

# **NOBLE ACADEMY**

## **COLUMBUS**

**PARENT / STUDENT HANDBOOK Grades K-8  
2019-2020**



Dear Parents and Students,

We are very pleased to welcome you to NOBLE ACADEMY COLUMBUS for the 2019-2020 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 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 parents will be notified via mail about these changes.

On behalf of the Administration and staff here at NOBLE ACADEMY COLUMBUS, good luck to you during the 2019-2020 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

Whitney Marshall, Assistant Principal

Brendan Kolman, Assistant Principal

## 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 schools, colleges, 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 combative 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 "combative 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.*

### **Religion in the Schools (School Prayer)**

The School recognizes that our student body is composed of a diverse range of philosophical, moral and religious beliefs. The School is dedicated to accommodating the religious, philosophical and moral beliefs of its student body in accordance to State and Federal laws governing the function of religious, moral and philosophical expression in publicly funded institutions. In accordance to these laws, the School does not endorse religious activity or doctrine, or coerce participation in any religious activity. Schools may not discriminate against private religious expression by students and will not tolerate intimidation, coercion or harassment of any student or staff member based on religious preference. With respect to prayer in school, no staff member or administrator will establish or lead any sort of religious observance during instructional time. Instructional time is defined as regular class time (scheduled classes, including study halls). School shall make accommodations to relieve substantial burdens on students' religious exercise.

**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-5

All students in grades K-5 will be assessed based on a standards-based grading 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-5th Grade students 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 6-8TH

All classes at NOBLE ACADEMY COLUMBUS will follow this standard scale for assigning letter grades for quarter work for grade 6th 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

*As required by Ohio Revised Code Section 3313.609, no student shall be promoted to the next grade level if the student has been absent without excuse for more than ten percent (10%) of the required attendance days of the current school year and has failed two (2) or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student satisfies educational standards set forth below to be promoted to the next grade level, and in the circumstance described in this paragraph any references below to the student's principal's making such a determination shall be deemed modified so as to require that such a determination be agreed upon by that principal and the applicable teachers.*

In K-5, the principal recommends promotion or retention based upon input from teachers and appropriate others. Retention is viewed as another opportunity for growth at a particular grade level. While parents are consulted and involved before retention or acceleration is recommended, the decision is the responsibility of the principal with the right of appeal to the Superintendent.

Student promotion is based on their letter grades in grades 6th through 8th, as well as the teachers' overall yearly assessments. Students must have passing grades in all of the core subjects (English, Math, Social Studies, and Science).

Note: Special cases will be considered by school administration.

The 3rd Grade Guarantee law states, "Schools cannot promote students to fourth grade who score below the cut scores on the state standardized assessment. Students scoring below the cut scores, which are determined by the Ohio Department of Education, will be retained in grade 3 for the following school year." Students will also be assessed, via NWEA, in the Spring, as a secondary assessment, to aid in promotion. If a student in Grade 3 meets a score of 194 on this assessment, they will be promoted to Grade 4 for the following school year.

#### SUMMER AND MID-YEAR PROMOTION:

A student will be eligible to advance to the fourth grade during the summer if:

1. The student earns the promotion score on the Summer ELA Ohio State Test (or other state designated diagnostic assessment); or
2. The student earns a promotion score on an alternative assessment chosen by the School from a list of approved assessments issued by the State.

#### Mid-Year Promotion

If a student is retained in the third grade pursuant to the Third Grade Reading Guarantee, the student must meet the requirements set forth below in order to be promoted to the Fourth Grade mid-year.

Requirements for mid-year promotion:

1. The student must meet the NWEA promotion cut off score for the fourth grade based on the fall NWEA administration (if the student does not meet the fall NWEA promotion cut off score required to be promoted the student will remain in the third grade for the remainder of the school year). AND
2. The student must the following two criteria:
  - a. A GPA of 3.0 or above in the current school year;
  - b. The student has less than 5 unexcused absences for the current school year.

Students being promoted will be placed in the Fourth Grade after the fall NWEA test session. No mid-year promotions will occur after the end of the first quarter.

#### **STANDARDIZED TESTS**

Ohio's State 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

### **Notice of Excessive Absence**

In the event a student is absent, with or without legitimate excuse, for 38 or more hours in one school month, or 65 or more hours in a school year, the School shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within 7 days after the date after the absence that triggered the notice requirement.

### **Habitual Truancy**

“Habitual truants,” are defined as students that are absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year. In the event a student meets the threshold for habitual truancy, the School must take the following steps:

1. The Superintendent/Principal must establish an Absence Intervention Team (hereafter referred to as the “Team”).
  - A. The Team must be selected within 7 school days of the student reaching the habitual truancy threshold
  - B. The Team must include:
    - i. The student’s parent or parent’s designee, guardian, custodian, guardian ad litem or temporary custodian (collectively referred to hereafter as “Parent”);
    - ii. One representative from the school; and
    - iii. One representative from the school that knows the student.
  - C. The Team may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.
  - D. Within 7 school days of the student reaching the habitual truancy threshold, the Superintendent/Principal shall make at least 3 meaningful, good faith attempts to secure the Parent’s participation on the Absence Intervention Team.
    - i. If the Parent responds but is unable to participate, the Superintendent/Principal shall inform them of their right to appoint a designee.
    - ii. If the Parent does not respond within 7 school days the School shall do both of the following:
      - a. Investigate whether the failure to respond triggers mandatory reporting to the county children services agency pursuant to ORC 2151.421; and
      - b. Instruct the Team to develop an Intervention Plan notwithstanding the Parent’s absence
        2. The Superintendent must assign student to the Absence Intervention Team within 10 days of becoming habitually truant.
        3. The Team must develop an intervention plan for the student within 14 school days after the student is assigned. The plan is to be aimed at reducing or eliminating further absences. The plan shall be based on the individual needs of the student, but shall state that the School shall file a complaint not later than 61 days after the date the plan was implemented, if the student has refused to participate in, or failed to make satisfactory progress on the intervention plan or an alternative to adjudication for being an unruly child.
        4. Within 7 days after the development of the plan, the School shall make reasonable efforts to provide the student’s Parent with written notice of the plan.
        5. In the event the student becomes habitually truant within 21 school days prior to the last day of instruction of the school year, the School may, in its discretion, either:



- a. assign a School official to work with the student's Parent to develop an absence intervention plan during the summer. If the School selects this method, the plan shall be implemented not later than 7 days prior to the first day of instruction of the next school year; or
- b. reconvene the absence intervention process upon the first day of instruction of the next school year.

### **Intervention Strategies**

If the School has a chronic absenteeism percentage that is less than 5%, as displayed on the School's most recent local report card, it shall be exempt from the requirement to assign habitually truant students to an absence intervention team for the following school year and shall instead take any appropriate action as an intervention strategy. In the event that the intervention strategies fail, within 61 days after their implementation, the School shall file a complaint, provided (a) the school has made meaningful attempts to re-engage the student through the intervention strategies, and any offered alternatives to adjudication; and (b) the student has refused to participate in or failed to make satisfactory progress on any offered intervention strategies or alternative to adjudication.

The School's intervention strategies may include any of the following:

- (1) Providing a truancy intervention plan for any student who absent, with or without legitimate excuse, for 38 or more hours in one school month, or 65 or more hours in a school year;
- (2) Providing counseling for an habitual truant;
- (3) Requesting or requiring a Parent to attend parental involvement programs;
- (4) Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend truancy prevention mediation programs;
- (5) Notification of the registrar of motor vehicles;
- (6) Taking necessary or required legal actions.

### ***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 several 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, your grade(s) 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

### **EARLY DISMISSAL OF STUDENTS FROM SCHOOL**

The end of the school day is 3:20pm. 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 ensure 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**

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. Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Students will learn the rules of every area of the school grounds 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)**
- \*After School detention**
- \*Parent conference with student**
- \*Office referral/RTI referral if student reaches that step.**

## **LEVEL II – MISBEHAVIORS**

### **These behaviors would require an automatic office referral to the Assistant Principal.**

- 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 sign 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 3<sup>rd</sup> 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 investigative reports 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 of this nature will be kept completely confidential.

### **After School Detention**

Detention after school will be arranged by the assigning teacher. This teacher will schedule detention with the student's parent and confirm transportation.

### **Suspension Procedures**

Rules of suspension follow the due process as mandated by the State Law.

1. The Principal or his/her designee may suspend.
2. No suspension shall exceed ten (10) school days.



3. A student with an Individual Education Plan (IEP) may not be suspended beyond ten (10) days in any one (1) school year. All students with disabilities will receive a free and appropriate public education (FAPE). As an IEP student approaches six (6) or seven (7) suspension days, the IEP team should reconvene to revise the IEP and develop a Behavior Intervention Plan. In the event that a student exceeds ten (10) suspension days within the school year, services will be provided in an alternative interim placement. Students who are in the process of evaluation because a disability is suspected have the same rights as students already identified.

4. The School must give written notice of the intention to suspend and the reason to the student. The student must be asked to sign the "Intent to Suspend Letter". If s/he chooses not to sign, then the School shall so indicate that, in writing, on a form and, also have a staff member verify the same, in writing, on the same form.

The student shall be given the right to appear at an informal hearing before the Principal or his/her designee and has the right to challenge the reasons for the intended suspension or otherwise explain. This informal hearing can take place within three (3) days, if practicable or immediately following the infraction.

The written notice of suspension shall be sent or given within one calendar day to the parent/guardian if the student is under the age of 18. The notice shall contain the reasons for the suspension and the right of the student to appeal to the Board of Directors or its designee.

You and your parent/guardian may appeal a suspension within seven (7) days of the suspension being issued. This appeal must be submitted to the Principal in writing and heard by the School Discipline Committee. You may not attend classes until the appeal is heard. All disciplinary hearings will be held within two (2) school days of the appeal being made.

### **Expulsion Policy**

Rules of expulsion follow due process as mandated by the State Law.

1. The Superintendent may expel.
2. The School shall provide the student and the parent/guardian written notice of the intent to expel. The written notice shall include reasons for the intended expulsion.
3. The student and the parent/guardian shall have an opportunity to appear on request before the Principal to challenge the expulsion or to otherwise explain the actions that led to the intended expulsion.
4. The written notice shall state the time and place to appear which shall not be less than three (3) days or later than five (5) days after the notice of intent to expel is given. The Superintendent may grant an extension of time. If granted, the Superintendent or the designee must notify all parties of the new time and place.

5. A parent/guardian has the right to appeal the expulsion, which must be submitted, in writing, to the Principal within fourteen (14) days of the written notice of expulsion. The Principal shall immediately forward this written appeal to the Board of Directors or its designee. 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 hearings on expulsions will be held within four (4) school days of the appeal being made.

Expulsions will not exceed eighty (80) school days unless the student has been expelled for the following reasons:

- Bringing a firearm into the school, onto school grounds, or to any other school program or activity;
- Bringing a knife into the school, onto school grounds, or to any other school program or activity;
- Committing an act that would be a criminal act if committed by an adult that results in serious physical harm;
- Or as otherwise allowed by Law.

If the student commits such acts, they may be expelled for up to one (1) school year.

The specific circumstances under which the Superintendent may modify a one (1) year expulsion could include:

- a) A recommendation from the group of persons knowledgeable of the student's educational needs in accordance with the Individuals With Disabilities Education Act;
- b) The student was unaware that s/he possessed a firearm or knife;
- c) The student did not understand that the item s/he possessed was considered a firearm or knife;
- d) The student brought the item to School as part of an educational activity and did not realize it would be considered a firearm or knife; or
- e) The student may be eligible for participation in an alternative program.

The expelled student will be provided with a date for a mandatory re-entry conference. The expelled student, and parent or guardian of the student must be present at the re-entry conference.

The student and parent/guardian of the student will be notified in the event that the student fails to attend the re-entry conference.

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.

Emergency Removal:

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student can be removed from school without prior notice of hearing. Written notice of the removal and hearing, which must be held within three (3) school days of the student's removal, shall be provided as soon as practicable. Students are to remain home during school hours and not attend/participate in school sponsored function(s) pending the hearing. Should an out-of-school suspension be warranted, days of removal may be applied to the days of out-of-school suspension.

## SUSPENSION/EXPULSION OF DISABLED STUDENTS

In matters relating to the disciplining of disabled students, the School shall abide by Federal and State laws regarding suspension and expulsion.

### Removals of Not More Than 10 Days – The 10-Day Rule

The School may remove a student with a disability who violates a code of student conduct from the student's current placement for not more than 10 school days. This option may be used only if the disciplinary action is consistent with actions taken against nondisabled students. The School may place students removed under the 10-day rule in an appropriate interim alternative educational setting ("IAES") if applicable (see below), another setting, or suspend them. Removals under the 10-day rule are not considered a "change of placement" and the School is not obligated to provide services to students during those removals. The School can use the 10-day rule to remove a student for either a single removal of 10 consecutive school days; or a series of shorter-term removals over the course of the school year that are more than 10 consecutive school days during that school year, so long as those removals do not constitute a pattern of removals (and therefore, a change of placement). When a removal is not a change of placement, an IEP meeting is not required. However, if one or more IEP team members believe that modifications are needed to the student's behavior plan, the team shall meet to modify the plan and its implementation to the extent the team determines necessary.

### Removals of More than 10 Days – Change of Placement

A change of placement occurs if a removal is for more than 10 consecutive school days; or if a student is subjected to a series of removals which accumulate to over 10 school days, that constitute a pattern. If a change of placement occurs (after a MDR (see below)), then the School must notify the parents or guardians of that decision. This notice must inform the parents or guardians of all the procedural safeguards accorded under the law. These safeguards include a manifestation determination review, a right to receive services, and a continuation of services for a free appropriate public education. The School must provide services that:

- Enable the student to continue to participate in the general education curriculum (although in another setting); and
- Enable the student to progress toward meeting the goals set out in the student's IEP.

### Manifestation Determination Review ("MDR")

The School will conduct a MDR to examine a student's behavior before imposing disciplinary consequences that would amount to a change of placement. The purpose of the MDR is to determine whether a student's disability caused, influenced or otherwise impacted the student's behavior in question. To make this

determination, the student's IEP team is required to review certain information and determine whether the behavior causing the disciplinary infraction is or is not a manifestation of the student's disability.

The MDR is not required for disciplinary removals that do not constitute a change of placement, that is, less than 10 school days per incident or a series of removals accumulating to more than 10 school days in one school year that do not constitute a pattern.

No later than the date on which the decision to take a disciplinary action which may be a change of placement is made, the School must notify the parents or guardians of that decision and of all procedural safeguards, including the MDR. The School and the parents or guardians must determine which members of the IEP team are relevant to conduct the manifestation determination. The team will review all relevant information in the student's file to determine whether the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability or was the direct result of the School's failure to implement the IEP. If the team determines that either condition is applicable for the student, it must determine that the conduct is a manifestation of the student's disability.

*Manifestation* – If the team determines that the behavior was a manifestation of the student's disability, the full IEP team must meet the following requirements:

- Conduct a functional behavior assessment and implement a behavior intervention plan for the student, unless the School conducted a functional behavior assessment prior to the manifestation determination;
- If the IEP team already developed a behavior intervention plan, it must review and modify the plan as necessary to address the behavior; and
- Return the student to the placement from which he or she was removed, 45-day rule exception applies.

No Manifestation – If the team determines that the behavior was NOT a manifestation of the disability, the School may discipline the student using the relevant disciplinary procedures applicable to students without disabilities in the same manner and for the same duration, continuing to provide services to students with disabilities.

If a student's behavior was not a manifestation of the disability, the School will still take steps to attend to the student's behavior. The student must receive, as appropriate, a functional behavior assessment, behavioral intervention services and modifications designed to address the behavior violation in order to attempt to prevent a re-occurrence.

#### Exceptions to the MDR Requirement – The 45-Day Rule

The School may remove a student to an IAES for up to 45 school days, without a prior MDR or IEP meeting, when a student commits any of the following while at School, on School property or at a school function:

- Carries or possesses a weapon (a device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury);
- Knowingly possesses or uses illegal drugs or a controlled substance not legally or sells or solicits the sale of a controlled substance; or
- Inflicts serious bodily injury on another person.

## 9. MISSING WORK POLICY

Completing assigned work 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 and classwork that will foster individual learning and growth and that is appropriate for the subject area. **It is your responsibility to complete and turn in all assigned work on time.** If you or your parents have questions about any assignment, immediately contact the teacher who assigned it. Teachers may deduct points for any assignment turned in past the due date and may refuse to accept the work after 5 days.

### **Make-Up work:**

- Students are allowed 1 day per absence to make up their work.
- It is the student's 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 an 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.

## **S17- Acceptable Use Policy**

*Revised October 2015*

The Internet has become a vital part of our information infrastructure. The School strongly believes in the educational value of the Internet and recognizes the potential of such to support our curriculum and student learning in our school. School also recognizes the potential for misuse, or abuse, which is inherent in the Internet, and will make reasonable efforts to protect its students and teachers. In order to comply with the Children's Internet Protection Act ("CIPA"), the School has installed and is maintaining software that is designed to limit access to harmful matter on the Internet and monitor student use of the Internet. Such filtering software, however, may not adequately protect users from accessing all harmful matter on the Internet. The installation of such software does not relieve harmful matter. If a student violates any of these provisions, access to the Internet (including any computer or device connected to the Internet or School's network) may be denied and student may be subject to legal and/or disciplinary actions. These rules apply to both student owned devices and school owned devices.

- 1) Student accepts personal responsibility for use of school Internet services.
- 2) Student's use of the Internet must be in support of education and research, and within the education goals and objectives of the School.
- 3) Prohibited Uses: The following uses for the computer/device/network/Internet are prohibited:
  - a.) Any use which is in violation of federal, state or local law. This includes, but is not limited to, the transmission of copyrighted materials and privacy rights.
  - b.) While using any other organization's network or computing resources, violating that organization's rules for use of its network or computing resources.
  - c) Knowingly bypassing or penetrating any Internet security measures, including gaining entry or "hacking" into systems, disabling protections, or accessing restricted material without authorization.
  - d) Use which assists, supports, or promotes another person's Internet use in violation of these rules.
  - e) Production, transmission or storage of any communication or material which may be considered:
    - i. Defamatory, abusive, harassing or threatening toward another person.
    - ii. Communications or materials which denigrate persons based upon race, ethnicity, religion, gender, or disability are prohibited.
    - iii. Promoting, encouraging or supporting the use of controlled substances.
    - iv. Commercial activities by individuals or for-profit entities.
    - v. Violating another person's right to privacy.
    - vi. Using a false identity on the Internet.
    - vii. Otherwise prohibited on a school campus or in a workplace.
  - f) Accessing any pornographic, obscene, vulgar or sexually explicit material, or any material which promotes, encourages or supports any unlawful activity.
  - g) Using technology to disrupt the educational process, or against policy.
  - h) Damaging technology devices or systems.
  - i) Plagiarizing information found on the Internet.
  - j) Using obscene, profane, lewd, rude, inflammatory, threatening, derogatory, or other language that may be offensive to another user.
- 4) Use of the Internet is a privilege, not a right, and inappropriate use will result in withholding of that privilege.

5) You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to):

- a) Be Polite. Never send, or encourage others to send, abusive messages.
- b) Use Appropriate Language. Remember that you are a representative of our school, on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c) Do not reveal personal identifying information on the Internet, such as your home address or personal telephone number, or the addresses and telephone numbers of students or colleagues.
- d) Do not use the network in any way that would disrupt use of the network by others.

6) The School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages suffered while on this system. These damages include loss of data, inability to complete work due to system downtime, and loss of privacy. Use of information obtained via the Internet is at your own risk.

7) Security on any network is a high priority because of the many people relying on that network. If you suspect a security problem, notify the appropriate school personnel at once. Never demonstrate the problem to other users. Never use another individual's password or account. Never give your passwords to another person. Any use identified as a security risk will be denied access to the network and may face disciplinary action.

8) Vandalism is defined as any malicious attempt to harm, or destroy, anyone else's data, or any attempt to deprive other users of network services or computers. This includes, but is not limited to, the creation and uploading -downloading of viruses or Trojan horse programs, unauthorized tampering with the Control Panel settings for computers, or physical damage to any machine. Vandalism may result in the loss of computer access, disciplinary action, and legal referral.

## **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

3<sup>rd</sup> through 8<sup>th</sup> grade students will be assigned a locker for his/her use at NOBLE ACADEMY COLUMBUS. Some students may be required to share a locker. 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**. 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.

#### 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 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.

##### CLASS PARTIES

NOBLE ACADEMY COLUMBUS takes time to celebrate students and honor them during assemblies, shout-outs, and class rewards. Nevertheless, the school is determined to maximize instruction time. As such, class parties for birthdays etc. **ARE NOT ALLOWED**. In addition, snacks such as cupcakes, candy, cake, are

contrary to the SCHOOL WELLNESS POLICY and should not be brought to school. Student birthdays will be recognized in a way the aligns with the academics and health of our students.

### **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 **in grades K-5** participate in a daily recess. This recess is held outside on our playground and is approximately **30** 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.

### **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. Blue collared shirts with the school logo are required and are available for purchase online. *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 because 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 docker/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 3-8<sup>th</sup> 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, 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, or 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 or 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.

## **CONSEQUENCES DUE TO DRESS CODE VIOLATIONS:**

**1<sup>st</sup> offense: Warning letter with parent notification**

**2<sup>nd</sup> offense: Loss of recess with parent notification**

**3<sup>rd</sup> 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 8. 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 online from our website. 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 Information System", a system that lets teachers securely publish grades and class activities on the internet for students and parents. Parents can get their username and password from the administration/secretary and access their student’s account.

## **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.

**Pick Up Locations:**

Students will be picked up in the pick-up line in front of the main building. Students should not be picked up in parking lots outside the school grounds. Pick-ups before dismissal require the parent signing the student out and the student will be paged to the office.

**LUNCH:**

NOBLE ACADEMY COLUMBUS will serve hot lunch; however, students may bring lunch packed from home as well. Students are not to share items brought from home per Federal Lunch Program Guidelines.

**HOURS:**

7:00 a.m. – 8:15 a.m.	Before School Care/Breakfast
8:15 a.m. – 3:21 p.m.	School Hours
3:21 p.m.	Dismissal