



Parent-Student Handbook And Code of Conduct

2025-2026

Mascot – Eagles

Colors – Navy, Burgundy, and Tan

Established 2010

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Mission Statement and School Values

The mission of Patriot Prep is to ***help every student thrive, leading them to become the best version of themselves in and beyond the classroom.*** This is accomplished by holding to these five values:

Joy in Learning - We believe that lifelong learning is the path to happiness and continual growth. Our school exists to plant those educational seeds that will continue to thrive into adulthood.

Great Expectations - Our students succeed best when they are respectfully challenged to achieve their potential. That means we hold them accountable both for academic achievement and personal conduct.

Celebrate Each Other - Patriot Prep is a community of caring teachers, staff, administrators, and students who lift each other up and who equally value our similarities and uniqueness.

Be Engaged - We always strive to arrive at school ready to give our attention and be present, especially on the days when it may feel challenging to do so.

Lead by Example - Our school's culture starts at the top with administrators who lead with kindness and wisdom, but it is nurtured by everyone in the Patriot Prep community. We all have a role in fostering a healthy, safe, and encouraging environment.

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ADMISSION INFORMATION

All families must attend a tour, complete and submit all required paperwork and annual class fee, take a placement test, and have a covenant meeting with the principal before admission is finalized. The recommended placement of students is based on achievement, the testing program, interviews, and openings in the particular grade levels. For a complete list of enrollment paperwork, please visit www.patriotprep.com and click on Enrollment. PPA is open to any student entitled to attend school per ORC Section 3313.64 and permits the enrollment of students who reside in any district in the state [ORC 3314.03(A) (19)].

AGE LIMIT

Students must be five years old by September 30th to enter kindergarten. PPA does not offer early entrance testing.

ARRIVAL AND DISMISSAL

Patriot Preparatory Academy does not offer any extended care services. Students will not be allowed in the school building until 7:45 am and must be picked up after school by 3:30 pm. Any student not picked up by 3:30 pm will be brought to the office, and their parent/guardian will be notified. **If the student is not picked up by 3:30 pm, they will be assessed a \$25 fee per 30 minutes.** Administration reserves the right to contact Franklin County Children's Services.

All dismissal changes (car pickup, walker, bus rider, extended care, tutoring, after-school activity, etc.) for the day must be made by 2:10 p.m. in School Dismissal Manager; otherwise, the system will not accept the change. No changes by the front office are allowed after 2:45 pm. Parents will still need to sign their child in and out at the office for late arrivals and early dismissals. Students may not be picked up at the front office after 2:30 pm. If a parent/guardian wishes for a student to ride with someone not listed on their pick-up list, written permission from the parents or guardians must be received by the office.

Any exceptions to this rule, such as students staying for official school practices or programs, will be made at the discretion of the administration.

ATHLETIC PROGRAM

Patriot Preparatory Academy maintains an interscholastic sports program competing with other schools in Ohio for grades 6th-12th and is a member of the Ohio High School Athletic Association (OHSAA) and a member of the United League in the 9th-12th.

All student athletes must demonstrate attitudes and actions that are consistent with the rules and goals of Patriot Preparatory Academy and its athletic program. Students who do not align with the standards and goals of the program may be dismissed from the team.

All athletic fees must be paid for a student to be eligible to participate. Students must be in school all day on the day of a game if he/she expect to participate. Only academically eligible students may participate in interscholastic athletics. Eligibility will be according to the PPA Student Athletic Handbook. Students must agree to adhere to the PPA Student Athletic Handbook.

ATTENDANCE – Absences

There is a direct relationship between attendance and learning. Attitudes regarding the value of education and the importance of study are shaped by parental priorities regarding school attendance. It is imperative that parents/guardians support the importance of school attendance by not asking for or supporting unnecessary absences.

A student's absences from school can be excused **up to 5 days consecutively** with a maximum of 10 instances per school year, by a parent/guardian note. All other absences require official documentation to be considered excused (i.e., doctor's note, court documentation, etc.).

A student's parent/guardian is required to notify the school attendance office by 8:30 AM each day the student is absent or will be late. The attendance office has a 24-hour voicemail at 614-864-5332 extension 1114. Absence excuses can also be emailed to attendance@patriotprep.com. Absences must be communicated to the attendance office. Contacting the student's teacher(s) does not count as contact with the school. If a parent/guardian fails to contact the school, the school will contact the parent/guardian to notify them of the absence.

A written excuse (can be handwritten or emailed) to the attendance office is required within 5 school days of returning to school for the absence(s) to be excused. A note must include the first and last name of the student, grade level, date(s) of the absence, reason for the absence (only permissible excuses considered), and a signature of the parent/guardian (written or electronic).

Reasons for absences are not automatically excused when accompanied by a note signed by the parent/guardian. The school makes the final judgment on excused/unexcused absences. Parents/guardians may be called for clarification.

Permissible excuses for absences, as per Ohio Revised Code 3301.69.02, are as follows:

1. Illness of the student – Students should be 24 hours free of fever before returning to school
2. Illness in the family necessitates the presence of the child
3. Serious illness or death in the family, up to 18 hours (3 days) unless a reasonable cause for a longer absence
4. Observance of religious holidays consistent with the student's truly held beliefs
5. Medical or dental appointment*

*A doctor's appointment does not excuse a student from school ALL DAY unless proof is shown to merit this. Students are expected to be at school before the appointment, acquire all missed assignments, and return after the appointment. Students who fail to have documentation for the entire day will receive an unexcused absence for **half the hours of the school day**.

6. College visitation (with documentation from the college)

7. Quarantine of 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.
8. Required Court Appearance
9. Absence due to a student being homeless
10. Absences due to a student's placement in foster care, change in foster care placement, or any court proceedings related to their foster care status
11. Explained Emergency or other Circumstances (Documentation of the emergency must be received and reviewed by the school, or it will remain unexcused)

If a student has more than three consecutive days absent, an excuse from the physician is required for them to be considered excused.

Any other reason will be considered unexcused. The law does not excuse absences for truancy, car trouble, alarm failure/oversleeping, traffic conditions, no ride, missing bus, hair appointments, work, shopping trips, entertaining visiting family or relatives, etc. Any days missed due to discipline will be considered unexcused and count towards truancy per Ohio law.

Students must be in attendance at school for an entire day to participate in after-school activities unless a prearranged absence has been approved.

ATTENDANCE – Prearranged Absences

Pre-arranged absences for family vacation trips are excusable, provided they are known and approved by the principal at least **one week before** the planned absence. Parents/guardians should request and complete a "Request for Absence" form from the school (office or [website](#)) and turn it into the attendance office. Upon approval, the parent/guardian will be notified via email. If a "Request for Absence" form is not received before the absences, they will be considered unexcused. Armed services testing, family trips, weddings, and "Take Your Child to Work Day" require a "Request for Absence" form.

The student is responsible for collecting any homework before the dates of absence. **All missed work must be made up and submitted within one school day after returning to school.** Each day of the pre-arranged absences is counted toward the total number of parent/guardian excused absences for the year and should not exceed 34 hours (5 days per year).

ATTENDANCE – Truancy

72-Hour Rule: As per Ohio Revised Code Section 3317.034(C)The student fails to participate in learning opportunities, and the school has not received an excused absence for seventy-two continuous hours. If a student is withdrawn from the district for failure to participate in learning opportunities under division (C) (1)(a)(v) of this section and the district board determines that the student is truant, the district shall take the appropriate action required under sections 3321.19 and 3321.191 of the Revised Code.

The school recognizes excessive absences as:

As per Ohio Revised Code Section 3321.191 (C) (1), Excessive Absences is when a student is absent without a nonmedical excuse or a legitimate excuse for any of the following:

- Thirty-eight (38) or more hours in one month, or
- Sixty-five (65) or more hours in one school year

When a student is excessively absent from school, the following will occur:

1. The school will notify the student's parents/guardians in writing within seven (7) days of the triggering absence;
2. The student will follow the school's plan for absence intervention; and
3. The student and family may be referred to community resources.
4. The student may be evaluated by the Administration for possible retention due to absences at or above thirty-one (31) days (203 hours).

The school recognized habitual truancy as:

As per Ohio Revised Code Section 2151.011 (B) (18), Habitual Truancy is when a student is absent without a legitimate excuse for any of the following:

- Thirty (30) or more consecutive hours, or
- Forty-two (42) or more hours in one month, or
- Seventy-two (72) or more hours in one school year

When a student is habitually truant from school, the following will occur;

1. Within seven (7) days of the triggering absence, the school will select members of the absence intervention team and make three attempts to secure the participation of the student's parent on the absence intervention team.
2. Within ten (10) days of the triggering absence, the student will be assigned to the absence intervention team;
3. Within fourteen (14) days after the assignment of the team, the school will develop the student's absence intervention plan;
4. If the student does not make progress under the plan within sixty-one (61) days or continues to be excessively absent, the school will file a complaint in the juvenile court.
5. The student may be evaluated by Administration for possible retention due to absences at or above thirty-one (31) days (203 hours).

ATTENDANCE – Tardiness

School begins at 8:15am. A student is considered tardy if he or she is not in his seat when the bell begins ringing. A tardy will not be excused for parent/guardian's work schedule, car trouble, alarm failure/oversleeping, traffic conditions, no ride, missing bus, work, shopping trips, entertaining visiting family or relatives, etc.

Excused and unexcused tardies will count towards excessive absences. Unexcused tardies will count towards habitual truancy. Any time missed from school is calculated by the minute, per state guidelines, and will count towards the student's absences.

ATTENDANCE – Leaving School

All parents/guardians coming during class time to pick up students for medical appointments or other excused absences must report to the school office. You may be required to present identification at the attendance office window. Please sign your child out, listing the reason for departure. Upon return, a student should turn in the doctor's note, or the dismissal will be considered unexcused. A dismissal will not be excused for a parent/guardian's work schedule, car trouble, transportation issues, hair appointments, work, shopping trips, entertaining visiting family or relatives, etc.

Excused and unexcused dismissals will count towards excessive absences. Unexcused dismissals will count towards habitual truancy. Any time missed from school is calculated by the minute, per state guidelines, and will count towards the student's absences.

A parent/guardian taking a student out for lunch period must be back when the scheduled lunchtime is over, or the time away is unexcused. The parent/guardian must fill out the sign-out sheet before the student may be dismissed and sign them back in when they return. The amount of time missed will count towards excessive absences.

Any student skipping school will receive an ISS. Leaving the school campus during a regular school day or skipping school is a serious violation.

BOOK POLICY

The only books allowed at school by any student are the following:

- Books directly connected to the school curriculum
- Patriot Preparatory Academy library books
- Public library books that have been specifically assigned by Patriot Preparatory Academy teachers for reading or reference
- Any other books that have not been specifically assigned by a teacher should be approved by the faculty or administration

Any books or magazines found in the possession of any student that do not meet the qualifications as listed above will be taken by the teacher and may be picked up by their parent/guardian.

BREAKFAST AND LUNCH

PPA participates in the government-sponsored National School Lunch Program and the National School Breakfast Program. Under the Community Eligibility Provision, all students will be eligible for free breakfast and lunch regardless of the household's income. Parents will not be required to submit a free/reduced lunch application again until the 2027-2028 school year. All food served meets federal nutrition guidelines. Students are not permitted to share outside food with others (for complete details, please see the Known Food Allergies Policy). ***Students in K-5th will eat in the elementary cafeteria, and 6th-12th will eat in the middle school/high school cafeteria.*** Students may choose to pack their own lunch. Students in 8th -12th grade may purchase à la carte items with their lunch account. To add money to a student's account, go to <https://lingconnect.com>.

K-8th grade students are not to bring/drink soda at school. Students in 9th -12th grade may not bring open containers or ones larger than 20 oz. No glass bottles or glass containers are permitted. All food is to be eaten only in the designated areas. ***To help ensure the safety of the students, deliveries for students (i.e., DoorDash, Grubhub, pizza, etc.) are NOT permitted at school.***

Patriot Preparatory Academy is committed to providing an environment that promotes children's health, well-being, and ability to learn by supporting healthy eating habits and physical activity. For complete details, please see the Wellness Policy on Physical Activity and Nutrition.

BUSES

Patriot provides transportation to students residing in the Whitehall, Reynoldsburg, and Pickerington school districts. Transportation to and from school will be provided for any eligible student residing in these districts and is no further than 30 minutes away. Applications should be completed and turned in before the end of the school year for the upcoming year. Applications can be found on the [school website](#). Any late applications will result in a delay in transportation. Students are required to maintain the same level of discipline on any school transportation as is required at school. Students on a bus are under the authority of, and directly responsible to, the bus driver. For complete details, please see the Student Conduct on School Transportation Policy and other Transportation Policies.

Students from Columbus and Groveport may apply for transportation through their local school district. No other school districts currently provide transportation to Patriot.

CARS

Students with a valid driver's license and insurance are permitted to apply annually for a parking permit. Students may not drive or park on school property without a displayed parking permit. There is to be no loitering in the parking areas or cars at any time. Students will park in the specified student parking areas. The speed limit while on school property is 5 m.p.h. Violation of these

guidelines or improper driving conduct, such as speeding, reckless driving, etc., will result in the revocation of their parking permit.

CHROMEBOOKS/INTERNET

Students in the 9th-12th grade will be issued a Chromebook to use at school and home during the academic year. Students in K-8th grade will have access to a Chromebook in their classroom. There is a \$50 fee for each occurrence of damage, which will be billed to and paid by students/parents. In the case of excessive damage or a lost or stolen Chromebook, the student will be responsible for the full cost of the Chromebook, which is \$250. Please see the Chromebook Policy for full details.

For the safety of the students, their internet access is filtered on school-issued devices, and all internet usage is tracked. Patriot also monitors their email activity and Google Drive documents when using their school-issued account. Patriot uses Bark to monitor student accounts. In the first few weeks of the school year, you will receive an invitation to create your free account for the Bark for Schools Parent Portal. As soon as you opt in, you'll be able to receive after-hours alerts if Bark detects potentially time-sensitive issues. For complete details, please see the Internet Safety Policy.

CLASSROOM CELEBRATION AND SPECIAL OCCASION POLICY

At Patriot Preparatory Academy, we value the importance of celebrating special occasions, such as birthdays and holidays, as they foster a sense of community and bring joy to our students. However, in the interest of protecting the health and safety of all our students, we have implemented a new policy regarding food items in the classroom for parties, birthdays, and other celebrations.

Due to the increasing prevalence of food allergies and our commitment to adhering to state-mandated nutritional standards, food is no longer permitted to be brought into the classroom to share for celebrations. We recognize that these special moments are meaningful, and our teachers will continue to incorporate creative, non-food activities to honor and celebrate student milestones within the classroom.

This policy ensures we maintain a safe, inclusive, and healthy learning environment for all students. We appreciate your understanding and cooperation.

COMMUNITY SERVICE

Community service hours are required for grades 9th-12th. Community service is an activity that is performed for someone else without receiving pay. All high school students are required to complete at least 20 hours of community service each academic year. All community service activities must meet the guidelines listed on the community service form. The completed [form](#), with a supervisor's signature, should be turned into the guidance counselor.

Each high school student is responsible for turning in at least 5 hours each quarter by the scheduled deadline to meet one of the merit day qualifications. All community service activity is subject to verification.

CONFERENCES

Parent/Teacher conferences are held in the evening at the end of the first, second, and third quarters. Please mark these dates on your calendar so that you will be available to meet with your child's teacher(s). At the end of the third quarter, we have "teacher request" conferences to help ensure that every student is successful at the end of the school year.

DELIVERIES

To help ensure the safety of the students, deliveries for students (i.e., DoorDash, Grubhub, pizza, flowers, etc.) are not permitted at school.

DRESS CODE – see page 25-26 for complete dress code guidelines.

DRUG/ALCOHOL TESTING

Patriot Preparatory Academy is committed to maintaining drug and alcohol-free schools so that students are ensured the right to attend school in a safe, healthful, productive, and secure environment. In furtherance of this commitment, the Board has implemented drug and/or alcohol use testing for students when there is a reasonable suspicion that students have used, abused, and/or possessed tobacco, illegal drugs, and/or alcohol.

A student who is required to submit to drug and/or alcohol use testing based upon reasonable suspicion and refuses to submit for such testing or receives a positive test result indicating the presence of illegal drugs and/or alcohol shall be in violation of the Student Code of Conduct and disciplined in accordance with state law and Board policy, up to and including, expulsion. For complete details, please see the Reasonable Suspicion Drug/Alcohol Testing policy.

DUPLICATE MAILINGS

Patriot Preparatory Academy will provide school correspondence through email, the classroom, and our website (i.e., monthly teacher newsletters, progress reports, report cards, etc.) for each child. If a family needs more than the above-mentioned copy, the school will provide, upon request, additional copies based on set guidelines.

EARBUDS/HEADPHONES

Teachers will provide students with school-owned headphones when academic learning would necessitate their use. Students are not permitted to use personal earbuds/headphones at any time, whether for academic use or not. Any such items must be placed in a student's locker (6th-12th) or bookbag (K-5th) upon arrival at school and must remain there until the end of the school day. If these items are not secured as required, they will be confiscated until a parent can pick them up, and consequences will be issued per the Code of Conduct.

EARLY RELEASE

Seniors who are in good academic standing and on track to graduate may request approval to leave after lunch each day. Signed parent permission will be required at the beginning of the school year to be eligible for the program. This privilege may be revoked based on academics or behavior.

EMERGENCY CLOSING

In the event of closing because of bad weather or another emergency, Patriot Preparatory Academy will have announcements on the major television networks, send out an automated phone call based upon the information provided in the parent portal, post the details on www.patriotprep.com, and social media accounts. These notifications are usually sent between 6:00 and 6:30 AM.

To receive text messages from PPA, text the word "yes" to 87569. If you have any updates to phone numbers, please remember to change them in the Parent Portal on our website under the "Quick Links" dropdown menu in the "Portal".

FIELD TRIPS

Field Trips are taken at various times during the school year for educational purposes to meet classroom objectives. These objectives might include specific curriculum activities and/or celebration of accomplishments. Field trips are a privilege. The students are required to maintain the same level of discipline away from school as is required at school. Parents/guardians may be asked to serve as chaperones, but they are not permitted to ride on the school bus and will need to provide their own transportation. The school requires parents/guardians to follow the same standards of dress and conduct as are required of the students. The parent/guardian must sign the annual permission slip in the Parent Portal for the student to be permitted to attend any field trips.

HIGH SCHOOL GRADUATION

As a college prep program, all students are required to have a full academic course load during all high school years. Listed below are some of the requirements that must be met 7 days before the graduation ceremony for students to participate.

- An approved graduation plan is on file
- ACT scores on file
- \$125 senior fee paid
- All other outstanding fees paid
- All coursework completed and credits earned in every course required for graduation
- Eighty (80) hours of community service on file
- All school items returned (athletic uniform, Chromebook, etc.)

Please note that students who do not graduate from high school are not eligible to enroll in universities in the state of Ohio.

LOST AND FOUND

Please see to it that your child's lunchbox, clothing, etc., are properly marked or labeled. This will enable us to assist you in locating lost items.

Patriot Preparatory Academy does not assume responsibility for any items that are lost or stolen. Students, not the school, are responsible for their personal property. We provide a place for lost and found articles. Lost and found items not claimed will be donated at the end of each quarter.

MAKEUP WORK

Students out due to illness are allotted the same number of days to submit their missed work as they were absent. ***If a student is out for a pre-arranged absence or suspension, all work must be submitted within one (1) day of returning to school.*** Work not completed within the allowed length of time will be recorded as a zero. Teachers will reschedule any tests missed when the student returns.

MEDICINE

An emergency medical form is to be filled out by the parent/guardian on the Parent Portal. No medicine or prescriptions of any kind will be given to a student without a signed notice on file in the office. All medicines of any kind (prescription or non-prescription) are to be kept in the office.

NON-DISCRIMINATORY POLICY

Patriot Preparatory Academy admits students of any race, color, gender, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, gender, or ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic programs, and/or other school-administered programs. Furthermore, PPA is not intended to be an alternative to court, administrative agency-ordered, or public school-initiated desegregation.

ORIENTATION

Parents/guardians and students are required to complete the Student Demographics & EMA form in the parent portal for each of their students before the child's first day. Important school information will be given at the orientation, and it will also provide an opportunity to get acquainted with the teachers. All students in attendance at the orientation will be expected to comply with the dress code policy.

PARENT/GUARDIAN VISIT

All visitors are required to present a valid driver's license. If a parent/guardian wishes to speak with their child's teacher, they should contact the teacher to schedule a time. Teachers are happy to arrange for such conferences at scheduled times. Meetings are only available by appointment that has been scheduled in advance. To limit disruptions in the classroom, we ask that all classroom observations be limited to a ½ hour pre-arranged time. Privileges to visit the classroom may be revoked.

PHYSICAL EDUCATION

Students in K-8th grade regularly participate in physical education. Physical education is required, and ¼ credit is earned in 8th grade and high school. Students in 6th-12th grade are required to wear a PE uniform that can be purchased from the PE department. Grades are given accordingly. Students should bring a note of explanation or excuse from the student's doctor for any extended injury or illness to be excused from P.E. classes. Students with minor, temporary problems may be excused with a parent/guardian note; however, parents/guardians should realize P.E. grades are partially based on participation.

PROBATION

The purpose of probation is to alert parents/guardians that a student is failing to display the ability or desire to be successful at Patriot Preparatory Academy. Types of probation could include, but are not

limited to: behavior, social, or academic probation. Probation allows a student to correct his problem. Any suspendable incident while on probation may result in the student being expelled.

PROGRESSBOOK

ProgressBook is designed to inform parents/guardians of their child's academic progress. Students' academic progress is posted to a secure website for parent/guardian and student review. Parents/guardians who do not have an account will receive log-in information at the beginning of the school year. Parent accounts from the previous school year rollover and remain active. It is a parent/guardian's responsibility to check their child's academic progress, homework assignments, scheduled test dates, etc., as teachers update it weekly. **Parents are able to set up alerts to be notified of missing work or low assessment scores.**

PROMOTION-RETENTION

Patriot Preparatory Academy is a school that is dedicated to providing a quality education to prepare our students for college and career readiness. Our goal is to give each student an educational foundation for success. We strive to foster an environment for learning.

In kindergarten through 12th grade, a student's report card will contain a notation as to whether the student has been promoted or retained. This decision is made by the administration of Patriot Preparatory Academy. A parent/guardian's perspective is considered, but the school will make the final decision.

A student may be evaluated by the administration for possible retention due to absences at or above thirty-one (31) days (203 hours). For complete details, please see the Promotion/Retention Policy.

Elementary:

The passing or failing of a grade for a student in grades KG-5th will be by recommendation of the teaching staff to the administration, in consultation with parents/guardians, based on the following:

- Age
- Attitude/Maturity
- Number of Standards Mastered
- Standardized Assessments
- Degree of Improvement, etc.

Middle School:

- Students must earn a minimum final grade of a "C-" or better for the year to earn academic credit for the course. A Middle School student will be retained for the year when they have not earned credit in 2 (two) or more academic classes.

High School:

- When completed, High School courses yield credits that are a unit of academic work. Students must earn a minimum final grade of a "C-" or better for the year to earn academic credit for the course.
- Patriot Preparatory Academy adheres to the Ohio Department of Education requirement of at least 20 high school credits to qualify for graduation, but it also requires additional courses.
- To ensure that high school students are on track for graduation, a minimum of 5 course hours needs to be earned each academic year. For a student to be promoted to the next grade, the following guidelines will be applied: 5 hours or more for sophomore status; 10 hours or more for junior status; and 15 hours or more for senior status.
- Certain courses are required for graduation (such as English, Math, etc.). If any of these courses are failed, they must be made up. High School courses may either be retaken or transferred in as pass/fail from pre-approved summer credit recovery programs.
- Valedictorians and Salutatorians must attend Patriot Preparatory Academy for all four years of high school.

QUARTERLY MERIT PROGRAM

A day is set aside each quarter for all students to reward those who have displayed meritorious behavior and academic performance. For students to qualify for a particular quarter's merit day in K-5th grade, they must not have any office referrals/detentions, and cannot have 6 or more tardies to school. In the 6th-12th grade, students must also not have any grades below a "C-", and, in the 9th-12th grade, students must also have completed 5 hours of community service during that quarter. The cost to participate in Merit Day is covered by the student's class fee.

RE-ENROLLMENT

Present students may enroll for the following school year beginning in January of each year. Siblings of current students may enroll for the following school year beginning in January. Students who are not re-enrolled will lose their seat in the next grade level. The general public may enroll beginning in March each year. For complete details, please see the Admission Policy.

RECESS

Elementary students will have scheduled recess times each day. When possible, recess will be held outside, and students should have weather-appropriate attire. If the temperature or wind chill is below 25 degrees Fahrenheit, or there is inclement weather, recess will be indoors with appropriate activities. The administrator will make the final decision if recess will be outdoor or indoor each day.

REPORT CARDS

Report cards are issued at the end of the school year for students in grades KG-12th and are available via ProgressBook. End-of-year report cards will be mailed to parents/guardians in June. If there are outstanding fees on a student's account, the end-of-year report card will not be issued until the balance is paid.

K-5th Grade Grading

Standards-based grading communicates how students are performing on a set of clearly defined learning targets called standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to pre-established learning targets, as opposed to simply averaging grades/scores over the course of a grading period.

Parents can expect to receive information about their child's initial and current proficiency on each standard on the growth based report card. The goal is for every student to become proficient (earn at least a 3) in every standard by the end of the school year. If you have questions about the growth based system or about your child's current proficiency level please contact your child's homeroom teacher at any time.

6th-12th Grade Grading

Grading for grades 6th-12th is on a percentage of 100%. Students must earn a minimum of a C- in a course to receive a passing grade.

A+ 97 – 100%	B+ 87 – 89%	C+ 77 – 79%	D+ 67 – 69%
A 93 – 96%	B 83 – 86%	C 73 – 76%	D 63 – 66%
A. 90 – 92%	B- 80 – 82%	C- 70 – 72%	D- 60 – 62%
			F Below 60%

R.I.S.E.

During the last period of the day, students in the 6th-12th grade have R.I.S.E. (Revisions, Intervention, Study Hall, Enrichment). During this time, one of the following instructional supports will be provided:

- Revisions - Provides students time to revise and reassess any assignments deemed revisable by their teacher, along with receiving additional help that could lead to their success. Each student will have two weeks beyond the end of the grading period to revise or reassess

eligible assessments to improve their overall understanding and scores. For complete details, please see the Revision Program Agreement.

- Intervention - Provides accommodations to students who have an IEP.
- Study Hall - Provides students with the opportunity to complete homeroom assignments, review class notes, study for upcoming assessments, or complete minutes in Exact Path or Study Island.
- Enrichment - Provides learning opportunities beyond the typical standards in a course.

SCHEDULE CHANGE

During the first two weeks of the semester, courses may only be dropped or added with the principal or guidance counselor's permission. No course may be dropped or added after the first two weeks of the semester. A student dropping a course after the first two weeks receives an F for the year. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year.

SCHOOL DISMISSAL MANAGER

Patriot utilizes School Dismissal Manager for parents to report their child's absences, late arrivals, early dismissals, and changes in dismissals. All dismissal changes (car pickup, walker, bus rider, extended care, tutoring, after-school activity, etc.) for the day will need to be made by 2:30 pm in School Dismissal Manager, or the system will not accept the change. No changes by the front office will be made after 2:30 pm. Parents will still need to sign their child in and out at the office for late arrivals and early dismissals.

When a parent/guardian signs up, they will be given a personal 6-digit code that will need to be displayed in their vehicle for any carline pickups.

SEARCHES

In order to preserve a safe environment for all students and staff, the school may conduct reasonable searches of students and student property. Searches may include, but are not limited to, school-provided storage (such as desks and lockers), person and personal property (such as an individual person, car, or book bag), and electronic searches (such as internet usage, and emails). For complete details, please see the Search and Seizure policy.

SOLICITATION/HANDBILLS

While on school grounds, regardless of the time of day, students, teachers, and parents/guardians will not be allowed to sell or solicit the sale of any object or service without administrative permission. This includes but is not limited to candy, food, drinks, tickets, or entrance fees for events

STUDENT SERVICES

Patriot Preparatory Academy is committed to a high-quality educational program for each of its students. We believe that all students can learn, but not always in the same way or at the same time. Not all students' needs can be identified and accommodated by the classroom teacher alone. PPA has developed a multi-faceted program to accommodate these students' learning needs. Programs fall under two categories:

1. Those which operate under the school's regular education guidelines and;
2. Those that operate under state and federal special education guidelines.

Any student who is thought to need special services will be evaluated and, when necessary, an intervention plan will be put in place for the student. For complete details, please see the Special Education Program Policy.

TELEPHONE/CELL PHONE/SMARTWATCHES

Do not telephone your children during school hours. School telephones are business phones and are not to be used by students. Middle School and High School students are allowed to use the school phone during their scheduled lunchtime. Students must have their phones off and secured in their locker (6th -12th) or book bag (K-5th) upon arrival at school and must remain there until the end of the school day. ***Students are prohibited from audio or video recording on school grounds or at school functions without prior administrative approval.*** Smart watches are permitted, but may not be used as a communication device during the academic day. If these items are not secured as required, they will be confiscated until a parent can pick them up, and consequences will be issued per the Code of Conduct. If this behavior continues, their phone will be locked away for a period to be determined by the principal.

TEXTBOOKS

Students who are issued textbooks at the beginning of the school year or semester are fully responsible for those textbooks. They are required to write their name on the inside cover so it can be easily identified and place a book cover on it to protect the condition of the book. At the end of the year or semester, the textbook must be returned before the last day of school in a similar condition or be charged according to school policy. A lost book can be replaced as long as the ISBN is identical.

WITHDRAWAL

Withdrawal from PPA must be made by the parent/guardian in person at the school office. A Withdrawal Form must be completed and signed by the parent. Records will not be released until all fees are paid (extended care, etc.) and any textbooks and materials belonging to the school have

been returned. Once those items have been finalized, official transcripts will be mailed to the new school upon the new school's request.

Code of Conduct

DISCIPLINARY EXPECTATIONS

One of PPA's goals is to have an excellent, engaging learning environment in which your child and all other children in the classroom have the best opportunity to learn, grow, and develop. You, as parents/guardians, play a vital role in assisting us to create such an environment. In order for us to work as a team, maintain consistency, and help train your child in the part they must play to obtain this environment, we have outlined the following disciplinary procedures and consequences.

Our goal is to clearly communicate classroom behavior expectations with your child, train them how to meet these, and then hold them accountable or reward them for their choices. While at Patriot, each student and staff member should work towards being respectful, responsible, and safe.

Respectful - showing consideration for someone's feelings, wishes, rights, or traditions of others.

Responsible - taking accountability for one's own actions.

Safe - protecting the physical, mental, and emotional wellbeing of all students and staff.

Patriot Preparatory Academy

Code of Conduct

School-Wide (K-12) Disciplinary Practices

The following are Code of Conduct definitions subject to disciplinary action when violated:

Level One Infraction(s): May result in after-school detention

(Habitual Level One Infractions may be subject to Level Two Consequences)

I. Cell Phone/Smart Watches/Headphones or Earbuds

- Phones should be off and in lockers (bookbag for K-5th) upon arrival at school until the end of the school day.
- Smart watches should not be used as a replacement to a cell phone nor cause a distraction or disruption.
- Headphones/Earbuds should be in lockers (bookbag for K-5th) upon arrival at school until the end of the school day.

II. Chewing Gum

- Chewing gum on campus is strictly prohibited.

III. Dress Code Violations

- The student's parents/guardians will be requested to pick up the student or bring alternative clothing for the student to wear.

IV. Homework Violations

- 4 uncompleted homeworks in a course for a quarter results in a detention; 6 uncompleted result in a parent meeting; every 2 additional uncompleted homeworks will result in ISS.

V. Misconduct on the Bus

- A student shall not behave inappropriately on school transportation. Students on the bus are still accountable to the PPA Code of Conduct and will be subject to disciplinary action accordingly.

VI. Tardy to Class

- 4 tardies in a quarter result in a detention; 6 Tardies result in a parent meeting; every 2 additional tardies will result in ISS.

VII. Tardy to School

- 6 tardies in a quarter result in a lost merit day privilege; 12 tardies result in a detention and parent meeting; 18 tardies will result in an ISS.

Level Two Infraction(s): May result in ISS/OSS

(Habitual Level Two Infractions may be subject to Level Three Consequences)

I. Abusive Language/Profanity

- A student shall not use profane, vulgar, or other words that under the circumstances, are offensive by reasonable standards.

II. Bullying/Intimidation

- A student shall not engage in any behavior that threatens or degrades another person by written, verbal, or nonverbal means, including in-person or electronic platforms (text messaging, social media, etc.).

III. Cheating/Plagiarism

- A student shall not submit someone else's work (AI, Google, etc.) as their own, nor be found in collusion to deceive others. Cheating will result in no credit for an assignment as well as other disciplinary consequences.

IV. Defiance/Insubordination

- A student shall comply with any reasonable instruction(s) of school staff/employees during any period of time when the student is under the authority of such school personnel.

V. Extortion

- A student shall not use force or intimidation to obtain anything (e.g., privileges, property, and money) from another person by force, intimidation, etc.

VI. Forgery/Falsification/Lying

- A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities, or use the name or identity of another person.

VII. Gambling/Inappropriate Materials

- A student shall not play a game for money or other considerations. A student shall not possess anything that is considered by reasonable standards to be offensive.

VIII. Internet/Computer Abuse

- A student will not view, publish, print, or display any inappropriate material.

IX. Leaving School Grounds/Building/Skipping Class

- A student shall not leave the school building or grounds without permission.
- A student shall not skip class or report anywhere other than as instructed.

X. Public Display of Affection

- A student is prohibited from demonstrating any acts of physical intimacy between/with an individual in a public setting. Including but not limited to: holding hands, hugging, kissing on the lips/check, sitting closely or having arms around one another.
- A student is prohibited from demonstrating physical actions that are considered by reasonable standards of the school district community to be inappropriate for the school environment. A student should avoid physical contact with other students or staff.

XI. Vandalism

- Per state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

Level Three Infraction(s): May result in maximum days OSS/Expulsion proceedings

I. Physical Altercation

- Including but not limited to kicking, smacking, punching, etc.

II. Possession, Distribution or Suspected use of a restricted substance

- Including but not limited to vapes, tobacco, prescription drugs, alcohol, illegal drugs, etc.

III. Theft

- A student shall not take or receive into their possession property of the school district or property of another.

IV. Sexual Misconduct

- A student is prohibited from demonstrating behavior of a sexual nature that violates someone's rights or crossing boundaries of the school policy or the law. Including but not limited to: touching or groping, making/writing/texting sexual suggestions, sending explicit images with or without consent, forcing or pressuring another into sexual activity, etc.

V. Weapon/Bomb Threat

- Inducing panic through possession or false allegation of deadly items.

DISCIPLINARY CONSEQUENCES

The following provides general steps for application of consequences for violations of the Code of Conduct. Individual incidents will be reviewed, taking the student, the student's educational and disciplinary record, the frequency and intensity of the infraction, and the context in which the infraction occurred into consideration. The administration reserves the right to exercise flexibility

and individuality in interpreting and implementing the Student Code of Conduct. Any step may be waived at the administrator's discretion.

1. Verbal Reprimand

2. Parent Contact

3. Restriction of Privileges/In-Class Consequence

4. Detention (Tuesday and Thursdays from 3:20-4:20 pm)

5. Removal from Activity

6. Out of School Suspension – The denial of attendance at school and the suspension of the student's normal instructional activities by the principal due to disciplinary reasons. Suspension from school shall not exceed 10 days for each occurrence. During the suspension, students are not permitted on school grounds or at school functions without permission from the principal or designee. All missed work must be completed and submitted within one (1) day of returning to school.

7. Recommendation for Expulsion – The involuntary removal of a student is recommended by the principal. The superintendent may expel a student from school for a period of 80 school days or up to one (1) calendar year, depending on the severity of the infraction. The student may not take part in any school activity or be on school property without permission.



GENERAL DRESS CODE (KG – 12TH)

ALL SCHOOL UNIFORMS ARE TO BE PURCHASED THROUGH EDUCATIONAL APPAREL, LLC OR FRENCH TOAST

Please see the back page for grade level specifications

GENERAL

- Students are to arrive and leave school in dress code attire.
- Students must appear clean, neat, and in modest, appropriate apparel at all times and at any school-sponsored event.
- Make-up, clothing, jewelry, hairstyle, and hair color must not draw attention to distract from the academic learning environment.
- Special occasion dress code guidelines will be available for special events.
- Only ear piercings and a nasal stud piercing are permitted.
- Visible tattoos are not permitted.

HEAD

- Students may wear their hair in any style they choose, but it must be kept neatly combed, brushed, trimmed, and attractive in appearance, so that it does not interfere with another student's ability to see in class.
- Any hue of blue, green, purple, pink, or orange is not to be dyed or colored in.
- Letters, numbers, symbols, insignia, designs, or logos cannot be depicted in hair or eyebrows.
- Male students' facial hair must be clean-shaven or well-groomed.
- Head coverings or wraps may be worn with administrative approval but must be solid and a school color.
- Hats, bandanas, and scarves are not to be worn in the building at any time.

UPPER BODY

- If a T-shirt is worn under a uniform shirt, it must be white or the same color as the uniform shirt.
- No outerwear jackets or sweatshirts are to be worn during the school day.

LOWER BODY

- Uniform slacks and shorts must be worn at the waist for all students.
- Girls' skirts and shorts must be no more than two inches above the knee.

FEET

- Students must wear fully enclosed shoes.
- Winter boots, slippers, Crocs, and light-up shoes are not permitted. Students may wear winter boots, but must change upon arrival at school into the appropriate shoes.
- Students must wear solid colored socks/leggings to match uniform colors (except with flats).

RELAXED DRESS DAYS

- Flex Friday - Students can wear Flex Friday fleece sets on Fridays. Flex Friday tops can be worn during the week with regular uniforms.
- Jeans Days - Solid color jeans may be worn on designated days with the selected themed shirt.
- Dress Down Days - Jeans and sweats/joggers may be worn with a themed (if applicable) t-shirt or sweatshirt.
- Tank tops, midriffs, leggings, shorts, capris, holes, and rips are not permitted. All decisions regarding dress code are campus decisions, and the decision of the principal is considered final.



ELEMENTARY DRESS CODE (KG – 5TH)

ALL SCHOOL UNIFORMS ARE TO BE PURCHASED THROUGH EDUCATIONAL APPAREL, LLC OR FRENCH TOAST

UPPER BODY

- Students may wear Oxford shirts (white only), uniform sweaters, and fleece (Hoodies are not permitted).
- Girls may wear round collar blouses (white only).
- Polo shirts and turtlenecks can be worn in colors white, navy, maroon, and gray.

LOWER BODY

- Uniform slacks (khaki or navy) or uniform shorts (khaki or navy) must be worn at the waist.
- Girls may also wear uniform plaid, khaki, or navy skirts, skorts, or jumpers.

MIDDLE & HIGH SCHOOL DRESS CODE (6TH-12TH)

ALL SCHOOL UNIFORMS ARE TO BE PURCHASED THROUGH EDUCATIONAL APPAREL, LLC OR FRENCH TOAST

UPPER BODY

- Students may wear uniform V-neck cardigans/vests, pullover crew neck/V-neck sweaters, and micro fleece pullovers from Educational Apparel or French Toast.
- Polo shirts with school logos are to be worn in the following colors: white, navy, maroon, black, and gray
- Students may also wear white Oxford blouses/shirts.

LOWER BODY

- Uniform slacks and shorts must be worn at the waist for all students.
- Girls' skirts and shorts must be no more than two inches above the knee.