learning environment for students at all times during the school day. Students are expected to actively engage the learning environment, even during unstructured times. (In short, this means that messing around on campus will not be tolerated.)

### **Attire at Ohio Dominican University**

The attire policy for students on the campus at Ohio Dominican University is the same as it is for students in classes at The Charles School. Students are required to adhere to the following attire guidelines:

- Dresses, skirts, and shorts shall be no more than four inches above the knee. No clothing worn below the waist shall have writing across the seat area. Tank tops and spaghetti straps are not permitted. Tight leggings worn as pants are not permitted. Shirts which feature a plunging neckline, or which expose midriffs or undergarments are not permitted. Pajamas and house slippers are not permitted. Pants shall be worn at or above the waist at all times.
- **CASUAL** attire is attire that conforms to the usual wardrobe standards at The Charles School. This is the attire that generally applies to daily college classes and functions.
- **BUSINESS CASUAL**. For men, business casual attire includes a polo shirt or button-front shirt, with slacks, chinos, or khakis is appropriate. Women, in addition to the attire for men, are at liberty to wear a dress or skirt. In short, tee-shirts and denim are not permitted. This is the appropriate attire for important academic events, including presentations during class, and student-professor receptions.
- **SEMI-FORMAL** and **FORMAL** describe attire for socially significant functions. For men, this can range anywhere from wearing a suit jacket with or without a necktie to wearing a three-piece suit, or a full-blown tuxedo with a bowtie. For women, formal attire includes a range of choices including suits and dresses.

### **Code of Conduct at Ohio Dominican University**

While on campus, Early College students are expected to adhere to the Code of Conduct policies set forth in The Charles School Handbook. The misconduct described below includes that misconduct occurring on school property, university property, a school bus, or at a school-related function and in addition and regardless of where it occurs, misconduct that is directed at another student, school employee, school official, or school property. Violation of any of the policies may result in disciplinary action, parent phone call, and/or curtailment or your outright removal from the early college opportunity.

- Anti-Discrimination, Anti-Harassment and Anti-Bullying
- Violence and Assault
- Bomb threats
- Possession, Use or Transmission of Firearms, Knives, Other Weapons
  - Theft
- Vandalism and other Damage to School and Personal Property
  - Academic Honesty and Plagiarism

- Smoking and Tobacco Use
- Alcohol, Prescription Drug, Over-the-Counter Drugs, and Illegal Drugs
- Truancy and excessive tardiness
- Harassment/Intimidation/Hazing
  - Unwelcome Sexual Conduct and Public Displays of Affection
  - Dishonesty
  - Gambling
- Use of Profanity/ Disobedient/ Insubordinate/Disruptive Behavior
  - Computer Use
- Misuse of Communication Devices, Pagers, Radios, Cell Phones, CD Players and all other Electronic Devices
  - Dress Code
- Inappropriate and/or Disruptive Classroom Behavior

### **Academic Information**

- Every class successfully passed with a D- or higher at Ohio Dominican University will earn one credit at The Charles School in the respective content area.
- Students must achieve a B- or better in courses taken at both TCS and ODU to be able to gateway. Gateways determine how many ODU courses students are eligible to take. If students do not meet all of the Gateway benchmarks, students will not Gateway and not be able to advance at Ohio Dominican University.
- TCS is an early college high school with a significant partnership with ODU. It is our belief that students do best when taking courses in the traditional fashion. Therefore, only courses taken within our Gateway (GW) system at ODU during the fall, spring, and May term semesters will be considered for GW progression. Students may not CLEP out of or take courses at another institution for ENG 110 and ENG 111 equivalency for our ODU early college program. If a student desires to take PreCalculus and Calculus in our ODU early college program, they may not CLEP out of or take those courses at another institution.
- Valedictorian will be awarded to the student with the highest number of college credit hours or earning an Associates of Arts degree with the highest GPA.
- If an early college student is not obtaining their Associates of Arts degree, the maximum amount of college credit hours that can be taken is 54 hours. To achieve the 60 hours needed for the Associates of Arts degree, six credit hours of CORE 179 and CORE 279 will need to be taken.
- Students cannot be concurrently enrolled in any other college or university as part of College Credit Plus or any other program while enrolled at ODU. Students may apply for transient credit during the summer term through ODU's registrar's office, but all application decisions for transient credit are at ODU's sole discretion. TCS has no part in the approval or denial of those requests.

## **Academic Probation**

Students who are early in their early college experience or who have struggled with the demands of college courses or balancing high school and college cultures may be placed on academic probation.

Probationary status applies to:

- Students in the first semester of the early college program,
- Students in the early college program who have earned a failing grade in a high school class during the previous semester,
- Student who have been suspended during the previous calendar year, and
- Student who are on academic probation at the university.

Students who have probationary status are expected to demonstrate readiness for the early college opportunity. The burden of this demonstration is on the student, throughout a probationary semester. Students who fail to demonstrate their readiness for continued collegiate study may be subject to any of the following consequences:

- Limitation of the number of courses that can be taken in future semesters,
- Temporary removal from the early college program at the conclusion of the semester,
- Immediate removal from the early college program, or
- Permanent removal from the early college program.

Unless subject to a special arrangement with the Early College Office, probationary students are eligible to take a maximum of one college course.

## **Academic Suspension from Ohio Dominican University**

Students enrolled at Ohio Dominican whose performance in college courses, high school courses, or both, indicate an extreme struggle with the demands of academic life at The Charles School may be suspended from taking courses in the Early College Program.

Academic suspension can occur when:

- A student enrolled in courses at both Ohio Dominican and The Charles School earns a failing course grade on one or both venues.
- Ohio Dominican University reserves the right to suspend a student for academic reasons. Please see the Ohio Dominican University handbook for more information.

Students on academic suspension from the university must petition for reinstatement to the program. This written petition is designed to prompt the student to recount the issues that caused the initial struggle and consequent suspension, a plan to address those issues, and a description of academic successes during the period of suspension from university courses. Petitions are reviewed by a committee of Ohio Dominican University and Charles School educators.

## **Seminar**

Seminar is an attendance-required meeting that is designed to provide an in-person discussion forum about the college experience. Seminar includes direct support for your college classes and assignments, and is led by your advisor. Regular housekeeping and announcements are also managed during the seminar meeting time.

## **FAQ**

*Where can I print on campus?*

There are printers for student use in the Spangler Library. Please note that there are *not* printers for student use in the Office of P-16 Partnerships (P-16).

*Are there finishing supplies in P-16?*

No. Please ensure that your work has been prepared before coming onto campus. Finishing supplies like staplers, hole-punches, tape, pens, and so forth are *not available in P-16*.  
*What if I need to schedule an appointment with a professor but she's only available during a class at Charles?*

It's acceptable to miss class at Charles to meet with a professor, but only if certain conditions are met:

- 1) The Early College office is informed of your appointment with 24 hours notice
- 2) The teacher of the class that is to be missed is informed with 24 hours notice
- 3) Arrangements are made, in advance, to complete missed work as a result of the absence.

*Am I allowed to bring food from Ohio Dominican University or any outside restaurant into The Charles School to give to my peers?*

No. Food is provided to The Charles School students by a catering company that provides the lunch service. Outside food is NOT allowed in the building.

## *APPENDIX F - Early College Progression Plans*

The following information is for general use. Please note that the responsibility is with the student to earn credit hours in all classes. A passing grade that earns credit at ODU is a D- or better. The passing grade for transferrable credit is C- or better. The gateway requirements still apply, and students must earn a B- or better in all attempted and completed classes in order to advance gateways and stay on track in any of these progression plans. These plans do not account for every possible outcome of college coursework taken at ODU, but are intended to provide a guideline for the number of credits a student can anticipate earning based on the semester at which they start at ODU.

<b>Progressions Leading to AA</b>			
<p><b>Ideal Progression</b></p> <ul style="list-style-type: none"> <li>· No grades of B- or Lower at ODU or TCS in the semester preceding evaluation</li> <li>· No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)</li> </ul>	<p>Junior Year</p> <p>S-1: 3 credit hours S-2: 6 credit hours TOTAL: 9 credit hours</p>	<p>Senior Year</p> <p>S-1: 9 credit hours S-2: 12 credit hours TOTAL: 30 credit hours</p>	<p>Super-Senior Year</p> <p>S-1: 15 credit hours S-2: 15 credit hours TOTAL: 60 credit hours</p>
<p><b>Accelerated Option</b></p> <ul style="list-style-type: none"> <li>· Must have a minimum GPA of 3.67 at TCS and ODU in both semesters preceding advancement</li> <li>· No more than 1 absence from TCS, no more than 1 unexcused tardy, and no report of absence from ODU professor(s)</li> <li>· There is no acceleration during Junior year (i.e. students who begin the EC Program fall semester of Junior year cannot move from GW 4 to 6)</li> <li>· May term does not count as a preceding semester</li> </ul>	<p>Junior Year</p> <p>S-1: 3 credit hours S-2: 6 credit hours TOTAL: 9 credit hours</p>	<p>Senior Year</p> <p>S-1: 12 credit hours S-2: 12 credit hours TOTAL: 33 credit hours</p>	<p>Super-Senior Year</p> <p>S-1: 12 credit hours S-2: 15 credit hours TOTAL: 60 credit hours</p>
<p><b>Delayed Start: 1 Semester Late, Accelerated to AA</b></p> <ul style="list-style-type: none"> <li>· Move from 3 credits to 10 credits to 15 credits</li> <li>· 3.67 at TCS and ODU in semester preceding each advancement</li> <li>· No more than 1 absence from TCS, no more than 1 unexcused tardy, and no report of absence from ODU professor(s)</li> </ul>	<p>Junior Year</p> <p>S-1: 0 credit hours S-2: 3 credit hours TOTAL: 3 credit hours</p>	<p>Senior Year</p> <p>S-1: 10 credit hours (must take one 4 hour class) S-2: 15 credit hours TOTAL: 28 credit hours</p>	<p>Super-Senior Year</p> <p>S-1: 16 credit hours (must take one 4 hour class) S-2: 16 credit hours (must take one 4 hour class) TOTAL: 60 credit hours</p>

<b>Delayed Progressions Leading to 1 Full Year of College or More (30+ hours)</b>			
<p><b>Delayed Start:</b> 1 Semester Late, Typical Progression</p> <ul style="list-style-type: none"> <li>No grades of B- or Lower at ODU or TCS in the semester proceeding evaluation</li> <li>No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)</li> </ul>	<p>Junior Year</p> <p>S-1: 0 credit hours</p> <p>S-2: 3 credit hours</p> <p>TOTAL: 3 credit hours</p>	<p>Senior Year</p> <p>S-1: 6 credit hours</p> <p>S-2: 9 credit hours</p> <p>TOTAL: 18 credit hours</p>	<p>Super-Senior Year</p> <p>S-1: 12 credit hours</p> <p>S-2: 15 credit hours</p> <p>TOTAL: 45 credit hours</p>
<p><b>Delayed Start:</b> 1 Semester Late, Accelerated One Semester</p> <ul style="list-style-type: none"> <li>Move from 6 credits to 12 credits</li> <li>3.8 GPA at TCS and ODU for semester preceding advancement</li> <li>No grades of B- or Lower at ODU or TCS</li> <li>A in first college class</li> <li>No more than 1 absence from TCS, no more than 1 unexcused tardy, and no report of absence from ODU professor(s)</li> </ul>	<p>Junior Year</p> <p>S-1: 0 credit hours</p> <p>S-2: 3 credit hours</p> <p>TOTAL: 3 credit hours</p>	<p>Senior Year</p> <p>S-1: 6 credit hours</p> <p>S-2: 12 credit hours</p> <p>TOTAL: 21 credit hours</p>	<p>Super-Senior Year</p> <p>S-1: 15 credit hours</p> <p>S-2: 15 credit hours</p> <p>TOTAL: 51 credit hours</p>
<p><b>Delayed Start:</b> 2 Semesters Late, Typical Progression</p> <ul style="list-style-type: none"> <li>No grades of B- or Lower at ODU or TCS in the semester proceeding evaluation</li> <li>No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)</li> </ul>	<p>Junior Year</p> <p>S-1: 0 credit hours</p> <p>S-2: 0 credit hours</p> <p>TOTAL: 0 credit hours</p>	<p>Senior Year</p> <p>S-1: 3 credit hours</p> <p>S-2: 6 credit hours</p> <p>TOTAL: 9 credit hours</p>	<p>Super-Senior Year</p> <p>S-1: 9 credit hours</p> <p>S-2: 12 credit hours</p> <p>TOTAL: 30 credit hours</p>
<b>Delayed Progressions Leading to Less Than 1 Full Year of College</b>			
<p><b>Delayed Start:</b> 3 Semesters Late, Typical Progression</p> <ul style="list-style-type: none"> <li>No grades of B- or Lower at ODU or TCS in the semester proceeding evaluation</li> <li>No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)</li> </ul>	<p>Junior Year</p> <p>S-1: 0 credit hours</p> <p>S-2: 0 credit hours</p> <p>TOTAL: 0 credit hours</p>	<p>Senior Year</p> <p>S-1: 0 credit hours</p> <p>S-2: 3 credit hours</p> <p>TOTAL: 3 credit hours</p>	<p>Super-Senior Year</p> <p>S-1: 6 credit hours</p> <p>S-2: 9 credit hours</p> <p>TOTAL: 18 credit hours</p>
<p><b>Delayed Start:</b> 4 Semesters Late, Typical Progression</p> <ul style="list-style-type: none"> <li>No grades of B- or Lower at ODU or TCS in the semester proceeding evaluation</li> <li>No more than 3 absences from TCS, no more than 5 unexcused tardies, and no report of absence from ODU professor(s)</li> </ul>	<p>Junior Year</p> <p>S-1: 0 credit hour</p> <p>S-2: 0 credit hours</p> <p>TOTAL: 0 credit hours</p>	<p>Senior Year</p> <p>S-1: 0 credit hour</p> <p>S-2: 0 credit hours</p> <p>TOTAL: 0 credit hours</p>	<p>Super-Senior Year</p> <p>S-1: 3 credit hour</p> <p>S-2: 6 credit hours</p> <p>TOTAL: 9 credit hours*</p>

\* Students earning fewer than 12 semester credit hours at ODU will be required to complete additional hours of collegiate-level experiential work. The total hours must add up to twelve. Completion of the Associate of Arts degree is contingent on a variety of factors. The factors that impact a student's maximum credit potential include but are not limited to: the year in high school your student begins taking courses at Ohio Dominican, the grades he or she earns at both ODU and TCS, and his or her progression through the gateways. This chart is intended to help parents and students understand how gateways influence this maximum credit potential. If a student misses a gateway at any time during high school, this will affect his or her progression through the program, and impact the total number of credits earned. A single missed gateway will affect a student's ability to earn the AA. While the opportunity to earn the AA may still exist, it will require significant time and effort on the student's behalf. This may include needing exemplary grades to advance gateway in the future, taking difficult 4-credit hour courses, and/or participating in May term (May term participation requires an application and is not guaranteed). A student's acceptance to ODU during first semester of Junior year does not guarantee a student will earn the AA, due to the factors addressed above.

While the Associate of Arts degree is the goal for many families, we value a positive, successful college experience for all students, regardless of the number of credit hours they complete as part of our program. An important aspect of making this experience positive for students is challenging them appropriately. The Charles School, in conjunction with Ohio Dominican University has determined that the best way in which we help students gauge their readiness for new challenges, specifically the challenge of adding additional college courses, is through the gateway system. We encourage students and parents to maintain open communication among one another to increase the understanding of your specific student's position. Our goal is to be transparent in this process, and for parents to have a clear understanding of their own student's individual progress in the program. Although students begin each semester in a cohort together taking College Writing I, it is likely they will progress on different paths based on the numbers years in high school, course grades, interests, and abilities.

Please indicate by your signature below that you have read and understand these details of the TCS@ODU Early College Program. You are welcome and encouraged to inquire about your or your student's maximum credit potential at any time.

Student Signature \_\_\_\_\_ Student  
Name (please print) \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Parent  
Name (please print) \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## ***APPENDIX G - Early College ODU Math Policies***

These math policies have been developed with the ODU math department over the course of the early college partnership. While these policies are not identical to ODU's traditional math placement policies, they reflect the unique partnership between ODU and TCS, and will be used for the placement of all TCS students into ODU math courses.

TCS@ODU high-school prerequisites to take any math course at ODU:

- Math I or Algebra 1 equivalent
- Math II or Geometry equivalent
- Math III or Algebra 2 equivalent

Students having completed those three prerequisites may take the following courses without any placement testing:

- MTH 140: Intro to Statistics
- MTH 121: Math for Liberal Arts
- MTH 145: Discrete Math (this course is limited to students interested in pursuing a CIS major)

Students interested in pursuing any calculus courses at ODU must first take TCS Math IV, TCS Pre-Calculus, or have transferred an equivalent course from another high school. Students may not transition from TCS Math III or Algebra 2 equivalent directly into ODU's MTH 160: Pre-calculus. During spring semester of the Math IV and Pre-Calc classes, students will have the opportunity to take the ODU Math Placement test. Performance on this test will determine all student placements into either:

- MTH 160: Pre-Calculus
- MTH 240: Calculus I

If a student places into MTH 160 and completes the course successfully, he or she may then move on to MTH 240. Students who have completed MTH 240 successfully may continue on to take higher level mathematics courses based on the ODU course catalog prerequisites.

From high school, moving into ODU students, students may NOT take the following courses, as they are Math III/Algebra 2 equivalents, and not eligible for credit in the TCS@ODU program:

- MTH 102: Beginning Algebra
- MTH 127: Intermediate Algebra



## **APPENDIX H - Early College Guide to Student Actions and Consequences**

There are clear guidelines for behavior and academic expectations set forth in the Gateway requirements. In the case that the conditions for Gateway promotion are not met, the chart below delineates the definite outcomes and consequences for a number of specific, negative actions students may take. If a student misses a Gateway as a result of these actions or others, he or she has the opportunity to appeal. Each student can appeal one Gateway decision only. If a student is held back from multiple Gateways throughout his or her time as a student, each missed Gateway cannot be appealed if the student has already “used up” his or her appeal.

<b>Actions Resulting in Immediate Withdrawal from College Course(s) and Inability to Advance Gateway for Semester</b>	<b>Actions Resulting in Midterm Withdrawal from College Course(s) and Inability to Advance Gateway for Semester</b>	<b>Actions Resulting in the Inability to Advance Gateway for Semester</b>	<b>Actions Resulting in Number of ODU classes Being Reduced</b>
<b>Determined as necessary</b>	<b>Determined prior to the midterm drop date every semester, once midterm grades are submitted</b>	<b>Determined at the conclusion of the semester, once all grades are submitted</b>	<b>Determined at the conclusion of the semester, once all grades are submitted</b>
<ul style="list-style-type: none"> <li>· Plagiarism or academic dishonesty (ODU)*               <ul style="list-style-type: none"> <li>· Drug use</li> </ul> </li> <li>· Fighting (TCS or ODU)</li> <li>· Inappropriate Relationships at ODU</li> <li>· Missing ODU Classes (as reported by ODU professor or other ODU staff)</li> <li>· Theft (TCS or ODU)</li> <li>· Threats (bomb threats, threats against staff or student, etc.)               <ul style="list-style-type: none"> <li>· Negative Confrontation/Arguing with an ODU Professor</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>· 2 or more ISS for any reason</li> <li>· 2 or more grades of D or F at midterm may result in dropping at least one class, possibly more</li> <li>· Other actions as determined by the TCS administration or ODU faculty</li> </ul>	<ul style="list-style-type: none"> <li>· Plagiarism or academic dishonesty (TCS)</li> <li>· 1 or more ISS for any reason</li> <li>· Not meeting requirements of the Gateway               <ul style="list-style-type: none"> <li>· Other actions as determined by the TCS administration or ODU faculty</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>· Failure in one or more college class:               <ul style="list-style-type: none"> <li>· Students can enroll in the number of college classes passed with a C-* or better the semester before. (E.G. If a student earns an A, B, C, and D in four college classes, the next semester the student can enroll in three college class since three were passed. If a student earns a B, B, D and F in four college classes, the next semester the</li> </ul> </li> </ul>

<p style="text-align: center;">· OSS</p> <p style="text-align: center;">· Other actions as determined by the TCS administration</p> <p><i>Depending on the severity of your actions, your ability to resume classes the following semester will be determined by a committee of TCS staff members.</i></p> <p><i>* ODU professor may immediately fail the student, or permit a student to remain in the course. However, a student will be removed from the Early College program the following semester, regardless of consequences at ODU.</i></p>			<p>student can enroll in two college classes since two were passed.)</p> <p>*Courses earning a grade of D- or higher at ODU are credit bearing at both ODU and TCS however, only a grade of C- or higher is transferrable to other higher education institutions.</p>
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# **CONSENT FORM**

## **ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I have received a copy of The Charles School Student and Parent Handbook for 2016-2017. I recognize that the handbook contains necessary information for me and my student for the 2016-2017 school year. I also acknowledge that students are expected to adhere to the policies and guidelines set forth in the handbook, and are accountable for the same.

Student Name: (Please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_, 2016.

Parent/Guardian Name: (Please print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_, 2016.

Parent/ Guardian email: \_\_\_\_\_

**COMPLETE AND RETURN THIS PAGE TO SCHOOL OFFICE BY:**

**Friday, September 23, 2016**

**Thanks!**