PARENT HANDBOOK

2026-2027

Dear Mater Academy Preparatory Parents and Students,

Welcome to an exciting year at Mater Academy Preparatory. Parents are an integral part of our school's success, and we gladly welcome your input throughout the year. Your collaboration is essential in promoting our school's mission as we continue to place an emphasis on individual student achievement by nurturing a positive learning environment that will enable our students to become confident, self-directed, responsible life-long learners. We are looking forward to a rewarding and exciting new year. On behalf of the administration, faculty, and staff we assure you that we are committed to Mater's vision to provide an innovative challenging curriculum in a learning environment that promotes individualized instruction for all our students. We are honored and thank you for selecting us as your School of Choice!

What are Public Community (also known as 'Charter') Schools?

Community schools – often called charter schools nationally – are tuition-free public schools, open to all, created under Ohio law. They operate independently of traditional school districts and are a vital part of the state's public education program.

Community schools are public schools of choice and are state and federally funded. They are governed by a Board of Directors that have a contract or charter to provide the same educational services to students as district public schools. The charter school model empowers teachers to provide innovative, high-quality instruction and gives them the autonomy to design a classroom that fits their students' needs. Community schools are led by dynamic principals who have the flexibility to create a school culture that fosters student performance and parent satisfaction. Community schools operate with freedom from many of the regulations that apply to traditional public schools but are held accountable to the performance standards they agree to in their charter and by their communities. Community schools are accountable to their sponsor, to produce positive academic results and adhere to the charter contract. The basic concept of charter schools is that they exercise increased autonomy in return for this accountability. They are accountable for both academic results as well as fiscal practices to several groups: the sponsor that grants them, the parents who choose them, and the public that funds them.

Mater Academy Preparatory is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law.

Students who are exempt from the compulsory attendance law for the purpose of home education pursuant to section 3321.042 of the Revised Code shall no longer be exempt for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education and Workforce (DEW). Parents and students must also abide by all policies in the Board of Directors Board Policy Manual. All policies are subject to change upon approval of the Board of Directors. If there are any inconsistencies between this handbook and the Board Policy Manual, the Board Policy Manual shall supersede.

MISSION & VISION

Mater Academy Preparatory Mission:
The mission of Mater Academy Preparatory is to educate students to their fullest potential by providing a rigorous and relevant college preparatory program, enabling students to become confident, self- directed, and responsible lifelong learners.

Mater Academy Preparatory Vision:
The vision of Mater Academy Preparatory is to inspire core values, which create a culture of academic excellence, developing life-long learners who demonstrate the knowledge, skills, and values necessary for tomorrow's leaders.

Mater Academy, Inc. Mission:
M*ater provides a safe learning environment where*
A*cademics are facilitated by*
T*eachers, administrators, parents, and the community which*
E*nables students to become confident, self-directed learners in a technologically rich, college preparatory environment through*
R*igor, Relevance and Relationships.*

Mater Academy, Inc. Vision:
Mater Academy, Inc. provides exemplary educational choices by offering an innovative college preparatory curriculum, empowering confident leaders of tomorrow.

SCHOOL CURRICULUM

Mater Academy Preparatory follows the standards and objectives stated in the Ohio Standards and Common Core State Standards. It encompasses the core subject areas of Reading, Language Arts, Mathematics, Science, and Social Studies. In addition, we offer classes in Art, Music, and Physical Education.

ADMINISTRATIVE STAFF

Ms. Sparks, Principal

BOARD OF DIRECTORS

Andy Farber – Board President
Nhan Trinh – Board Treasurer
Carrie Montano – Board Vice President
Victoria Larrauri – Director
Jon Yarger – Director

Procedures For Adding Items To The Board Meeting Agenda And Filing Complaints:

Positive relations between the School and its parents and families are a primary concern. For that reason, every effort will be made to handle disputes in the most positive way possible. In accordance with the Board-approved Complaint Policy, the following steps have been outlined to facilitate resolution of such issues:

Step 1
Make an appointment to clarify the issue with your student's teacher.

Step 2
Make an appointment to clarify the issue with a school administrator.

Step 3
Discuss concerns with the Parent Involvement Representative (PIR). Email- Rsparks@Matercolumbus.org

Step 4
If the PIR cannot assist with dispute resolution or you have already discussed your concerns with them, please contact Idin Pirasteh. Email - idin.pirasteh@academicaohio.org

Step 5
Discuss Concerns with the Chief Operating Officer (Academica will assist in establishing contact).

Step 6
State concerns at a scheduled Governing Board meeting. Please visit the school website for upcoming board

meeting dates. All complaints should be provided to the Board in writing in accordance with the Board approved Public Participation Policy. Please visit matercolumbus.org, find "About" tab -> "Governing Board".

A public board meeting is the only forum in which Board Members should be addressed for disputes. Board Members cannot respond to any other direct means of contact.

Note: This policy does not replace or change any proceeding that is governed by the Code of Student Conduct or the Parent Contract.

SCHOOL HOURS

Regular Hours
Kindergarten - 6th Grade: 9:00 AM - 3:30 PM

30-Minute Early Dismissal

*Early Dismissal is only on the following dates:

- Friday, December 18th, 2026
- Thursday, March 25th, 2027

Mater Academy Preparatory is NOT responsible for students who arrive more than twenty (20) minutes prior to the start of school.

Students may not be dropped off or left unattended outside the school building prior to the start of our school day.

Students will remain supervised for 15 minutes after dismissal.

Students who are not picked up 15 minutes after dismissal time will be sent to the Aftercare Program and issued a fee of $1.00 per minute.

Early Dismissal Dates

- Friday, December 18th, 2026
- Thursday, March 25th, 2027

STUDENT ENROLLMENT and ANTI-DISCRIMINATION

Mater Academy Preparatory does not discriminate based on race, sex, sexual orientation, religion, color, national origin, age, gender identity or expression, ancestry, familial status, military status, disability, genetic information, or any other legally protected category (collectively, "Protected Classes") with regard to admission, access, treatment, or employment.

2026–2027
Traditional School Year Calendar

JULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

SEPTEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

JUNE 2027

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- School Closed for Staff and Students
- First and Last Day of School for Students
- 30-Minute Early Dismissal
- First Day of Kindergarten
- School Closed for Students; Professional Development Day
- School Closed for Students; Records Day
- End of Quarters

August 13-19	**Professional Development Days** *Students not in attendance*
Aug. 20	**First Day of School**
Aug. 25	**First Day of Kindergarten**
Sept. 7	**School Closed - Labor Day**
Oct. 15	**End of Quarter 1**
Oct. 16	**Professional Development Day** *Students not in attendance*
Oct. 19	**Records Day** *Students not in attendance*
Nov. 3	**Professional Development Day** *Students not in attendance*
Nov. 23-27 *Nov 26*	**School Closed - Fall Break** *Compensatory Day for Parent Conferences*
Dec. 18	**30 Minute Early Dismissal**
Dec. 21-Jan. 1	**School Closed - Winter Break**
Jan. 15	**End of Quarter 2**
Jan. 18	**School Closed - MLK Jr. Day**

Feb. 15	**School Closed** *Compensatory Day for Parent Conferences*
Mar. 25	**End of Quarter 3** **30 Minute Early Dismissal**
Mar. 26-Apr. 2	**School Closed - Spring Break**
May 27	**Last Day for Students**
May 28	**Records Day** *Students not in attendance*
May 31	**School Closed - Memorial Day**
June 18	**School Closed - Juneteenth** *(Observed)*
July 3	**School Closed - Independence Day** *(Observed)*

The Mater Academy Preparatory School Academic Calendar is subject to revision due to emergencies created by severe weather, energy problems, or other public calamities that force the cancellation of classes.

ARRIVAL PROCEDURES

- All vehicles must enter the school from the Reed Road south driveway and drive to the designated drop-off/pick-up area.
- Under no circumstances will parents be allowed to park or leave their vehicles unattended in the drop-off/pick-up areas.
- Students must not exit vehicles or be dropped off from the entrance lane of the school driveway or from Reed Road.

DISMISSAL PROCEDURES

- All vehicles are to enter the school from the Reed Road south school driveway. All vehicles must enter the property at the Reed Road south entrance and must exit following the arrows, one way only once you have picked up your child.
- Students will be dismissed by their teacher in the designated pick-up area.
- Parents are discouraged from picking up students enrolled in the After Care Program during regular dismissal times.
- Under no circumstances will parents be allowed to park or leave their vehicles unattended in the drop-off/pick-up areas. No vehicle will be allowed to park on the grass/park area to pick up. If a parent needs to do an additional pick-up for another dismissal time, the vehicle needs to exit the property and re- enter on the south entrance for the following dismissal time and procedures.

***We ask parents to refrain from holding parent conferences during dismissal as this does not allow the teacher to provide adequate supervision to the students, he/she is responsible for dismissing.**

Rainy/Snowy Day Dismissal: On rainy days, students will be detained until the weather no longer presents a safety hazard. It is suggested that families who walk home have proper rain/snow attire to walk in light rain/snow conditions. For all other students, once the weather permits, parents will pick up their student following regular dismissal procedures.

The following acts are prohibited and may jeopardize student safety and the continuance of our Charter School contract:

- Dropping students off along Reed Road, or entrance driveway
- Blocking the Entrance/Exit of any driveway
- Vehicles may not stop or stand at any time on Reed Road to pick up or drop off
- Drop Off and Pick Up may only be via vehicle unless you have a 'Walker Pass' approved by Administration

.
In addition to the issuance of citations from local law enforcement, Mater Academy Preparatory will implement the following consequences for violation of these rules:

- Documented Warning
- Incident Report/Administrative Meeting

BEFORE AND AFTER-CARE

It is the parents'/guardians' responsibility to register the child and pay for such services at their option and discretion. Please contact the school office for detailed information on how to register for the Before and After School Care Program at our school. Please contact Rsparks@matercolumbus.org

Before Care	Open 7:00 AM – 8:45 AM
After Care	3:45 PM – 6:00 PM

STUDENT ASSESSMENT

Students will be assessed throughout the school year through classroom, district, state, and national assessments. Refer to DEW's website for updates on district and state test dates.

ENROLLMENT

To enroll, parents/guardians must submit the following to the School:

- Completed registration form
- Student's birth certificate
- Photo identification of parent/guardian enrolling the student
- Student's current immunization record
- Custody paperwork, if applicable
- Proof of Residency/Address Verification - one (1) of the following in the parent/guardian/student's name, showing the complete address, and date:
    - A deed, mortgage, lease, current homeowner's or renter's insurance declaration page, or current real property tax bill;
    - A utility bill or receipt of utility installation issued within ninety days of enrollment A paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence;
    - The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence;
    - Notifications from Social Security and/or Job and Family Services dated within thirty days.

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

For more information regarding homeless students, refer to the Board approved Homeless Student Policy. Refer to the front office for a copy as requested.

ANNUAL VERIFICATION /UPDATED INFORMATION

Upon the enrollment of each student and on an annual basis, the School shall verify to DEW the school district in which the student is entitled to attend school under section 3313.64 or 3313.65 of the Ohio Revised Code. Parents/guardians/students 18 years of age and older are required to provide the School with one of the above-specified documents as Proof of Residency/Address Verification annually, at any time a change of

address, residency or custody changes, or at other times upon request of the School.

EMERGENCY MEDICAL AUTHORIZATION

Each parent/guardian is asked to complete and return to the school an Emergency Medical Authorization Form. This authorization will include the necessary information the school must have should an emergency arise. It is extremely important that this authorization be fully completed and updated. Please see the form inside of the enrollment packet.

LOTTERY

The School will not exceed the capacity of the School's programs, classes, grade levels, or facilities. When the number of applicants for admission exceeds the School's capacity, admissions will be determined by a lottery of applicants. Preference shall be given to students attending the school the previous year, to students who reside in the district in which the school is located, and to siblings of students attending the school the previous year.

PERMANENT RECORDS

Mater Academy Preparatory maintains the records of students in K-12 and adult/vocational students enrolled in high school completion programs or vocational programs of 450 hours (about 2 and a half weeks) or more (if applicable). Permanent records consist of the following student information:

- Pupil's or student's full legal name
- Authenticated birth date, place of birth, race, and sex
- Last known address of pupil or student
  Names of pupil's or student's parent(s) or guardian(s)
- Name and location of the last school attended
- Number of days present and absent, date enrolled, date withdrawn
- Courses taken and record of achievement, such as grades, credits, or certification of competence
- Date of graduation or date of program completion, including a statement of diploma, standard, special, certificate of completion, or General Equivalency Diploma
- State and/or District standardized assessment/achievement test results, if required for graduation
- Written records of access to the student's record
- Home Language Survey
- Referral

CLUBS AND SPORTS

Mater Academy Preparatory students may participate in a wide variety of activities, including after-school clubs, and sports for an additional fee. School-sponsored clubs may be curriculum-related or non- curriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, non-curriculum-related clubs are student groups whose goals are special interest-oriented and not directly related to the curriculum. Meetings of non-curriculum-related clubs may be scheduled at times when instruction is not taking place, either before or after school hours.

FIELD TRIPS

All trips planned by the school are for specific educational purposes and are approved by the administration. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his/her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fees. Please keep in mind that once the field trip has been paid for, the school will not issue a refund. If a hardship exists where a student cannot afford the cost of the field trip, please notify the teacher.

Field trip chaperones will be selected by classroom teachers; preference will be given to parents who have not attended previous trips. Parent chaperones may not bring siblings on field trips as they are not covered by insurance. All parents attending field trips must be cleared through the background check. In addition, parent chaperones must provide their own transportation to and from field trip sites. Students will not be released to anyone during a field trip for any reason. Authorized persons who wish to have a student released early must report to the main office to sign out the child and wait for the child to return with their class from the field trip.

ATTENDANCE POLICY

- Mater Academy Preparatory will abide by the Ohio Attendance laws in tracking and reporting attendance. Mater Academy Preparatory students are expected to:
- Be present at school each and every day
- Attend class as scheduled
- Arrive at school on time and be seated in class by the ringing of the bell
- Demonstrate appropriate behavior and a readiness to learn

Ohio Law states that absences are tracked by how many hours your child is out of class, both excused and unexcused. Absence(s) will be deemed unexcused unless the absences is for one of the excused reasons as listed below. Unexcused absences may result in Franklin County Children's Services being contacted for Educational Neglect or educational neglect. The district reserves the right to request additional information to excuse.

Students with excessive absences will be referred to the Administration/Attendance Review Committee; Referrals will be issued after reaching the school's maximum allowance and may result in the student's report card reflecting insufficient attendance for receiving a grade.

EXCUSED ABSENCES

Mater Academy Preparatory defines the following as an excused absence:

- An excuse for absence from school may be approved based on one or more of the following conditions:
    - Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;
    - Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;
    - Quarantine in the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;
    - Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;
    - Medical, behavioral, or dental appointment. The approving authority may require the written statement of a physician, mental health professional, or dentist if it is deemed appropriate;

- Observance of religious holidays. A child shall be excused if the child's absence was for the purpose of observing a religious holiday consistent with the truly held religious beliefs of the child or the child's family;
- College visitation. The approving authority may require verification of the date and time of the visitation by the college, university, or technical college;
- Pre-enlistment reporting to a military enlistment processing station. The approving authority may require verification of the date and time of the reporting;
- Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status;
- Absences due to a child being homeless;
- Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code; or
- Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

MAKE-UP ASSIGNMENTS

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have up to 24 hours per day missed to submit make-up work for excused absences. Students will have the opportunity to submit assignments in a period equal to the number of days absent. It should be noted that failure to make up all assignments will result in a lower assessment of the student's academic and/or effort grade.

UNEXCUSED ABSENCES

Any absence that does not fall into one of the above-excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused unless the absence is for an excused reason. Unexcused absences do not require the teacher to provide makeup work for the student.

Unexcused absences include:

- Absences due to vacations, personal services, local non-school events, programs, or sporting activity
- Absences due to older students providing daycare services for siblings
- Absences due to illnesses of others

Mater Academy Preparatory Attendance Review Committee (ARC) may assign educationally related activities to mitigate the loss of instructional time.

HABITUAL TRUANCY

In Ohio, a student is considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more total hours in a month, or 72 or more hours in a school year. The school shall inform the student and parents of the record of excessive absences. Non-attendance may result in a referral and complaint in juvenile court.

If you and your child are experiencing challenging circumstances, please do not hesitate to contact the office or your student's teacher.

Habitual Truancy and Intervention Strategies Policy: (ORC 3321.19; ORC 3321.191)

In the event that a student becomes habitually truant within twenty-one school days prior to the last day of instruction of a school year, the school district or school may, in its discretion, assign one school official to

work with the child's parent, guardian, custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan.

Prevention & Intervention Strategies

The School will implement prevention strategies to reduce the likelihood of students becoming chronically absent. Prevention and Intervention strategies may include the following:

- Establishing intervention team(s) to work with students at risk of becoming chronically absent and their families
- Communicating clear attendance expectations
- Educating students and parents on the importance of regular attendance and the detriments of absences
- Adopting positive school climate initiatives, including attendance incentives/recognition
- Hosting family engagement activities
- Monitoring early warning data
- Consulting/partnering with public, nonprofit, or private entities to help students and their families in reducing absences
- Providing resources to help students and families address the root causes of absences
- Connecting families with wraparound services such as counseling, social workers, healthcare, housing, or food support

Tiered Interventions and Supports

Interventions will increase depending upon the student's number of absences and whether improvement has been shown. Interventions may include, but are not limited to, the following as are applicable and best suited to individual student needs:

- Counseling or other connections to social services
- Requesting or requiring a parent, guardian, or other person having care of the student to attend parental involvement programs, including programs adopted under section 3313.472 or 3313.663 of the Ohio Revised Code
- Requesting or requiring a parent, guardian, or other person having care of the student to attend truancy prevention mediation programs
- Taking legal action under section 2919.222, 3321.20, or 3321.38 of the Ohio Revised Code
- Seeking juvenile court involvement to have a student informally enrolled in an alternative to adjudication (If the School chooses to have students informally enrolled in an alternative to adjudication, the School shall develop a written policy regarding the use of and selection process for offering alternatives to adjudication to ensure fairness.)

Parent/Guardian Notification Procedures

When a student reaches 46 hours of missed instructional time (which does not exceed five percent of the minimum number of hours required in the school year), the School will begin notification procedures:

- Initial notification may be by automated call/text/email within three school days after exceeding the hours listed above
- Follow up personal contact from School staff will occur within seven school days after exceeding the hours listed above

For additional information, refer to the Board approved Attendance, Truancy, and Automatic Withdrawal Policy See the front office to request this policy.

TARDY POLICY

Any student who is not in their classroom by 9:00AM will be marked "TARDY". These students must report to the main office to obtain a tardy slip to be admitted into their classroom. After ten (10) unexcused tardies, the student will be issued a referral form which will be placed in the permanent record. Additionally, a Student Case Management Referral Form will be issued to document actions taken to prevent continued tardies.

MULTIPLE TARDY POLICY

- Tardy 5 times (per year): Student will be issued a first notice of excessive tardiness
- Tardy 10 times (per year): Student will be issued a referral
- Tardy 15 times (per year): Student will be issued a second notice of excessive tardiness. The parent will be called to an administrative meeting to discuss a plan to improve punctuality.
- Tardy 20 times (per year): Student will be issued a second referral
- Tardy 25 times (per year): Student will be issued a third notice of excessive tardiness
- Tardy 30 times (per year)- Student will be issued a third referral

**Being late to school, leaving school early, or leaving and returning at midday for an appointment are all examples of hours away from instruction. These missed hours contribute to chronic absenteeism, and if they are unexcused, will also count toward habitual truancy.*

EARLY DISMISSAL

Students who are dismissed early (on a regular school day) must be signed out by a parent or guardian in the main office. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. A photo ID must be shown to release a student from the premises. **In case of an emergency, if a person not listed on the emergency contact card must pick up a student, the parent must fax or email a signed statement with a copy of their driver's license allowing that person to pick up their child on that specific day.** It is the registering parent's responsibility to come to the main office and add the person to the emergency contact card for subsequent days. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. Students will not be dismissed during their scheduled lunch time for safety reasons. Students will not be dismissed 30 minutes prior to dismissal time. NO EXCEPTIONS. Families are urged to schedule appointments at a time that does not conflict with school or dismissal times.

SCHOOL LUNCH/FOOD ALLERGY

Our school meals follow the USDA National School Breakfast and Lunch Programs. Meals, snacks, and beverages sold or served at our schools meet state and federal requirements which are based on the USDA Dietary Guidelines. Students can bring their lunch in the morning or purchase lunch from the cafeteria. Students may qualify for free meals or reduced-price meals. Guidelines and free/reduced lunch applications will be disseminated. All information received is confidential. If a student participates in the free or reduced lunch program and chooses to purchase an additional lunch, he/she will be charged for the additional lunch purchased. Parents may not drop off lunch for their children during school hours. Students who do not bring lunch and/or lunch money will be provided with a school lunch and will be required to pay the money owed on the following day. It is the parent's responsibility to monitor the student's lunch account and make sure that the student has sufficient lunch money. Mater Academy Preparatory has a "Peanut Free Policy" school wide. No peanuts, peanut butter, or foods containing peanut products are allowed in school. If your child has a specific allergy, please notify your homeroom teacher immediately via email. For additional information, refer to the Board approved Food Allergy Policy. See the front office to request this policy.

VOLUNTEERING/PARENT INVOLVEMENT

Any parent/guardian who would like to volunteer in the classroom must coordinate with the classroom teacher at least one day prior to volunteering. Consent from the administration must be confirmed before parents will be allowed to enter classrooms.

All volunteers must be cleared. All parents and visitors must sign in at the main office and obtain a visitor's pass.

To ensure the safety of all our students, NO PARENTS and VISITORS WILL BE ALLOWED BEYOND THE MAIN OFFICE WITHOUT A VISITOR'S PASS. NO EXCEPTIONS. ALL VISITORS MUST BE CLEARED.

A student's family plays an extremely important part in his/her education. These areas where parents are asked to offer support and/or assistance:

- Provide a loving, nurturing home environment that motivates the child to succeed in school
- Instill respect for others
- Ensure punctual and regular attendance
- Become familiar with school policies and procedures
- Attend parent/guardian meetings at Mater Academy Preparatory
- Stress the importance of reading every day
- Communicate with your child's teachers on a regular basis

SPECIAL EVENTS AND ACTIVITIES

All special events and activities must be pre-approved. Please see your child's teacher for detailed information on the birthday party schedule. Parties/birthdays can only be celebrated on the assigned days.
All treats must be store, bakery, or restaurant bought. We cannot accept homemade treats.

HALLWAYS AND HALL PASSES

Students should be seated in their classroom when the tardy bell rings. With so many students moving in such a limited time, it is incumbent on them to move quickly and in an orderly manner observing normal traffic flow. Students should not push, run, or loiter in the halls. Students are expected to cooperate with the School Safety Patrols in their duties (when applicable).

UNAUTHORIZED ITEMS POLICY

Please note that students are not allowed to bring any toys, unapproved electronic devices, pets, or animals to school. Cell phones may not be turned on inside the school building at any time. Cell phones may not be visible at any time during the school day, may not be displayed during School, and must be left in the student's bag. The school will confiscate any unauthorized items a student may bring to school. Confiscated items will only be returned to parents after 3:00 pm the next day when a parent/student conference will be required. Notwithstanding, the school may keep any such unauthorized items until the end of the school year. After three (3) violations of this policy, the student will be issued a referral form placed in the student's permanent record. While the school will take every measure to protect such items, the school shall not be responsible for loss or damage to any unauthorized items that have been confiscated. Any items not claimed on the last day of school shall be disposed of without further liability to the school. The School is not liable for any items brought to the school regardless of whether confiscated by School personnel or not.

CELL PHONES

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone that disrupts the educational process; the use of the cellular telephone during school hours; and or the possession or use of a cellular telephone that disrupts or interferes with the safety-to-life issue for students being transported on a school bus, would be a violation of the COSC. Cell phones may not be turned on inside of the school building at any time. Cell phones may not be visible at any time during the school day, may not be displayed during school, and must be left in the student's bag. Please refer to the Board approved Cell Phone Policy for more information.

INTERNET USE POLICY

The use of technology and computer resources at the School is a revocable privilege. Users who fail to abide by this policy may be ineligible to use the School's computer facilities and may be subject to additional disciplinary action.

The School reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage.

Students are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail, artificial intelligence (AI) and all other similar networks and devices. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, AI, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property.

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications. Inappropriate material includes visual depictions that are obscene, child pornography, or harmful to minors.; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

Unacceptable uses of Technology/Internet include but are not limited to:

- Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
- Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law. This behavior is punishable both on and off campus.
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. A good rule to follow is to never view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
- Violating copyright laws by illegally downloading or installing music, any commercial software,

shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.

- Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
- Use of AI in a manner that violates any portion of this policy, the Artificial Intelligence Policy, or the academic integrity policies of the School and/or classroom policies.
- Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
- Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods of services for personal use, and includes, but is not limited to, the following:
    - any activity that requires an exchange of money and/or credit card numbers;
    - any activity that requires entry into an area of service for which the School will be charged a fee;
    - any purchase or sale of any kind; and
    - any use for product advertisement or political lobbying.
    - Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
    - Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks.

Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests. All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students have no expectation of privacy with respect to the use of Technology, the Internet, intranet, e-mail or other technology-based communication methods. Maintenance and monitoring of the School network system may lead to the discovery that a student has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind; either expressed or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

User Acknowledgment

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and /or appropriate legal action.

The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus

and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental.
- Should the user intentionally destroy information of equipment that causes damage to technology resources, the user(s) will be liable for any and all costs.
- In accordance with the Children's Internet Protection Act ("CIPA"), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate, including visual depictions that are obscene, child pornography, and harmful to minors. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:

- To abide by all School policies relating to the use of technology, including the use of AI.
- To release all School employees from any and all claims of any nature arising from the use or inability to use the technology.
- That the use of technology is a privilege.
- That the use of the technology will be monitored and there is no expectation of privacy in any use of the technology.

INTERNET AND SOCIAL NETWORKING POLICY

No recording, either photographic or audio/visual in nature may be made on school property without the express authorization of the administration. No document or media existing now or in the future that impacts the school and/or disrupts the learning environment, relating to the school, its staff, or students, including but not limited to photographs, letters, yearbooks, and other material may be published in any public forum or media without the express authorization of the administration. Furthermore, the unauthorized use of the Mater Academy Preparatory name and/or any of its logos is expressly prohibited.

For purposes of this section, the term "public forum" or "media" includes but shall not be limited to publicly accessible websites and web forums, newspapers, print, and other media sources.

CODE OF STUDENT CONDUCT

Mater Academy Preparatory is committed to providing a safe teaching and learning environment for students, staff, and members of the community. The Board has approved a Code of Student Conduct (COSC). The revised COSC identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. It advocates a comprehensive approach to promoting and maintaining a safe learning environment and requires active participation from students, parents/guardians, and school staff.

Corporal punishment is not permitted. No employee shall threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student.

The rules of the Student Code of Conduct apply to any conduct:

- On school grounds at any time whether school is in session or not.

- On or off school grounds at any school activity, function, or event; and
- Traveling to and from school, including actions on any school bus, van, or public conveyance.

If a Violation of the Code of Conduct occurs appropriate interventions and/or discipline measures may be imposed up to and including suspensions and/or expulsion from the School for offenses that include but are not limited to the following:

- Use, Possession, Sale, or Distribution of a knife capable of inflicting bodily harm, including but not limited to pocketknives or folding knives.
- Fighting/Violence
- Use, Possession, Sale or Distribution of Tobacco Products/ Alcoholic Beverages or Intoxicants/Firearm or drugs.
- False Alarms/Bomb Threats
- Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, incendiary or Poison Gas.
- Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas.
- Disobedient/Disruptive Behavior
- Vandalism/Damage to School or Personal Property
- Truancy or Class Cutting *Students may not be suspended or expelled for truancy
- Theft/Stealing Personal or School Property
- Harassment/Bullying/Intimidation
- Firearm Look-a-Likes
- Sexual Conduct
- Serious Bodily Injury
- Actions deemed to be unsafe or containing the potential to disrupt the Handbook or Board of Directors Policy Manual
- Violations of any classroom policy or behavior deemed by School personnel as inappropriate.

Suspension and Emergency Removal

The School recognizes that exclusion from the educational program is a serious sanction, and that suspension and expulsion must follow due process mandates. Additionally, the School will comply with all state and federal laws pertaining to students with disabilities. A student may be disciplined for any violation of the student code of conduct, even if the violation occurs on property not owned or controlled by the school if the violation took place during activities connected with the school, or if the behavior is directed at a school official or educational setting:

- Any action in violation of classroom or school rules and procedures
- Any action in violation of the rules and procedures in the Parent Handbook
- Any student suspended or expelled under this policy will not be permitted to participate in any extracurricular activities.

Suspension

The principal or Designee may suspend a student from the School for not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the principal may apply any remaining part or all of the period of the suspension to the following school year. Except in the case of a student given an in-school suspension, no student shall be suspended unless prior to the suspension the principal does both of the following:

(1) Gives the parent written notice of the intention to suspend the student and the reasons for the intended suspension.
(2) Provide the student an opportunity to appear at an informal hearing before the principal and challenge the reason for the intended suspension or otherwise to explain the student's actions.

The School shall provide students with an opportunity to complete any classroom assignments missed because of an in-school or out-of-school suspension. Students shall be entitled to receive at least partial credit for a completed assignment; however, reasonable grade reduction may be made on account of a student's suspension. The School shall not assess a failing grade for a completed assignment solely on account of the student's suspension.

Expulsion

The superintendent may expel a student from the School for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed, there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year. No student shall be expelled under this policy unless, prior to the student's expulsion, the superintendent does both of the following:

- Gives the student and the student's parent, guardian, or custodian written notice of the intention to expel the student;
- Provides the student and the student's parent, guardian, custodian, or representative an opportunity to appear in person before the superintendent or superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's actions.

The notice required under this section shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian, or representative to appear before the superintendent or superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is given, unless the superintendent grants an extension of time at the request of the student or the student's parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the student and the student's parent, guardian, custodian, or representative of the new time and place to appear. Unless a student is permanently excluded, the superintendent shall expel a pupil for a period of one year for bringing a firearm to the School, to an extracurricular event, or onto any other property controlled by the Board of Directors of the School.

"Firearm" has the same meaning provided in the "Gun-Free Schools Act," a "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projective by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device, which includes a bomb grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or similar device.

This definition also includes any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has a barrel with a bore of more than one half inch diameter. The term does not include an antique firearm. The superintendent may reduce the expulsion time on a case-by-case basis based upon the student's overall record at the School.

The School may impose extended expulsion or permanent exclusion in compliance with the Suspension and Expulsion policy in the Board policy Manual.

Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on School premises, the superintendent or principal or assistant principal may remove a student from curricular activities or from the School premises or a teacher may remove a student from curricular activities under the teacher's supervision without the notice and hearing requirements of this policy. A teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements. As soon as practicable after making such a removal, the teacher shall submit in writing to the principal the reasons for such removal. If a student is removed under this Emergency Removal section from a curricular activity or from the School premises, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. The hearing shall be held in accordance with suspension provisions of this policy unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with the expulsion provisions of this policy shall be held, except that the hearing shall be held on the next school day after the date of the initial removal. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

A student in grades pre-kindergarten through three may be removed pursuant to Emergency Removal procedures only for the remainder of the school day and shall be permitted to return to curricular and extra-curricular activities the following school day. A student in grades pre-kindergarten through three subject to Emergency Removal shall not be suspended or expelled unless the student has committed an act described in ORC 3313.668 (B)(1)(a) or (b). A student that returns to school based on this paragraph shall not be subject to the Emergency Removal hearing procedures.
The procedures for Expulsion and Permanent Exclusion can be found in the Board approved Suspension and Expulsion Policy.

Right to Appeal to Board

Within one school day after the time of a student's expulsion or suspension, the superintendent or principal shall notify in writing the parent/guardian/ custodian of the student of the expulsion or suspension. In the case of an expulsion, the superintendent or principal, within one school day after the time of a pupil's expulsion, also shall notify in writing the school's Board of Directors.

Each notice shall include the following:

- Reasons for the expulsion or suspension and notification
- The right of the student or the student's parent, guardian, or custodian to appeal the expulsion or suspension to the board of directors of the school or to its designee
- The right to be represented in all appeal proceedings
- The right to be granted a hearing before the board of directors of the school or its designee
- The right to request that the hearing be held in executive session
- Permanent exclusion notice, if applicable
- The manner and date by which the student or the student's parent/guardian/custodian shall notify the board of the intent to appeal the expulsion or suspension to the board or its designee

If the superintendent expels a student under this section for more than twenty school days or, for any period of time, if the expulsion will extend into the following semester or school year, the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall

include the names, addresses, and phone numbers of the appropriate public and private agencies.

If the student or the student's parent, guardian, or custodian intends to appeal the expulsion or suspension to the Board of Directors or its designee, the student or the student's parent, guardian, or custodian shall notify the Board of Directors of the School in the manner and by the date specified in the notice. The student or the student's parent, guardian, or custodian may be represented in all appeal proceedings and shall be granted a hearing before the Board of Directors of the School or its designee to be heard against the suspension or expulsion. At the request of the student or of the student's parent, guardian, custodian, or attorney, the Board of Directors of the School or its designee may hold the hearing in executive session but shall act upon the suspension or expulsion only at a public meeting. The Board of Directors of the School, by a majority vote of its full membership or by the action of its designee, may affirm the order of suspension or expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order of suspension or expulsion.

The Board of Directors of the School or its designee shall make a verbatim record of hearings held under this division. The decisions of the Board of Directors of the School or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

This policy shall not be construed to require notice and hearing in the case of normal disciplinary procedures in which a student is removed from a curricular activity for a period of less than one school day and is not subject to suspension or expulsion.

For purposes of this policy, the Board of Directors of the School appoints its management company as its designee. Additional expulsion periods may be imposed as indicated in the board approved Suspension and Expulsion Policy.

ANTI-BULLYING/HARASSMENT

Mater Academy Preparatory is committed to providing a safe learning environment for all students. Mater Academy Preparatory prohibits bullying and harassment of students and staff on school grounds, at school-sponsored events, and through school computer networks. The Board of Directors and the School encourage the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board of Directors and School will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the School, including activities on school property and those occurring off school property. If the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. The Board approved Anti-Harassment, Intimidation and Bullying policy is attached as Appendix I to this handbook.

Aggressive behavior 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 type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the Principal or Board of Directors official.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds

an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, removal from any official position, and/or a request to resign for Board of Directors members. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. Retaliation against any person who reports, it thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and will be dealt with appropriately. Suspected retaliation should be reported in the same manner as aggressive behavior as outlined above. This guideline includes all incidences of bullying, whether physical, verbal, or psychological. Additionally, any form of harassment or bullying includes the use of information and communication technologies such as email, cell phone, pagers, text or instant messaging, or defamatory websites, also known as "Cyberbullying," falls under the auspices of this guideline.

Mater Academy Preparatory enforces a "Zero Tolerance Policy" towards lewdness, indecent exposure, and cyberbullying/stalking in compliance with the Mater Academy Preparatory Student Code of Student Conduct.

As an approach to reducing school violence, this policy provides a safe school climate that protects students' health, safety, and civil rights. Mater Academy Preparatory will use the following corrective strategies for such behaviors.

BEHAVIORS	CORRECTIVE STRATEGIES
• Texting or calling on school grounds during school hours • Taking pictures or video and/or posting on media/internet • Cyberbullying/Cyberstalking toward peers, faculty, and/or school staff • Sending or forwarding lewd materials to peers, faculty, and/or staff	• Parent/guardian contact • Reprimand • Student, parents/guardians, /staff conference • Confiscation of electronic devices and cell phones • Indoor/Outdoor suspension from school for 1 to 5 days • Suspension from school-wide and/or classroom events and activities • Suspension from school extracurricular activities/clubs • Participation in counseling sessions related to the infraction • Recommendation for expulsion

SPECIAL NOTES

School-wide or classroom events and activities will be reinstated at the discretion of the school administration. Violation of this policy could result in a behavior notification and/or other administrative action. Please be advised: Receiving any three-behavior notification in a school year may result in administrative action. The Mater Academy Preparatory administration strongly encourages parents/guardians to talk to their child about social networking and the consequences it may bring. Administration strongly urges you to access and review the information your child has posted on social networking sites regularly.

STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.
Character Education and Social Emotional Learning

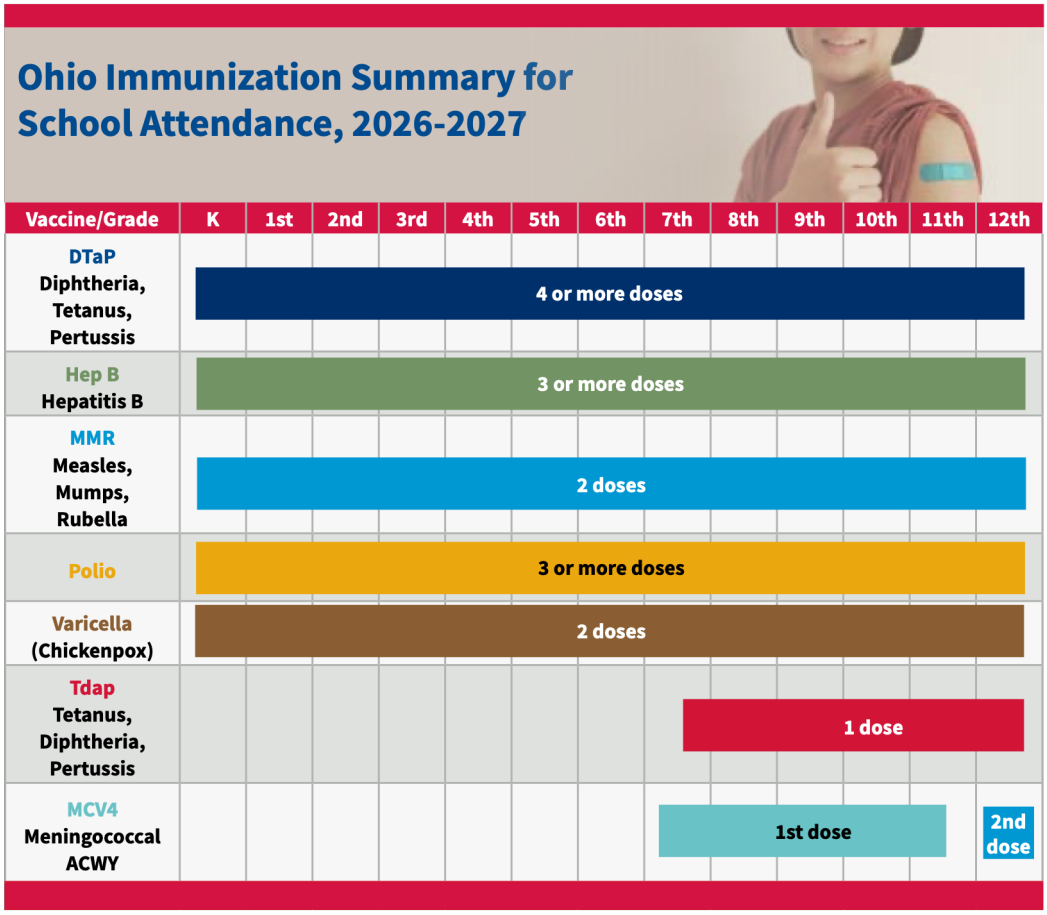
We believe that social emotional learning and character development is an important set of skills to be taught within our curriculum at Mater Academy Preparatory. Students will be learning strategies to aid in not only healthy bodies, but healthy minds, embedded within their core curriculum at Mater Academy Preparatory. If you have any questions regarding social emotional learning or character education, please reach out to the principal.

PESTICIDE NOTIFICATION

To maintain a safe and healthy environment, pesticides may be applied on school property when necessary. All pesticide applications will be conducted in accordance with applicable federal and Ohio laws and regulations. Parents/guardians may request advance notice of pesticide applications by submitting a written request to the school office. Information regarding pesticide applications is available upon request. Questions may be directed to the school administration.

HEALTH CERTIFICATION AND IMMUNIZATION REQUIREMENTS

DEW has revised school immunization requirements. Effective with the 2026-2027 school year and progressively thereafter, students must have the following immunizations completed before starting school in August. These immunizations are required under Ohio Law Sections 3313.671 and 3701.13 of the Ohio Revised Code (Exceptions are provided for under the law. This can be discussed with the school's front office). Medical authorities and school educators urge that every child have a complete medical examination before entering school. Ohio law requires students to have up-to-date immunizations record or completed exemption form on file with the school within 14 days of the student's start date to attend public school. Please view the Ohio Immunization Summary for School Attendance for details. If documentation is not received within 14 days the student will be excluded from school and will miss school every day until documentation is provided.



Important Notes:

- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate.
- If MMR and varicella are **not** given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 and the Ohio Department of Health (ODH) Director's Journal Entry regarding school immunization requirements, recommended vaccines, and exemptions to immunizations.
- **Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions.**

Ohio Department of Health

Last updated 02/2026.

Ohio School Immunization Requirement Details	
DTaP **Diphtheria, Tetanus, Pertussis**	**Grades K-12** Four or more doses of DTaP or DT vaccine, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses.*
Hep B **Hepatitis B**	**Grades K-12** Three doses of hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
MMR **Measles, Mumps, Rubella**	**Grades K-12** Two doses of MMR vaccine. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
Polio	**Grades K-12** Three or more doses of IPV vaccine. The FINAL dose must be administered on or after the fourth birthday with at least six months between the final and previous dose, regardless of the number of previous doses. *If both tOPV and IPV were administered as part of a series, the total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should* **not** *be counted.*
Varicella **(Chickenpox)**	**Grades K-12** Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
Tdap **Tetanus, Diphtheria, Pertussis**	**Grades 7-12** One dose of Tdap vaccine must be administered on or after the tenth birthday. Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. *Children aged seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.*
Meningococcal **Meningococcal ACWY**	**Grades 7-11** One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday. **Grade 12** Two doses of meningococcal (serogroup A, C, W, and Y) vaccine. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required.

UNIFORM POLICY

Uniforms must be worn daily. Our uniform policy and dress code guidelines indicate appropriate school attire for normal school days. Mater Academy Preparatory reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians.

School Spirit Shirts will be on sale on the website through the school store throughout the school year. Students may also wear their Spirit Shirts and jeans on designated "Jean Days."

Student Uniform

TOPS	BOTTOMS
• White Peter Pan collared blouse • Navy blue, or white polo shirt with school logo • White short/long sleeve oxfords with logo • Striped rugby long-sleeve shirt with logo Navy Polo Dress with logo (Grades K-2 ONLY) *Must wear navy shorts under dress*	• Navy/Khaki Plaid "skort" • Khaki or navy shorts • Khaki or navy slacks

FOOTWEAR	COLD WEATHER
• White or navy sneakers • White or navy combination sneakers • Tan or brown penny loafers • Black Mary Janes • Solid white or navy socks	• Navy Zipper Hoodless Sweatshirt with logo • Navy Cardigan with school logo • Navy or white long sleeve shirt or turtleneck under uniform top • Navy or white tights under uniform bottoms

All Students

- Students may not wear cargo pants with pockets, unusual tailoring and/or labels are not permitted, and pants may not be manufactured from jean material and must fit the student correctly. Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform code. Skinny-style pants are not permitted.
- Belts must be always worn; belts must be black and fastened securely at waist level. Loose or low pants will not be tolerated.
- All students must have their shirts always tucked correctly into their pants and secured in place with the belt.
- During cooler weather, a plain white or navy-blue long-sleeved shirt may be worn underneath polo shirts. Additionally, school-approved sweaters may be worn. (Sweaters must be solid navy blue ONLY. Sweaters may be purchased at the school site ONLY.)
- Shoes must be closed with matching laces and always fastened tightly. No other colors or stripes/logos may be on the shoes.
- Jewelry is limited to one watch, one ring, and one small chain. Chains must be worn inside of shirts.
- All uniforms must be clean and always pressed; good grooming of hair, skin, and fingernails is expected at all times.
- Hair may not be worn unusually or maintained in unacceptable condition. No "Mohawks", "Faux Hawks" or designs of any kind are permitted. **The administration will send home any student whose hair is unacceptable in condition or length.**
- Headgear (hats and bandanas) are forbidden in school classrooms.

- No buttons, tags, or labels may be worn on the school uniform unless school approved.
- No visible body piercings or tattoos are allowed.

In addition to the above, students may NOT:

- Wear make-up other than clear lip gloss and light powder.
- Wear more than one pair of earrings. Earrings must be plain stud type or small hoops (total size must be smaller than a dime).
- Hair should be maintained with clips, rubber bands or soft hair bands only.

**Students should have enough uniform tops and bottoms so that laundry issues do not interfere with the uniform policy. Any student not wearing a complete school uniform or in violation of any of the above- mentioned infractions will be issued a warning. If a parent does not bring the uniform, disciplinary consequences will be issued. A referral will be issued for continued violations of the school uniform.*

SUPPLIES

Students are expected to come to school daily prepared with all required materials, which include supplies listed on the official school supply list, homework, lunch money or lunch from home and any other items requested by the teacher. In addition, each student is REQUIRED to purchase and bring daily a set of headphones for computer use. (Please label the bag and headphones with the student's name).

HAZARDOUS WEATHER PROCEDURES

Arrival, dismissal and school transportation may be delayed due to hazardous weather conditions. Please be patient and continue to follow all drop-off, pick-up and bus procedures to help ensure student safety. Tardies may be excused or suspended at the administration's discretion.

Decisions regarding school closures, delays and changes to bus schedules or routes will be made by the school administration in coordination with local authorities and transportation partner. Parents and guardians will be notified through the school's messaging system, email and social media. Please monitor these communications.

SAFETY AND SECURITY PROCEDURES

The School Safety Plan

Student and employee safety is a primary concern of Mater Academy Preparatory. The School Safety Plan (SSP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled, and if necessary, the relocation of students/staff from the school campus, lockdown procedures, and holding/dismissing students during school and community emergencies. All school administrators and school personnel have been adequately trained in the SSP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

Anti-Gang Policy

The School prohibits students from engaging in gang activities while at School, on School property, to or from

School, or at School-related functions and events.

The term "gang" is defined as any non-school sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or anti-social behavior as well as actions that threaten the welfare of others. The term "gang activity" is defined as any conduct engaged in by a student:

- On behalf of a gang;
- To perpetrate the existence of a gang;
- To effect or promote the common purpose and design of any gang, including the wearing of apparel, jewelry, or symbols;
- To recruit for membership in a gang;
- To threaten or intimidate by use of gang affiliation; or
- To represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function.
- Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from School and may further be subject to criminal prosecution.

Drug and Weapon Free

Mater Academy Preparatory prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon. This policy applies to all activities in the school, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. A weapon is defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" and which is intended to be used, or is represented, as capable of inflicting serious bodily harm or property damage as well as endangering the health and safety of others. Weapons include and are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), pellet guns, bb guns, inoperable replica firearms, and other "look alike" weapons, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

In accordance with federal law, the school prohibits the use, possession, concealment, or distribution of drugs by students on the school grounds, in the school building, on school buses, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state or federal statute, or any substance that could be considered a "look alike" controlled substance. Compliance with this school policy is mandatory for all students.

Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the Student Code of Conduct, up to and including expulsion from the school. When required by state law, the school will also notify law enforcement officials.

Tobacco Policy

Definitions
For purposes of this policy, the following terms have the meanings set forth below:

- "Smoke" means to burn any substance containing tobacco, including a lighted cigarette, cigar, pipe or clove cigarette.
- "Tobacco Products" means e-cigarettes, electronic nicotine delivery systems (ENDS) and other electronic smoking or vaping devices, including JUUL, myBlu and Mojo products.
- "Use Tobacco" means to chew or hold in the mouth any substance containing tobacco, including smokeless tobacco, for the purpose of deriving its effects.

This policy does not apply to a cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

PROHIBITION

No student shall:

1. Smoke, Use Tobacco, use or possess Tobacco Products or possess any other substance containing tobacco in any area under the control of the School or at any activity supervised by the School.
2. Use or possess any substance containing betel nut in any area under the control of the School or at any activity supervised by the School.

ENFORCEMENT AND DISCIPLINARY MEASURES

First Violation

A first violation of this policy shall result in:

- Confiscation of the Tobacco Products or other prohibited substances
- Notification of the student's parents or guardians if the student is under 18 years of age
- At least one of the following:
    - A student meeting and individual assessment with a chemical health educator or designated staff member to discuss commercial tobacco use and School policy
    - Student participation in a tobacco education program
    - Information provided to the student about available cessation programs and resources

Additional disciplinary measures may be imposed at the discretion of the School Leader in accordance with the Student Code of Conduct.

Second Violation

A second violation of this policy shall result in:

- Confiscation of the Tobacco Products or other prohibited substances
- Notification of the student's parents or guardians if the student is under 18 years of age
- Information provided to the student about available cessation programs and resources
- At least one of the following:
    - A student meeting and individual assessment with a chemical health educator or designated staff member, with the student's parents or guardians participating, to discuss commercial tobacco use and School policy
    - Student participation in a tobacco education program

Additional disciplinary measures may be imposed at the discretion of the School Leader in accordance with the Student Code of Conduct.

Third and Subsequent Violations

A third or subsequent violation of this policy shall result in:

- Confiscation of the Tobacco Products or other prohibited substances
- Notification of the student's parents or guardians if the student is under 18 years of age
- Information provided to the student about available cessation programs and resources

- Student participation in a tobacco education program
- At least one of the following:
    - A student meeting and individual assessment with a chemical health educator or designated staff member, with the student's parents or guardians participating, to discuss **[complete with the remainder of the original provision]** commercial tobacco use and school policy
    - Other disciplinary measure

Resources:
For educational materials and local tobacco cessation programs, visit https://odh.ohio.gov/know-our-programs/tobacco-use-prevention-and-cessation/welcome-to

Search Policy

To maintain a safe and orderly educational environment, School officials may search the person or property, including vehicles, of students, visitors, and others on School property and at or during a School sponsored event, whenever they reasonably suspect a violation of law or of School policies.

School officials may seize any illegal, unauthorized, or contraband materials discovered in the search. There is no right or expectation of privacy in School lockers or other storage areas or property owned by the School or its affiliates, contractors, or designees.

Random or periodic general inspections of School property may be conducted by School officials or their designees for any reason or no reason at any time without notice, and without consent.

The Board of Directors of the School hereby authorizes the use of metal detectors and canines for searches.

Child Abuse and Neglect Reporting

The school will follow Ohio Revised Code 2151.421 and 3319.073 and the Child Abuse or Neglect Reporting Policy in the Board Policy Manual in reporting child abuse and neglect.

Accident Reports

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member. The school's registrar or administrator will assist the person in obtaining and filling out the accident/incident report.

Code Yellow/Code Red

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Columbus City School District Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

Please be aware that "Code Yellow/Code Red" drills are performed throughout the school year for our students to practice safety procedures in case of a real emergency.

Fire Drills

Fire drills will take place throughout the school year according to Mater Academy Preparatory Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and

follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the nearest teacher.

Students, teachers, and staff must remain outside the building until permission is given to re-enter.
Please be aware that Fire Drills are performed throughout the school year for our students to practice safety procedures in case of a real emergency.

WITHDRAWALS

Please notify the school office of your child's withdrawal or transfer at least one day in advance. To process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork to process a transfer. A transfer involves notification of a change in school and the return of textbooks, library books, and payment of any/all monies owed to the school.

Withdrawal By law: a student will be withdrawn automatically if the student fails to participate in seventy-two (72) consecutive hours of learning opportunities and the absence is not excused pursuant to ORC 3314.03(A)(6)(b).

CONFIDENTIAL INFORMATION

Parents, guardians, and students are protected by the Family Educational Rights and Privacy Act (FERPA) and the Ohio Statutes from individuals' access to information in student's educational records and provide the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian, or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited law. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

CONTACT INFORMATION

It is critical that the school office be notified of any change of address, telephone number, and/or court custody agreements immediately.

VISITORS

FOR THE SAFETY OF ALL STUDENTS, ALL VISITORS must report to the main office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Children, including family members, who are not currently enrolled at Mater Academy Preparatory will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions. **All visitors must be cleared.**

TEXTBOOKS

Students will be issued textbooks at the beginning of each school year. Students must immediately inform teachers about any LOST or DAMAGED books so that they can be replaced. Parents will be responsible for the cost of the replacement book(s).

GRADING AND REPORTING STUDENT PROGRESS

Instructional staff uses evaluative devices and techniques as needed to report individual achievement in

relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessments and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for promotion.

A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

Academic Grades: Academic grades are to reflect the student's academic progress. The grade must provide both students and parents with a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. The academic grades of "A," "B," "C," "D," or "F," are not related to the student's effort and conduct grades. Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

Kinder	Grades 1-6	NUMERICAL VALUE	VERBAL INTERPRETATION
E	A	90-100%	Exceeds Grade Level Expectations
G	B	80-89%	Grade Level Expectations
S	C	70-79%	Satisfactory – Progressing
M	D	60-69%	Much Improvement Needed
U	F	0-59%	Unsatisfactory – Failed

Academic Content Standards: Academic Content Standards are utilized to convey both to students and their parent(s)/guardian(s) the teacher's evaluation of a student's mastery level as related to the instructional program.

Grades 1-6	VERBAL INTERPRETATION
5	Student has an advanced mastery level of grade-level content.
4	Student has an accomplished mastery of grade-level content.
3	Student has a proficient mastery of grade-level content.
2	Student has a basic mastery level of grade-level content.
1	Student has a limited mastery level of grade-level content.

Social/Emotional and Characteristics of a Successful Learner Grade: Conduct grades are to be used to communicate clearly to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion.

Grades 1-6	VERBAL INTERPRETATION
O	Outstanding
S	Satisfactory
N	Needs Improvement
Blank	Not evaluated at this time.

HONOR ROLL

The following qualifications are necessary to achieve honor roll status at Mater Academy Preparatory. Principal's Honor Roll:

- Grades
  - A's for 1st – 6th
  - E's for Kindergarten

INTERIMS/PROGRESS REPORTS

Interim progress reports are disseminated to all students midway through each nine-week grading period. Parents can monitor student's progress through our online grade book system, please sign up through the parent portal accessed via the school's website, www.matercolumbus.org.

ACADEMIC RECOVERY

If the school identifies your student as requiring additional instruction and/or remediation including but not limited to mandatory tutoring, summer school, etc., attendance at and successful completion of, shall be required. Where a lack of attendance at such causes a loss of academic proficiency, it may result in administrative action.

3rd grade Reading Guarantee link: https://education.ohio.gov/Topics/Learning-in-Ohio/Literacy/Third-Grade- Reading-Guarantee

Math Resources for Diverse Learners: https://education.ohio.gov/Topics/Learning-in-Ohio/Mathematics/Resources-for-Mathematics/Diverse-Learners-in-Mathematics

RTI/MTSS PROCESS

Students experiencing difficulties academically, socially, or emotionally should be referred to academic intervention through the Response to Intervention (RTI) process (Tier 2) and a Request for Assistance. The RTI process will offer additional supplemental instruction and classroom strategies as recommended for further assistance. At least 18 weeks (about 4 months) of academic interventions (Tier 3), along with proper documentation of progress monitoring, are required before referring a student to be evaluated.

TESTING

All students must participate in state required testing. There is no state test opt-out procedure. There may be consequences for the student, student's teacher, and School if a student does not participate in the required testing.

Parent Right to Know

Parents/guardians with a student attending a school that receives Title I funds, have the right to know the qualifications of the student's classroom teacher. Parents who ask about the professional qualifications of their child's classroom teacher are entitled to the following information:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides the student instruction.
- Whether the teacher is teaching under an emergency or temporary status that waives state licensing requirements.
- The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
- Whether the student is provided services by instructional paraprofessionals and, if so, their qualifications.
- Mater Academy Preparatory receives federal funding through the Title I, to support student achievement and improve educational opportunities. Parents have the right and are encouraged to participate in the planning, review, and improvement, as well as provide input regarding the allocation and use of Title I funds. Parents may also request regular meetings with school administration to share feedback, ask questions, express concerns, and provide recommendations regarding the Title I program and its implementation.

All requests must be sent to the school in writing and should include the following information: student's full name, legal parent/guardian's full name, address, city, state, zip code and teacher's name.
In addition to the information parents may request as listed above, the school shall provide:

- Information on the level of achievement and academic growth of the student, if applicable and available, on each of the state assessments required; and
- Timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

SPECIAL EDUCATION

Mater Academy Preparatory ensures that all students suspected of having a disability are identified, evaluated, and provided with appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent consents to initial placement. Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP) program and must have been referred to the school's intervention team.

Students with disabilities eligible and need special education will have an Individual Educational Plan (IEP). The IEP describes the student's strengths and weaknesses and documents the services and supports the student's need to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE).

The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information that has been provided through re-evaluation or by the parent/guardian. Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years. The Individuals with Disabilities Education Act (IDEA) states that parents of a child with a disability have certain procedural safeguards. The Summary of Procedural Safeguards for Parents of Students with Disabilities documents all the information about the rights of parents/guardians. This notice of procedural

safeguards is made available to the parents.

Rights that are presented in the procedural safeguard document include, but are not limited to, the right of prior written notice; informed consent; participation in meetings; records, independent educational evaluation, mediation, state complaint; local education agency complaint; due process hearings; resolution meetings; due process; attorney fees; discipline; and private school placement.

Unless designated otherwise, the Board of Directors designates the Principal as the Section 504 compliance officer. The compliance officer is responsible for coordinating the School's efforts to fulfill its responsibilities under Section 504. The compliance officer will oversee the investigation of any complaints of discrimination based upon a disability which may be filed based upon the procedures listed in this policy.

The compliance officer will ensure that all staff members are trained so that all staff understand their rights and responsibilities under Section 504.

For additional information regarding Section 504, refer to the Board approved Section 504 ADA policy. Please see the front office for this policy.

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions.

RETENTION POLICY

Mater Academy Preparatory has implemented a strict policy regarding retention. Students who have not received the required intervention strategies will not be retained. Early identification, timely intervention, and recording of services are a must. It is extremely important that each classroom teacher meets the requirements concerning any student who is experiencing academic difficulties. Students will be retained by implementing documented strategies in accordance with Mater Academy Preparatory requirements. The following activities must occur prior to retention:

- Teacher – Student conference
- Principal – Teacher conference
- Individual counseling
- Developmental Group Counseling
- Parent Conference – Contact parents concerning possible retention.
- RTI Team/Cooperative Consultation

Final decisions about promotion and retention are the principal's responsibility.

All students will be promoted or retained in accordance with the Board approved Student Promotion and Retention Policy. Please see the front desk for this policy or email the Principal for further information.

ACADEMIC INTEGRITY POLICY

All Mater Academy Preparatory students are expected to be honest in what they carry out, present, and submit their work. This means that all parts of all work submitted for assessments, whether internal or external, must either be original to the student or must be properly cited.

Academic Dishonesty/Malpractice may involve:

- Copying materials from a textbook, the internet, or another student and presenting it as one's own work
- Collusion
- Taking unauthorized materials into an examination room (e.g. electronic devices other than a permitted calculator, notes, smartphones, etc.) regardless of whether this material is used or potentially contains information pertinent to the examination
- Misconduct during an examination, including any attempt to disrupt the examination or distract another student
- Exchanging or in any way supporting, or attempting to support, the passing of information that is related to an examination
- Failing to comply with the instructions of the teacher/proctor or other members of the school's staff responsible for the conduct of the examination
- Impersonating another student
- Stealing/Copying examination papers
- Using an unauthorized calculator during the examination
- Disclosing or discussing the content of an examination paper with a person outside of the immediate school community within 24 hours of the end of the examination

**This list above is by no means exhaustive.*

Actions to be taken by the school if a student is found guilty of academic dishonesty/malpractice:

- Meeting with administration
- Zero earned grade for the assignment
- Student placed on academic probation for the school year

DIGITAL CITIZENSHIP

Digital citizenship is a concept that helps teachers, technology leaders and parents understand what students should know to use technology appropriately. With the growth of technology, there is a need to talk about responsible use of technology. Digital Citizenship refers to the ability to think critically, behave safely, and participate responsibly in our digital world. The following skills are essential for student users to harness the full potential of technology for learning and for college and career readiness.:

- Internet Safety
- Privacy & Security
- Digital Footprint & Reputation
- Self-Image & Identity
- Information Literacy
- Creative Credit & Copyright

Teachers and staff will promote, model, and establish policies for safe, legal and ethical use of digital information and technology. Digital Citizenship responsibility may include but is not limited to, refraining from posting something the student may later regret, protecting the student's and the school's integrity, refraining from cyberbullying, use of proper digital etiquette, avoiding visiting websites that are not educationally related and avoiding sharing personal information.

CLASSROOM PLACEMENT

Our administrative staff reviews each student's scores and performance evaluations to provide students with the best possible learning environment. We are not in any way obligated to honor any special requests for

classroom placements. In addition, students will receive classroom assignments with consideration given to their academic needs and progress. Additionally, we do not take teacher requests.

PARENT TO SCHOOL COMMUNICATION

A prime factor in our operation is the importance we place on communication between home and school. The lines of communication must be always kept open so that we may be properly tuned into your child's needs.

Please notify us immediately if:

- Your child has developed a communicable disease
- You will be out of town
- Your telephone number (home or work) has changed
- You wish to change or add to the emergency contact numbers we are to use. *(Please note only the registering parent can make this update)*
- IF THERE IS ANY CHANGE IN TRANSPORTATION. We will not allow a child to deviate from their regular departure routine without written verification. If there is a change in the person who is to pick up your child, we require the name of that person in writing.

Always attempt to resolve issues/conflicts with your child's teacher first. If you are unable to resolve issues or conflicts with your child's teacher, you may contact the main office to schedule an appointment with the administration.

PARENT – TEACHER COMMUNICATION

Conferences with individual teachers must be arranged by contacting the teacher. Please make appointments for conferences before or after school hours. Teachers may also be available during their planning time; however, you must make an appointment during this time. PLEASE DO NOT ENGAGE IN PARENT CONFERENCES DURING ARRIVAL/DISMISSAL OF STUDENTS, IN THE HALLWAYS OR DURING CLASSROOM TIME. Teachers will have up to 48 business hours during the school/work week to return your call or email.

ILLNESSES

An ailing child has a difficult time learning and may present a health hazard to others. Students becoming ill will be sent to the office. The school will not be responsible for providing medication. Symptoms requiring immediate attention and/or removal from school include fever, vomiting, bleeding, fractures and broken bones, severe bumps or bruises, red watery eyes (Pink Eye), red itchy bumps all over the body (Chicken Pox/Measles), itchy head (Lice), dizziness, or loss of consciousness (concussion).

MEDICATION

Mater Academy Preparatory Board of Directors' policy "prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form signed by the child's physician and parent(s)." For all medications including asthma inhalers and epinephrine autoinjectors, written approval by the Student's physician must include all information as detailed in the Medication Policy or as indicated on the Food Allergy Action Plan, if applicable. Please see the front office for a copy of the Medication Policy. If a student has a serious food allergy, the Parent must complete a Food Allergy Action Plan. Should any information regarding the medication change, the parent must submit a revised written statement. All

medications must be in the prescribed container.

ACCIDENTS/ILLNESSES

Parents will be notified immediately in case of illness or an accident. If a parent cannot be located, the person(s) named on the emergency contact card will be contacted. It is your responsibility to make sure that these numbers are current and accurate. Please notify the office immediately of any accident or injury which occurred during arrival or departure from school.

Students who are ill should remain at home to minimize the risk of passing the illness on to others. Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

COVID-19

The school shall continue to monitor guidance and implement procedures which are recommended by The Ohio Department of Health, The Center for Disease Control, DEW and/or Mater Academy Preparatory and shall update parents, as necessary.

LOST AND FOUND

A lost and found area will be designated in the Main Office. To minimize the quantity of lost and found articles, we ask that you please write your child's name on everything he/she brings to school. Due to CDC guidelines, all lost and found items will be donated at the end of the week.

USE OF STUDENT PHOTOGRAPHS OR VIDEOTAPE

Photographs or videos of classroom activities will be taken throughout the year and may be published on our school website, social media, in public newspapers, and in any advertisement the school may use. Since the Internet and newspapers are public forums accessible by all, parental permission is required. The consent form is sent home at the beginning of the school year to obtain authorization from each student's parent/guardian to photograph or videotape students. If a parent/guardian objects to this, it is important that the consent form is filled out and returned to the child's teacher. Please note that the consent form can be found in the parent handbook.

NOTIFICATION OF FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. For the U.S. Dept. of Education's FERPA Model Notification of Rights for Elementary & Secondary Schools go here: https://studentprivacy.ed.gov/resources/ferpa-model-notification-rights-elementary-secondary-schools (ORC 3319.321)

MISSING CHILDREN REPORTING POLICY AND INFORMATIONAL PROGRAMS

ORC 3313.96 requires schools to develop informational programs for students, parents, and community members relative to missing children's issues and matters.

Please visit https://www.ohioattorneygeneral.gov/Law-Enforcement/Local-Law-Enforcement/Ohio-Missing-Persons/Missing-Persons-Search from the Ohio Attorney General's website for information regarding Ohio Missing Children.

What to do if your child is missing? If you believe your child is missing, do not wait to report it, you must act immediately.

1. Immediately call your local law enforcement agency.
2. Call the National Center for Missing and Exploited Children at 1-800-the-lost (1-800-843-5678)

How to Prevent Child Abduction, Kidnapping and Missing Children:

- Monitor your child's use of electronics, cellphones, gaming, computers.
- Monitor your child's online activity including social media accounts, whom they are 'friending', 'following', and 'chatting'.
- Track your child's location on their cell phone.
- Enable safety devices or parental controls.
- Enhance privacy settings on social media sites, limiting access by preventing "public" viewing.
- Communicate with your child and keep the line of communication open regarding the safety and security of their personal information.

Save your child's fingerprints and current photo for easy access, update this yearly. Obtain your free kit at: https://www.childsafekit.com

KINDERGARTEN ENTRANCE AND SCHOOL AGE POLICY (ORC 3321.01)

Each child who is five years of age on or before the first day of school instruction, or for a child who has not completed first grade, six years of age by the first day of instruction of the year of admittance shall be eligible to enroll in kindergarten.

Each child who is six years of age on or before September 30 of the year of admittance shall be eligible to enroll in first grade.

At the beginning of the school year, all kindergarten children will be academically and developmentally screened. Parents/Guardians will be notified as to the dates and times of the screenings. For additional information on entrance to kindergarten see the Board Policy Manual Early Entrance Policy.

A child who does not meet the age requirements set forth above, but who will be five or six years old, respectively, prior to the first day of January of the school year in which admission is requested and who is referred by the child's parent or guardian, an educator employed by the School, a preschool educator who knows the child or a pediatrician or psychologist who knows the child, shall be evaluated for early admittance by the School's Early Entrance Evaluation Committee. The School's Evaluation Committee shall interview the parent or guardian and child and arrange for the necessary testing. The testing will include a nationally normed test in addition to observations of the child. The School's Governing Authority/Board of Directors shall have the final authority on whether to admit or not admit the student based upon recommendations from the Committee.

CHILD FIND POLICY (ORC 3323.012, 3323.02, 3323.07; OAC 3301-51-03)

It is the School's policy to assist the State of Ohio in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive Free and Appropriate Public Education (FAPE). The School is committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have.

The School aims to identify disabilities such as autism, deaf-blindness, hearing impairment, including

deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, traumatic brain injury, and/or visual impairment including blindness.

The School encourages parents, guardians, relatives, public and private agency employees, and concerned citizens to help schools find any child, birth through age 21, who may have a disability and need special education and related services. The School will contact the parents or guardians of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether a special need exists. If a need is identified, the child can begin receiving special education and related services.

FINANCIAL OBLIGATIONS

All late charges, fees, and/or monies owed to the school or any school-sponsored program, must be paid by the last day of the school year. Financial obligation notices will be sent as reminders throughout the school year. Account balances must be in good standing prior to events/activities.

POLICY OF NONDISCRIMINATION

The Mater Academy Preparatory Board adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by: Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended prohibits employment discrimination based on race, color, religion, gender, or national origin.

Age Discrimination in Employment Act of 1967 (ADEA) as amended prohibits discrimination based on age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks (about 3 months) of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. The Pregnancy Discrimination Act of 1978 prohibits employment discrimination based on pregnancy, childbirth, or related medical conditions.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law).

Title IX Non-Discrimination Policy

The School shall not discriminate on the basis of sex, race, color, national origin, disability or age in its programs and activities and will provide equal access to all individuals.

Pursuant to Title IX of the Education Amendment Acts of 1972, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program, activity, or employment on the basis of sex.

Complaints of sexual harassment will be addressed in compliance with Title IX of the Education Amendments of 1972 and the U.S. Department of Education's regulations related thereto.

Sexual harassment is conduct on the basis of sex that satisfies one or more of the following:

- An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct. (quid pro quo)
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity
- Sexual assault as defined in the Clery Act 20 U.S.C. 1092(f)(6)(A)(v), dating violence 34 U.S.C. 12291 (a)(10), domestic violence 34 U.S.C. 12291(a)(8), or stalking as defined in the Violence Against Women Act 34 U.S.C. 12291(a)(30).

Title IX Coordinator

The School's Title IX Coordinator shall coordinate the School's efforts to comply with Title IX responsibilities. For any reports or inquiries regarding Title IX concerns, contact the designated Title IX Coordinator as follows:

Ms. Sparks, Principal
5085 Reed Road
Columbus, OH 43220
614-489-8787

2026-2027 Health and Fitness Parental Consent Form

Name of Student: _____
(First) *(Last)*

I hereby certify that I am the parent/legal guardian of the student named above and that to the best of my knowledge, he/she is physically fit to participate in all sporting events/physical education classes scheduled through Mater Academy Preparatory, subject to the limitations listed below.

It is understood that by signing this contract, I agree to abide by the rules and regulations of the school's fitness program. It is also understood that signing this contract releases from liability the school and or fitness instructors, from any injuries sustained during his/her participation in all sporting events/practices or physical education classes.

Insurance: It is the responsibility of each parent/legal guardian to adequately cover their child participating in any sporting event through the Mater Academy Preparatory program with proper insurance.

Please list below **any illness, injury, physical limitation, or other medical condition** that would limit your child's participation in the fitness program in any way. Please note **"None"** if your child does not have limitations.

**If your child has asthma but will be participating in the Fitness program, he/she MUST bring his/her inhaler to fitness class. You MUST fill out medication permission forms for inhalers to be permitted in fitness class. (ORC 3313.716)

WARNING
I am aware that playing/participating in any sport can be a dangerous activity involving many risks of injury. I understand that the dangers and risks of playing or practicing to play/participate in sports include but are not limited to death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons and other aspects of the skeletal system, and serious injury or impairment to other aspects of the body, general health, and well-being. I understand that the dangers of playing or practicing play/participating in sports may result in not only serious injury, but in serious impairment of my child's future abilities to earn a living, engage in other business, social, and recreational activities, and generally enjoy his/her life.

Parent/Guardian Signature: _____Date:_____

2026-2027 Media Release Form

Name of Student: _____
(First) *(Last)*

I/We understand that as part of our child's attendance at Mater Academy Preparatory, photos, videos, and quotations may be taken for use in publications and reports about the program. I/We further understand that members of news media invited to cover the program may take photos, videos, and quotations.

I/We grant permission to the School and its Board Members, Management Company, employees, agent, and representatives to use such materials for the promotion of the program and to use the student's name, photographic likeness alone or in a group, in any publication, document, TV production, video or to release said likeness to any media outlets, including, but not limited to newspapers, magazines, or TV stations for publicity and/or recognition purposes and/or to use this student's name and/or photographic likeness, alone or in a group, on the official web site of the School and/or Management Company.

I agree that I and/or my child shall have no right, title, or interest in any photo or videotape covered by this agreement and waive any right to compensation for such use. I release Mater Academy Preparatory, its Board members, the Management Company, employees, agents, representatives, and all organizations and individuals related to Mater Academy Preparatory from any and all liabilities or damages that result from the use of this student's name and/or photographic likeness as described above.

☐ I/We agree to give permission at this time.

OR

☐ I/We **DO NOT** give permission at this time.

Parent/Guardian Signature: _____Date: _____

2026-2027 ROCK CLIMBING WALL PARTICIPATION FORM

IN CONSIDERATION FOR MATER ACADEMY PREPARATORY, INC., ITS SUBSIDIARIES, AFFILIATES, ASSIGNEES, LICENSEES, VENDORS, LANDLORD, AND/OR AGENTS (COLLECTIVELY REFERRED TO AS ("SCHOOL") PROVIDING A ROCK-CLIMBING WALL AND RELATED EQUIPMENT FOR USE DURING PHYSICAL EDUCATION, AND ENABLING MY CHILD TO PARTICIPATE, I, THE UNDERSIGNED PARENT OR LEGAL GUARDIAN, HEREBY ACKNOWLEDGE AND AGREE AS FOLLOWS:

ASSUMPTION OF RISK: I UNDERSTAND THAT USING THE CLIMBING WALL INVOLVES INHERENT RISKS, DANGERS, AND HAZARDS, INCLUDING BUT NOT LIMITED TO FALLS, STRAINS, FRACTURES, PARALYSIS, ILLNESS (INCLUDING EXPOSURE TO VIRUSES), AND EVEN DEATH. I CERTIFY THAT MY CHILD IS IN GOOD HEALTH AND DOES NOT SUFFER FROM ANY MEDICAL CONDITION THAT COULD BE WORSENED BY PARTICIPATION IN THIS ACTIVITY. I VOLUNTARILY ALLOW MY CHILD TO PARTICIPATE WITH FULL KNOWLEDGE AND ACCEPTANCE OF THE POTENTIAL RISKS INVOLVED. I EXPRESSLY ASSUME ALL RISKS, WHETHER KNOWN OR UNKNOWN, INCLUDING THOSE ARISING FROM THE NEGLIGENCE OR RECKLESSNESS OF THE SCHOOL, ITS AGENTS, EMPLOYEES, OR OTHERS.

PARTICIPATION RESPONSIBILITY: I UNDERSTAND AND AGREE THAT MY CHILD IS RESPONSIBLE FOR FOLLOWING ALL POSTED RULES AND INSTRUCTIONS PROVIDED BY SCHOOL STAFF OR INSTRUCTORS. BY SIGNING THIS FORM, I ACKNOWLEDGE AND FULLY UNDERSTAND, THERE ARE POTENTIAL RISKS AND HAZARDS ASSOCIATED WITH THE ACTIVITY, INCLUDING, BUT NOT LIMITED TO, INJURY, ILLNESS, OR LOSS OF LIFE. DESPITE THE POTENTIAL RISKS AND HAZARDS ASSOCIATED WITH THE ACTIVITY, I WISH TO PROCEED AND GRANT PERMISSION FOR MY CHILD TO PARTICIPATE. I FREELY ACCEPT AND ASSUME ALL RISKS AND HAZARDS THAT MAY ARISE FROM MY CHILD'S PARTICIPATION IN THE ACTIVITY AND WHICH COULD RESULT IN LOSS, PERSONAL INJURY, ILLNESS, DEATH OR PROPERTY DAMAGE, (COLLECTIVELY, AN "ACTIVITY-RELATED INJURY"), WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES, AS DEFINED BELOW, OR OTHERWISE.

I, FOR MYSELF, MY ESTATE, HEIRS, ADMINISTRATORS, EXECUTORS, AND ASSIGNS, AND FOR MY CHILD, MY CHILD'S ESTATE, HEIRS, ADMINISTRATORS, EXECUTORS, AND ASSIGNS (COLLECTIVELY, "RELEASORS") HEREBY RELEASE AND HOLD HARMLESS SCHOOL, ITS GOVERNING ENTITY, OFFICERS, DIRECTORS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, SERVICE PROVIDERS, AGENTS AND ASSIGNS (COLLECTIVELY, "RELEASEES") FROM ANY AND ALL LIABILITY AND RESPONSIBILITY WHATSOEVER, HOWEVER CAUSED, FOR ANY AND ALL DAMAGES, CLAIMS, OR CAUSES OF ACTION THAT RELEASORS MAY HAVE ARISING OUT OF, CONNECTED WITH, OR IN ANY MANNER PERTAINING TO AN ACTIVITY-RELATED INJURY, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE, AND AGREE AND COVENANT NOT TO SUE RELEASEES AND TO HOLD EACH HARMLESS FROM ANY SUCH CLAIMS. I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS RELEASEES FROM ANY JUDGMENT, SETTLEMENT, LOSS, LIABILITY, DAMAGE, COSTS OR EXPENSES, INCLUDING COURT COSTS AND ATTORNEY FEES AT BOTH THE TRIAL AND APPELLATE LEVELS, THAT MAY BE INCURRED, OR ARISING OUT OF OR IN ANY WAY RELATED TO AN ACTIVITY-RELATED INJURY, OR IN ANY WAY RELATED TO THE ACTIVITY OR MY/MY CHILD'S PARTICIPATION THEREIN, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES OR OTHERWISE.

I HAVE READ THIS FORM. I UNDERSTAND ITS TERMS ARE CONTRACTUAL AND NOT A MERE RECITAL. I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING THIS FORM. THROUGH MY FREE ACT, I VOLUNTARILY AGREE TO BE BOUND BY IT. I UNDERSTAND I HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM AND SCHOOL HAS THE RIGHT TO REFUSE TO ALLOW MY CHILD TO PARTICIPATE IF I DO NOT SIGN THIS FORM. I MAY CHANGE OR REVOKE MY AUTHORIZATION AT ANY TIME BY VISITING THE SCHOOL OFFICE AND UPDATING THE AUTHORIZATION ON FILE.

CHECK ONE:

☐ MY CHILD LISTED BELOW IS AUTHORIZED TO PARTICIPATE IN THE ROCK-CLIMBING WALL

☐ MY CHILD LISTED BELOW IS **NOT** AUTHORIZED TO PARTICIPATE IN THE ROCK-CLIMBING WALL

SCHOOL YEAR: 2026 – 2027

STUDENT LAST NAME: _____ STUDENT FIRST NAME: _____

PARENT/GUARDIAN FULL NAME: _____ PARENT/GUARDIAN SIGNATURE: _____

PARENT/GUARDIAN RELATIONSHIP TO STUDENT: _____ DATE: _____

MATER ACADEMY
PREPARATORY

Mater Academy Preparatory
5085 Reed Road, Columbus, OH 43220 | 614-489-8787
www.matercolumbus.org

PARENT & STUDENT HANDBOOK AGREEMENT VERIFICATION FORM

School Year: 2026–2027

Our Parent & Student Handbook is available online at https://www.matercolumbus.org/Parent-Handbook
Please read and review the handbook with your child. If you are unable to access the internet, you may visit the main office to request a printed copy.

After reviewing the handbook, please complete and return this form to your child's teacher.

I have read Mater Academy Preparatory's **entire** *Parent & Student Handbook*, including the uniform policy and the Code of Student Conduct which can be found within the handbook.

As a parent, I understand the importance of these documents and agree to abide by all the policies and procedures contained therein as well as in the Board Policy Manual. I/We understand the Parent Student Handbook and Board Policy Manual are a live document that are subject to change by Mater Academy Preparatory Administration at any time with or without notice. I/We acknowledge that we have been given the opportunity to read the parent handbook and ask questions about all Board approved policies. Furthermore, I/We understand the policies and agree to abide by the policies set forth in the Parent Handbook and Board Policy Manual. I/We understand that the policies described in the Parent Handbook and Board Policy Manual are not conditions of enrollment, and the language does not create a contract between Mater Academy Preparatory and the parents. I/We understand that Mater Academy Preparatory reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Student Name: _____ Student 2026-2027 Grade: _____

Teacher: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Anti-Harassment, Anti-Intimidation, Anti-Bullying Policy

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, Intimidation, and Bullying are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion. This policy details the School's prohibition of Harassment, Intimidation, and Bullying (including Cyber-Bullying).

I. Definitions:

A. "Harassment, Intimidation, Bullying" means:
   1. An intentional written, verbal, graphic, electronic, or physical act that a student or group of students has exhibited toward another student or school personnel (including volunteers or others serving the school), more than once, and the behavior:
      a. Causes mental or physical harm to the victim; and
      b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment
   2. Violence within a dating relationship

B. By Electronic Means/Cyber-Bullying: Harassment, Intimidation, Bullying includes electronic acts, which mean an act committed through the use of phones, PDAs, computers, electronic notebooks, game systems, or any other electronic or communication devices. (Harassment, Intimidation, Bullying conducted through electronic devices is sometimes referred to as "Cyber-Bullying".)

C. Location: Acts constituting Harassment, Intimidation, or Bullying subject to this policy must occur to and from school, on school grounds, at school-sponsored or sanctioned activities, or in school transportation in order for the School to be reasonably able to monitor and discern the conduct pursuant to this policy. Cyber-Bullying, subject to this policy, may occur beyond those locations but is covered by this Policy and is strictly forbidden under this Policy.

II. Types of Conduct

Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited conduct may include, but is not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and Intimidation through words and/or gestures;
3. Extortion, damage or stealing of money, property or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;

6. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "Cyber Bullying"), such as the following:
   a. Posting slurs on websites or any form of social media;
   b. Sending or posting abusive or threatening instant messages, emails, texts or communications via social media;
   c. Using cameras or cameras on any devices to take private or embarrassing photographs of students and sending or posting them online or on any form of social media;
   d. Using websites or other electronic communication to circulate gossip and rumors to other students;
   e. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

III. Complaint Process - Reporting Prohibited Incidents

A. Students, Parents/Guardians, or other individuals may report suspected Harassment, Intimidation, Bullying to any School personnel. The School Leader or his/her designee is responsible for receiving complaints alleging violations of this Policy. School personnel who receive a complaint will promptly report or forward it to the School Leader or his/her designee for review and action.

B. Oral reports of suspected prohibited behavior are considered official complaints in the same manner as a written complaint. School personnel who receive an oral complaint will promptly document the complaint in writing, and will promptly forward it to the School Leader for review and action.

C. Both written and oral complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation, and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witness.

D. Anonymous Complaints: Individuals who make complaints as set forth above may request that their name be maintained in confidence by the School. The anonymous complaints will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (**l)** does not disclose the source of the complaint; and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying.

E. False Complaints: It is a violation of this policy to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

F. School personnel, volunteers, and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy

if that person reports an incident in good faith an in compliance with the procedures set forth herein.

IV. School Personnel Responsibilities

A. Teachers and Other School Personnel Responsibilities

1. Teachers and other school personnel, who witness acts of Harassment, Intimidation or Bullying, as defined above, will promptly notify the School Leader or his/her designee of the event observed by filing a written incident report concerning the events witnessed.

2. In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.

3. School personnel should intervene promptly where they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "Harassment, Intimidation, or Bullying."

B. Administrator Responsibilities - Investigation and Documentation

1. The School Leader or his/her designee shall conduct a prompt and thorough investigation of all complaints of suspected Harassment, Intimidation, or Bullying. The School Leader or his/her designee shall prepare a written report of the investigation when the investigation is complete. Such report will include findings of fact and a determination of whether acts of Harassment, Intimidation, or Bullying were verified. When prohibited acts are verified, the School Leader or his/her designee shall also prepare a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements will be attached to the report. It is imperative that Harassment, Intimidation, and Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, a determination that misconduct does not constitute Harassment, Intimidation or Bullying under this Policy, does not restrict the right of the School Leader to impose appropriate disciplinary consequences for student misconduct.

2. When an individual reporting a complaint has requested anonymity, the investigation of such complaint will be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator),

subject to receipt of further information and/or the withdrawal by the complaining individual of the condition that his/her report be anonymous.

V. Notification to Parents/Guardians

A. Perpetrator: If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the School Leader or his/her designee will notify, in writing, the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline will be included in such notification to the extent permitted by law.

B. Victim: If after investigation, acts of Bullying against a specific student are verified, the School Leader or his/her designee will notify the parent or guardian of the victim of such findings. In providing such notification, care must be taken to respect the statutory privacy right, including those set forth in the R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571, 20 U.S.C. 1232q of the perpetrator of such Harassment, Intimidation and Bullying.

C. To the extent permitted by State and Federal privacy laws, parents or guardians of any student involved in a prohibited incident may have access to any written reports pertaining to the prohibited incident.

VI. Remedial Actions

A. Verified acts of Harassment, Intimidation or Bullying will result in action by the School Leader or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

B. The School recognizes that acts of Harassment, Intimidation, or Bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation, and Bullying. Disciplinary and appropriate remedial actions for an individual who commits an act of Harassment, Intimidation or Bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.

C. In determining appropriate action for each individual who commits an act of Harassment, Intimidation or Bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the School Leader will give the following factors full consideration:
   1. The degree of harm caused by the incident(s);
   2. The surrounding circumstances;
   3. The nature and severity of the behavior;
   4. The relationship between the parties involved; and
   5. Past incidences or continuing patterns of behavior.

D. When verified acts of Harassment, Intimidation or Bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of Harassment, Intimidation, Bullying, its prohibition, and their duty to avoid any conduct that could be considered Harassment, Intimidation or Bullying. Peer mediation may also be used, when appropriate.

E. When acts of Harassment, Intimidation and Bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, will not be the basis for disciplinary action.

F. Suspension or Expulsion may be imposed, but only after the appropriate procedures have been conducted pursuant to the School's Suspension and Expulsion policy and applicable law. No disciplinary procedure will infringe on any student's rights under the first amendment to the Constitution of the United States.

G. The determination that conduct does not constitute Harassment, Intimidation or Bullying under this Policy, however, does not restrict the right of the School Leader or the Board or both to impose appropriate disciplinary consequences for student misconduct.

VII. Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of Harassment, Intimidation, or Bullying, and direct intervention when such acts are verified, the School will consider potential strategies to protect victims from additional Harassment, Intimidation, or Bullying, and from retaliation following a report and to generally ameliorate the effects of Harassment, Intimidation, Bullying. The following potential strategies, as well as other strategies, may be considered:

1. Supervising and disciplining offending students fairly and consistently;

2. Providing adult supervision during breaks, lunch time, bathroom breaks and in the hallways during times of transition;

3. Maintaining contact with parents and guardians of all involved parties;

4. Providing counseling for the victim if assessed that it is needed;

5. Informing school personnel of the incident and instructing them to monitor the victim and the offending party for indications of harassing, intimidating, and Bullying behavior; instructing personnel to intervene when prohibited behaviors are witnessed;

6. Checking with the victim regularly to ensure that there have been no incidents of Harassment/Intimidation/Bullying or retaliation from the offender(s).

7. Responding respectfully to complaints of suspected prohibited conduct.

8. Promoting open communication regarding Harassment, Intimidation, Bullying.

9. Providing professional development and community opportunities to educate and collaborate with school personnel, parents, and community members about addressing Harassment, Intimidation, Bullying.

10. Educating students regarding Harassment, Intimidation, Bullying.

11. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior.

12. Avoiding sex-role stereotypes. Modeling and promoting strategies that instruct student how to work together in a collaborative and supportive atmosphere. Use of peers to help ameliorate the effects of Harassment, Intimidation, Bullying.

VIII. Semi-Annual Reporting Obligations

The School Leader will semi-annually provide the president of the School's Board of Directors a written summary of all reported incidents and post the summary on the School's Website, if one exists. The list will be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

IX. Publication & Dissemination of Policy

A. This policy shall be included in the student handbook and in the publication which sets forth the comprehensive rules, standards, and procedures regarding school conduct. The School will annually disseminate this Policy to School personnel, students, and parents.

B. To ensure school personnel are prepared to prevent and effectively intervene with incidents of Harassment, Intimidation or Bullying, the School has incorporated the information about this Policy into its employee training materials.

C. Students will be provided with age-appropriate information and prevention of Harassment, Intimidation or Bullying, and their rights and responsibilities under this and other School policies, procedures and rules.

IX. Sexual Harassment

A. Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:
   1. Conditioning the provision of an aid, benefit, or service of the School on an individual's participation in unwelcome sexual conduct. (quid pro quo)
   2. Unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the School's education program or activity.

3. Sexual assault as defined in the Clery Act 20 U.S.C. 1092(f)(6)(A)(v), dating violence 34 U.S.C. 12291 (a)(I0), domestic violence 34 U.S.C. 1229l(a)(8), or stalking as defined in the Violence Against Women Act 34 U.S.C. 1229l(a)(30).

B. Complaints of Sexual Harassment. Procedures for filing and the investigation of allegations of sexual harassment are addressed in compliance with Title IX of the Educational Amendments of 1972 regulations.

For further information on Sexual Harassment see the School's Title IX Non-Discrimination Policy & Grievance Procedures.