



**HEART** OF **OHIO**  
CLASSICAL ACADEMY

**FAMILY & STUDENT  
HANDBOOK  
2025-2026**

Heart of Ohio Classical Academy  
4650 Lakehurst Ct.  
Dublin, OH 43016

info@www.DublinClassical.com  
(614) 380-7464

Family Handbook Adopted on April 20, 2024  
Version 3.0 Dated August 2025

# TABLE OF CONTENTS

<b>Introduction.....</b>	<b>7</b>
Mission .....	7
Core Virtues of Heart of Ohio Classical Academy.....	7
Affiliation with Hillsdale College .....	8
<b>Section 1: School Life &amp; Decorum.....</b>	<b>8</b>
School Hours.....	8
Student Drop-Off & Pick-Up .....	8
Carpool Drop-off Lane .....	8
Parking.....	9
Attendance.....	9
To Report an Absence.....	9
Absences.....	10
Excused Absences.....	10
Extended Excused Absences.....	11
Unexcused Absences .....	11
Truancy .....	11
Tardiness/ Early Release .....	11
Releasing a Student from School.....	12
Early Drop-Off and Late Pick-Up .....	12
Uniform Policy.....	12
General Uniform Requirements .....	12
Lost and Found .....	15
Virtues and General Expectations for Behavior .....	15
Honor Code.....	15
Student Pledge .....	16
Disciplinary Action.....	17
Procedures for Suspension and Expulsion.....	22
Procedures for Appeal.....	24
Restraint.....	24
Anti-Harassment, Intimidation, and Bullying.....	25
Public Displays of Affection .....	27
Electronic Devices.....	27
Lockers .....	28
Breakfast and Lunch.....	28
Snacks.....	28
Birthday Celebrations.....	28
Medication and Medical Care .....	28
Administration of Medication.....	29
Student Medical Records.....	29
Medical Operations.....	29
Use of Inhaler/Epinephrine Auto-Injector.....	30

Medical Records and Enrollment.....	31
Parent/ Guardian Medical Record Obligations.....	31
Food Allergies.....	31
Parent Responsibilities.....	32
Diabetic Care.....	32
Sick Students.....	34
Lice Policy .....	33
Student Fees and Supplies.....	34
Textbooks.....	35
Textbook Return .....	35
Extracurricular Activities.....	35
Eligibility .....	35
Clubs.....	36
Special Events.....	36
Sports.....	36
Student Publications.....	36
Volunteers .....	37
Volunteer Background Checks.....	37
Volunteer Confidentiality .....	37
Visitors.....	37
Sign-In .....	37
Parent Visits.....	38
Classroom Observations.....	38
Inclement Weather.....	38
<b>Section 2: Academic Policies.....</b>	<b>39</b>
Curriculum Introduction.....	39
Homework.....	40
Late Homework .....	40
Grading.....	41
Procedures for the Regular Collection of Student Performance Data.....	42
Reporting Student Progress.....	43
Teacher Conferences.....	43
Student Placement .....	43
Promotion and Retention.....	44
Promotion/ Retention of Students in grades K-2nd and 4th - 7th .....	44
Promotion/ Retention of Students in 3rd Grade.....	45
Interventions Regarding the Promotion/ Retention of Students in 3rd Grade .....	45
Retention Exemptions Under the 3rd Grade Reading Guarantee .....	46
Third Grade Guarantee Alternate Assessment Procedure.....	46
Summer Promotion Under the 3rd Grade Guarantee.....	46
Student Reenters the 3rd Grade – Retention into 3rd Grade.....	46
Midyear Promotion in the 3rd Grade Guarantee.....	47
Promotion/ Retention of Students 6th-8th Grade.....	47
Academic Honesty .....	47

Plagiarism .....	47
Cheating.....	47
Academic Prevention, Intervention and Student Services.....	47
State Assessments and State Required Tests.....	49
Third Grade Reading Guarantee .....	50
Controversial Subjects.....	51
Religion.....	51
Evolution.....	51
Human Sexuality.....	51
Videos in the Classroom.....	52

**Section 3: Additional Policies & Procedures..... 52**

Admissions and Enrollment .....	52
Open Enrollment.....	52
Admissions Eligibility .....	53
Limited Availability.....	54
Process and Criteria .....	54
Records Release/ Transfer .....	55
Kindergarten Admission .....	55
Residency and Enrollment Requirements.....	55
Records Upon Enrollment.....	56
Enrollment of Expelled Students.....	57
Grade Level Placement of Newly Enrolled Students.....	56
Field Trips.....	56
Extended Field Trips.....	56
Chaperone Policy.....	56
School Communication Procedures .....	57
Parent Communications to Administration, Faculty, and Staff .....	57
General Communication with the School Community.....	57
Social Media .....	58
Communicating with Parents with Joint Custody.....	59
Student Network Use.....	59
Security Checks.....	59
Emergency Policy.....	59
Facility Use.....	60
Parent Service Organization .....	60
Long-Term Suspension and Expulsion Policies and Procedures .....	60

**Section 4: Governance & Management .....62**

Governing Authority .....	62
Board Responsibilities and Obligations .....	63
Board Meetings .....	63
Executive Sessions.....	63
Communication to the Board.....	63
Role of the Headmaster.....	64

Chain of Command ..... 63

Grievance Policy ..... 64

    Grievance Related to the Classroom..... 64

    Grievance Related to the Administration..... 65

**Section 5: Student Records ..... 65**

Records Requests ..... 65

    Family Educational Rights and Privacy Act (FERPA) ..... 65

Student Information..... 65

Student Records..... 66

Definitions..... 67

Appendix..... 67

Key Terms..... 67

Change Log ..... 67

Parent Compact ..... 69

Student Compact - To be signed by all students..... 69

# Introduction

## Mission

The mission of Heart of Ohio Classical Academy is to provide a content-rich education that stimulates the mind, feeds the hunger for learning, and nourishes the heart through a fully integrated liberal arts and sciences curriculum that includes instruction in moral character and civic virtue.

## Core Virtues of Heart of Ohio Classical Academy

In forming the classical culture, we believe in nurturing not just the intellect but also the moral character of our students. Rooted in the timeless wisdom of Aristotle's "Nicomachean Ethics," our school's core virtues - courage, temperance, truthfulness, ambition, nobility, patience, and generosity - form the cornerstone of our educational philosophy. Each virtue is carefully explained and integrated into all aspects of school life, reinforcing the importance of good behavior and character development. We consistently emphasize these virtues across all grades, underscoring the belief that virtue is essential for individuals of all ages in their "pursuit of happiness." Our approach is designed to foster not only moral virtues but also intellectual virtues, acknowledging that the former lays the groundwork for the latter. We teach our students that cultivating a good character is the foundation upon which intellectual excellence is built, guiding them towards a fulfilling and virtuous life.

**Courage**                      Courage is the will to exercise what must be done.  
The balance between fear and false confidence.

**Temperance**                Temperance is the discipline to maintain self-control.  
The balance between self-neglect and over-indulgence.

**Truthfulness**              Truthfulness is the power to defend authenticity.  
The balance between falsehood and negativity.

**Wisdom**                      Capacity of judging rightly in matters relating to life and conduct  
The quality of having experience, knowledge, and good judgment

**Nobility**                     Nobility is the pride in championing humility.  
The balance between vulgarity and conceit.

**Patience**                    Patience is the ability to persevere through adversity.  
The balance between diffidence and intolerance.

**Gratitude**                  The feeling of being grateful and wanting to express your thanks.  
Recognizing and appreciating the good things in one's life, whether big or small.

## **Classical Student Pledge**

I will be honest in my words and in my deeds.  
I will be dutiful in my studies and in my service to others' needs.  
I will show respect and kindness in all that I do.  
I will courageously strive for excellence through and through.  
I will cultivate temperance, patience, and generosity,  
As I pursue the path of wisdom with sincerity.

## **Affiliation with Hillsdale College**

The Hillsdale K-12 Education Office is a project of Hillsdale College devoted to the education of young Americans. Through this office and its initiatives, the College supports the launch of K-12 classical schools that will train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

To be successful and good, reform of American K-12 education must be built on a foundation of classical liberal arts learning—the kind of learning best suited to a free society and most needed for its preservation. The work of Hillsdale K-12 Education is an important step in that direction.

To advance the founding of classical charter schools, Hillsdale College works with select school founding groups of local citizens (i) who care deeply about education, (ii) who plan to apply for a charter, and (iii) who prove themselves capable of planning and governing a school. When both a founding group's interests and abilities align with the Hillsdale criterion, Hillsdale will assist the group creating and implementing the school's academic program by providing assistance with curriculum design and teacher training programs. This support, along with guidance on the shaping of a vibrant and ennobling school culture, will provide the foundation for the new school to promote a liberal and civic education.

Heart of Ohio Classical Academy is a Hillsdale College Curriculum School, a relationship that offers our school ongoing access to curriculum, leadership, and resources. For more information on Hillsdale K-12 Education, visit [k12.hillsdale.edu](http://k12.hillsdale.edu)

## **Section 1: School Life & Decorum**

### **School Hours**

7:45 a.m. - 3:00 p.m.

### **Student Drop-Off & Pick-Up**

At 7:20 a.m. K-7 students may enter the school and go directly to the cafeteria. At 7:30 a.m. students will start being dismissed from the cafeteria to their classrooms. Staff members will be assigned to assist with arrival and to monitor students during breakfast.

Dismissal from classrooms will begin at 3:00 p.m. Each family will have an assigned number that will signal to the teacher that the student can be dismissed from their classroom.

## **Carpool Drop-off Lane**

Procedures for drop-off and pick-up give priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly. The school will release students only to parents, legal guardians, or adult designees.

The adults who drive through the carpool dropoff lanes are expected to serve as role models by exhibiting courteous behavior. Kindly share these policies and procedures with others who will be picking up your student. The official procedure will be shared with parents electronically before school starts and may be modified from time to time. It will be the responsibility of the parents to stay informed about the latest procedures.

## **Parking**

“Five-Minute Parking” spaces for deliveries, pick-up, drop-off, etc are located near the main entrance to the office. Parents and visitors who plan to remain at school for more than five minutes should park in designated visitor parking spots.

Employee parking is located in parking spots not designated for visitors.

## **Attendance**

Classical education is a highly interactive educational institution and requires consistent and punctual attendance by its student body. The Classical approach relies on classroom discussion as a mode of learning. A student with consistent absences may become disconnected, finding it difficult to ‘catch up’ in his or her studies. For this reason, parents should exercise prudence in their planning by making reasonable efforts to ensure that students do not miss class, and aim to restrict student trips to the allotted breaks in the calendar.

## **To Report an Absence**

Parents must alert their student’s teachers and the front office for every day a child is to be away from school. To notify teachers, please email your student’s teachers directly. To notify the front office by email [attendance@ohioclassical.org](mailto:attendance@ohioclassical.org) or phone call (614) 380-7464. Please include your child’s name and the reason for his or her absence in your email.

Parents should send notice of their child’s absence before 7:45 a.m. on the day of the absence. If a parent does not notify the office of a student’s absence, the absence will be coded as unexcused. Office staff will place calls daily to parents for unaccounted absences; kindly assist in this process by ensuring communication of absences.

## **Absences**

Planned absence during the school term is highly discouraged. Any such absence must be requested at least one week in advance and in writing. The Headmaster or Assistant Headmaster may require additional information like asking the student to obtain comments from teachers about the impact of the absence. Before the request for an excused absence can be granted, the Headmaster may require evidence of a student's commitment that the time will be made up in some way.

We discourage appointments during the school day, when avoidable. When appointments must take place, students are responsible for making up any work missed during their absence. Assignments that are not submitted will be reflected accordingly in grades, as per the time parameters set by the teacher and school.

The school understands that certain situations, such as medical or emotional challenges, may require extended student absences. These will be evaluated individually by the Headmaster or Assistant Headmaster. Please note, family vacations are not considered extenuating circumstances and should be planned during designated school holidays and vacation weeks. Regardless of the reason for absence, students are responsible for completing all coursework in a timely and satisfactory manner.

A student must be physically present in class in order to fulfill this criterion. Students not maintaining the requisite attendance rate will be referred to the Headmaster or Assistant Headmaster and may be ineligible to complete the course.

## **Make-Up Work**

Students may complete homework and other assignments that they miss during excused absences. Excepting major assignments (see below), students returning from an excused absence will have 2 additional days for each absent day to make up work that was due during or immediately after the absence.

For example, if a student has an excused absence on Monday, then the student has until Wednesday to turn in any work due on Monday or Tuesday; if a student has an excused absence on Thursday and Friday, then work due on Thursday, Friday, or Monday is not due until Thursday of the following week.

The extra time is intended to allow students to catch up on any missed notes or lessons before turning in related material. Students are responsible for retrieving notes and assignments for themselves, either from the preferable option of a classmate, or from the teacher. If choosing this option, students are expected to respect their teachers' time.

An absence on the date of a major assignment such as a test or major paper will not extend the deadline of that assignment if the student is absent only on that day. In cases of a single-day excused absence, the student shall complete the assignment on the day of his or her return. In cases of a multi-day absence, teachers will work with students to determine an appropriate deadline for major projects and a makeup time for tests.

## **Excused Absences**

The following will be considered excused absences:

- Absences for medical reasons
- Absences for illness with a parent note or phone call
- Absences for documented mental or emotional disabilities, with a note from a doctor or Specialist
- Attendance at any school-sponsored activity for which a student is eligible
- Bereavement (notify school if absence will extend beyond three days)
- Court appearances
- Religious holidays and observances

The school may require suitable proof of excused absences, including written statements from medical sources.

## **Extended Excused Absences**

Heart of Ohio Classical Academy recognizes the individual nature of extended excused absences, including, but not limited to, such situations as acute or chronic illnesses/injuries, a terminally ill family member, or a death in the family. Families can expect to be informed by the Headmaster or appointed designee of the faculty expectations of around assignment completion and grade progression.

## **Unexcused Absences**

Absences are unexcused when parents do not follow the procedure to excuse absences noted above, when a student is unaccounted for, or if a student does not make a reasonable effort to come to school on time. Such absences are liable to disciplinary action, up to and including suspension. Students will not receive credit for homework and assignments that they miss during unexcused absences.

If a student has more than seven unexcused absences in a time frame of 30 consecutive hours, 42 hours in one month, 72 hours in one year, the student may be classified as habitually truant according to Ohio law. When the parent does not explain sufficiently the reason for unexcused absences, a parent conference will be required, and credit will be withheld. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents or guardians of the student receiving an unexcused absence will be notified by the school of the unexcused absence.

## **Truancy**

A student who is absent from school without permission will be considered truant and is subject to disciplinary action and due process in accordance with Ohio law.

## **Tardiness/ Early Release**

Each tardy or early release prevents students from engaging in their classes appropriately. To get the most from class, students must begin and end on time. Tardiness refers to any occasion in which a

student arrives after the 7:45 am school start time. The early release refers to any occasion in which a student leaves before the established school end time of 3:00 pm.

For a tardy or early release to be excused, it must follow the guidelines for an excused absence. An unexcused tardy or early release is subject to the same provisions as an unexcused absence, and students will not be offered make-up opportunities for schoolwork missed during this time. Frequently tardy students will be referred to the Headmaster or Assistant Headmaster for intervention and potential disciplinary action.

## **Releasing a Student from School**

Students will only be released to people who are their parents or legal guardians unless we have received written permission from a parent or legal guardian to release the student to another adult.

Students may not be taken from the school or playground unless parents have signed them out in the office.

In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

School-sponsored activities require a teacher or sponsor to be responsible for the students. Students may only leave the activity or event with their parent/guardian unless prior written authorization is given to the teacher or sponsor.

## **Early Drop-Off and Late Pick-Up**

Students may not be dropped off more than 30 minutes before the school start time and must be picked up by 30 minutes after the school end time.

Students who are on campus more than 30 minutes before the school starts or end time, and are not participating in After School Care, club, or athletics program event, shall enroll in the extended supervision services and pay according to the fee structure.

## **Uniform Policy**

A school uniform is crucial to decorum in a successful classical school, accomplishing three key goals. First, it diminishes the burden of fashion's importance. This removes distractions in the classroom and maintains focus on the task at hand. Second, it helps students take school more seriously by acknowledging that, through dress, we respect classmates, teachers, and the common enterprise of education. Third, it develops school identity and pride. All students are therefore expected to adhere to the School Uniform Policy.

Shirts should be tucked in at all times, and students should strive for a neat and respectable appearance. Uniforms must be worn properly, neatly, in good repair, and not torn, ill-fitting, or faded. All clothing must be appropriately sized and not tight or baggy (no skinny pants, cargoes, joggers, leggings pants, capris, cropped pants, cuffed pants, high waters, khaki jeans, etc.) No undergarments

should be visible. Shorts/pants worn under girls' skirts or jumpers may not show when a student is standing unless they are ankle length. Jumpers and shorts shall fall no higher than two inches above the knee as measured when the student is standing.

When questions about aspects of the uniform arise, the student is expected to follow the general and leading spirit of the policy, which is to diminish distractions, show respect, and elevate the tenor of the school. Students must be in uniform to attend class. Parents or guardians will be contacted if their student is not dressed in proper uniform.

All items that include either the school logo or the school plaid must be purchased through Educational Apparel Store ([Link](#)), where we align our school policy to Educational Apparel's Customized Uniform Document.

Each uniform combination must include the official school plaid, patch on the top layer of clothing. Exceptions can be made by Headmaster or Assistant Headmaster. The standard uniform combinations are an option for every day of the school year. One exception is a published spirit day for any of our official school spirit wear. Spirit wear is optional and may be purchased on our school website. Unless otherwise directed by the Headmaster or Assistant Headmaster, there shall be no change to this uniform policy.

### **BOYS K-7 School Uniform**

1. White long-sleeve polo with official patch or official embroidery
2. White, Pray, or Maroon Polo with official patch or official embroidery (polos can be short or long-sleeved)
3. Khaki or black dress pants
4. Optional cardigan maroon with the official patch or official embroidery
5. Optional fleece charcoal pull over quarter zip with the official patch or official embroidery
6. Optional performance pull over quarter zip official patch or official embroidery
7. Optional crew maroon vest with white long-sleeve Oxford button down shirt
8. Optional school branded sweatshirt

### **GIRLS K-7 School Uniform**

1. White, Pray, or Maroon Polo with official patch or official embroidery (polos can be short or long-sleeved)
2. White long-sleeve polo with official patch or official embroidery
3. Plaid Jumper with Peter Pan collar white short sleeve shirt.
4. Khaki or black dress pants
5. Khaki shorts or skorts
6. Plaid skirt (Grade 6 and 7 only)
7. Optional fleece charcoal pull over quarter zip with the official patch or official embroidery
8. Optional performance pull over quarter zip official patch or official embroidery
9. Optional crew maroon vest with white long-sleeve Oxford button down shirt
10. Optional school branded sweatshirt
11. Hair accessories may be plaid, maroon, black, white, or grey.

## **Additional Uniform Requirements**

Students, staff, and faculty will dress up in an effort to achieve excellence as a school, beginning with excellence in personal appearance. In our appearance, we show our opinions about ourselves, respect what we are doing, and respect those with whom we spend our time. The Administration reserves the right to determine if a student is dressed and groomed appropriately. If a student's dress is objectionable, the student will be given the opportunity to make the appropriate corrections. We may have extra uniforms in the main office for students to borrow for the day. A student who is repeatedly out of uniform will be disciplined.

### **Shoes, Socks, and Tights**

Leggings or tights may be worn underneath jumpers but must be ankle-length or footed in a solid color—gray, navy, white, or black. Leggings are not to be worn without other bottoms on top.

Shoes, socks, and shoelaces should be one of the following colors: white, black, blue, brown, or gray. Shoes must be closed-toed, closed-heeled performance or dress shoes; we recommend wearing comfortable shoes that can be worn in the classroom, in gym class, and outdoors at recess. Students may not wear unapproved boots, high-heeled shoes, sandals, flip-flops, crocs, moccasins, or slippers.

### **Outdoor Options (K-12th)**

Students may wear their outerwear (coats, sweaters, vests) to school and on the playground. If a student is cold in the classroom, he or she should wear one of the long-sleeved uniform items or the uniform sweater.

### **Special Occasions**

Some Fridays or special days throughout the year are designated as "Spirit Days." On these days, students are permitted to wear Spirit Wear as tops. This includes CLASSICAL T-shirts, sweatshirts, hoodies, fleece pullovers, and quarter zips. Outerwear, including full-zip jackets, are not permitted to be worn during the course of the day. (Outerwear may be worn to and from school and on the playground.) Students must wear uniform bottoms on Spirit Days.

All school-sponsored events that occur during the school day, including field trips, are subject to school uniform policy unless parents are otherwise informed.

Should a student require reasonable uniform alterations based on religion, disability, or medical condition, please contact the Headmaster or Assistant Headmaster. Please know that we will provide accommodations for these students.

### **Backpacks, Lunchboxes, Water Bottles, and Bags (K-7th)**

Students are welcome to bring any backpack, lunchbox, or bag they like. Please ensure that all backpacks, lunchboxes, and bags are free of patches and pins with vulgar or distracting messages. 5-7th graders will leave their backpacks in their lockers during the day.

We encourage students to bring water bottles, including insulated water bottles, to school so that they can stay hydrated and cool during recess and while outside. Students may not bring anything other

than water in their water bottles, including juice, soda, coffee, or milk. Students may not have any drink other than water in the classroom.

## **Personal Appearance**

### **Hair and Hair Accessories**

Hair should be clean and well groomed, and it must not interfere with a student's ability to properly engage in the academic environment. Hair styles that are distracting to the learning environment are not allowed. Words, symbols, and designs shaved into hair, including facial hair, are not allowed.

Unnatural hair coloring or streaking is not permitted. Boys must be clean-shaven.

Girls who wear hair bands, hair bows, or other accessories should choose items that are in the school colors (maroon, white, grey, and gold), neutral colors (black or brown), or plaid (options available from Educational Apparel.) Students will be asked to remove any accessories that do not meet the specifications above.

### **Jewelry and Other Accessories**

All jewelry should be simple and not distracting. Tongue rings and other visible body piercings, including nose and eyebrow rings, are not allowed. Modest jewelry is allowed. An object that has a purpose other than jewelry may not be worn as jewelry (e.g., chains or collars). Students may wear no more than two necklaces at one time. Girls are permitted to put a maximum of two earrings per ear on the earlobe, and earrings must not be larger than a quarter. No stretched piercings (gauge) or holes may be visible. Boys may not wear earrings.

Hats and sunglasses are not to be worn in the building. Hats include visors and bandanas. Religious headgear is permitted when worn for religious purposes.

The use of perfumes, oils, and body sprays by students should not inhibit the learning environment and smells should not be detectable during a normal school routine. Smells of this nature that saturate a room often cause headaches, exacerbate allergies, and cause disruption to the learning environment. Students will be excused to the front office to call home if this occurs.

### **Makeup and Body Art**

Makeup and nail polish must look natural. Colors such as black, red, yellow, orange, blue, green, rainbow, etc., are not acceptable. Tattoos must be covered at all times. Temporary tattoos that are visible on the body or face are not permitted. Students may not write or draw on themselves or each other.

### **Lost and Found**

The student Lost and Found is located in the front office. Students are responsible for retrieving their misplaced items. Due to limited space, all unclaimed items will automatically be donated to either a local thrift store or the school uniform store on the 30th of each month.

## **Virtues and General Expectations for Behavior**

At the Heart of Ohio Classical Academy, we seek virtue in all its forms, recognizing the lifelong classical journey of “the good life.” We focus specifically on the classical virtues of courage, temperance, truthfulness, ambition, nobility, patience, and generosity. We hope that regular recurrence of these virtues in our learning, social interactions, and discipline will help students learn self-governance and strive toward excellence in all areas of life.

The emphasis on virtue at Heart of Ohio Classical Academy is not primarily intended as a discipline policy: we aspire to excellence and happiness for its own sake, because it is good, and because we are made better as we aspire to it. We have bound our commitment to virtue into an Honor Code that we ask our families and students to sign as a common pledge.

### **Honor Code**

#### **The Heart of Ohio Classical Academy Honor Code:**

A Classical student is honest in word and deed, dutiful in study and service, and respectful and kind to others. A Classical student courageously aspires to excellence in temperance, patience, generosity, and wisdom.

At the end of the Family Handbook is a separate page with the honor code and a place for parents and students to sign a pledge of acceptance and agreement. At least one parent from each family is required to sign the pledge.

### **Student Pledge**

Students recite this pledge, along with the Pledge of Allegiance, each morning:

“As a member of the classical community, I am respectful, responsible, and honest.  
I seek to know the truth, to do the good, and to love the beautiful.”

### **Character Education; Promoting Virtue; Behavior**

The foremost objective of our disciplinary approach is to cultivate moral and intellectual virtues. At the heart of this process is nurturing self-discipline, which stems from a genuine aspiration for virtuous living. Without that desire, students will falter when laws and rules are silent. Additionally, decorum serves a vital role in creating an orderly and respectful atmosphere for students to freely learn. Furthermore, we emphasize the development of meaningful relationships as a key component of personal growth and human flourishing. A well-ordered and disciplined environment is the foundation supporting the thriving culture of our school, where each student is encouraged to reach his/her full potential.

### **Heart of Ohio Classical Academy Classical Golden Means**

*“at the right times, about the right things, towards the right people, for the right end, and in the right way, is the intermediate and best condition, and this is proper to virtue.”*

*- Aristotle, Nicomachean Ethics Book II*

## **Disciplinary Actions**

A student can be required to sign “The Book” for any of the general violations of the student code of conduct or violations of classroom rules, to be prompt, prepared, polite, protectors of the classroom environment, or other violations as outlined in the family and student handbook.

Notification to Parents if Administration determines the student’s conduct warrants suspension during the school day: Administration will make reasonable effort to notify the student’s parents that the student has been suspended before the student is sent home. Administration will notify a suspended student’s parents of the period of suspension and the grounds for the suspension. A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Disciplinary actions may be used individually or in combination for any offense. No employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a consequence for unacceptable conduct.

A student's departure from proper decorum results in disciplinary action. Because not all students respond the same to confrontation, incentives, or punishments, any discipline policy must be at once equal to all students and consistently applied, and also fitted to both the nature of each student and the circumstances in which any misbehavior occurs.

Disciplinary action will be used to promote both a student’s self-discipline and an orderly environment for all. Disciplinary actions are not punitive measures; rather, they exist to guide and ensure the construction of a positive school climate and culture. Any rule violation can be identified as an action or behavior that departs from a virtuous path towards “eudaimonia” or human flourishing. In a classical application, student infractions depart from the Golden Mean adapted from Aristotelian philosophy. Students seeing the context of a rule violation are equipped to understand the root of the error and the cause of natural consequences and therefore redirect problematic behaviors. Students reflect on how their daily actions apply to Aristotle’s chart in a “eudaimonic” pursuit of happiness.

When disciplining a student, we will consider age, frequency, the seriousness of the infraction, the student’s attitude, and the effect the wrong choice has/had on others.

Teachers will provide logical consequences that will allow a student to experience the results of a poor choice, enabling him or her to make better choices for the future. In the event that the student is not improving, the teacher will contact the parents along with adhering to the Family and Student Handbook.

The aim of a behavior policy must be to allow students to develop character traits such as self-discipline, respect, and consideration for others. It should foster more collaboration between staff and students, which enables lessons to be not just orderly but compelling.

The purpose of our system includes the idea that we:

1. Protect the classical educational environment.
2. Record discipline violations in a systematic way.
3. Predetermine and communicate disposition for violations when possible.
4. Never allow a student to keep others from learning or the teacher from teaching.

Our campus has implemented a progressive discipline policy. Most routine discipline issues will be dealt with using a multi-step system. We utilize a system that records most discipline concerns in a book. Each student has their own sheet in “The Book.” The goal of each student is to keep the sheet clear of any signings. Teachers may contact the parent at any time concerning their concerns about behavior.

1. The first time a student signs the book, the teacher will issue a verbal reprimand.
2. The second signing will result in the student losing a privilege or other appropriate actions. The parent will be contacted.
3. The third signing will result in parent contact and the assignment of lunch detention.
4. The 4th and subsequent signing of the book will result in a referral to the office to administer consequences. Referral forms can be initiated and given by any member of the faculty.

Consequences for the continued signing of the book (4th and subsequent times) may result in any of the following consequences using progressive discipline. More severe infractions can result in immediate detentions, in-school suspensions, out-of-school suspensions, or expulsion.

1. After School Detention (3:00pm-4:00pm on assigned day)
2. Assignment to in-school suspension for part of days or full days
3. Assigned out-of-school suspension for part of the day or full days
4. Consideration for Expulsion from School

## **Level I: Major Offenses**

Examples (not an inclusive list):

1. Being in an unauthorized area
2. Computer system violations
3. Disrespect of school staff and persons in authority
4. Failure to complete assigned homework
5. Failure to comply with school dress code policies
6. Failure to comply with directives of school staff (insubordination)
7. Failure to leave campus within 30 minutes of school dismissal (unless involved in an activity under the supervision of school staff)
8. Failure to report known hazing, harassment, or bullying of students
9. Hazing, harassment, or bullying of students (verbal)
10. Inappropriate behavior (not abusive, threatening, violent)
11. Inappropriate public display of affection
12. Inappropriate physical contact not defined as a Level II, Level III, or Level IV offense
13. Insensitivity to others
14. Parking infraction

15. Persistent tardiness (tardy, without excuse, on four or more days within a period of 45 rolling school days)
16. Possessing any electronic devices without permission
17. Possessing matches, lighters, etc.
18. Skipping or not attending class, detention, tutorial sessions, Saturday school, or extended day
19. Using a skateboard, scooter, and/ or roller blades while on campus
20. Using any telecommunications or other electronic devices, without permission, during school hours
21. Vehicle operation infraction

### Appropriate Disciplinary Actions

1. Behavioral contracts or individually developed behavior management plans
2. Classroom management techniques
3. Community service
4. Cooling-off time or “time-out”
5. Counseling by teachers or Campus Director
6. Demerits
7. Detention
8. Fee for the return of telecommunications device that has been confiscated
9. In-school suspension up to 30 days
10. Parent contracts to restrict home privileges
11. Parent observations in student’s classes
12. Parent conference with teacher or Campus Director
13. Peer mediation
14. Placement in another appropriate classroom
15. Restitution/restoration, if applicable
16. Saturday school
17. Seating changes within the classroom
18. Temporary or permanent confiscation of items that are prohibited and/or disrupt the educational process
19. Withdrawal of privileges, such as parking privileges, participation in extracurricular activities, eligibility for seeking and holding honorary offices, membership in school- recognized clubs or organizations, etc,

Disciplinary actions may be used individually or in combination for any offense.

No employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a consequence for unacceptable conduct.

### **Level II: Discretionary Suspension**

Examples (not an inclusive list):

1. Academic dishonesty

2. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a school fraternity, sorority, secret society, or gang.
3. Bypassing of internet blocks on school computers or networks to enter unapproved sites
4. Causing an individual to act through the use of or threat of force (coercion)
5. Engaging in conduct on campus that constitutes dating violence, including intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship
6. Engaging in conduct that constitutes sexual harassment (verbal and/or physical)
7. Engaging in offensive conduct of a sexual nature (verbal or physical)
8. Extortion/blackmail
9. Failure to comply with conditions of in- school suspension placement
10. Failure to comply with school medication policies
11. False accusation of conduct that would constitute a misdemeanor or felony
12. Falsification of school records
13. Fighting/mutual combat
14. Gambling
15. Gang activity (nonviolent)
16. Hazing, harassment, or bullying of students (physical)
17. Inappropriate behavior (e.g., violent; threat of being violent; threat of self-harm; racially, ethnically, or culturally motivated actions)
18. Interference with school activities or discipline
19. Leaving classroom, school property, or school-sponsored events without permission
20. Making an obscene gesture
21. Persistent Level I offenses (two Level I offenses within a period of 45 rolling school days)
22. Possessing ammunition
23. Possessing paraphernalia related to any prohibited substance
24. Possessing or using fireworks or other explosive devices
25. Possessing tobacco or tobacco products or items such as e-cigarettes or electronic vaporizing devices
26. Possessing or abusing over-the-counter drugs in violation of school policy
27. Possessing, viewing, or distributing pictures, text messages, e-mails, or other material of a sexual or inappropriate nature in any media format, including but not limited to cell phones
28. Posting inappropriate or disparaging remarks, pictures, videos, or links to any district-managed social media site
29. Sending or posting electronic messages or images that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including conduct involving off-school property (online or otherwise) if the conduct creates a substantial disruption to the school environment
30. Any unauthorized recording, taping, or photographing students or staff
31. Refusing to allow student search
32. Sexual harassment/sexual abuse not defined as a Level III or IV offense
33. Theft
34. Threats (nonviolent/verbal or written), including those initiated through social media, or other electronic forms, made outside of the campus setting for action or threat of action to be taken while on campus

35. Throwing object not considered an illegal weapon that can cause bodily injury or property damage
36. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class
37. Use of profanity or vulgar/offensive language (orally or in writing)
38. Using the internet or other electronic communications to threaten students or employees, or cause disruption to the school program
39. Verbal or written abuse (e.g., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment, etc.)
40. Willful destruction of school or personal property and/or vandalism
41. Self-harm, including but not limited to severe scratching, branding, cutting, self-hitting, burning, and biting
42. Making false accusations or perpetrating hoaxes regarding school or student safety, including without limitation a false alarm to induce an emergency response.
43. Refusing to allow lawful student search

#### Appropriate Disciplinary Actions:

1. Level I disciplinary techniques
2. Out-of-school suspension for up to three days

Disciplinary actions may be used individually or in combination for any offense.

### **Level III: Mandatory Suspension and Discretionary Expulsion**

#### Examples (not inclusive list):

1. Any offense listed in Sections 37.006(a) or 37.007(b) of the TEC, no matter when or where the offense takes place
2. Burglary of a motor vehicle on campus
3. Conduct punishable as a felony not defined as a Level IV offense
4. Criminal mischief against school, student, or school staff
5. Deliberate destruction of or tampering with school computer data or networks
6. Disruptive activity
7. Gang activity (violent)
8. Inappropriate exposure of body parts
9. Inappropriate sexual conduct
10. Persistent Level I offenses (four Level I offenses within a period of 45 rolling school days)
11. Persistent Level II offenses (two Level II offenses within a period of 45 rolling school days)
12. Possessing a knife, razor, box cutter, or chain
13. Possessing any object used in a way that threatens or inflicts bodily injury to another person
14. Possession, use, transfer, or exhibition of any firearm, handgun, improvised explosive device or any other prohibited weapon or harmful object (as determined by the Campus Director)
15. Possessing a look-alike weapon, including without limitation, BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon
16. Possessing a stun gun, mace, or pepper spray

17. Possessing, selling, soliciting, distributing, or under the influence of a Harmful Drug
18. Posting any vulgar, grossly inappropriate or illegal remarks, pictures, videos, or links on any ResponsiveEd-managed social media site
19. Setting or attempting to set a fire on a school property (not arson)
20. Targeting someone for bodily harm
21. Threats (violent/verbal or written)
22. Engaging in bullying that encourages a student to commit or attempt to commit suicide; incites violence against a student through group bullying; or releases or threatens to release intimate visual material of a minor or a student who is 18 years or older without the student's consent
23. Engaging in conduct containing elements of the offense of criminal harassment
24. Assault
25. Conduct endangering the health or safety of others or another person
26. Possessing, selling, distributing or under the influence of alcohol
27. Threats (violent/verbal or written), including those initiated through social media or other electronic forms, made outside of the campus setting for action or threat of action to be taken while on campus or toward another student
28. Selling paraphernalia related to any prohibited substance
29. Possessing or selling "look-alike" drugs or attempting to pass items off as drugs or prohibited items
30. Using, selling, or giving to another student any form of tobacco or tobacco products or items such as e-cigarettes or electronic vaporizing devices, and smokeless tobacco, including chewing tobacco
31. Possessing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug.

#### Appropriate Disciplinary Actions:

1. Out-of-school suspension for up to three days
2. Expulsion

### **Level IV: Mandatory Expulsion**

#### Examples (not an inclusive list):

1. Any offense listed in Section 37.007(a) and (d) of the TEC, no matter when or where the offense takes place
2. Required to register as a sex offender

#### Appropriate Disciplinary Actions:

1. Expulsion

## **Procedures for Suspension and Expulsion**

If a student's behavior warrants the measures of suspension or expulsion, Heart of Ohio Classical Academy will immediately remove the student from the classroom and shall contact his or her parents, who are expected to respond immediately.

Heart of Ohio Classical Academy models its policies under the Ohio Laws & Administrative Rules. For full details regarding suspension, expulsion, or permanent exclusion policy, kindly visit Section 3313.66 | Suspension, expulsion, or permanent exclusion—removal from curricular or extracurricular activities. A comprehensive copy of this policy is available to students and parents upon request.

The Board authorizes the Headmaster to suspend a student from any or all co-curricular, field trips, or extracurricular activities for misconduct or rule violations. The length of suspension shall be determined by the headmaster commensurate with the severity of the student's misconduct or rule violations under the discipline code.

If a student's behavior on a school vehicle violates school rules, the privilege of using school transportation shall be suspended. The student will lose this privilege for an appropriate time for the violation and remediation of the behavior.

The Board also authorizes the Headmaster to provide for options to suspend a student from the school which shall include a program whereby a student performs the merit of community service either in place of or as a part of a suspension or an expulsion.

The Board designates the Headmaster or his/her designee as its representative at all hearings regarding the appeal of a suspension. The Board or the Executive Committee shall hear the appeal of an expulsion. The Headmaster shall be responsible for implementing this policy and ensuring compliance with applicable laws.

If, in the opinion of the Headmaster or his/her designee, a student's presence at the school creates a health risk, presents a danger to other persons or property, or seriously disrupts the functions of the school, the student may be removed from the premises without formal suspension or expulsion procedures with notice and procedures to follow the removal in accordance with R.C. §3313.66. A student shall be expelled for one (1) year for bringing a firearm to Heart of Ohio Classical or onto school property (any property owned, used, or leased by the school for school, school extracurricular or school-related events). A student may be expelled for a period not to exceed one (1) year for

1. Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is located at a school or on school property.
2. Bringing a knife to Heart of Ohio Classical Academy, onto school property, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or in which the school is a participant;
3. Possessing a firearm or knife at school, on school property, or at an interscholastic competition, an extracurricular event, or any other school program or activity in which a firearm or knife was initially brought onto school property by another person.

4. Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
5. 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.

A firearm is defined as 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, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

1. A knife is defined as any cutting instrument consisting of at least one sharp blade.
2. The specific circumstances under which the Headmaster may modify a one (1)-year expulsion could include:
3. A recommendation from a group of persons knowledgeable of the student's educational needs.
4. The student was unaware that s/he was possessing a firearm or knife.
5. The student did not understand that the item s/he possessed was considered a firearm or knife.
6. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife; and The student may be eligible for participation in an alternative program.

A student may be expelled for up to eighty (80) days for serious misconduct or rule violations, or other just cause. During the suspension, removal, or expulsion, the student may not attend or participate in any school functions without permission from the Headmaster. The student may enter School facilities only when given permission by the Headmaster or if accompanied by a parent or guardian who accepts responsibility for the student's actions at the facility.

The Board authorizes the Headmaster to provide for the suspension of a student from the school which shall include a program whereby a student performs community service either in place of or as a part of a suspension or an expulsion.

Students who have been assigned suspensions and expulsions are permitted to make up work as follows:

1. Receive at least partial credit for a completed assignment (as determined by the Headmaster);
2. Grade reductions may result based on the pupil's suspension/assignments.
3. Students are prohibited from receiving a failing grade on a completed assignment solely on account of the pupil's suspension.
4. Student will be excused from grades designed for participation.

## **Procedures for Appeal**

Heart of Ohio Classical Academy is committed to providing a content-rich education that fosters intellectual growth and includes instruction on moral character and civic virtue. There is an

opportunity for students to correct their own mistakes within the framework of the school's core virtues.

1. A student shall write an apology to those affected by the student's behavior
2. A student shall request an alternative to the recorded consequence that constitutes reconciliation.
3. Written agreement to close/adjust

A copy of this policy is to be posted and accessible to the school community and made available to students and parents upon request.

## **Restraint**

If a student is disruptive to the point where he, she, or others are in danger, school faculty and personnel who are authorized to use restraint or seclusion pursuant to Ohio's laws. The school shall contact the parent(s) or legal guardian(s) as soon as possible after physical restraint or seclusion is used. Complaints regarding the use of restraint or seclusion should follow the grievance process as outlined in this handbook.

## **Anti-Harassment, Intimidation, and Bullying**

Heart of Ohio Classical Academy prohibits acts of harassment, intimidation, or bullying (including cyberbullying) of any student on school property or at school-sponsored events. A safe and civil environment in Heart of Ohio Classical is necessary for students to learn and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and Heart of Ohio Classical's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

Heart of Ohio Classical Academy values the free exchange of ideas. Classroom discussion of ideas and opinions, including controversial subject matter, shall not be construed as harassment.

Harassment, intimidation, or bullying means any deliberate or intentional gesture, or any deliberate or intentional written, verbal, or physical act or threat that a student has exhibited toward another student or staff member and the behavior both:

1. has one or more of the following effects:
  - a. harming a student or staff member;
  - b. damaging a student's or staff member's property;
  - c. placing a student or staff member in reasonable fear of harm to the student's or staff member's person;
  - d. placing a student or staff member in reasonable fear of damage to the student's or staff member's property; and
2. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member.

Heart of Ohio Classical Academy prohibits acts of cyberbullying, which is a subset of bullying and involves the use of information and communication technologies, including but not limited to email, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Instagram, the Internet,

Snapchats, Feeds, Chats, Comments, Stories, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on school time or the school premises, at school events, programs or activities or off school time or school premises if such acts affect other students or staff of the school.

Heart of Ohio Classical Academy reserves the right to discipline students for off-campus behavior which substantially disrupts the educational process or mission or threatens the safety or well-being of a student or staff member. Some factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following:

1. whether behavior created material and substantial disruption to the educational process or the school's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences;
2. whether a nexus to on-campus activities exists;
3. whether the behavior creates a substantial interference with a student's or staff member's security or right to educate and receive education;
4. whether the behavior invades the privacy of others; or
5. whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyberbullying that they require a response either at the classroom, school building or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyberbullying range from positive behavioral interventions up to and including suspension or expulsion.

All school employees, volunteers and students are required to report prohibited incidents of which they are aware to the Headmaster or his/her designee. The Headmaster or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Headmaster or his/her designee shall conduct a prompt, thorough and complete investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, and the reported incident has been substantiated, the parent or guardian of any student involved in the prohibited incident shall be notified and to the extent permitted by R.C. § 3319.321 and the Family

Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) have access to any written reports pertaining to the prohibited incident. Heart of Ohio Classical Academy will maintain, via the education management information system, information regarding the number of incidents of harassment of students against other students, in each building and school-wide, that violates this policy. All school employees, volunteers and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

Heart of Ohio Classical Academy prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial

action for a person who engages in reprisal or retaliation shall be determined by the Headmaster or his/her designee after consideration of the nature and circumstances of the act, in accordance with school policies and procedures. Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

Heart of Ohio Classical Academy may form a prevention task force and programs to educate students about this policy, such as holding an assembly on harassment, intimidation, and bullying for parents and students, to raise the level of awareness and help prevent the prohibited conduct. Heart of Ohio Classical Academy may also provide training, workshops, or courses on this policy to school employees and volunteers who have direct contact with students.

## **Public Displays of Affection**

At our school, we foster an environment of decorum, respect, and academic focus. Our commitment to a classical education extends beyond the classroom, guiding all aspects of student life, including social interactions. To maintain this atmosphere, public displays of affection (PDA) are not permitted on campus or during any school-related activities, including field trips, athletic events, and extracurricular clubs.

This policy isn't meant to discourage healthy friendships or relationships but to uphold the dignity and seriousness of our educational setting. Excessive or intimate physical contact can be a distraction for all students and may create an uncomfortable environment for others. We believe that modesty and appropriate personal boundaries are essential virtues for young men and women to cultivate. By adhering to this standard, students contribute to a respectful and dignified community where the primary focus remains on intellectual and moral formation.

## **Electronic Devices**

Electronic devices must be powered off and may not be used while on campus without express staff permission. Students may not keep electronic devices on their person during the academic school day. If a student must bring a cell phone or other electronic device to school, he or she must keep it in an approved storage location for the entire day including during recess, lunch, passing periods, and study halls. Such devices include but are not limited to laptops, portable audio devices, head/earphones, hand-held video games, cell phones, and any other device or accessory with wireless or cellular capabilities, including but not limited to watches and eyewear. Exceptions will be made for necessary medical devices and at the Headmaster's discretion.

Any student who is using a phone or other electronic device during the day will have that device confiscated until the end of the day. If there is reason to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, the device may be powered on and searched.

Students who break this rule will be subject to fines and other disciplinary action. Heart of Ohio Classical Academy is not responsible for the damage, loss, or theft of these items.

## **Lockers**

1. The school will not supply combination locks for student lockers.
2. Students may access lockers during passing periods (five minutes before the first class begins and between classes) and after school until 3:15. Otherwise students are not permitted to access lockers during class or lunch unless arriving late, leaving early from school, or with a teacher's permission.
3. The school assumes NO responsibility for loss or damage to any item in a locker, locked or unlocked.
4. Items not needed for school purposes should not be kept in lockers.
5. Money and valuables should not be kept in lockers.
6. Lockers are subject to inspection at any time without prior notice to, or permission from, students.
7. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others.
8. Any student who shall place, keep, or maintain any article or material in a school-owned locker that is of a non-school nature and that materially or substantially interferes with, or the headmaster has reasonable cause to believe would materially or substantially interfere with, school activities or school-sponsored functions or with the rights of school faculty, staff, or other students, shall be subject to discipline (including loss of locker use and consequences outlined in the student conduct handbook).
9. Students are to keep lockers clean and in good condition. Abuse of lockers will result in loss of the privilege and possible monetary compensation for damage.
10. Students shall not share lockers with any other students with the exception of specifically assigned students solely determined by school administration
11. Lockers may not be left unlocked.

## **Breakfast and Lunch**

Both breakfast and lunch will be served and available for daily purchase from our school cafeteria. Students with particular food allergies, religious considerations, or dietary considerations should email the Headmaster or Assistant Headmaster.

## **Snacks**

We understand that young students require snacks to keep them going during the day, and teachers in Grades K-4 will set aside a time in the morning during which students can enjoy a quick bite to eat. Parents are responsible for sending students to school with a small, healthy snack that can be eaten in a couple of minutes. We ask that students bring things that can be eaten without utensils and without creating a mess. Except for water bottles and K-4 snacks, food and drink are not permitted in the classrooms or libraries.

Upper School students may eat a quick snack between classes in the hallways as long as they bring food that can be eaten without utensils and without creating a mess. Students may not chew gum.

## **Birthday Celebrations**

If you would like to bring birthday treats in for your student's class, please coordinate with the classroom teacher at least 3 days in advance. Our students' academic days are carefully scheduled, but we will work to accommodate student celebrations that best fit the school day.

## **Medication and Medical Care**

### **Administration of Medication**

Heart of Ohio Classical Academy is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school Headmaster, his/her designee, the school support personnel, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure Form to acknowledge that the school assumes no responsibility for medications or procedures that are self administered. Office staff will make this form available to parents/guardians.

Students may not bring any medication to school. This includes cough drops, pain medication, etc.

### **Student Medical Records**

Student health records will be maintained in locked or password-protected files to maintain confidentiality. All health records will be managed by the Headmaster or Assistant Headmaster and any appropriate, designated staff (such as the nurse) and will only be released to service providers as allowed and dictated by district and state regulations.

### **Medical Operations**

Heart of Ohio Classical Academy will:

1. Participate in workshops, in-services, and/or training offered by Ohio public education services regarding student health.
2. Use Ohio forms for health services.
3. Require part-time nurses and volunteers to have completed training in CPR/first aid, diabetic education, medication administration, and AED training, as required.

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a temperature of 100°F or higher will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

Students who are sent home with a fever or vomiting may only return to school when they have been fever- or vomit-free for 24 consecutive hours.

## **Use of Inhaler/Epinephrine Auto-Injector**

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, and/or an epinephrine auto-injector to treat anaphylaxis at school, any school-related activity, event, or program sponsored by Heart of Ohio Classical or in which the school participates, if both of the following conditions are satisfied:

1. The student has the written approval of the student's physician and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The physician's written approval shall include at least all the following information:
  - a. The student's name and address.
  - b. The names and doses of the medication contained in the inhaler.
  - c. The date the administration of the medication is to begin.
  - d. The date, if known, that the administration of the medication is to cease.
  - e. Circumstances in which the inhaler and/or autoinjector should be used.
  - f. Acknowledgment that the prescriber has determined the student is capable of possession and using the inhaler and/or autoinjector appropriately and has provided the student with training in the proper use.
  - g. Written instructions that outline procedures School personnel should follow if the asthma medication does not produce the expected relief from the student's asthma attack; and/or in the case of an epinephrine auto-injector, the student is unable to administer the medication, or the medication does not produce the expected relief from the student's anaphylaxis.
  - h. Any severe adverse reactions that may occur to the student using the inhaler and that should be reported to the physician.
  - i. Any severe adverse reactions that may occur to another student, for whom the inhaler is not prescribed, should such a student receive a dose of the medication.
  - j. At least one (1) emergency telephone number for contacting the physician in an emergency.
  - k. At least one (1) emergency telephone number for contacting the parent, guardian, or other person having care of or charge of the student in an emergency.
  - l. Any other special instructions from the physician.
  - m. The Headmaster or his/her designee has received copies of the written approvals required by Subparagraph 1 of this section.

The parent/ guardian must complete and sign the Administration of Medication/ Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. Heart of Ohio Classical Academy will make this form available to parents/guardians.

If these conditions are satisfied, the student may possess and use the inhaler at school or at any activity, event, or program sponsored by or in which the student's school is a participant.

Heart of Ohio Classical Academy, a member of the Board or the Board's representatives, or any staff or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a staff member's prohibiting a student from using an inhaler because of a staff member's good faith belief that the conditions of Subparagraphs 1 and 2 of this Section had not been satisfied. Heart of Ohio Classical Academy, a member of the Board, the Board's representatives, or any staff or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a staff member's permitting a student to use an inhaler because of a staff member's good faith belief that the conditions of Subparagraphs 1 and 2 of this Section had been satisfied.

Furthermore, when Heart of Ohio Classical is required by this Section to permit a student to possess and use an inhaler because the conditions of Subparagraphs 1 and 2 of this Section have been satisfied, the school, any member of the Board, or the Board's representatives, or any staff or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the inhaler by a student for whom it was not prescribed. This Section does not eliminate, limit, or reduce any other immunity or defense that a school, member of a governing authority, or staff or employee may be entitled to under Chapter 2744. or any other provision of the Revised Code or under the common law of the State of Ohio.

## **Medical Records and Enrollment**

To complete the enrollment process, parents shall submit all required immunization records and health forms.

## **Parent/ Guardian Medical Record Obligations**

Parents shall, at all times, ensure that the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated.

It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school.

## **Food Allergies**

Heart of Ohio Classical Academy recognizes the prevalence of food allergies among children. An estimated 4%–6% of children in the United States have a food or digestive allergy. In some instances, allergic reactions to foods may be severe and even life-threatening, and allergic reactions to foods have become the most common cause of anaphylaxis in community health settings. Thus, following Ohio Revised Code Section 3313.719, this policy is intended to create a framework for protecting students with known food allergies and to reduce the likelihood of severe allergic reactions while at School.

**NOTICE: Heart of Ohio Classical Academy  
IS NOT A PEANUT- OR TREE-NUT-FREE ENVIRONMENT  
and it remains the students' responsibility to avoid potentially harmful food products.**

## **Parent Responsibilities**

Parents and guardians of students with allergies, or students eighteen or older with allergies, shall:

1. Promptly notify the Headmaster when they become aware that their student has a food allergy and at the beginning of each school year thereafter. The notice shall include a healthcare provider documented allergy and a diet modification order, if necessary.
2. Provide the School with prescribed emergency medications.
3. Execute a medication authorization form, and/or permission to carry and self-administer epinephrine auto-injector form.
4. Educate their students about allergy management at school. Allergy management education includes, without limitation, the identification of “safe foods” and the vigilance required to self-monitor food products available at school functions.

Heart of Ohio Classical Academy, upon receiving proper notification that a student has a food allergy, shall:

1. When serving students, make all reasonable efforts to ensure a portion of the Heart of Ohio Classical dining area is nut-free.
2. Coordinate with the student and the parents or guardians to reduce the likelihood of an allergic reaction at School.
3. Maintain procedures for any student-provided emergency medication
4. Make efforts to inform appropriate School staff and administrators of the student’s food allergy and related needs.
5. As needed, provide students (in the first grade and above) with flexible seating to accommodate food allergies.
6. Encourage any private food vendors who may come to school to screen and label foods served at various School functions; and
7. Train selected faculty and staff on the emergency use of epinephrine auto-injectors annually.
8. All parent/guardians, students, faculty, and staff are encouraged, but are not required to:
9. Carefully read all labels and explain those labels to their child(ren) prior to sending any food product to the School or a School event, e.g., class parties, bake sales, etc.; and,
10. When providing food for the class on a special occasion, it must be a nut free option.

## **Diabetic Care**

Heart of Ohio Classical Academy is committed to ensuring that each student enrolled in the school who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician. The diabetes care to be provided includes any of the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels.
2. Responding to blood glucose levels that are outside of the student's target range.
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed.
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses.
5. Providing oral diabetes medications.

6. Understanding recommended schedules and food intake for meals and snacks to calculate medication dosages according to the student's physician's order.
7. Following the physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication as long as the conditions described below are satisfied
9. Within fourteen (14) days after Heart of Ohio Classical Academy receives an order signed by the student's treating physician, the Headmaster or his/her designee will inform the student's parent or guardian that the student may be entitled to a Section 504 Plan regarding the student's diabetes.

### **Concerning the administration of diabetes medication:**

1. The diabetes medication may be administered by a licensed provider, or in the absence of such a person, such medication can be administered by a school employee who has received training provided by the Board that complies with the Ohio Department of Education's training guidelines and complies with the following additional requirements:
  - a. The training must be coordinated by a medical or osteopathic doctor, a registered nurse, or a licensed practical nurse with expertise in diabetes.
  - b. The training will take place before the beginning of each school year or, as needed, not later than fourteen (14) days after the Board receives a physician's order related to a student with diabetes.
  - c. Upon completion of the training, the Board will determine whether each trained employee is competent to provide diabetes care.
  - d. The medical or osteopathic doctor, registered nurse, or licensed practical nurse who provided the training will promptly provide all necessary follow-up training and supervision to an employee who receives training.
2. The Headmaster of a school attended by a student with diabetes will distribute a written notice to each employee containing the following information:
  - a. A statement that the school is required to provide diabetes care to a student with diabetes and is seeking school support personnel who are willing to be trained to provide that care.
  - b. A description of the tasks to be performed.
  - c. A statement that participation is voluntary and that the school center will not take action against an employee who does not agree to provide diabetes care, including that the employee will not be penalized or disciplined for refusing to volunteer to be trained in diabetes care.
  - d. A statement that training will be provided by a school support personnel, a medical or osteopathic doctor, a registered nurse, or a licensed practical nurse with expertise in diabetes to an employee who agrees to provide care.
  - e. A statement that a trained employee will not be subject to disciplinary action by the Board for providing care or performing duties to students with diabetes.
  - f. A statement that a trained employee is immune from liability for damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties (unless the act or omission constitutes willful or wanton misconduct).
  - f. The name of the individual to contact if an employee is interested in providing diabetes care.

The school employee can only administer diabetes medication as described above if the requirements of this policy are met. A student with diabetes will be permitted to attend to his or her diabetes care and management, following the student's physician's order, during regular school hours and school-sponsored activities only if:

1. The student's parent or guardian provides a written request that the student be permitted to attend to his or her diabetes care and management while at school; and 2. The student's physician has authorized such self-care and determined that the student can perform diabetes care tasks.
2. A student with diabetes is permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity. The student must have access to a private area for performing diabetes care tasks if the student or the student's parent or guardian makes such a request.
3. A student with diabetes is permitted to possess on the student's self at all times all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board will revoke the student's permission to attend to the care and management of the student's diabetes.

By December 31 of each year, the Board will report to the Ohio Department of Education the following information regarding students with diabetes:

1. The number of students with diabetes enrolled in Heart of Ohio Classical during the previous school year; and
2. The number of errors associated with the administration of diabetes medication to students with diabetes during the previous school year.

## **Sick Students**

Sick children should not be in school. Any child who has a fever or is contagious (e.g., with pink eye, strep, the flu) should be kept home. Before a student may return to school, fevers must resolve, and the student must be symptom-free without medication for 24 hours.

## **Lice Policy**

Lice is an extremely contagious issue that can easily spread through a school. Children suspected of lice (scratching heads, visible lice or nits) will be checked by trained staff in the privacy of the clinic. Should lice be found, siblings may be checked as well. Children suspected of having head lice may not attend school. Parents will be notified of the situation and asked to pick up their child. Heart of Ohio Classical's policy requires that no lice or nits (white eggs) be present when the child returns to school. Proof of treatment must be furnished before the child is readmitted to class. Students will be rechecked within 10 days of treatment to see if further treatment is necessary. If a head lice issue prevents a child from attending school, Heart of Ohio Classical will provide missed work within 24 hours for the student to complete.

## **Student Fees and Supplies**

### **Textbooks**

Textbooks belong to the school and must be used year after year. Students are issued textbooks at the beginning of the year and are expected to keep them in good condition. Textbooks that travel home with the student should be carefully covered in paper (not cloth) at the beginning of the year and returned to the teacher when the class has concluded.

### **Textbook Return**

The due date to return all textbooks will be within the final three (3) days from the last day of classes for each term (semester). All textbooks should be returned to the teacher.

Textbooks that are returned by mail must be postmarked by the due date to not be considered late. Any books returned or postmarked after the return date will be charged a late fee of \$20 per book during the late fee period (eight business days from the due date).

Any books kept by the student after the late fee period will be billed to the student's account at full replacement values as determined by the main office and administration. A hold will be put on the student's account until fees are paid. Students who do not return their textbooks or who return them damaged will be charged for the cost of replacing the textbooks. In the case that reimbursement has not been made for lost or damaged materials, no further materials will be issued to that student until the past due fees are paid.

If a student has received an incomplete or an extension from their teacher, the Headmaster may grant a textbook usage extension. This requires the student to submit written documentation from the teacher.

## **Extracurricular Activities**

### **Eligibility**

Extracurriculars enrich a student's life at the school. Heart of Ohio Classical Academy goal is to encourage students to prioritize academics, but also to provide meaningful opportunities to compete and flourish as young men and women. Participation in extracurricular activities, however, is a privilege that is contingent on school attendance, academic performance, and good behavior.

Only enrolled students may participate in Heart of Ohio Classical extra-curricular activities, though the Headmaster may grant exemptions in specific circumstances and for specific events.

Students participating in any school-sponsored event or extracurricular activity falling on a regular weekday must have attended school the day of the event, otherwise they will be disallowed from participating in the event. Additionally, students who are considered truant based on this policy manual may be disallowed from participating in any extracurricular activities sponsored by the school.

Students with either two Ds or one F are ineligible to participate in extracurricular activities. Grades are based upon regularly scheduled progress reports, which occur at the mid-term and end of each academic grading period. Ineligible students will not become eligible until the following progress report or later.

Ultimate discretion on eligibility is the responsibility of the Headmaster.

## **Clubs**

The school will sponsor several student clubs that enhance the curriculum of the school and are in keeping with the school's mission. The school will not sponsor clubs that are divisive and exclusive to only part of the student body, including clubs for students with particular religious, social, or political views

All clubs must have an active faculty sponsor and be approved by the Headmaster.

## **Special Events**

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and added to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event or party must be approved by the Headmaster a minimum of 3 weeks prior to its scheduled date. Approval for one year does not carry over to the next.

## **Sports**

All student-athletes will need to complete a physical and sign a release form before they will be allowed to participate in any school-sanctioned sport activity, including practice. These forms are available in the front office and on the school website.

Heart of Ohio Classical encourages students to participate in sports outside of the school day, whether at Heart of Ohio Classical Academy or at another school if we do not offer the sport in question. Conversely, in order to encourage school spirit and keep students focused on the mission and philosophy of Heart of Ohio Classical, we discourage students from competing for other schools. Students wishing to do so will not be excused from class for practice or competitions. In all cases, a student's academic needs and performance are the foremost priority and take precedence over athletics. Similarly, disciplinary consequences will take precedence over athletics.

Heart of Ohio Classical Academy will make every effort to develop a modest athletics program that focuses on sportsmanship and the school's core virtues. The school will consider adding new sports by weighing student interest, the number of potential participants, the school's general capacity to support new sports and teams, and the likelihood of a sport's longevity in the culture of the school.

## **Student Publications**

Student publications must uphold Heart of Ohio Classical's mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the Heart of Ohio Classical community of

school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted, subject to prior review by the Headmaster. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Headmaster acts as the final editor in all cases.

## **Volunteers**

The Heart of Ohio Classical Academy rests on a partnership between the school and families who choose to enroll their students. Volunteering is a crucial element in that partnership. Heart of Ohio Classical relies on volunteers during carlines, at lunch and recess, in the classroom, and in other events sponsored by the school.

The classical model of education prioritizes the role of the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the school's volunteering needs are primarily in assisting teachers in their administrative and supervisory tasks.

The school also seeks qualified and interested parents to help with clubs, chaperone activities, and assist the school in developing a culture of respect and responsibility.

## **Volunteer Background Checks**

If an adult plans to volunteer with students (such as coaching, field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. If the adult will be responsible for student supervision, the parent must go through an additional background check, the cost of which the parent is responsible for paying. The school conducts a complete background check to ensure the individual is clear of anything in their past which would prevent them from working with children.

## **Volunteer Confidentiality**

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential.

If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty members involved or the Headmaster. The matter may also be brought to the attention of the Governing Authority by following the grievance policy explained in this manual. Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue when students are present.

If a volunteer disregards the confidentiality policy, the privilege of volunteering may be revoked.

## **Visitors Sign-In**

Heart of Ohio Classical has a mandatory sign-in procedure for all visitors on campus, including parents. Any visitor to campus between the hours of 7:15 a.m. and 3:45 p.m. must first report to the

school office, and will be required to furnish a U.S. federal or state-issued photo ID. The visitor's information will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security and may not be sold or otherwise disseminated to a third party for any purpose.

Visitors must check in with the front office and provide identification each time they visit the school, not just the first. A visitor badge will be issued to the visitor and displayed conspicuously during the visit.

In the unlikely event that a registered sex offender attempts to gain access to the school, the authorities will be notified immediately. If a person who is a registered sex offender is visiting the school because he or she has a child enrolled at Heart of Ohio Classical, that person will be supervised by school staff at all times during a school visit and will not have access to children without direct supervision.

## **Parent Visits**

Classrooms, the lunchroom, and the recess areas are closed to parents during the school day except school volunteers or parents who have scheduled a formal observation. Parents and family members are welcome to join their child for lunch. Please sign in at the office to obtain a badge prior to joining your student in the lunchroom. Parents may schedule a formal observation with the student's teacher at least 48 hours in advance.

During the school day, it may be necessary for a parent to drop off lunch or a forgotten item. Parents making deliveries should stop by the front office. One of the office staff members will be happy to deliver the item.

All of our teacher's welcome parent/teacher conferences as long as they are scheduled in advance and on their calendar. To schedule a meeting with a teacher, please contact him or her via email.

## **Classroom Observations**

We encourage parents to visit our classrooms to learn more about classical education and discover ways to contribute to their children's education at home. Beginning October 1 of each school year, classroom visits are available to parents by appointment.

Parents may schedule a formal observation of a student's class with the front office and check in at the office before the observation begins. A normal parent observation will last for one period, or, in K-6, two subjects at a time.

## **Inclement Weather**

When weather threatens a school closing, you may tune into one of the local news stations to find out if Heart of Ohio Classical will be closing. When making decisions regarding school closures or delays, we consider Dublin City School District. The Headmaster will inform families via Infinitae Campus and Facebook when school is either delayed or closed. Please stay informed of the weather conditions

and do not bring your child to school unnecessarily. If the school is closed there will not be a school employee on campus. As possible, Heart of Ohio Classical will also notify parents of school closures by email and other electronic methods

## **Withdrawals**

We are always sorry to have a student move from Heart of Ohio Classical . To facilitate the withdrawal of students from school, we ask that parents advise the school office of an intended withdrawal three days prior to leaving.

A parent is required to meet with the Registrar to sign the withdrawal paperwork prior to the student's departure. This will provide adequate time for contacting teachers, closing the student's records, and preparing transfer documents.

All charges, fines, and fees must be paid prior to withdrawal, and textbooks must be returned.

## **Section 2: Academic Policies**

### **Curriculum Introduction**

The curriculum of Heart of Ohio Classical Academy is based on the curriculum scope and sequence offered by the Barney Charter School Initiative of Hillsdale College. This curriculum is used throughout the network of BCSI-affiliated schools, of which Heart of Ohio Classical Academy is an affiliate. While Heart of Ohio Classical has and will continue to make curricular adjustments in order to reflect local circumstances and requirements, our School has committed to embrace and uphold the following key characteristics:

1. The centrality of the Western tradition in the study of history, literature, philosophy, and fine arts.
2. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions.
3. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction leading to English language mastery.
4. The teaching of Latin.
5. The acknowledgement of objective standards of correctness, logic, beauty, weightiness, and truth intrinsic to the liberal arts.
6. A culture demanding moral virtue, decorum, respect, discipline, and studiousness among the students and faculty.
7. A curriculum that is content-rich, balanced and strong across the four core disciplines of math, science, literature, and history.
8. A faculty where well-educated and articulate teachers convey real knowledge using traditional teaching methods rather than “student-centered learning” methods.
9. The effective use of technology without diminishing the faculty leadership that is crucial to academic achievement; and
10. A plan to serve grades K through 12.

## **Homework**

Homework is an important part of a classical education. Students who do not actively and consistently contribute to their own education, both in class and at home, will fall behind and sell themselves short. Homework takes place in the home, with all the distractions that come with it. We encourage parents to provide a calm, quiet place for their children to complete their work. Television, music, movies, and video games seldom contribute to real learning, and we suggest that these be restricted while students are studying. At best this will extend homework time beyond what one would typically need and at worst will hinder real learning

Every student will have some homework every day. Students in grades K-7 should spend 20 to 30 minutes every evening reading, whether or not reading homework is assigned. We encourage you to choose a book to read as a family and make a little progress on it every night.

As a rule, a student can expect 10 minutes of homework per grade level plus additional time for reading. So, a 1st grader will have approximately 10 minutes of homework per night (plus reading time) and a 6th grader will have approximately 60 minutes, or one hour.

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor.

For poor or uncompleted work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Students are expected to complete all their homework.

## **Late Homework**

One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their schoolwork, it is essential that students complete their work on time. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to 7 days. Homework will not be sent home, nor will credit be awarded for any work done during periods of unexcused absence.

### **Elementary School Late Work Policy**

Late work may be accepted up to one week (5 school days) late. The penalty for late work in the first marking period is a daily 10% deduction through the 5th day late, after which the assignment will not be accepted and a grade of 0% will be entered in the gradebook.

### **Middle School Late Work Policy**

In the first marking period, late work may be accepted up to one week (5 school days) late. The penalty for late work in the first marking period is a daily 10% deduction through the 5th day late,

after which the assignment will not be accepted and a grade of 0% will be entered in the gradebook. Beginning the first day of the second marking period (and continuing through the end of the school year), late work may be accepted one day late for a 10% deduction, two days late for a 20% deduction, or three days late for a 30% deduction. No assignments will be accepted for grade consideration after the third day late and a 0% will be entered in the gradebook.

## Grading

Grading is not the be-all and end-all of education. If anything, some students put more emphasis on grades than their teachers do. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Heart of Ohio Classical Academy will assign grades to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged.

In Kindergarten, 1st, and 2nd grade we will use the following marks:

- E = Excellent Performance
- S = Satisfactory Performance
- N = Performance Needs Improvement
- U = Unsatisfactory Performance

Beginning in 3rd Grade, the following grading scale is used:

<b>GRADE</b>	<b>PERCENTILES</b>	<b>MEANING</b>
A+	97-100	Excellent
A	94-96	
A-	90-93	Satisfactory
B+	87-89	
B	84-86	
B-	80-83	Needs Improvement
C+	77-79	
C	74-76	
C-	70-73	
F	0 - 69	Unsatisfactory

Students will receive report cards every 9 weeks. Only semester grades will count toward a student's grade point average in the Upper School (grades 7-12). A semester grade for a class is the average (rounded to a tenth) of the numeric grades (percentages) from the two quarters in that semester. To calculate a GPA, numeric grades are converted into points based on the grading scales above. Points are awarded for each class at the end of a semester. The semester GPA is calculated by totaling those points and averaging them by the number of classes taken that semester. A final GPA is determined by adding all the points from each semester and averaging them. GPAs are rounded to a hundredth. See below for further information about calculating GPA for ranking purposes in high school.

## **Procedures for the Regular Collection of Student Performance Data**

Heart of Ohio Classical Academy shall develop procedures for the regular collection of student performance data; a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

Heart of Ohio Classical shall keep records for each student including the following:

1. A unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2);
2. A list or designation of which tests are required, and which tests are not required.
3. A list or designation of which tests, required or not required, are taken and which are not taken at each test administration period.
4. Score for each test taken.
5. Whether each student obtained the requisite performance standard designated for each required test.
6. What if any tests must still be taken.
7. Whether or not intervention must be provided; and
8. For each test required for graduation (when applicable grades are added), the date passed must be recorded on the student's transcript. No information shall be on the student's transcript for a test not passed. When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

## **Procedures for Using Student Performance Data to Evaluate the Effectiveness of Intervention Services and, if Necessary, to Modify Such Services**

Heart of Ohio Classical Academy shall utilize diagnostic and performance assessments that are nationally normed and aligned with State-standards to measure student performance data. Data will be collected to determine student performance in reading, math, language arts and life sciences and the effectiveness of intervention services.

The student performance will be measured after each diagnostic and performance assessment and compared with previous assessments to determine gains in each relevant subject category.

Intervention and remediation programs may include by way of illustration, one-on-one tutoring, computer-assisted remedial curriculum, small group intervention and/or one-on-one student/teacher interaction will be employed. Subsequent diagnostic and performance assessments will be employed after implementation of intervention and remediation programs to determine efficacy and effectiveness of such programs.

## **Reporting Student Progress**

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the school will inform parents of their student's academic progress in the following ways:

1. If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
2. Progress updates and reports will be available throughout the quarter on Infinite Campus.
3. Parents are required to monitor academic progress using Infinite Campus. Teachers will communicate with parents before a C minus grade or lower is reported as a quarter grade in any subject.
  - a. If a student has earned a D in two or more classes, or earned an F in one or more classes, in such cases a student will be ineligible for extracurricular activities.
4. Once a semester, parent-teacher conferences will be made available to review the student's overall progress.
5. Parents can review student progress via Infinite Campus access and are able to receive support from our front office.
6. Report cards will be available at the end of each quarter.
7. Final report cards will be available approximately two weeks after the end of the school year.

In general, grades will be posted within 72 hours days after the due date unless otherwise notified by the teacher or the syllabus. Parents can monitor missing assignments online. Parents are encouraged to notify the teacher and the Headmaster if there is no assignment/grade information for a particular academic subject or course.

## **Teacher Conferences**

Parent teacher conferences are made available each semester during the first, second, and/or third quarters. Teachers and parents may determine the optimal time for a semester conference. During the school year, a parent/ teacher conference may be scheduled at any time a parent, or the teacher thinks one is necessary. To schedule a conference with a teacher, please contact the teacher via email.

## **Student Placement**

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. Heart of Ohio Classical Academy will respect the promotion and retention decisions from the school from which a student transfers. If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be asked to enroll in the grade level deemed appropriate by the teacher and Headmaster. If the parent chooses that the student be placed at the grade level in which the student originally enrolled against the advice of the teacher and Headmaster, a signed document of this choice will become part of the student's permanent file.

## **Promotion and Retention**

The purpose of promotions and retention is to provide maximum consideration for the long range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. In certain cases—especially the academic cases detailed below—school administration may recommend or require that a student be retained.

The Headmaster shall:

1. Promotion to the next grade is contingent upon meeting attendance requirements and passing a minimum of two courses. If a student's truancy exceeds the allowed limit and they fail at least two subjects, they will be retained unless the Headmaster and the teachers of the failed subjects determine that the student has demonstrated sufficient academic preparedness to advance.
2. Require that parents are informed in advance of the possibility of retention of a student at grade level; and,
3. Have the final responsibility for determining the promotion or retention of each student, except for third grade students, as per the Third Grade Guarantee.
4. Promotion/ Retention of Students in Kindergarten through 5th Grade (Excluding 3rd Grade Students)

A student will be considered for promotion only if he or she can read just above grade level and is competent in the other core subjects (English, Math, History, Science, and in sixth grade, Latin). Students in Kindergarten through second grade must achieve minimum levels of mastery with the English phonograms taught in the Heart of Ohio Classical phonics and literacy curriculum. Students who fail end of course exams in reading or math may be retained.

### **Promotion/ Retention of Students in 3rd Grade**

In accordance with Section 3313.608 of the Ohio Revised Code, the Governing Board (the “Board”) of Heart of Ohio Classical Academy adopts this Student Promotion and Retention Policy in order to address third grade reading and grade level promotions within Heart of Ohio Classical.

Heart of Ohio Classical recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. A student will be promoted to the succeeding grade level when s/he has:

1. Completed the State-mandated requirements at the presently assigned grade.

2. In the opinion of his/her Headmaster and the teachers, achieved the instructional objectives set for the present grade; and,
3. Demonstrated sufficient proficiency to permit him/her to move ahead to the educational program of the next grade.

## **Interventions Regarding the Promotion/ Retention of Students in 3rd Grade**

For any student who does not attain by the end of the third grade at least a score in the range designated by statute in the reading test prescribed under R.C. 3301.0710(A)(2)(c), Heart of Ohio Classical Academy shall offer intensive remediation services during the summer following third grade. No student shall be promoted to the fourth grade who attains a score in the range designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless one of the following applies:

1. The student is limited English proficient student who has been enrolled in United States schools for less than two (2) full school years and has had less than two (2) years of instruction in English as a second language program; or
2. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323 and the student's individualized education program (IEP) exempts the student from retention under this division; or
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education (ODEW); or
4. All of the following apply:
  - a. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323;
  - b. The student has taken the third-grade English language arts achievement assessment, as prescribed.
  - c. The student's IEP under Section 504 of the Rehabilitation Act of 1973, as amended, shows that the student has received intensive remediation in reading for two school years, but still demonstrates a deficiency in reading; and,
  - d. The student previously was retained in any of grades kindergarten to three. Or
  - e. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Any such student shall continue to receive intensive reading instruction in grade four. The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies that have been successful in improving reading among low-performing readers.

## **Retention Exemptions Under the 3rd Grade Reading Guarantee**

Each school year, a student must reach the state determined cut-score on the state assessment to move on to the fourth grade. If a student does not reach the state mandated required passing score, the student may still move on to fourth grade if she or he meets the qualifying exemption:

These exemptions apply to:

1. Limited English proficient students who have been enrolled in U.S. schools for less than three full school years and have had less than three (3) years of instruction in an English as a Second Language program.
2. Special education students whose IEPs specifically exempt them from retention under the Third Grade Reading Guarantee.
3. Any student who has received intensive remediation for two years and was previously retained in kindergarten through the third grade; and
4. Students who demonstrate reading competency on a Reading Alternative approved by the Ohio Department of Education.

### **Third Grade Guarantee Alternate Assessment Procedure**

No school district shall promote to fourth grade any student who does not attain at least the equivalent level of achievement designated under division (A)(3) of section 3301.0710 of the Revised Code on the assessment prescribed under that section to measure skill in English language arts expected at the end of third grade as demonstrated by an acceptable level of performance on an alternative standardized reading assessment determined by the department of education.

### **Summer Promotion Under the 3rd Grade Guarantee**

Heart of Ohio Classical Academy may elect to administer a new standardized reading assessment provided by ODEW (to act as a summer version of the Grade 3 state reading assessment). If the student participates in the remediation services and demonstrates reading proficiency in accordance with standards adopted by the department prior to the start of fourth grade through the alternative assessment, Heart of Ohio Classical shall promote the student to the fourth grade in the fall. If a student does not demonstrate proficiency on the alternative assessment after completing the summer reading intervention program, the student should continue to receive intensive reading remediation services appropriate for the student's reading deficiency.

The administration of the summer exam will be the same as the spring assessment with regard to administration procedures and the cost of the assessment. Students will be required to reach the ODEW retention cut score in order to qualify for summer promotion. Students who receive a summer promotion should continue to receive appropriate reading intervention in the fourth grade.

**Student Reenters the 3rd Grade – Retention into 3rd Grade** If the student does not demonstrate proficiency in reading during the summer, then the student will be considered a retained student. The student will enter the third grade for the second time. Any promotion after the start of the school year, even as early as September, would be a midyear promotion.

### **Midyear Promotion in the 3rd Grade Guarantee**

Any student retained by the Third Grade Reading Guarantee is eligible to be promoted during that school year in accordance with Heart of Ohio Classical Academy's established midyear promotion policy based on ORC. Such action shall be considered in consultation with the parent/guardian, classroom teacher, and/or reading teacher with the concurrence of the building administrator and

approval of the Headmaster. A student must show that she/he has attained on-level reading for mid-fourth grade to be promoted at mid-year to fourth grade.

If the school believes a student may be eligible to be promoted midyear, the Headmaster will be encouraged to offer that student appropriate fourth grade instruction in all other subject areas. This will help ensure the student is academically prepared in the other subject areas when promoted in midyear.

Heart of Ohio Classical Academy will determine the appropriate fourth grade instruction for the student by:

1. Determining the measures that will be used to assess proficiency in each subject; and
2. Assessing whether the student can demonstrate proficiency in "end of third grade standards" for mathematics, science and/or social studies.

Although a student may receive appropriate fourth grade instruction in the other subject areas, the student will still be considered a third-grade student unless promoted midyear or formally accelerated. If a student received fourth-grade appropriate instruction during their retained third-grade year, but did not meet the requirements for midyear promotion, the student will enter fourth grade the following year, and potentially have a stronger foundation in the other subject areas. Once a student is promoted midyear, they are considered a fourth-grade student in all subjects and will take the fourth-grade state assessments.

## **Promotion/ Retention of Students 6th-8th Grade**

A student must attain a 1.7 GPA (C- or higher) in the core subjects (English, Math, History, Science) to pass to the next grade. If a student does not earn 60% or above in any semester of a high school credit course (Algebra I, Geometry, Algebra II, Latin I-III), then the student must retake the course in order to receive credit.

Students who fail end of course exams in reading or math may be retained.

## **Academic Honesty**

### **Plagiarism**

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his or her own. Plagiarism compromises this system, is unfair to other students in the class who do their own work and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply paraphrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment.

Whenever a student plagiarizes content, the following process will be followed:

1. The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
2. The teacher will discuss the matter with the student.
3. The teacher will inform the Headmaster of the plagiarism.
4. The student's parent(s) shall be informed of the plagiarism.
5. The student will receive an F (an automatic zero) on the assignment if it is the first offense.
6. For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.
7. Documentation of plagiarism shall be placed in the student's permanent record.

## **Cheating**

Like plagiarism, cheating demonstrates divergence from the "golden mean" like fostering the courage to create original content or submitting information apart from unallowed assistance. This will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating. The same process outlined for plagiarism will be followed for instances of cheating, including that students caught cheating will fail the assignment. A student who allows others to copy his work will also be held accountable in the same fashion.

## **Academic Prevention, Intervention and Student Services**

In furtherance of our mission and to meet federal guidelines, Heart of Ohio Classical Academy admits all students, based on available seats, without knowing the special needs of any student before a seat is offered.

Heart of Ohio Classical Academy will offer a continuum of special education services and placements for the special needs of students. Heart of Ohio Classical provides in-class accommodations, pull-out tutoring, and resource time for students with special needs. We also contract with providers for therapeutic services (occupational therapy, speech and language therapy, counseling) that the school cannot offer on its own.

When a child with special needs is accepted into Heart of Ohio Classical, the family will be informed of the services and staffing levels provided by the school. If a child has special needs that the Heart of Ohio Classical staff cannot adequately address with the current staffing and services, the school will convene an IEP meeting to discuss the provision of comparable services and/or other appropriate school placement and services.

Heart of Ohio Classical's student services strategy rests on three pillars of instruction: explicit phonics instruction, arithmetic skills, and organization. Since classroom time is crucial for all students to develop these skills, Student services will create and lead customized class time for students who need extra help. The goal is to reinforce what is learned in the classroom and to help the student develop independence.

In accordance with Section 3313.6012 of the Ohio Revised Code, the Governing Board (the “Board”) of Heart of Ohio Classical Academy adopts this Academic Prevention/ Intervention Policy in order to address prevention and intervention services within Heart of Ohio Classical.

In accordance with this Policy, Heart of Ohio Classical Academy shall provide prevention/ intervention services in pertinent subject areas to students who score below the proficient level on a reading, writing, mathematics, social studies or science achievement test and/or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment. Customized intervention services will be commensurate with the student’s test performance in each such test area including prevention, intervention, or remediation. Such prevention, intervention or remediation programs may include, but are not limited to, remedial program content, one-on-one teacher/student interaction, computer-assisted remedial course material, student-specific tutoring intervention and/or small group interaction.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, Heart of Ohio Classical Academy shall provide appropriate intervention services, commensurate with the student’s test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608 or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

For each student required to be offered intervention services, Heart of Ohio Classical may involve the student’s parent or guardian and classroom teacher in developing the intervention strategy and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

## **State Assessments and State Required Tests**

Our curriculum is not designed around the state assessments and our teachers do not “teach to the test.” We do dedicate some time to test preparation, but to do so excessively would detract from the classical course of study that Heart of Ohio Classical provides. Test preparation has less to do with content than it does with the form and manner in which test questions are written, as well as the order in which certain subjects are placed in the general state curriculum. Our curriculum in Lower School math, for instance, follows a rational order that deepens and broadens student knowledge, but not in an order that aligns perfectly with the math subjects in the state exams. In order to do well on these assessments, we will supplement our curriculum where necessary.

Heart of Ohio Classical Academy shall assess student achievement and needs in all program areas in compliance with State law, the rules adopted by the State Board of Education and the Community School Contract. The purpose of such assessments will be to determine the progress of students and to assist in attaining student performance objectives and educational achievement goals of Heart of Ohio Classical.

Heart of Ohio Classical Academy shall administer all State-mandated tests to students at the times designated by the State Board of Education. “Achievement tests” for the purpose of this Policy are defined as those aligned with the Ohio academic content standards and model curriculum, designed

to measure a student’s level of skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement.

“Diagnostic assessments” for purposes of this Policy are defined as those aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level. Heart of Ohio Classical Academy will administer diagnostic assessments pursuant to Section 3301.0715 of the Revised Code.

All statewide tests shall be administered in accordance with Rules 3301-13-01 and according to procedures outlined in 3301-13-02 of the Ohio Administrative Code.

In addition to achievement tests and diagnostic assessments, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but are not limited to, teacher observation techniques, cumulative student records, and/or student performance data collected through standard testing programs.

Any student receiving special education services may be excused from taking any particular test required if the individualized education program (“IEP”) developed for the student excuses the student from taking that test and instead specifies that an alternative assessment method be used. The Alternative Assessment for a Student with Disability (“AASWD”) is approved by the Department of Education to evaluate the performance of students with the most significant cognitive disabilities for whom regular assessments, even with accommodations, are not appropriate. In general, the IEP shall not excuse the student from taking a test unless no reasonable accommodation can be made to enable the student to take the test. In that case, the school shall use AASWD to test students needing an alternate form of assessment.

Heart of Ohio Classical Academy shall not use any student’s failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher-grade level, except as provided by law.

The state of Ohio requires standardized testing. Please consult the school calendar for the testing schedule. On state testing dates, campus is closed, and students may not be picked up early from school. Please plan accordingly.

### **Third Grade Reading Guarantee**

If applicable to the grade levels served by Heart of Ohio Classical Academy, the School shall administer the required achievement tests, perform remediation and retain students as set forth in the School’s Third Grade Reading Guarantee Policy.

## **Controversial Subjects**

### **Religion**

Western civilization has had and continues to have an ongoing, vigorous, and thoughtful conversation concerning the place of religion in human life. We will encourage such discussions as they arise from the material that students engage and will respect the diverse viewpoints that such a topic elicits, so long as those views are offered respectfully and with the solemnity they merit.

In the course of history and literature classes, Heart of Ohio Classical curriculum will include texts, stories, histories, and beliefs connected to Judaism, Christianity, Islam, Buddhism, and Hinduism. Knowledge of these topics is crucial to understanding the modern world and much of our own history. Teachers will address these topics without either advocating or undermining religion in general or any specific faith.

### **Evolution**

Heart of Ohio Classical embraces a rigorous program in the natural sciences. In biology, the school will teach the theory of evolution as found in the standard high-school biology textbooks and as also taught at the college level in both secular and many religious colleges.

The theory of evolution is largely misunderstood today by the public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to students briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God.

Heart of Ohio Classical recognizes a clear distinction between science and scientism. Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief—and it is a belief—that science is the only means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion. Keeping in mind this distinction, the teachers at Heart of Ohio Classical will leave matters of faith up to students and their parents. The role of a teacher in a public school is neither that of preacher nor of skeptic. Science teachers will teach science without comment on religion. Teachers, students, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

### **Human Sexuality**

At Heart of Ohio Classical, we believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also

encompasses morality, spirituality, and emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it.

During our usual science curriculum, 5th grade students will learn about human reproductive organs, reproduction, and the menstrual cycle. The class will be taught in a gender-separate environment. Parents will have the opportunity to preview the materials the class will be reading. Parents will also have the opportunity to attend a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will only be discussed in the context of a monogamous relationship between two people of opposite sexes. Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

In addition, as mandated by the state, sex education will be taught in the high school in the context of human health. Sex education via the health class will be taught in a gender-separated environment. Character education is an integral part of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

Employees will not discuss their personal lives on such matters with students.

## **Videos in the Classroom**

From time to time, videos or other media may be used to support a classroom lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Headmaster to show a video more than 15 minutes in length. Students will not be shown a full movie in class without prior parent permission.

## **Section 3: Additional Policies & Procedures**

### **Admissions and Enrollment**

For current enrollment information, including grades offered, class sizes, admissions deadlines, and enrollment lotteries, please visit the school's website at [www.DublinClassical.com](http://www.DublinClassical.com).

### **Open Enrollment**

The Heart of Ohio Classical Academy Board and Administration shall permit the enrollment of students from any district within the state of Ohio, provided that each enrollment is in accordance with the laws of this State, the provisions of this policy, and the administrative guidelines established

to implement this policy. Heart of Ohio Classical Academy may also admit out-of-state students, pursuant to its policies.

## **Admissions Eligibility**

Heart of Ohio Classical Academy is open to all students who reside within Ohio, subject to availability. At the time of enrollment and re-enrollment, students will be required to demonstrate permanent residency within Ohio. Students whose residence is not fixed or regular will be evaluated on a case-by-case basis in keeping with governing state and federal laws.

Heart of Ohio Classical Academy will not discriminate on the basis of race, color, ethnic background, sexuality, national origin, gender, or disability in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

Admission to Heart of Ohio Classical Academy is open to any student in grades kindergarten through grade 7 for the 2025-2026 school year. Heart of Ohio Classical Academy will not charge tuition. Heart of Ohio Classical Academy will not discriminate in its pupil admission policies or practices on the basis of race, creed, color, religion, national origin, ancestry, sexual orientation, disability, sex, intellectual or athletic ability, measures of achievement or aptitude, or any other basis. Admission is open to students on a statewide basis. Upon admission of a student with a disability, Heart of Ohio Classical will comply with all federal and state laws regarding the education of students with disabilities.

Heart of Ohio Classical Academy will admit students up to the maximum capacity of its programs, classes, grade levels, or facilities. Heart of Ohio Classical Academy will not restrict admission to students based on their intellectual capacity, achievement metrics, aptitude, or athletic skills. Returning students shall receive priority for enrollment. Priority may also be extended to siblings of students who were enrolled in the school the previous year, as well as to children of full-time staff members employed by the school. A lottery drawing will be conducted if the number of applicants exceeds the capacity restrictions defined for Heart of Ohio Classical programs, classes, grade levels, or facilities on the deadline for the lottery drawing. The enrollment periods will be as indicated on the Heart of Ohio Classical website; should enrollment surpass capacity, a lottery will be held. The lottery drawing determines the potential enrollment of children into the school. The School operates year-round and accepts students continuously. If additional spots open up after the lottery, students will be admitted from a prioritized waitlist according to the lottery results. In the absence of a waitlist, admissions will proceed on a first-come, first-served basis. Should a lottery be required, it will occur in a public venue. Parents of children chosen in the lottery will receive notification of the selection via email and/or phone. Parents will have three (3) business days from the receipt of the email and/or phone call to reach out to Heart of Ohio Classical regarding their decision. If a parent fails to respond within three (3) business days of receiving the email, the school will choose another child from the lottery. Notwithstanding the foregoing, if the racial composition of Heart of Ohio Classical's enrollment violates a federal desegregation order, Heart of Ohio Classical shall take any and all corrective actions to comply with the desegregation order.

Admission procedures and deadlines will be available through the school office and at Heart of Ohio Classical Academy's school website at [www.DublinClassical.com](http://www.DublinClassical.com).

## **Limited Availability**

Heart of Ohio Classical will determine the number of seats to be offered in each grade on an annual basis. While it is our expectation that such numbers will be determined prior to the Open Enrollment period, the school may decide to revise these numbers prior to the beginning of the new school year. Open Enrollment will be held during the school year; exact dates will be posted at Heart of Ohio Classical Academy's school website at [www.DublinClassical.com](http://www.DublinClassical.com) and available in the school office. Families of enrolled students who wish to re-enroll will be required to submit a re-enrollment form for each student prior to or during the open enrollment period in order to secure each seat.

At the end of the Open Enrollment period, the school will admit students in the following order:

1. Current students who have submitted re-enrollment forms.
2. Applicants who are next-of-kin to any teachers, staff, or board members.
3. Applicants who have siblings already admitted to the school.
4. All other applicants.

If the number of applicants exceeds the number of available seats in any grade, a random lottery process will be used to select admitted students from the pool of applicants. The lottery will also establish the order of the waitlist.

The school may, by direction of the Headmaster, establish more seats in any grade in order to accommodate applicants who are next-of-kin to any teachers, staff, or board members.

Once students are admitted at the end of the open enrollment period, families will receive notice via phone and/or electronic communication. Families will have three weeks from the date on which notices are mailed to submit enrollment paperwork. If families do not submit enrollment paperwork by the due date, then they forfeit the offered seat. Seats that become available after the enrollment period will go first to waitlisted students—in the order established by the lottery—and will then become available on a first-come, first-served basis.

The school will allow enrollment for open seats after the start of each school year, but only until such a date as is determined by the Governing Authority.

## **Process and Criteria**

For a student to be admitted the following must be completed/submitted: the registration form and such other enrollment materials that Heart of Ohio Classical Academy deems necessary; copies of the child's original birth certificate or such alternative set forth below in the Records Upon Enrollment section of this policy, current immunization record as mandated by law, proof of residence and parent/guardian ID. In addition, all custody or court orders pertaining to or allocating parental rights and responsibilities for the care of the student and designating a residential parent and legal custodian of the child shall be provided. Students may also need to complete an academic assessment before being placed in a classroom.

## **Records Release/ Transfer**

Heart of Ohio Classical Academy will verify eligibility according to residency and will report names and addresses to the local school district of those students who are enrolled in Heart of Ohio Classical. In addition, once a student is enrolled, records are requested via mail on form letters, signed by a parent or guardian, from the appropriate school of last attendance. Follow-up calls are made to buildings that have not forwarded records as requested. This notice also serves as notice to the student's district of residence as required by law. The Records Release/ Transfer includes a request for receipt of any student IEP/ETR/504 Plan that pertains to the student.

## **Kindergarten Admission**

Heart of Ohio Classical Academy can admit to kindergarten any student whose fifth birthday falls on or before September 30 of the current school year.

## **Residency and Enrollment Requirements**

Although Heart of Ohio Classical Academy has a statewide open enrollment policy permitting enrollment from any school or district in the State of Ohio, it is still necessary to establish a student's school district of residence before they can be enrolled in Heart of Ohio Classical. The school district in which a parent or child resides is the location the parent or student has established as the primary residence and where substantial family activity takes place.

Residence is a place where important family activity takes place during the significant part of each day; a place where the family eats, sleeps, works, relaxes and plays. It must be a place, in short, which can be called "home." One cannot establish a residence merely by purchasing/leasing a house or an apartment or even by furnishing such a house or apartment so that it is suitable for the owner's use. No single factor is determinative; residency will be established by the totality of the circumstances. The Heart of Ohio Classical Academy Board and Administration or its designee shall review the residency records of students enrolled in the school on a monthly basis. Upon the enrollment of each student and on an annual basis, the Governing Authority or its designee shall verify to the state department of education each student's home school district, where they are entitled to attend school pursuant to §§ 3313.64 or 3313.65 of the Revised Code. Parents, guardians, or independent students age 18 and over must promptly notify Heart of Ohio Classical using the documentation listed below when a change in the location of the parent's or student's primary residence occurs.

Upon enrollment and on an annual basis the following documents can be used to establish proof of residency for verification of a child's ability to enroll in the school and determination of the school district the student is entitled to attend under §§ 3313.64 and 3313.65. These items must be current, be in the parent's/guardian's name, and include a street address. The school shall require two forms of proof of residency for enrollment. A post office box address cannot be used to validate residency records.

1. Deed or current real property tax bill
2. Lease agreement
3. Mortgage statement

4. Utility statement or receipt of utility installation issued within thirty (30) days of the date of enrollment
5. Most current bank statement available issued to the parent or student that includes the address of the parent's or student's primary residence
6. Current homeowner's or renter's insurance declaration
7. Paycheck or pay stub issued to the parent or student within thirty (30) days of the date of enrollment that includes the address of the parent's or student's primary residence
8. Affidavit of Residency accompanied by a utility bill, lease or mortgage statement.
9. Any other official document issued to the parent or student that includes the address of the parent's or student's primary residence that does not conflict with the guidelines issued by the Superintendent of Public Instruction.

If Heart of Ohio Classical Academy and the student's home district (district of residency) disagree about residency, this policy shall prevail. In such a case, parents may be asked to provide additional information in order to resolve the dispute; however, Heart of Ohio Classical is not obligated to ask for additional information based on other public schools' policies.

Moreover, Heart of Ohio Classical will provide that school district with documentation of the student's residency and will make a good faith effort to accurately identify the correct residence of the student.

If a student loses permanent housing and becomes a homeless child or youth, as defined in 42 U.S.C. § 11434a, or if a child who is such a homeless child or youth changes temporary living arrangements, the district in which the student is entitled to attend school shall be determined in accordance with division (F)(13) of § 3313.64 of the Revised Code and the "McKinney-Vento Homeless Assistance Act," 42 U.S.C. § 11431 et seq.

## **Records Upon Enrollment**

Upon receipt of completed enrollment forms, a request for records will be made within twenty-four hours from the public or non-public elementary or secondary school the pupil most recently attended. Request for records includes any IEP/ETR/504 Plan that pertains to the student.

If the records are not received within 14 days of the date of request, or if the pupil does not present any one of the following: (1) a certification of birth; (2) a passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; (3) I-94 CARD, Permanent Resident Visa, or Green Card; or (4) a birth affidavit, the Headmaster or his/her designee will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

No student, at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen days if the student has not met the minimum immunization requirements established by the Ohio Department of Health or the student presents written evidence satisfactory to the person in charge of admission and acceptable as an exception to such requirement in law.

## **Enrollment of Expelled Students**

Students expelled from another school will be admitted at the discretion of the Headmaster. The Headmaster will admit students who are being processed for expulsion and/or suspension on a case-by-case basis. In general, students facing suspension and/or expulsion for discipline problems related to drugs, alcohol, or violent behavior will not be admitted.

## **Grade Level Placement of Newly Enrolled Students**

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be required to enroll in the grade level deemed appropriate by the Headmaster. If the parent insists that the student be placed at a grade level higher than the one recommended, a signed document of this choice will become part of the student's permanent file.

## **Field Trips**

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Headmaster at least two weeks prior to their proposed date. The field trip planner will work with administration to ensure that all procedures are followed.

A permission slip must be signed and returned to the teacher by the parent/guardian of each student prior to the field trip. Students may be required to pay a fee to attend field trips. School uniforms are required on all field trips unless specifically noted otherwise and approved by the Headmaster. Students who have received 4 or more demerits may not attend field trips without an accompanying parent.

## **Extended Field Trips**

An extended field trip is one that requires an overnight stay. All extended field trips require individual Board approval a minimum of 90 days (180 days outside US) prior to the proposed trip. All students attending the extended field trip must have Headmaster approval. For Upper School students, the trip must include coursework and/or lesson plans and all students must be awarded credit and a letter grade, which will be based on the accompanying coursework as well as their behavior on the trip. All extended field trips must have liability insurance protecting all the trip attendees, the school, and the school's authorizer. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc) must be paid for by increases in fees by trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with administration to ensure that all procedures are followed.

## **Chaperone Policy**

Heart of Ohio Classical Academy will conduct field trips and off-site events. Heart of Ohio Classical will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. Fees for the event must also be paid by the chaperone and are due at the same time as the student's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy. Chaperones must attend to assigned duties and must model the Heart of Ohio Classical core virtues. Violators of this policy will not be allowed to chaperone any future events.

## **School Communication Procedures**

### **Parent Communications to Administration, Faculty, and Staff**

Heart of Ohio Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with the Administration, Faculty, and Staff:

1. Scheduled face-to-face meeting
2. Scheduled video call
3. Scheduled phone call
4. Message (given to the front office)
5. Voice Mail
6. Email
7. Infinite Campus

Heart of Ohio Classical employees will not use social media or personal messaging platforms to communicate with parents or students.

During the school day and both immediately before and after school, teachers have their minds on teaching or imminent meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu conversation. Parents who are in the building for another reason should not use their access to faculty to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

Heart of Ohio Classical Academy teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or staff member within twenty-four hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way. During busy periods, the Headmaster may require an extra day to respond to correspondence.

General Communication with the School Community

The Headmaster must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community.

We ask parents to be responsible in sharing information about the school, and to consult the school website and school staff when asking questions or raising concerns. We also ask that parents be responsible when seeking out information about the school, especially online.

The official outlets for school information are limited to the following:

1. The school website, [www.DublinClassical.com](http://www.DublinClassical.com).
2. The official school electronic newsletter.
3. The official Facebook page, “Heart of Ohio Classical Academy”
4. The official Instagram account
5. Correspondence from school administration, including emails and postal correspondence.
6. Notices sent home with students and/or distributed by the school office.

The school disclaims any responsibility for information from third-party websites, social media pages, or entities outside the school.

## **Social Media**

Heart of Ohio Classical recognizes the utility and necessity of maintaining a social media presence and therefore regularly updates its official Facebook page, “Heart of Ohio Classical Academy ” and its official Instagram account. This page is intended to provide helpful communication with the school community and beyond as we share information, celebrate our successes, and tell our stories. We invite parents to “like” or “follow” our page to receive updates. Any important notifications from Heart of Ohio Classical that are posted on our Facebook page will also be provided to parents by some other timely means of communication.

In the interest of privacy, Heart of Ohio Classical Academy will limit the sharing of personal information about students on our Facebook page, and Heart of Ohio Classical Academy staff and faculty will not discuss a student’s personal record in any format on social media, including direct messages.

In the interest of clarity and prudence, Heart of Ohio Classical Academy will avoid lengthy or controversial replies to comments on our Facebook page. It will be the usual practice of Heart of Ohio Classical to invite questions and grievances posted on our official Facebook page to be brought to the school through our direct channels. Heart of Ohio Classical reserves the right to delete comments that are inappropriate, quarrelsome, or out of place.

While Heart of Ohio Classical Academy is aware that other social media pages connected to the school community exist or may exist, we disclaim any authority or responsibility for these pages, or the content posted therein.

Furthermore, we encourage parents and other members of the school community to use social media for the positive support of the school and avoid using it for fomenting a culture of dissent.

The Heart of Ohio Classical administration does not review independent pages and will not recognize complaints until they are registered through formal channels.

Heart of Ohio Classical Academy retains the right to enforce school policies and commitments insofar as these are implicated on social media and in the social media use of parents, students, teachers, and staff.

## **Communicating with Parents with Joint Custody**

The school will recognize and communicate with parents with joint custody upon written request, signed by both parents, or a court order. In the case of school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

## **Student Network Use**

Students at Heart of Ohio Classical Academy shall not have access to the internet without staff supervision and will not have network or wireless passwords.

We also recognize the need for supervision to protect our students. It is our goal to provide these services in as safe an environment as possible. Network access is a privilege, and all students are expected to practice proper and ethical use of these systems.

The use of these systems is monitored, without an expectation of privacy, and is subject to administrative review at all times. It is intended that these resources, when available, will be used to pursue intellectual activities in support of research and education.

Heart of Ohio Classical Academy does not assume responsibility for system failures that could result in the loss of data.

It is the policy of Heart of Ohio Classical Academy to:

1. prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
2. prevent unauthorized access and other unlawful online activity;
3. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. comply with the Children's Internet Protection Act.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **Security Checks**

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subject to searches at any time, with or without cause.

## **Emergency Policy**

The Administration shall maintain a stand-alone Emergency Operations Plan. The Emergency Operations Plan shall be available for reference in the school office.

## **Facility Use**

The Headmaster will be the approving authority for all outside uses of the school fields, buildings, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the Administration who can execute the school's emergency and security procedures.

## **Parent Service Organization**

Heart of Ohio Classical Academy's Board establishes the Parent Service Organization (PSO) to support the school's mission. PSO teams and activities will be designed to help the school flourish in and beyond the classroom. Largely, the PSO consists of a series of task-oriented teams whose purpose is to marshal parent volunteerism in achieving defined goals that improve the life of the school. All parents, adult family members, teachers, staff, and community members are encouraged to volunteer on a team and attend regular meetings. PSO meetings are an excellent opportunity to obtain information and engage in discussions about the school. The PSO may serve as a fundraising arm of the school, but it will not be a stand-alone, tax exempt, non-profit organization.

The Headmaster reserves the right to create, remove, or dissolve PSO teams and leadership in accordance with immediate priorities and the long-term flourishing of the school.

## **Long-Term Suspension and Expulsion Policies and Procedures**

Long-term suspension and expulsion are legal matters subject to federal and state laws and—in some cases—local procedures and policies. Each school should check with its attorney and/or its charter authorizer and ensure compliance of its own policies and procedures.

Charter schools that are authorized by a school district will have to follow the long-term suspension and expulsion policies set by the authorizing school district. Ohio Community Schools with an independent or state-level authorizer are usually treated as a district (Local Educational Authority or "LEA") and have more freedom to set these policies on their own.

As a school sets its policies for dealing with long-term suspension and expulsion, it should take care to set policies that reflect the "Due Process" required by the US Constitution and modern legal precedent. Furthermore, school leadership should contemplate what, if any, legal obligations are incurred by the school in cases of long-term suspension and expulsion.

# Section 4: Governance & Management

## Governing Authority

Heart of Ohio Classical Academy (the “School”) is a non-profit corporation, recognized as a 501(c)(3) organization by the Internal Revenue Service. The corporation is governed by its Governing Authority (the “Board”). The Board operates in accordance with its bylaws and using the principles of policy governance. The Board has entered into a Charter Agreement with the Ohio Department of Education and Charter School Specialists. The bylaws and Charter Agreement shall be available on the school’s website, [www.DublinClassical.com](http://www.DublinClassical.com).

## Board Responsibilities and Obligations

The Board is the governing body of the school and is responsible for overseeing the effective, faithful execution of the mission. The Founding Board created Heart of Ohio Classical Academy specifically to implement a traditional, classical, liberal-arts education guided by the following mission:

The mission of Heart of Ohio Classical Academy is to provide a content-rich education that stimulates the mind, feeds the hunger for learning, and nourishes the heart through a fully integrated liberal arts and sciences curriculum that includes instruction in moral character and civic virtue.

The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the program.

## Board Meetings

The Board will adhere to the Ohio Open Meetings Act. The Board will:

1. Establish a set schedule of meetings.
2. Post meeting dates in a conspicuous location (date, time, location);
3. For special meetings, provide 24-hour notice in a conspicuous location and to all media organizations who have requested it.
4. For emergency meetings, provide notice to all media organizations who have requested it immediately after calling the meeting to order, including the time, place, and a description of the purpose of the meeting; and
5. Keep minutes of all Board Meetings, including members present, description of motions or proposals, and record of votes.

The Board welcomes public comments at the end of each regular Board meeting. Community comments are limited to 2 minutes. To ensure the accurate representation of the comments in the Board’s meeting minutes and to ensure that the Board can accurately address the issues presented, it is requested that these comments also be submitted in writing. Grievances or discussions involving specific personnel will not be entertained at a public meeting. Such interjections will be recognized at the discretion of the Board Chair (or designee).

For information about Special Meetings or Executive Sessions of a regular meeting, refer to the Heart of Ohio Classical Board Bylaws and Policy Manual. These are available at [www.DublinClassical.com](http://www.DublinClassical.com).

## **Executive Sessions**

The Board Chair shall permit Executive Sessions for meetings when discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of the Headmaster (the Board's only employee) or interviewing applicants for a position of employment (the Headmaster).

## **Communication to the Board**

The role of the Board is to oversee the school but not to manage its daily affairs, so the Board will generally defer to the Headmaster to address questions, complaints, and grievances brought to the attention of school leadership. Furthermore, while the Board possesses overall control of the school, the Board's collective authority is not held by individual Board Directors acting alone. The Board does, however, recognize that accountability and good governance sometimes require that communication be brought to the Board directly. In such cases, the Board directs that the communication be submitted in writing to both the Board Chair and the Board Secretary. Such communication can be addressed accordingly and delivered to the School or sent via email to the posted contact information of the chair and/or secretary. Communication can also be provided verbally during the Community Comment period at a regular meeting of the Board (see previous section).

The Board kindly requests that members of the Heart of Ohio Classical Academy community refrain from approaching individual Board Directors with concerns or grievances that should be brought to a specific teacher, the Headmaster, or the whole Board.

Any communication to the Board should follow the Grievance Policy detailed below.

## **Role of the Headmaster**

The Headmaster will implement a traditional, classical, liberal-arts curriculum. The Headmaster makes final decisions on curriculum, subject to the approval of the Governing Authority. The Headmaster, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

## **Chain of Command**

The Board has established a chain of command whereby all authority for the management of the school rests with the Headmaster, and he has the sole responsibility of reporting to the Board and managing the operations of the School. It is the expectation of the Board that the Headmaster will establish a chain of command within the School to assist him with its operations.

In all communication to the School, the Board expects the Heart of Ohio Classical community to observe the chain of command and direct communication accordingly. The practice of following the chain of command in communications with the school on matters concerning students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. Heart of Ohio Classical Academy

understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator. If further communication is warranted after speaking with the Headmaster, then the parent should refer the matter to the Board, as needed.

The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate members of the Administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can an administrator or board member. We understand that some parents are "conflict averse" and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with the Headmaster initially. In these cases, however, it is always better for the parent to have as much specific information as possible so the Headmaster can act on that information.

## **Grievance Policy**

### **Grievance Related to the Classroom**

Heart of Ohio Classical Academy firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the Administration of the school, that grievance should be resolved using the chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.

1. The Teacher: Parents should schedule a meeting with the teacher through the office. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.
2. The Headmaster: If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the Headmaster.
3. The Board: If the grievance cannot be resolved with the Headmaster, the parent should refer the matter to the Board, preferably in writing.

### **Grievance Related to the Administration**

For grievances regarding an administrator who reports to the Headmaster, the grievance should be directed to the individual first, then the Headmaster. If necessary, grievances left unresolved by the Headmaster should be submitted in writing to the Board. Grievances regarding the Headmaster should be directed to the individual first, then in writing to the Board.

## Section 5: Student Records

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights concerning a student's education records. These rights include the following:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the access request. Parents or eligible students should submit to the school Headmaster or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make access arrangements and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or an eligible student may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school Headmaster or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

### Student Information

Students' names, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school.

Classroom activities and events sponsored by the school occasionally are photographed or video-recorded for use by the school, by the media, or by other organizations operating with approval from the school Headmaster. Photos and videos help the school to share information within the school community and our mission beyond our immediate community. We request that all parents sign the Heart of Ohio Classical Academy photo/video release waiver included with Heart of Ohio Classical Academy enrollment procedure, but respect the rights of parents who do not wish for photos and videos of their students to be shared.

Student names will not be listed alongside their pictures on the school website or in Heart of Ohio Classical Academy advertising publications.

## **Student Records**

In order to provide appropriate educational services and programming, Heart of Ohio Classical Academy must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the School reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended Heart of Ohio Classical Academy. Only records mandated by the State or Federal government and/or necessary and relevant to the function of Heart of Ohio Classical Academy or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

## **Definitions**

### **Appendix**

#### **Change Log**

This is version 3.0 of the Heart of Ohio Classical Academy Family Handbook. The handbook and the policies herein were adopted for use by the Heart of Ohio Classical Academy Governing Authority for use during the 2025-2026 school year on (August 28, 2025).

Future changes to the handbook and policies contained herein will be noted in this appendix.

**This Page Intentionally Left Blank**

**Heart of Ohio Classical Academy  
Family & Student Handbook  
2025-2026**

**Acknowledgement Form**

The Heart of Ohio Classical Academy Family & Student Handbook outlines the policies and procedures put into place to promote an academic, safe, and orderly school environment. Parental and guardian support, in cooperation with school faculty and staff, will help provide the best possible learning environment for students.

It is important for all students to be aware of the expectations the school has for them and that each parent encourages his or her student to follow the academic and behavioral standards outlined in the campus handbook.

This handbook is not comprehensive. We expect parents and students to operate in a spirit of cooperation and reasonableness.

Your signature is requested to acknowledge receipt of the campus handbook and your commitment to abide by the provisions contained herein.

MY SIGNATURE INDICATES I HAVE RECEIVED AND AGREE TO ABIDE BY THE POLICIES OUTLINED IN THE HEART OF OHIO FAMILY AND STUDENT HANDBOOK.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Please sign this page and return it to the school office.**