

NOBLE ACADEMY

COLUMBUS

PARENT / STUDENT HANDBOOK Grades K-8

2016-2017



Revised Summer 2016

Dear Parents and Students,

We are very pleased to welcome you to NOBLE ACADEMY COLUMBUS for the 2016-2017 school year. All of us at Noble will be working with you to make this school year an exciting and productive one.

Education is a shared responsibility, and successful operation of a school depends on the cooperation of everyone concerned—students, parents, and staff. The goal of NOBLE ACADEMY COLUMBUS is to create a partnership among the members of this triad. Each member is responsible for doing his or her part to make our school a place where each one can achieve his or her goals, and so that all work together in harmony.

This handbook is written for the parents, students and staff of Noble Academy. It is an essential reference tool describing the procedures, practices and expectations of the school. All students, their parents and school staff should read it carefully, and let it act as a guide for effective and successful involvement in all aspects of school life. Some changes and additions to this handbook can be made anytime during the school year when necessary and the parents are notified via mail about these changes.

On behalf of the Administration and staff here at NOBLE ACADEMY COLUMBUS, good luck to you during the 2016-2017 school year. Feel free to contact any member of the school staff if you need assistance with any problems/concerns. We are here to help you.

Sincerely,

Mr. Kadir Parlar, Principal

Stephanie Habash, Assistant Principal of School Culture

Whitney Marshall, Assistant Principal of Academics

Maurice Branscum, RTT & ESL Coordinator

MISSION STATEMENT

School Mission: We foster an environment of inquiry and a love of learning so students are prepared to thrive in STEM-focused high, college, and the world.

School Vision: Our students will enter high school ready to tackle any academic challenge and will excel in the STEM subjects.

Core Values

Noble Academy promotes six core values to guide its interactions with all members of the school community:
Respect- All members of the school community (students, parents, and staff) have equal worth and should be treated with respect.

Responsibility- All people have choices, and teachers, parents, and students should be responsible for their actions.

Integrity- Belonging to a community requires a commitment to the common good. The community is stronger when everyone can be counted upon to be honest and trustworthy.

Courage- Having the courage to try new things expands minds and causes students, parents, and staff to reach beyond their own expectations.

Curiosity- The ability to wonder and to create connections stimulates further learning. Inquiry will be fostered on the part of parents, staff, and students.

Effort- Success is accomplished when students, family, and staff are willing to do what it takes to accomplish their vision of the future.

1. STUDENTS' RIGHTS

NOBLE ACADEMY COLUMBUS does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

The right of students to freedom of expression shall not be abridged, **provided that such right shall not cause any disruption or disorder within the school.**

FREEDOM OF EXPRESSION shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b) to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

FREEDOM OF SPEECH. Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No students may be obscene.

- Students may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.
- Students may not use fighting words, that is, words which, when spoken to a reasonable person is reasonably certain to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

FREEDOM OF PRESS. Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." School reserves the right to regulate the content of "school sponsored express activities." A sign posted must be signed by the person who puts it up and must be posted in the designated area in the school.

FREEDOM OF RELIGION. Students have the right to be absent from school for observance of the holy days of their religion. **Parents/guardians must notify advisor and school office in writing prior to absence.** An absence for religious reasons will count as an excused absence from school.

RIGHT TO EQUAL EDUCATION. School students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

WHAT TO DO IF RIGHTS ARE VIOLATED. You are encouraged to talk to your teachers, your administrator or the Principal. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with school Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the School Board President, by submitting a request in writing to the school office.

2. GRADING SCALE K-2

All students in grades K-2 will be assessed based on a letter system. It is our belief at Noble Academy that students at such a young age should not receive a letter grade to indicate passing or failing, but be assessed on the growth they have throughout the year. In this case the students will receive a letter that corresponds to where they are at in their learning process at the time of report card evaluations. Those grade breakdowns are:

K-2nd Grade will receive numbers on their report card. These are the options you will see:

- 4- Advanced (Exceeds required level of performance consistently)
- 3- Proficient (Meets required level of performance consistently)
- 2- Basic (Working toward required level of performance, but inconsistently)
- 1- Below Basic (Working below required level of performance consistently)
- 0- Not enough work completed to score
- N/A- Not applicable

3. GRADING SCALE 3-8

All classes at NOBLE ACADEMY COLUMBUS will follow this standard scale for assigning letter grades for quarter work for grade 3rd through 8th. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

98 - 100 = A+	88 - 90 = B+	78 - 80 = C+	68 - 70 = D+	0 - 60 = F
95 - 97 = A	85 - 87 = B	75 - 77 = C	65 - 67 = D	
91 - 94 = A-	81 - 84 = B-	71 - 74 = C-	61 - 64 = D-	

4. GRADE PROMOTION POLICY

Students must have passing grades in English, Math, Social Studies, and Science.

- In order to pass a class, students must have at least a cumulative grade point of **2.0** at the end of a school year. Grading scale is based on a 4-point scale.

Each student must have passing grades at least 3/4 of the total number of the courses for each grade level to be promoted or graduated.

A= 4.0 points B= 3.0 points C= 2.0 points D= 1.0 points F= 0 point

NOBLE ACADEMY COLUMBUS Honor Roll and Merit Roll Policy

Honor Roll and Merit Roll students are awarded for the 1st, 2nd and 3rd quarter performances. Students in grades 6 through 8 are eligible for honor roll if their GPA (Grade Point Average) is 3.50 or higher with any combination of A's, B's and no more than one C for the quarter. Students are eligible for merit roll if their GPA is between 3.0 and 3.49.

For the purposes of averaging the following scale shall be used:

A= 4.0 points B= 3.0 points C= 2.0 points D= 1.0 points F= 0 point

STANDARDIZED TESTS

Ohio's State Achievement Tests are administered to students in grades 3-8 at NOBLE ACADEMY COLUMBUS. In order to see the progress of a child in a year, NOBLE ACADEMY COLUMBUS administers the NWEA MAP tests three times a year. The scores and a detailed report of the test results are shared with parents.

5. ATTENDANCE

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. We ask that you, as a student, do all you can do to attend school every day and your parents are welcome as much as needed. If a student is to be out sick, the parent/guardian should call the School Office by 8:00 a.m. so we know they will be out. All students are accountable to complete work they missed while absent (i.e. homework, project, quiz, test, and other assignments). It is the student's responsibility to collect missing work. The office does NOT make arrangements about collecting missing work.

The State Law requires all students enrolled at the School to attend school regularly in accordance with the laws of the State. The School will:

- keep accurate attendance records of excused and unexcused absences,
- require a parent/doctor's note from a student returning from an absence and follow through appropriately if the student does not have one,
- incorporate daily participation as part of the teaching/learning process for each grading period, and require accountability from students to complete work they missed while absent including homework, projects, quizzes, tests and other assignments.

Excused Absences

Under State's "Missing Child Law", parents or guardians must notify the school by the morning of any school day their child is not attending. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- Personal physical illness such as to prevent attendance at School.

- Personal mental illness such that the student will not benefit from instruction.
- Illness in the family if student is age fourteen or older.
- Quarantine of the home.
- Death in the family.
- Observance of religious holidays.
- Court subpoena.
- Necessary work at home due to absence of parents/ guardians.
- Instruction at home from a person qualified to teach the branches of education in which instruction is required.
- An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.
- Any school approved enrichment activity

Unexcused Absences

An unexcused absence does become part of a student's school record. An absence will be marked as an unexcused absence if you:

- fail to bring a written note within two school days following an absence
- leave school without signing out of school at the office
- are absent from class without permission - including walking out of class
- are absent from school without parental permission
- get a pass to go to a certain place but do not report there
- are absent for reasons not acceptable to the administration and/or
- are absent for transportation, weather, personal issues and non-medical appointments

Truancy

- Should a student reach a number of 5 unexcused absences, the attendance officer will send a warning letter to the parent.
- If a student reaches 10 unexcused absences, the attendance officer will send a letter to the parent requesting conference with the administration.
- A total of 15 unexcused absences will result in the School filing "Truancy" charges with County Juvenile Authorities.

A student is **habitually truant** if the student is absent without a legitimate excuse for five (5) or more consecutive School days, for seven (7) or more School days in one (1) month, or twelve (12) or more School days in one (1) School year.

A student is **chronically truant** if the student is absent without a legitimate excuse for seven (7) or more consecutive School days, for ten (10) or more School days in one (1) month, or fifteen (15) or more School days in one (1) year.

The School is authorized to establish a parent education program for parents of students who are habitually or chronically truant. Any parent assigned to the program who does not complete the program can be reported to law enforcement authorities for neglect of parent education, a fourth class misdemeanor if found guilty.

Regarding habitual truants, the School will develop a plan for the parent and child. If the parent fails to follow the plan, the School may file a complaint in juvenile court jointly against the child and the parent. The complaint shall state that the child is an unruly child by virtue of being a habitual truant and that the student's parent violated the School Attendance Law.

Regarding chronic truants, if the parent fails to get the child to school and the child is considered a chronic truant, the School shall file a complaint in the juvenile court jointly against the child and the parent. The complaint shall state that the child is a delinquent child by virtue of being a “chronic” truant, and that the parent has violated the School Attendance Law.

Withdrawal

Any student that without a legitimate excuse fails to attend one hundred and five (105) consecutive hours will be automatically withdrawn from the school.

If a student occasionally comes, misses a lot of days and is still enrolled at the school, the “Truancy” process needs to be followed.

Make-up Work for Excused Absences

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.

To be eligible for make-up work, you must show each teacher the “excused absence slip.” On the day you return to school, it is **your responsibility** to find out what work is required and when the work needs to be completed.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the **students’ responsibility** to ask for the test and take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test. Make-up work is to be picked up by the parent/guardian or family member **ONLY**. We will **NOT** allow make-up work to be sent home with other students unless they are siblings in the same household.

Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absences may result in an "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

Documenting Attendance for Non-Classroom Based Learning Opportunities

Any student's instruction time in non-classroom-based learning opportunities shall be certified by an employee of the community school. The School will use a Non-Classroom, Non-Computer Based Log for purposes of documenting non-classroom based learning opportunity attendance. The documentation will be separated between Computer Based Learning Opportunities and Non-Computer, Non-Classroom Based Learning Opportunities and shall include the following elements:

- i. Student Name and SSID
- ii. Brief Description of learning opportunities
- iii. Dates and times of actual learning opportunities
- iv. Total of verified learning opportunities time
- v. Signature of teacher verifying the reported learning opportunities

TARDINESS

Tardiness to school without a reasonable excuse such as doctor's appointment, is considered to be an unexcused tardy. **Oversleeping, missing the bus, car problems, baby-sitting, athletic workouts are not acceptable reasons to be excused.** If a student arrives at school after the end of homeroom (8:30am), the student is

considered as “tardy”. The **parent must sign in at the office and the student is given a tardy slip for admittance to the class.** When a student accumulates a number of tardiness the following actions will be taken:

- 5 times unexcused: Parent is sent a warning letter reviewing tardy policies via US Mail.
- 10 times unexcused: Parent conference is requested via letter and/or phone call. Tardies count as 1 unexcused absence.

EARLY DISMISSAL OF STUDENTS FROM SCHOOL

The end of the school day is 3:30pm. Parents must wait outside the buildings until students are released. Students who are signed out by parents or guardians prior to this time will be marked as “early dismissal.” NOBLE ACADEMY COLUMBUS is very concerned about your safety and well being so early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure students’ safety.

- The principal may release you before the end of a school day only upon presentation of a face-to-face (no telephone call) request from your parent or guardian.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- **You may be not released from the school "on your own" under any circumstances.**
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the presence of your parents or guardian.
- You will not be released from school to any government agency without proper warrant or parental permission in person except in the event of an emergency as determined by the principal.

6. STUDENT CONDUCT AND DISCIPLINE

NOBLE ACADEMY COLUMBUS has as its goal to help every student fulfill his or her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the NOBLE ACADEMY COLUMBUS administrators and teachers shall not allow the following behaviors during school, on school property, or at or during any school-sponsored activities.

STUDENT BEHAVIORS

Students are considered to be subject to the authority of the school when they are in route to or from school and at school related or school sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and concerts. Misbehaviors, which occur at such events, as outlined below, will be subject to the same penalties as misbehaviors that occur in school.

SCHOOL WIDE LEVEL SYSTEM K-8th GRADE STUDENTS

Noble Academy will be using a behavior system called PBIS (Positive Behavior Intervention Supports). This is a positive behavioral approach to teaching students the appropriate way to act while in school. Students will learn the rules of every area of the school ground and will practice doing them correctly throughout the year. Students will then be able to earn rewards for following the rules. In addition each classroom will be also be participating in Class Dojo. Students will earn points for exhibiting appropriate classroom behaviors and receive negative points for breaking school rules. Parents can monitor their child’s points on the website or via the app.

School rule infractions will be assigned a level based on the severity of the violation. These may be documented in the school database and viewed by all staff as well as parents.

LEVEL I – MISBEHAVIORS

These behaviors should be addressed in the classroom and given consequences by the teacher. However an office referral may be issued for repeated violations.

- A. Being tardy to class (with the exception of first period-should have tardy pass from secretary)
- B. Running in the hallways or on the sidewalk.
- C. Failure to follow classroom rules and procedures set by individual teachers
- D. Not working on assigned task
- E. Bringing/eating food in class (including chewing gum)
- F. Inappropriate behavior to friend (including name calling and making fun of for an isolated incident that is not repetitive in nature)
- G. Not being in your assigned location
- H. Humming, singing, making strange noises in the class (unless told to do so)
- I. Writing and passing notes
- J. Not turning in homework
- K. Failure to follow lunch procedures
- L. Showing disrespectfulness to teachers or staff and/or using inappropriate language and behavior (talking back to your teachers).
- M. Cheating on tests
- N. Taking items of others
- O. Plagiarism
- P. Teachers may use their judgment for any other misbehavior that is not mentioned here but might be considered a Level 1 misbehavior.

CORRECTIVE ACTION I

When a student is moved to a level that requires a consequence in which loss of privileges occurs, it should include a student conference and parent notification. Documentation is required in the activity tab either as a referral or noted in the activity log.

Consequence Options (consequences should be documented through the activity tab):

***Warning to student and parent notification.**

***Loss of Recess (5-20 minutes)**

***Afterschool detention**

***Parent conference with student**

***Office referral/IAT referral if student reaches that step.**

LEVEL II – MISBEHAVIORS

These behaviors would require an automatic office referral to the Dean of Students.

A. As defined by the teacher/administration as chronic violation of Level I misbehaviors

B. Leaving school without permission, including walking out of classroom in the absence of an emergency declared by the principal

C. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety

D. Bringing alcoholic beverages to school or having alcoholic beverages in his/her possession, or coming to school under the influence of alcohol or drugs

E. Intentionally causing an interruption of education in the classroom

F. Using abusive or profane language (profanity/racial slurs)

G. Intentionally participating in or initiating actions that result in the disruption of the school

H. Physical contact with another student.*

I. Vandalism and/or destruction of school property (writing on bathroom walls, or other school areas)

J. Gambling on school premises

K. Trespassing, including entering a school to which the student is not assigned without signing in at the office, entering a school from which the student is suspended without permission from the school principal or bringing an unauthorized visitor to the school

L. Intentionally participating in hazing activities

M. Engaging in an activity that may create a condition that is unsafe or unhealthy to others

N. Refusing to hand in beepers, pagers, cell phones, game boys, CD players, walkmans, IPOD and similar electronic devices to the teacher. (The device is confiscated by the staff member and taken to the administration. Parent is contacted to come to school to pick up the device.)

*When threatened with physical violence by another student, the proper and expected response from students is to go to the nearest staff member for assistance. Fighting back is not an acceptable option. If a student responds with violence to a provocation, both students will be held to consequences. The only possible exception to this

policy might be if the student who is not the aggressor can prove that he/she was not the aggressor and no staff member was present or immediately available and the student had no choice but to physically defend him/herself. Fighting is a minimum 3 day suspension.

CORRECTIVE ACTION II

Level II misbehaviors will result in a disciplinary action, including but not limited to, afterschool detention and suspension based on the discretion of administration. Students may be required to do a behavior contract given the severity of the infraction as well as the number of infractions. Once a student reaches 10 days suspension, the student may face expulsion.

LEVEL III - MISBEHAVIORS

- A. Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school
 - A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, etc.)
 - A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, etc.)
 - An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.)
 - Any object, which closely resembles a weapon or explosive and could put persons in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc.)
- B. Verbally or physically threatening to injure or harm a school staff member
- C. Intentionally causing physical injury to a school staff member
- D. Sexually assaulting another person
- E. Intentionally causing or attempting to cause physical injury or intentionally behaving in such way as could reasonably cause physical harm towards a passive person
- F. Sexual conduct or sexual contact without mutual consent which includes all forms of sexual harassment
- G. Hate crimes
- H. Being habitually truant.
- I. Engaging in drug related activities, including but not limited to:
 - making, selling, or distributing drugs/counterfeit drugs at school;
 - bringing readily identifiable drug abuse instruments or paraphernalia to school or having such items in his/her possession;
 - using or possessing drugs/counterfeit drugs at school.
- J. Intentionally burning or attempting to burn property
- K. Stealing or possession of stolen property (K-2 at discretion of teacher)

- L. Damaging or attempting to damage property
- M. Forcibly entering a school building locker, classroom, or secured enclosure
- N. Extorting or attempting to extort property
- O. Falsely sounding a fire alarm, or causing a fire alarm to be sounded
- P. Falsely communicating or causing to be communicated that a bomb is located in or on property
- Q. More than one person acting together to intentionally cause harm or injury to alone individual
- R. Bringing inappropriate materials to school.
- S. After the 3rd suspension, continuing misbehaviors may/will result in expulsion.

CORRECTIVE ACTION III

The consequences of a Level III offense could put any student into the expulsion process. Administration will investigate all level III violations and determine consequences based on age, prior infractions or patterns of behavior and the offense, along with any other circumstances that are part of the offense. Parents will be informed of any Level III misbehavior offense committed by their child immediately by the administration of the school. A face to face conference will be required to discuss the offense. Parents will also be notified by mail and via phone conversation (if consequences have not been decided at time of conference) of the consequences.

BUS CONDUCT:

Students must conduct themselves appropriately on all bus rides. They must follow the rules of the bus driver for the safety of all individuals on board. Failure to follow the rules of the bus will subject students to disciplinary action by administration including, but not limited to, detention and suspension from the bus. If a student is suspended from using the bus, the student must continue to attend school otherwise it will be considered an unexcused absence.

7. PLAGIARISM POLICY

1st offense:

- Teacher makes a copy of the work for the student's discipline file.
- Teacher calls home to alert parents of the situation.
- Teacher writes referral and holds a detention with the student to re-teach the lesson on citation in an assignment.
- Student is allowed to make up the assignment

2nd offense:

- Teacher makes a copy of the work of the student's discipline file.
- Teacher calls home to alert parents of the situation.
- Teacher writes a referral and assigns detention with the student.
- Student receives a 0 for the assignment and is not able to make it up

3rd offense:

- Teacher makes a copy of the work for the student's discipline file.

- Teacher calls home to alert parents of the situation.
- Teacher holds detention with the student
- Teacher writes a referral and consequences determined by Assistant Principal of School Culture.

8. DUE PROCESS

All students at NOBLE ACADEMY COLUMBUS are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the Unacceptable Student Behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at NOBLE ACADEMY COLUMBUS have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

AFTERSCHOOL DETENTIONS

Detention will be held weekly on Tuesdays from 3:30-4:30pm. Parents will have at least one (1) day notice that their student must serve a detention in order to make arrangements to pick their child up from school.

Administration will assign these detentions based upon referrals. Guidelines for detention are as follows:

- Absence from an assigned afterschool detention, without prior approval of an administrator, may result in a suspension.
- Students are to bring schoolwork or work will be assigned.
- Parents will be notified of assigned afterschool detention via letter, mail, telephone, or email. Students are also to inform parents.
- No sleeping will be permitted in afterschool detention.
- Office work or light physical work may be assigned.

SUSPENSION

Notice of Suspension and the reasons for the suspension will be given to the student in writing by the Assistant Principal after hearing the issues involved in a situation. If you are suspended, you may make up missing work but will receive no credit for this work.

You and your parent/guardian may appeal a suspension within one (1) school day of the suspension being issued. This appeal will be made to the Principal and heard by a disciplinary board made up of three (3) administrators. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings will be held within two (2) school days of the appeal being made. The decision of this disciplinary board is final.

EXPULSION

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Principal after hearing about the events involved in a situation. A student that is facing expulsion could be

suspended up to 10 days through the expulsion process. The student and his/her parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Principal and heard by a disciplinary board made up of three (3) administrators. You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work. All disciplinary board hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of this disciplinary board is final.

9. HOMEWORK POLICY/MAKE UP WORK POLICY

Homework is an essential part of your successful educational program at NOBLE ACADEMY COLUMBUS. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. **It is your responsibility to complete and turn in homework on time.** If you or your parents have questions about homework, immediately contact the teacher who assigned it.

Homework Guidelines:

- Homework must be turned in by the due date given by the teacher to receive full credit. (exceptions for absences in which case the student will have one extra day per number of days absent to complete and turn the work in for full credit or if the student is on an IEP or 504 where other accommodations have been made.)
- Homework turned in late (without approval from the teacher) will be reduced by 1 letter grade per day that it is late.
- There will be no credit given for homework that is more than 4 days late.
- If a student shows chronic signs of not turning in homework, teachers will contact parent and set up a parent-teacher conference to discuss how to get them back on the right track.

Make-Up work:

- Students are allowed 1 day per absence to make up their work.
- It is the students' responsibility to collect all missing work from their teachers upon their return to school.

10. ILLNESS, INJURY, AND MEDICATION POLICIES

NOBLE ACADEMY COLUMBUS will have a school nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns. Unless you are ill, you must make and appointment in advance with the nurse.

ILLNESS OR INJURY DURING THE SCHOOL DAY

Please follow these three rules if you become ill or are injured during the school day.

- You should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not just leave the building. Always report to the main office.

MEDICATION POLICY

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be
 - 1) sent directly from the pharmacy or physician's office
 - 2) or brought to school by the student's parent/guardian.

- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- On the medication container must be clearly printed the following information:
 - ✓ Student's Name
 - ✓ Name of the medication
 - ✓ Dosage
 - ✓ Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the main office.

Students **are not allowed** to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs **are not** available from school. This includes asthma inhalers.

Students may carry and administer their medication *if these two conditions are met*:

- It is warranted by a potentially life-threatening condition and advised by their physician and
- A Medication Self-Administration Form is on file in the office signed by the student's parent, physician, and the principal.

11. LOCKERS

3rd through 8th grade students will be assigned a locker for his/her use at NOBLE ACADEMY COLUMBUS. 3rd-5th grade may be required to share a locker while 6th-8th will receive their own lockers. This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items you bring from home. NOBLE ACADEMY COLUMBUS will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker unless it is assigned as a shared locker. It is the student's responsibility to see that his/her locker is kept closed and in order at all times. Students should report any damage, vandalism or non-working condition of their locker to the office. If the students do not report vandalism, damage or non-working condition of your locker, they will be held responsible for it. Please remember that all lockers are school property and remain at all times under the control of the school; however, students have full responsibility for the security of their locker and what is in it. Periodic locker checks will be made by NOBLE ACADEMY COLUMBUS staff to ensure that lockers are kept clean and orderly. If you would like to bring a lock in for your locker, the combination must be shared with administration.

12. LOST AND FOUND

There will be a lost and found container in the cafeteria. If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the lost and found. Periodically the lost and found will be sent to a charity and the school is no longer responsible for the missing items. The lost and found box can be checked before or after school only.

13. PHONE CALLS

Teachers will not be allowing students to make phone calls during the school day unless there is sickness or an emergency. This will only be done in the main office with the secretary. Cell phones are not allowed to be used on school grounds unless permitted by the classroom teacher for educational purposes. Cell phones must be kept home or turned off in lockers. Failure to do so will result in confiscation of the phone by administration. A parent will need to pick up the cell phone if a student is found using it without permission. Continued abuse of this policy will result in greater disciplinary action by administration.

14. LUNCH PERIODS

All students in grades K-8 will be taken to the lunch area by a teacher during their lunch period. During the lunch period, you will be expected to display good manners and courtesy. Students are expected to remain seated during lunch. If you would like to use the restroom or get a drink you must raise your hand to request permission. At the end of lunch when directed by staff, students are expected to throw away all trash before exiting the cafeteria. Teachers on duty during the lunch period will hold the students responsible for their behavior.

Free and Reduced Lunch Forms:

All students should to fill out free and reduce lunch form. These forms allow you to possibly get to purchase a school lunch at a reduced cost. **These forms must be turned in by the first day of school or you will be charged full price for school lunch until the form is turned in.** You will be advised of your lunch status when the forms are processed by our lunch department.

Lunch Balances:

Students who purchase a school lunch are using their lunch accounts to generate a balance owed the school. You must keep your balance below \$10.00 in order to continue to receive school lunches. It is important that when you receive an invoice from the school that you pay this invoice with the school secretary in order to keep your lunch account in good standing. Failing to do this will result in your student being served an alternate lunch in the cafeteria.

15. PUBLIC AREAS: HALLWAYS AND LAVATORIES

Hallways and lavatories are areas used by all members of NOBLE ACADEMY COLUMBUS. Because everyone uses these areas, there are rules of conduct that all students must follow.

- i. You may not loiter in the halls, lunchroom or lavatories.
- ii. If the bathroom is a single stall, there should be only one person in the restroom at all times.
- iii. You may not eat in halls, lavatories.
- iv. You may not run in the halls, lunchroom, and lavatories.
- v. You may not use any profane or vulgar language while in these areas.
- vi. There should be no talking above a whisper in the hallways or restrooms.
- vii. You must do your part to keep these areas clean and safe.
- viii. Do not leave belongings on the floor outside your locker.
- ix. Make sure you clean up after yourself and appropriately dispose of all trash.
- x. Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- xi. Do not roughhouse, push, or wrestle.

During class time, students are not to be in the halls, or lavatories without a permission from their teacher or the main office. This may be a pass from their teacher.

16. SCHOOL ACTIVITIES

NOBLE ACADEMY COLUMBUS will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

FIELD TRIPS

Field Trips offer exciting ways to learn. NOBLE ACADEMY COLUMBUS students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- xii. You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. **No phone calls will be accepted as permission.**
- xiii. You must wear your school uniform unless otherwise specified.
- xiv. You must abide by NOBLE ACADEMY COLUMBUS student code of conduct while on the field trip.

International Trips

- xv. Due to the extensive amount of planning and responsibility on a teacher, these trips require different regulations that will apply and will be based on the judgement of the teachers.

RECESS POLICY

Noble Academy students participate in a daily recess. This recess is held outside on our playground and is approximately 20 minutes. However, due to weather conditions, recess may be held indoors in the classrooms. Noble's policy is recess will be indoors when it is raining or temperatures are below 20 degrees Fahrenheit while considering the wind-chill. All students must attend outside recess unless there is a medical exemption. We encourage students to bring proper winter attire for the cold weather months. This includes gloves, hats, coats and warm footwear.

17. TEXTBOOK AND SUPPLIES

NOBLE ACADEMY COLUMBUS will provide students with the textbooks for each of their classes. NOBLE ACADEMY COLUMBUS will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned.

18. VISITORS

Visitors for educational reasons are welcome at NOBLE ACADEMY COLUMBUS. Visitors must register with the office when they arrive. Parents must also check in the office and asked to pick up a badge for security purposes. Students wishing to bring visitors to NOBLE ACADEMY COLUMBUS must receive approval from the administration at least one (1) school day in advance. Do not bring guests to school without making prior arrangements.

19. UNIFORM AND PERSONAL APPEARANCE

NOBLE ACADEMY COLUMBUS has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. **You will be expected to arrive in dress code every day.** School Faculty and staff strictly enforce the dress code. Parents will be required to bring the student who comes to school out of dress code the correct clothing. If the school is responsible for supplying your student with a shirt, your account will be charged accordingly for the item. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Both boys and girls uniform shirts can be purchased from the main office.

Official Uniforms

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform, NOBLE ACADEMY COLUMBUS requires that you follow these additional guidelines in terms of uniform appearance and personal appearance.

1. SHIRTS

- a. Students must wear school uniform shirts each day. Possible colors are gold and blue and should be purchased from the office. *Shirts must be tucked in at all times.**

- b. Shirts worn under the uniform shirts may be long sleeved (**navy, white, black or gold**).
- c. Coats, non-school seal sweatshirts, windbreakers, jean jackets, ski jackets, or any other outerwear **are not permitted in the classroom** (with the exception of grades K-2 they have cubbies in their rooms) If you need a coat get it from your locker before you change classes.
- d. Shirts must be clean and laundered regularly.

2. PANTS/SKIRTS

- a. Pants and slacks must fit properly.
- b. Pants and skirts must be **khaki, navy or black dockers/dress pants**.
- c. No pockets, loops or straps on pants can be below the hip level.
- d. Pants must not be too baggy, sagged or too tight.
- e. No cargo pants.
- f. **Skirts must be knee length. They can only be khaki, navy or black.**
- g. Pants and skirts must be clean and laundered regularly.
- h. Absolutely **NO** jeans or jean material of any kind can be worn. (this includes under a skirt.)
- i. **NO SHORTS/CAPRIS OR SWEATPANT MATERIAL OF ANY KIND**
- j: **Leggings or Tights (navy, white, black or gold) can only be worn under a skirt and NOT as pants.**
- k. *Students in grades 3-8th must wear belts that are black or brown in color.**

3. SHOES/ SOCKS

- a. Dress/tennis shoes are required and can be any color.
- b. Flip-flops, stilettos, clogs, high heels, stacks, platform shoes, hiking boots, or snow boots and sandals are not permitted.
- c. Dress boots may be worn in winter.
- d. Shoes must be laced up, with tongue inside, and tied securely.
- e. Socks must be worn.

4. DISTRACTIVE CLOTHING

- a. Any clothing or jewelry that is determined by a teacher or staff member to be distracting to the learning process is not permitted.

5. JEWELRY AND MAKE-UP

- a. Jewelry and accessories should be appropriate for school and not attract undue attention
- b. Boys may not wear earrings and girls may only wear **post-type pierced** earrings only in ears. No dangling earrings that hang below the earlobe.
- c. Cosmetics should be appropriate for school and not attract undue attention.
- d. No visible body or facial piercing, including band-aids covering piercing are permitted.
- e. Only one necklace may be worn.
- f. **No heavy make up** is permitted and make up, lotion or any other cosmetics are never to be applied anywhere but bathrooms.
- g. Wristbands and bracelets or wrist wear are limited to **one per arm**.

6. HEAD COVERINGS AND HAIR

- a. No hats, caps, and other headgear are permitted at school unless it is religious or cultural.
- b. *Head coverings can only be plain, solid colors of navy, white, black or gold.**
- c. Hair cannot be colored or highlighted any color that is not a natural human hair color.
- d. No designs of any kind are permitted to be in the hair on the head or face.

7. TATTOOS

- a. Tattoos, permanent or temporary are not permitted at any time.
- b. Henna is permitted only in the case of religious holiday or ceremonies.

*New policy instituted 2016-2017 school year. Policy will be enforced in the 2017-2018 school year.

CONSEQUENCES DUE TO DRESS CODE VIOLATIONS:

1st offense: Warning letter with parent notification

2nd offense: Loss of recess with parent notification

3rd offense: Referral with parent notification and removal from class until proper uniform brought to school

(Referral: "Repeated Level 1 offense")

SCHOOL FACTS

NOBLE ACADEMY COLUMBUS is a public charter school managed by CONCEPT SCHOOLS and a member of the Horizon Science Academy family that has schools throughout the state of Ohio. We provide liberal arts education to the students from Kindergarten through grade 12. Admission is open to all students and is not based on race, religion, color or ethnic origin.

NOBLE ACADEMY COLUMBUS has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are expected to arrive in dress code every day. The uniforms (shirts) can be purchased at school. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code.

ACCESS TO STUDENT RECORDS VIA THE INTERNET:

Parents at NOBLE ACADEMY COLUMBUS can access their children's classroom activities, homework, assignments, and grades via the Internet. All of the teachers at NOBLE ACADEMY COLUMBUS use "Concept Schools Student Database System", a grade book that lets teachers securely publish grades, class activities on the Internet for students and parents. Parents get their passwords from the administration/secretary and set up their account on the Internet. Then, they can log in and check out what is published by the teachers every day.

TRANSPORTATION:

Transportation is provided by Columbus Public Schools Transportation Department, Dublin City Schools and South Western City Schools. Early enrollment will make the routing easier. There are several things that need to be done in order to determine bus stop eligibility for your student. If you reside in Dublin or Southwestern School Districts you will need to contact their transportation departments directly and they will let you know when your student may ride the bus. For Columbus City Schools, Noble has transportation forms at school that need to be filled out and submitted in order to assign your student a bus stop. Note that it may take several weeks for your student to be routed. If you would like a temporary pass while your student is assigned a route you may request one at the front office. The school bus will drop off the students around 8:00 a.m. at Noble and pick them up at 3:30 pm. Parent pick-ups will take place at the cafeteria.

AFTER SCHOOL CARE/LATCHKEY

Noble Academy offers after school care to all of its students. After school care begins at 3:30 at the end of the school day. The fees for after school care are \$5.00 per child per day. Billing begins promptly at 3:45. There is a

15 minute window between 3:30-3:45 in which we allow our parents to pick up their students from the cafeteria free of charge. Once your student is checked into after school care at 3:45 your student's account is billed. Invoices will be sent out via email every two weeks. It is important for your student's account to be kept up to date. Failure to make payments on your account will result in your student not being able to attend aftercare.

LUNCH:

NOBLE ACADEMY COLUMBUS will serve hot lunch; however, students may bring lunch packed from home as well.

HOURS:

7:00 a.m. – 8:20 a.m.	Before School Care/Breakfast
8:30 a.m. – 3:30 p.m.	School Hours
3:30 p.m. – 6:00 p.m.	After School Care