



**MONROE**  
PREPARATORY ACADEMY

**2018/2019**  
**Student Handbook**

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

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

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

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

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

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

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

## **FOREWORD**

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

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

## **MISSION OF THE MONROE PREPARATORY ACADEMY**

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

**EXPECT SUCCESS!!**

## **EQUAL EDUCATION OPPORTUNITY**

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

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

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

## **SCHOOL DAY**

The school day is 7:50 a.m. to 2:50 p.m.

## **TESTING AND COMPULSORY ATTENDANCE**

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

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

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

## **STUDENT WELL-BEING**

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

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

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

Academy' medication policy. Video cameras and other monitoring equipment may be in use at MPA to help assure the safety of students, staff and visitors.

## **SECTION I – GENERAL INFORMATION**

### **ENROLLING IN THE ACADEMY**

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

- A Birth Certificate or other certification permitted by state law
- Proof of Residency
- Proof of Immunization
- Child's Social Security Card
- Custody papers from the court, when appropriate
- Emergency Medical Authorization Form
- Last Report Card, when appropriate
- IEP, when appropriate

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Admission to Monroe Preparatory Academy is open to any individual who, as of August 1 or September 30, is entitled to attend Monroe Preparatory Academy in the State of Ohio pursuant to Section 3313.64 or 3313.65 of the Ohio Revised Code in a school district in this state. Enrollment is open to residents of Ohio.

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

### **SCHEDULING AND ASSIGNMENT**

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

### **EARLY DISMISSAL**

No student will be allowed to leave Monroe Preparatory Academy prior to dismissal time without a parent coming to the MPA's office to request the release and sign the child out. No student will be released to a person other than a custodial parent(s) (or name listed on emergency form) without a permission note signed by the custodial parent(s).

## **TRANSFER OUT OF THE ACADEMY**

If a plan to transfer from Monroe Preparatory Academy, the parent must notify Monroe Preparatory Academy. Transfer of educational records will be authorized only after the parent has completed the withdrawal form, returned all MPA materials, and paid any fees or fines that are due. MPA' records may not be released if the transfer is not properly completed. Parents are encouraged to contact Monroe Preparatory Academy' Office for specific details.

## **IMMUNIZATION**

Each student must have the immunizations required by law or have an authorized waiver. Waivers are issued consistent with state law, and may include parent or guardian objection to an immunization for good cause, including religious conviction, or upon certification by a physician that immunization against any disease is medical contra indicated. If a student does not have the necessary immunization or waiver, the HEAD OF SCHOOL may remove the student from Monroe Preparatory Academy and require compliance within fourteen days of enrollment. This requirement is for the safety of all students and in accordance with State Law. Any questions about immunization or wavier should be directed to Monroe Preparatory Academy' Office.

## **INJURY AND ILLNESS**

All parents are required to supply valid Address, Telephone Number and Health Information for emergency procedures when a child is ill. This information helps Monroe Preparatory Academy decide what to do when a child becomes sick or has an accident while in school. Parents are required to keep this information up to date, especially telephone numbers for home and work. The HEAD OF SCHOOL may remove the student from Monroe Preparatory Academy and require compliance within fourteen days.

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

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

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

## **USE OF MEDICATIONS**

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

1. **PARENTS MUST HAVE A MEDICATION PERMISSION FORM COMPLETED TO ADMINISTER MEDICATION. DOCTOR'S INSTRUCTIONS INCLUDING STUDENT'S NAME AND ADDRESS, NAME OF MEDICATION, DOSAGE, DATE AND TIME OF**

ADMINISTRATION, POSSIBLE SIDE EFFECTS, ANY SPECIAL INSTRUCTIONS AND DOCTOR'S SIGNATURE ARE NEEDED TO COMPLETE THIS FORM. This form must be dated and signed by the student's parent/guardian. It will be the student's responsibility to report to the office at the proper time for medication.

2. New medical request forms must be submitted each school year and as necessary for changes in medication orders.
3. Medication must be in ORIGINAL CONTAINER and have affixed label including the Student's Name, Name of Medication, Dosage, Route of Medication, and Time of Administration.
4. It is REQUIRED that the medication and the signed permission forms BE BROUGHT TO MONROE PREPARATORY ACADEMY BY THE PARENT/GUARDIAN.
5. Non-prescription medications, such as, Tylenol, cold remedies, etc. will be treated as prescription medication as in #1 above. Parents may, at their choice, come to Monroe Preparatory Academy and administer medication to their child. Cough Drops may be allowed with written parental permission at the discretion of the HEAD OF SCHOOL.
6. Students are NOT permitted to keep medication of ANY KIND on their person, in their lunch boxes, or in their desks unless prior permission has been given as outlined in #7.
7. **If the student is authorized by his/her physician and the written approval of the parent or guardian to carry a new asthma rescue inhaler and self-medicate, all the steps 1-3 will be required.** The physician's written approval shall also include instructions that outline procedures that Academy personnel should follow in the event the asthma medication does not produce the expected relief from the student's asthma attack, and identification of any severe adverse reactions that may occur to the child using the inhaler and it should be reported to the physician, and any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication, and at least one emergency telephone number for contacting the physician in an emergency, and at least one emergency telephone number for contacting the parent or guardian in an emergency, and any other special instruction from the physician.
8. If a student shows unsafe or irresponsible behavior, the right to self-medicate may be revoked.

Monroe Preparatory Academy retains the discretion to reject requests for administration of medicine.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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

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

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

Any removal will only be for the contagious period as specified in the Monroe Preparatory Academy's administrative guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

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

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

Parents will be requested to give consent to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at Monroe Preparatory Academy and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **HEAD LICE**

#### **MONROE PREPARATORY ACADEMY HAS A NO NIT POLICY.**

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

### **AMERICANS WITH DISABILITIES ACT - SECTION 504**

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

Students with disabilities may be served within the regular education program with an accommodation plan developed by MPA staff. Parents, who believe their child may have

a disability that substantially limits the child's ability to function properly in Monroe Preparatory Academy, should contact the HEAD OF SCHOOL.

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

### **SPECIAL EDUCATION**

Monroe Preparatory Academy provides a special education program for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA). We offer an inclusion model where students are in a regular education classroom with support services provided by a licensed Intervention Specialist.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, Monroe Preparatory Academy wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the HEAD OF SCHOOL.

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

### **STUDENT RECORDS**

Confidential records contain educational and behavioral information that has restricted access based on the Family Educational Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate, subject to limited exceptions.

Included in the confidential records may be test scores, psychological reports, behavior data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the Academy with copies of records made by non-MPA professional agencies or individuals.

Students and parents have the right to review all educational records generated by the MPA, request amendment to these records, insert addendums to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the building HEAD OF SCHOOL, in writing, stating the records desired. The records will be collected and an appointment will be made within forty-five (45) days of the request with the appropriate persons present to answer any questions there may be.

### **STUDENT FEES, FINES, AND CHARGES**

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

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

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

### **STUDENT VALUABLES**

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

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

### **CAFETERIA/STUDENT EATING AREA**

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

#### **CAFETERIA/STUDENT EATING AREA PROCEDURES:**

- Students are expected to stay seated while eating
- Students are expected to talk in quiet voices to their friends
- Students are not allowed to eat from other student's lunches or "trade" food
- Students may raise their hand to get help from supervisors or get permission to throw away trash
- Students are expected to leave the table and chairs clean after eating
- Proper lunchroom manners are expected

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

### **FIRE AND TORNADO DRILLS**

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

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

### **EMERGENCY CLOSINGS AND DELAYS**

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

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

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

### **VISITORS**

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

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

### **USE OF ACADEMY MEDIA/INSTRUCTIONAL MATERIALS**

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

### **USE OF MPA'S EQUIPMENT AND FACILITIES**

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

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

### **LOST AND FOUND**

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

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

### **STUDENT SALES**

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

### **USE OF TELEPHONES**

Students are not permitted to make calls on the telephone unless the HEAD OF SCHOOL or Executive Office Assistant gives permission. **STUDENTS WILL NOT BE CALLED FROM CLASS FOR TELEPHONE CALLS.** Phone messages from parents to students may be given to the secretary, who will give the message to the student. It is extremely disruptive to have students called from class. No telephone calls will be forwarded to the classrooms. Cell phones should remain off and out of sight during the school day. Monroe Preparatory Academy is not responsible for the loss or theft of a cell phone.

In the event that a student is seen with a cell phone at any time during the school day, the phone will be confiscated and held by a school official until picked up by a parent or guardian.

### **ADVERTISING OUTSIDE ACTIVITIES**

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

### **ARRIVAL AND DISMISSAL**

**ARRIVAL AND DISMISSAL:** During morning drop off and afternoon pickup we ask that parents follow MPA' procedures closely to protect all children. All students must be escorted into the school building when being dropped off. We ask that parent's pick up their students promptly at 3:30 from the school building.

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

## **MPA'S PARTIES- NO FOOD POLICY**

Monroe Preparatory Academy wants all children to celebrate events in a very safe and secure manner. We recognize that some students may have severe life-threatening reactions to certain foods. Therefore, we have implemented a no food policy for birthdays and other events. We encourage you to work with your child's teacher to develop other ways to celebrate with your child.

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

## **LEAVING MONROE PREPARATORY ACADEMY**

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

## **GUM**

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

## **MONEY AND OTHER VALUABLES**

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

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

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

**Students are not allowed** to bring valuable equipment such as MP3 players, IPODS, computer games, and remote-controlled cars, or other electronic toys unless there is a special occasion, and prior permission granted from the teacher and parent. If such items are brought to Monroe Preparatory Academy they will be confiscated until a parent picks the item up. Cell phones are discouraged and will be taken if seen or heard.

## **STUDENT PICTURES**

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

## **PARENT INVOLVEMENT**

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

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

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

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

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

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

### **GRADING PERIODS**

Report cards are issued at the end of each ten-week grading period. At the end of the year report cards will be mailed home.

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

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

### **PROMOTION, PLACEMENT, AND RETENTION**

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

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

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

A final decision to retain a student will be made no later than one week before Monroe Preparatory Academy' year ends, and parents will be notified in writing. Teachers will arrange conferences with the parent to explain the benefits of retention and the probable effect it will have on the student's educational growth.

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

### **HOMEWORK**

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

### **COMPUTER TECHNOLOGY AND NETWORKS**

The use of the Network is a privilege, which may be revoked by MPA at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages or the access of inappropriate materials deemed harmful. Monroe Preparatory Academy reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

### **STUDENT ASSESSMENT**

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

Ohio Achievement Assessments are administered twice per academic year for the third grade. Dates are subject to change by the Ohio Department of Education. Parents will be informed of these dates through the school calendar.

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

Additional group tests, such as the Iowa Test of Basic Skills, will be administered in the fall and/or spring to monitor progress and determine educational mastery level. These tests are used to help the staff determine instructional needs. We also utilize several assessments through technology, such as A+, Performance Series and Scantron. Please ask your building HEAD OF SCHOOL or DIRECTOR OF ACADEMICS any questions you may have regarding assessments.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific standardized objectives.

## **SECTION III – STUDENT CONDUCT**

### **ATTENDANCE**

#### **MPA Attendance Policy**

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

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

#### **Truancy**

A "habitual truant" is a child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year. A "chronic truant" is any child of compulsory school age who is absent without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Ohio law demands that any student who, without legitimate excuse, fails to participate in 105 consecutive hours of learning opportunities offered to the student by Monroe Preparatory Academy shall be automatically withdrawn from Monroe Preparatory Academy. Monroe Preparatory Academy will provide the parent/guardian notice and an opportunity to respond prior to an automatic withdrawal. Monroe Preparatory Academy will send notice of automatic withdrawal to the Erie County Court of Common Pleas, Juvenile Branch, and to the public school district where the student's parent/guardian resides.

Unexcused absence from Monroe Preparatory Academy (truancy) is not acceptable. Students who are truant will receive no credit for MPA work that is missed. A student's designation as a habitual or chronic truant may result in a hearing before a judge in a court of law and/or a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Monroe Preparatory Academy shall attempt to address student attendance problems through a variety of prevention and intervention strategies. These measures may include, but are not limited to, the following:

1. Taking disciplinary action against a student for truancy, in accordance with the student code of conduct
2. Offering counseling to the family of a student with truancy problems
3. Requiring the parent/guardian to contact Monroe Preparatory Academy to discuss the student's absences

4. Giving a student and his/her parent/guardian written warning about the possible legal consequences of truancy
5. Requiring the student's parent/guardian to attend a parental education or training program to encourage parental involvement in compelling the student's attendance at MPA.
6. Initiating automatic withdrawal from MPA

Monroe Preparatory Academy will endeavor to work cooperatively with the appropriate state and local agencies to deal with the issue of habitual and chronic truancy. The Academy will assure:

1. The attendance policy will be issued annually to parents/guardians (parents/guardians are asked to acknowledge receipt of the policy in writing.)
2. Monroe Preparatory Academy will maintain a "flagging" system to identify absent students as potential habitual and chronic truants before they meet the mandatory timelines for classification as such. Parents/Guardians of these students are to be informed of the concern and consequence of such absenteeism.
3. Monroe Preparatory Academy has appointed its Behavioral Intervention Specialist (or designee) as the attendance officer for Monroe Preparatory Academy. This person may be subpoenaed to Court to verify and testify should there be questions about attendance issues.
4. Letters of notification and warning will be sent via certified mail to the parents/guardians of each habitual and chronic truant.
5. The appropriate state and local agencies will be notified when a child meets the habitual truant standard.

Teachers are encouraged to consult with the BIS about a student's attendance problems and to suggest to students and their parents that more formal interventions may become necessary.

If an enrolled student is considered a chronic truant, and the enrolled student's parent/guardian fails to compel the student's attendance at Monroe Preparatory Academy, Monroe Preparatory Academy may file a complaint jointly against the student and the student's parent or guardian in accordance with Ohio law.

### **Excused Absences**

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

- personal illness, but not illness in the family unless the circumstances are approved by the HEAD OF SCHOOL
- death in the immediate family
- religious holiday

- professional appointments that cannot be scheduled at non-school times
- absences approved by the HEAD OF SCHOOL

Students with a health condition that causes repeated absence are to provide Monroe Preparatory Academy' office with an explanation of the condition from a registered physician.

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

**THE CHILD RETURNS TO SCHOOL.** They are to call Monroe Preparatory Academy' office and explain the reason for the absence. If the absence can be foreseen (the "good cause" must be approved by the HEAD OF SCHOOL), the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

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

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

### **Suspension and expulsion from Monroe Preparatory Academy**

A suspended or expelled student should take self-responsibility for completing schoolwork missed due to suspension or expulsion. It is recommended that a complete missed assignment during the suspension or expulsion and turn them into the teacher upon his/her return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension or expulsion. The student will not be given credit for properly complete assignments.

### **Excusable, Non-approved Absence**

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

### **Unexcused Absences**

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

### **Notification of Absence**

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

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

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

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

### **Tardiness**

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

### **Vacations during the school year**

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

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

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

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

If a student misses a teacher's test due to excused absence, she/he may decide with the teacher to take the test. If she/he misses an Ohio Air Test or other standardized tests, the student should consult with the teacher to arrange for taking the test within the testing window.

### **STUDENT ATTENDANCE AT MONROE PREPARATORY ACADEMY EVENTS**

Monroe Preparatory Academy encourages students to attend as many MPA' events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build Monroe Preparatory Academy' spirit and encourage those students who are participating in the event.

However, to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students

when they attend the event. **Monroe Preparatory Academy will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.**

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

### **STUDENT RULES OF CONDUCT**

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

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

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

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

### **Expected Behaviors**

Each student shall be expected to:

- A. Abide by national, State, and local laws as well as the rules of the MPA
- B. Respect the civil rights of others
- C. Act courteously to adults and fellow students
- D. Be prompt to Monroe Preparatory Academy and attentive in class
- E. Complete assigned tasks on time and as directed
- F. Help maintain a school environment that is safe, friendly, and productive
- G. Act always in a manner that reflects pride in self, family, and in the MPA
- H. Follow school-wide rules and expectations:

S – Set High Expectations

O – Only Make Responsible Choices

A – Always Be Ready, Be There

R – Respect

### **Dress and Grooming**

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

Students are required to wear the MPA’S uniform everyday. The colors are khaki, black, or navy-blue pants or bottoms, and any solid color collared shirt.

The uniform guidelines are as follows:

#### **Bottoms (Khaki, black, or Navy)**

Pants\*\* (Dress Pants)

Shorts\*

Jumpers\*

Skorts\*

Skirts\*

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

**\*\*Pants must be dress pants. Denim jeans are not permitted; students may wear jeans on Dress Down Days only.**

**\*\*\*Pants must fit appropriately at the waist. No baggy/saggy pants. No undergarments visible.**

#### **Tops (MUST BE SOLID COLOR)**

Polo Shirt

Collared button-down shirt or blouse

Turtlenecks

#### **Shoes**

Black Dress

Brown Dress

Mostly neutral colored tennis shoes  
(Shoes with wheels and sandals/flip-flops are prohibited.)

#### **Belts/Accessories**

Black

Brown

Belts must be worn if necessary.

Sagging pants are not acceptable.

No large belt buckles

***Coat Policy: Coats and/or hooded sweatshirts are considered a jacket and must be hung on coat hooks. Hooded sweatshirts may be worn on dress down days only. Hoods may not be worn at any time while inside the school building.***

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting, and be subject to penalty under the Student Code of Conduct.

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

1. Clothing that is disruptive to the educational process.
2. Cut-off tops, half shirts, mesh shirts, tank tops, short shorts, and short skirts.
3. Items of clothing that contain profanity, suggestive comments or obscenities.
4. Clothing, which advertises drug or alcohol use or depicts inappropriate logos
5. Wearing of hats, bandannas, visors, sunglasses, etc. in the building.
6. Students cannot dye their hair an unnatural color.
7. Clothing must cover all tattoos. Facial/body piercing is unacceptable; single-post ear-piercing is acceptable.

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

Students that have purchased “MPA’ Wear” are permitted to wear that clothing to school.

### **Consequences for Non-Compliance with Uniform Policy**

Students who do not comply with the uniform policy will be given a verbal warning. If the student continues to dress out of uniform, the parent will be contacted with a written notice. In the event the problem continues, the parent will bring the uniform to school or take the student home.

### **Care of Property**

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

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

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Trustees, if there is a reasonable suspicion that the student is in violation of law or MPA’ rules. A search may also be conducted to protect the

health and safety of others. All searches may be conducted with or without a student's consent.

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

Anything that is found during a search that may be evidence of a violation of Monroe Preparatory Academy rules or the law may be taken and held or turned over to the police. Monroe Preparatory Academy reserves the right not to return items which have been confiscated. During any search, students' privacy rights will be respected regarding any items that are not illegal or against Monroe Preparatory Academy' policy.

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

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

## **STUDENT RIGHTS OF EXPRESSION**

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

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

egress to the building.

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

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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

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

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

### **STUDENT CODE OF CONDUCT**

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

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

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

### **EXPLANATION OF TERMS APPLYING TO THE STUDENT CODE OF CONDUCT**

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from Monroe Preparatory Academy and/or notification of law enforcement authorities.

#### **1. Conduct Involving Drugs**

Monroe Preparatory Academy is a "Drug Free" zone within the boundaries of the school safety zone established by State law as well as to any MPA' activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter or prescription medication to another student.

#### **2. Use of Breath-Test Instruments**

The HEAD OF SCHOOL or assistant administrator or designee may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. Imposition of a breath test is at the discretion of Monroe Preparatory Academy, and discipline may be imposed without a breath test upon other evidence of use of alcohol.

The student will be taken to a private administrative or instructional area on Monroe Preparatory Academy' property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of MPA' rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, she/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. Use of Tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. Monroe Preparatory Academy prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any MPA' activity. This prohibition also applies when going to and from Monroe Preparatory Academy and at Monroe Preparatory Academy' bus stops. Violations of this rule could result in suspension or expulsion.

### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any MPA' activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/he is encouraged to contact the HEAD OF SCHOOL to discuss the proper way to plan such an activity. Students who disrupt Monroe Preparatory Academy may be subject to suspension or expulsion.

### **5. Possession of a weapon**

A weapon includes conventional objects like a firearm, guns, pellet guns, ammunition, knives, or club type instruments. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. A "firearm" has the same meaning as provided in the "Gun-Free Schools Act of 1994," 108 Stat. 270, 20 USC 8001(a) 2. A "knife" is any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing. This definition shall include, but is not limited to: straight razors, razor blades, utility knives, box cutters, ice picks, pocket knives, switch blades and hunting knives. Possession of a weapon may subject a student to suspension or expulsion. It makes no difference whether the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on Monroe Preparatory Academy' property by a student other than the one who possessed the weapon, that student shall also be subject to the same

disciplinary action.

A student may be expelled from Monroe Preparatory Academy if she/he brings onto or has in his/her possession on Monroe Preparatory Academy' property or at an activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. a knife
- C. any firearm or similar objects that are intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

#### **6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. This violation may subject a student to suspension or expulsion.

#### **7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe environment at Monroe Preparatory Academy, students are required to report knowledge of dangerous weapons or threats of violence to the HEAD OF SCHOOL. Failure to report such knowledge may subject the student to discipline.

#### **8. Purposely setting a fire or attempting to set fire**

Anything, such as fire, that endangers the property and its occupants at Monroe Preparatory Academy property will not be tolerated. Arson will subject the student to suspension or expulsion.

#### **9. Physically assaulting a staff member/student/person associated with MPA**

Physical assault at Monroe Preparatory Academy against an MPA employee, student, volunteer, or contractor, or another, which may or may not because injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as "causing or attempting to cause physical harm to another."

#### **10. Verbally threatening a staff member/student/person associated with the MPA**

Verbal assault at Monroe Preparatory Academy against an MPA' employee, volunteer, or contractor or making bomb threats or similar threats directed at the building, property, or an MPA related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

#### **11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something

from someone else. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## **12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

## **13. Falsification of schoolwork, identification, forgery**

Forgery of hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

## **14. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. Violations of this rule could result in suspension or expulsion. The HEAD OF SCHOOL may expel a student from Monroe Preparatory Academy for a period of up to one year for making a bomb threat to Monroe Preparatory Academy' building or to any premises at which an MPA' activity is occurring at the time of the threat. An expulsion shall extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

## **15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

## **16. Trespassing**

Although schools are public facilities, the law does allow Monroe Preparatory Academy to restrict access on the property of Monroe Preparatory Academy. If a student has been removed, suspended, or expelled, the student is not allowed on the property of Monroe Preparatory Academy without authorization of the HEAD OF SCHOOL. In addition, students may not trespass onto the property of Monroe Preparatory Academy at unauthorized times or into areas of Monroe Preparatory Academy determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

## **17. Theft**

When a student is caught stealing the property of Monroe Preparatory Academy or someone's, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to Monroe Preparatory Academy that is not needed for learning without prior authorization from the HEAD OF SCHOOL or teacher. Monroe Preparatory Academy is not responsible for personal property. Theft may result in suspension or expulsion.

## **18. Disobedience**

The staff at Monroe Preparatory Academy is acting "in loco parentis," which means they are allowed, by law, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Disobedience can result in suspension or expulsion.

## **19. Damaging property**

Vandalism and disregard for the property of Monroe Preparatory Academy will not be tolerated. Violations could result in suspension or expulsion, and repayment to MPA of the costs of repair or replacement of the damaged property.

## **20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits to succeed in school and in the world-of-work. Excessive absence could lead to retention, suspension or expulsion from school.

## **21. Unauthorized use of the property of Monroe Preparatory Academy or private property**

Students are expected to obtain permission to use any property of Monroe Preparatory Academy or any private property located on the premises of Monroe Preparatory Academy. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

## **22. Refusing to accept discipline**

Monroe Preparatory Academy may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

## **23. Aiding or abetting violation of the rules of Monroe Preparatory Academy**

If a student assists another student in violating any MPA' rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## **24. Displays of affection**

Students demonstrating affection between each other are personal and not meant for public display. This includes touching, hugging, kissing, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from Monroe Preparatory Academy or possibly expulsion.

## **25. Possession of electronic equipment**

Most electronic equipment necessary in Monroe Preparatory Academy is supplied by Monroe Preparatory Academy. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, laser pens, and the like without the permission of HEAD OF SCHOOL. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

## **26. Violation of individual Academy/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the Academy. While every attempt will be made to teach/re-teach appropriate behavior, persistent violations of rules could result in suspension or expulsion.

## **27. Disruption of the educational process**

Any actions-or manner of dress that interferes with the activities or disrupts the educational process at Monroe Preparatory Academy is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## **28. Harassment/Bullying/Hazing**

The Ohio Legislature defines bullying *as an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.*

### **Harassment Policy**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the environment at Monroe Preparatory Academy including employees, board members, parents, guests, contractors, vendors and volunteers. It is the policy of MPA to provide a safe and nurturing educational environment for all its students. This policy applies to all activities on the property and to all Monroe Preparatory Academy sponsored activities whether on or off the property of Monroe Preparatory Academy.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes she/he has been/or is the victim of harassment should immediately report the situation to any available staff member.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or request to resign for board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Harassment**

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of Monroe Preparatory Academy
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of Monroe Preparatory Academy
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse
- B. pressure for sexual activity
- C. repeated remarks with sexual or demeaning implications
- D. unwelcome touching
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties

**Bullying** – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm
- B. unwelcomed physical contact
- C. threatening or taunting verbal, written or electronic communications
- D. taking or extorting money or property

- E. damaging or destroying property
- F. blocking or impeding student movement

**Hazing** – any type of initiation procedure for any Academy related activity, which involves conduct such as, but not limited to: illegal activity, such as drinking or drugs;

- A. physical punishment or infliction of pain
- B. intentional humiliation or embarrassment
- C. dangerous activity
- D. activity likely to cause mental or psychological stress
- E. forced detention or kidnapping
- F. undressing or otherwise exposing initiates

Note: If Monroe Preparatory Academy’s club or organization does not have an official and approved initiation procedure, and if no MPA’ staff members are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

### **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Notification**

Notice of this policy will be given **annually**, and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted. All new hires of Monroe Preparatory Academy’ will be required to review and sign off on this policy and the related complaint procedure.

### **29. Possession of a firearm, Arson, and Criminal Sexual Conduct**

The HEAD OF SCHOOL shall expel any student who possesses a dangerous weapon in a weapon-free Academy zone or commits either arson or criminal sexual conduct in the MPA building or on MPA’s property, including buses and other transportation.

A dangerous weapon is defined as “a firearm, knife, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be suspended or expelled in accordance with MPA and/or Board Policy and Federal due process rights appropriate to students with disabilities.

### **30. Criminal acts**

Any student engaging in criminal acts at or related to Monroe Preparatory Academy may be

reported to law enforcement officials as well as disciplined by Monroe Preparatory Academy. It is not considered double jeopardy (being tried twice for the same crime), when the rules of Monroe Preparatory Academy and the law are violated.

Students should be aware that state law allows that Monroe Preparatory Academy' officials, teachers and appropriate law enforcement officials be notified when a student of said school is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in Monroe Preparatory Academy as well as in the community.

### **31. Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, shoes with wheels or any other form of personal transportation device in hallways or pedestrian traffic areas at Monroe Preparatory Academy. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **32. Profanity**

Any behavior or language, which in the judgment of the staff or administration, is obscene, disrespectful, offensive, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **CORRECTIVE ACTION**

It is important to remember that the rules apply going to and from Monroe Preparatory Academy, at Monroe Preparatory Academy, on the property of Monroe Preparatory Academy, at Monroe Preparatory Academy'-sponsored events, and on school transportation. In some cases, a student can be suspended or expelled from the MPA.

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

## **DEFINITIONS**

- **Verbal Reprimand/Warning**
- **Detentions** - Up to an hour before or after school on a day MPA is in session under the supervision of Monroe Preparatory Academy' personnel. Parent notification and acknowledgment will be made prior to detention.
- **In-school Suspension** - Isolation from peers (one hour to all day). Daily class work will be made available. Credit will be given for all complete work. Removal from co-curricular activities may occur.
- **Out-of-school Suspension** - Removal from Academy up to 10 days. Removal from co-curricular activities.
- **Expulsion** the HEAD OF SCHOOL may expel a student from Monroe Preparatory

Academy for a period not to exceed the greater of eighty school days or the number of school days remaining in this semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended consistent with the Code of Conduct and state law. If, at the time an expulsion is imposed, there are fewer than eighty MPA' days remaining in the school year, in which the incident that gives rise to the expulsion takes place, the HEAD OF SCHOOL may apply any remaining part or all the period of the expulsion to the following school year.

- **Saturday school** – Saturday school may be used as an alternative form of discipline at the discretion of the HEAD OF SCHOOL.

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

### **Informal Corrective Action**

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

- counsel with student
- remove certain privileges
- arrange student and/or parent conference
- behavior contract
- change of seating or location
- recess, lunch-time, before or after-Academy detention
- in-school restriction

### **Detentions**

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

### **Formal Discipline**

Formal discipline removes the student from the MPA. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from Monroe Preparatory Academy. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Note – Mr. Sinclair and Mr. Matos are certified in the de-escalation training program (non-violent crisis intervention) offered by Crisis Prevention Institute.

### **Discipline of Students with Disabilities**

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

### **PROCEDURES FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL**

#### **A. Suspension**

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

After alleged misconduct becomes known to MPA' administrators, the student shall be given

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

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

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular for a period of less than twenty-four (24) hours and is not subject to suspension or in cases where a student is removed from any extracurricular activities.

#### B. Expulsion

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

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

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

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

The HEAD OF SCHOOL shall initiate expulsion proceedings pursuant to R.C. 3313.66 with respect to any student who has committed an act warranting expulsion under the Academy's

policy regarding expulsion even if the student has withdrawn from MPA for any reason after the incident that gives rise to the hearing but prior to the hearing or decision to impose the expulsion. If, following the hearing, the student would have been expelled for a period of time had the student still been enrolled in the MPA, the expulsion shall be imposed for the same length of time as on a student who has not withdrawn from Monroe Preparatory Academy.

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

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

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

### C. Emergency Removals

Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the Academy premises, for a period not exceeding seventy-two (72) hours, of permission to attend the Academy and to take part in any Academy function.

When circumstances are such that a student's continuing presence in Monroe Preparatory Academy, pending completion of the procedures set forth in subparagraphs A or B, is reasonably certain to pose a continuing danger to persons or property or an ongoing threat or disrupting the academic process taking place either within the classroom or elsewhere on Monroe Preparatory Academy' premises or at MPA' sponsored or related activities or events, the HEAD OF SCHOOL or assistant administrator, or designee, may remove a student from curricular or extracurricular activities or from Monroe Preparatory Academy' premises without complying with the notice and hearing requirements of subparagraphs A or B. In like circumstances, a teacher may remove a student from curricular or extracurricular activities under his/her supervision, without complying with the notice and hearing requirements of subparagraphs A or B. As soon as practicable after making such removal, the teacher shall submit reasons, in writing, for such removal to the HEAD OF SCHOOL.

If a student is removed under this subparagraph, written notice of the reason(s) for the

removal and written notice of the hearing to be held regarding the removal shall be given to the student as soon as practicable prior to the hearing. The hearing must be held within seventy-two (72) hours from the time the initial removal is ordered.

The hearing shall be held in accordance with the procedure set forth in subparagraph A above, pertaining to suspensions, unless it is probable that the student may be subject to expulsion. In that event, the hearings shall be held in accordance with the procedure set forth in subparagraph B above, except that the hearing shall be held within seventy-two (72) hours of the initial removal. Monroe Preparatory Academy' official who ordered, caused or requested the student's removal under this provision shall be present at the hearing, unless unable to attend.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extracurricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

D. Disciplinary Removal

Disciplinary Removal is an action less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or other curricular for less than twenty-four (24) hours.

1. A student may be removed from a class or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of code or MPA' rules and regulations.
2. When a student is removed from a curricular activity for more than twenty-four (24) hours, the student shall be given notice of the removal and the reasons for the removal. The student will be given an opportunity to appear before the HEAD OF SCHOOL or assistant administrator, or designee, to hear the reasons for the removal and to explain his/her actions.

E. Other Matters

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

**APPENDIX**

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

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

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

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

We, \_\_\_\_\_ and \_\_\_\_\_  
Parent/Guardian Student

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

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date