

Introduction

Approved 5.21.2012

Columbus Bilingual Academy (hereinafter "School") is a community school established under chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled in and attending the School are required to take the proficiency tests and other examinations prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the School administration or the Ohio Department of Education.

ORC 3314.041

Introduction

For the benefit of all employees of the School, the following policies, along with the **Student & Family Handbook** and **Staff Policy Manual**, govern the operations of the School.

Modifications and Revocations

Occasionally, it may become necessary to modify, change, update, revoke, replace, or even terminate the policies outlined in this manual. The School reserves the right to make changes at any time at its sole discretion and without advance notification.

At-Will Employment

The language contained in this manual is provided for informational purposes only. It does not, nor is it intended to, create any contractual rights or obligations; it is not a contractual agreement. Further, it does not modify in any way the at-will nature of employment for any employee of the School. Both the School and the employee retain the right to end the employment relationship at any time and for any reason with or without cause or advance notice. Please understand that no individual other than the Director has the authority to enter into any agreement with any individual regarding employment for any specified period or to make any promises or commitments contrary to the foregoing.

Application and Interpretation

This manual applies to all employees of the School, unless otherwise stated. Managerial and supervisory employees, however, will at all times be held to the highest duty of loyalty to the School

and the highest standards of behavior. At all times, the School remains solely responsible for the interpretation of this manual's provisions and their applications. In applying its policies, procedures, and benefits, the School retains the right to make decisions based on the administration's assessment of its needs and in consideration of the specific facts and circumstances presented by each situation. Any questions should be resolved with the Director.