



Parent/Student
School Handbook

2018-2019

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North Central Academy School Calendar 2018/2019

August 23-August 31	Teacher Work Days
September 3	Labor Day -- No School
September 5	Students' First Day of School
October 12	No School – Staff Inservice
November 2	End of Grading Period
November 19-20 (pm), 26 November 21-25	Parent/Teacher Conferences Thanksgiving Break – No School
November 27 December 24 - January 4	Classes Resumes Winter Break – No School
January 7 January 18 January 21	School Resumes End of Grading Period MLK Day – No School
February 18	President's Day – No School
March 18 March 22	No School – Staff Inservice End of Grading period
April 17 April 18-22 April 23	No School – Staff Inservice Spring Break – No School Class Resumes
May 23 May 24	Students' Last Day Graduation/End of Grading Period

I. GENERAL INFORMATION

NCA Allowable Websites:

Students at the NCA will be allowed to navigate approved only websites when using the internet during the school day. The list of allowable websites is subject to change throughout the school year by an administrator.

Building Hours:

School hours are from 8:15 a.m. to 2:45 p.m. Students are permitted to arrive 15 minutes before the beginning of the school day (8:00) and must exit the school premises no later than 15 minutes after dismissal (3:00). Office and building hours are 8:00 a.m. to 3:30 p.m.

No student is permitted to leave the building or premises during school hours unless granted permission from school personnel and an approved parent or guardian picks the student up from the school after signing out the student in the school office.

Bus Policy:

Riding the bus is a privilege. Improper behavior on the bus may result in loss of this privilege from the student's "home school" district. Only regularly scheduled bus students are permitted to ride the bus. Students can only ride their "home school" bus. No student is allowed to ride another district's school bus. Bus students are to go to the bus immediately after school is dismissed.

Cancellation or Delay of School:

The superintendent may find it necessary to cancel or delay school.

Due to the location of the North Central Academy, if **either Fostoria City Schools or Tiffin City Schools** closes or delays, North Central Academy will also close or delay accordingly. School closings and delays are posted on Toledo 11 News as North Central Academy-Tiffin and the North Central Academy Facebook page.

Because many of our students rely on bus transportation, if the student's home school is closed or delayed, they will follow the schedule of their home district.

Driving Policy:

North Central Academy believes it is in the best interest of the students to be transported to school by bus, walking, or transported by their parent/guardian. However, we do realize that some students may need to drive their own vehicles to school. If this is the case, all student vehicles must be registered in the office and students will be given a designated parking area.

Any type of unsafe driving on school premises will result in driving privileges being revoked. The decision to revoke a student's driving privilege will be up to an administrator.

Fees and Fines:

Fees for the 2017-2018 school year are \$50 per student. These fees will be used to offset the increasing costs for updating our technology and licensing fees, student computers and for other needed instructional items. Parents may set up a monthly payment plan for the student fee. This can be done at the front desk. Payment is due the first Friday of every month. The first payment starts in September and must be paid in full before the end of the school year. Failure to pay may result in grade cards being withheld or not receiving a diploma until the fee is paid.

Charges may also be imposed for any loss, damaged and/or destruction of school apparatus, equipment, textbooks and for damage to school computers, equipment, materials, supplies, buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Failure to pay fines, fees, or charges may result in the withholding of transcripts and diplomas.

Locker Policy:

- Students may not go to their lockers during class time without staff permission.
- Lockers must be locked at all times.
- Students will be held responsible for all items in their lockers.
- Items left by students in lockers are disposed of at the end of the school year.
- Student lockers remain under the control of the North Central Academy.
- Periodic general inspections of lockers may be conducted by school authorities for any reason and at any time without notice. Locker searches may be conducted without student consent and without a search warrant.
- A student's refusal to use locker will result in a phone call and/or possible conference with parent/guardian to resolve the issue.

Search Procedure:

The right of inspection of students' personal possessions on school property is inherent in the authority granted by the NCA School Board to the administrators and will be exercised to assure parents that the school will employ appropriate measures to protect the well-being of students, staff and visitors.

Fire, Tornado and Lockdown Drills:

Regular drills will occur throughout the school year in order to prepare our students in the event of an emergency. During these drills, the staff will advise students as to the route they are to follow in leaving the room/building or where to go in the classroom. In addition, students should be orderly, quiet and follow the teachers' directions. Maps of emergency exits and routes are also posted in each classroom.

Free and Reduced Lunches:

Free and reduced lunch forms are available at the front desk in the lobby during the school year for those that feel they might qualify. Students on "free and reduced" lunch are prohibited from selling or giving away their lunches.

Lunch and Beverages:

All students have the opportunity to purchase a daily lunch. The cost for a lunch is \$2.75 and students may set up a lunch account with the school secretary. Lunches must be ordered the school prior to the day lunch is served.

Students may also bring a lunch from home each day if they so desire. **No student will be allowed to leave the school to obtain a lunch, unless they have earned an open lunch.** Lunches, as well as all other foods, are to be eaten in the cafeteria unless otherwise authorized by appropriate staff. Beverages in the classroom will be allowed only if approved by the classroom teacher.

Individuals with Disabilities:

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities.

Any student can access special education services through the proper evaluation procedures. Parental involvement in this procedure is important and required by federal (IDEA) and state laws. Please contact an administrator to inquire about the evaluation procedures and programs.

Monitoring of Students:

All NCA interior and exterior areas, excluding restrooms may be monitored by digital cameras.

Student Records:

A student's permanent record is available to the student's custodial parent/guardian upon request. Parents/guardians may contact administrators to schedule an appointment to view permanent records. The student's permanent record is on file in the office and contains his or her health and immunization, proof of residency, identification, academic records and standardized test scores. The information in the file is routinely made available to the student's teachers and administrators to aid them in meeting the student's needs and interests.

II. ATTENDANCE

Attendance:

Attendance is required of all students enrolled in the school during the days and hours that the school is in session. State law places the responsibility for school attendance on the parents/guardians and school attendance is compulsory for juveniles under the age of eighteen. Not attending school may result in the student being denied access to their coursework.

Early Release of a Student:

No student will be allowed to leave school prior to dismissal time without either:
(a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the school office to request the release. No student will be released to anyone other than a custodial parent(s) or guardian without verbal or written permission signed by the custodial parent(s) or guardian. An approved reason for dismissal must be submitted before release.

Eighteen Year Old Students:

Although by law considered adults, eighteen-year-old students are required to follow the same rules and regulations as all other students. Adult students who continue to violate the student code of conduct will be subject to withdrawal and/or suspension for their

actions. Eighteen-year-old students are not permitted to sign themselves in or out of school and will need parent/guardian signatures on notes and excuses, unless the student has been emancipated or the student is able to provide documentation of being self-supportive.

Excused Absences: (the following are excused absences allowed by state law)

- a. **Personal Illness** (A doctor's note may be required)
- b. **Illness in the Family** (Documentation may be requested)
- c. **Quarantine of the Home** (Determined by proper health authorities)
- d. **Death of a Relative** (Three (3) day limit unless reasonable cause is shown)
- e. **Work at Home** (Due to absence of parents or guardians that causes a hardship on the family; Documentation is required.)
- f. **Observance of a Religious Holiday** (Consistent with the student's creed or belief)
- g. **Farm Work** (Which in the judgment of the administration constitutes a good and sufficient cause for absence from school)
- h. **Inability of the Parent or Guardian to Employ Help** (Validated by notarized statement)
- i. **Emergency or Set of Circumstances** (Which in the judgment of the administration constitutes a good and sufficient cause for absence from school)
- j. **Home Instruction** (As properly approved by the Superintendent)
- k. **Hunting**-One hunting day will be considered as an excused absence.

Tardiness:

Students are expected to attend and be in class on time at the beginning of each school day. Tardy students will receive a verbal warning for being late to school. Students that are tardy more than once may be required to make-up lost academic time after school for every minute that a student is tardy. A North Central Academy administrator or designee will notify the parent(s) that their child will be required to make up the lost academic time the following school day. Student refusal to make-up lost academic time will result in the student receiving a violation for insubordination and other consequences shall ensue at the discretion of North Central Academy administration.

Truancy:

Truancy is defined as the student failing to be present in school without parent and/or school permission, skipping an assigned class, leaving a classroom without permission or being in a non-class area without permission. Truant students will be subject to school discipline. In addition, a referral to the juvenile court and/or police may be made at any time truancy is involved.

Students Habitually Truant or Excessively Truant:

- A. An “habitual truant” is any school age child who is absent without legitimate excuse for 30 or more consecutive school hours, 42 or more school hours in one month or 72 or more school hours in a school year.
- B. An “excessive truant” is any school age child who is absent with or without legitimate excuse for 38 or more consecutive school hours in a month, or 65 or more school hours in a school year.
- C. State law requires that if a student is absent without an excuse for 19 consecutive days, they are un-enrolled from North Central Academy.

Procedures for Excessive Unexcused Absences:

The following steps may be taken for excessive unexcused absences:

- Warning Conference with Student/ Phone call made to parents/guardians
- Certified Letter to Parent/Guardian
- Home Visit by Administration
- File in Court

Unexcused Absence:

If the school does not receive notification of a student’s absence by 9:00 am, the school will make every attempt by phone to contact the parent/guardian as soon as possible.

If no excuse is provided, or no contact is made with the parent/guardian, the student’s absence will be recorded as unexcused until the parent/guardian provides a verbal or written excuse for the day.

Medical documentation will be required for student illnesses which result in absences beyond six (6) days in a semester for the days to be excused. Exception to this policy may occur if the County Health Department declares a “flu” epidemic.

Other Absences:

Hunting

One (1) hunting day will be considered an excused absence, provided a parent comes into the school and signs an advanced absence form before the scheduled hunting day. Without advanced approval, the absence will be considered unexcused.

Vacations - Family

Vacations should be scheduled during time when school is not in session in order to avoid affecting the student's education and grades. If a family vacation must be taken during the school term, a parent or guardian must come into school and sign an advanced absence form one week prior to the vacation. Such vacations should be limited to no more than five (5) school days during the year, unless approved by the building administration. The student must be accompanied by his/her parent or guardian. Students will not be excused from school for vacations on examination days without the permission of an administrator.

III. ACADEMIC INFORMATION

Curriculum:

Students at North Central Academy will receive their academic coursework through a variety of instructional practices including direct instruction, blended learning classes as well as online instructional courses.

PEAK Curriculum:

Students at NCA will use PEAK Learning Systems for most all of their elective classes. PEAK is an online curriculum which includes electives such as Personal Finance, Art Appreciation, Psychology, and many others). PEAK provides study materials, quizzes, and final exams. It is a flexible system that can be personalized to accommodate the needs of high achieving students, those with IEPs and those in need of credit recovery.

PEAK can be accessed via any internet connection other than dial-up. Students in good standing may work on their assignments at school, home and anywhere else that a student has access to the internet. However, to receive credit for a course, students must take final exam or master alternative course work ***in school under supervision.***

Through PEAK, parents and students can track students' progress online. Teachers will also use PEAK to track student progress and generate information for progress reports and transcripts.

Grading Scale and Grading Periods:

100-90	A	79-70	C	59-0	F
89-80	B	69-60	D		

GRADUATION INFORMATION

Credit Requirements for ALL Classes

In order for students to qualify for a diploma from North Central Academy, they must satisfactorily complete all state and NCA requirements and earn at least twenty credits.

Credits must include the following:

English Language Arts	4 Credits
Math ¹	4 Credits
Science ²	3 Credits
Social Studies ³	3 Credits
Electives	5 Credits
Health	½ Credit
Physical Education	½ Credit
Fine Arts ⁴	1 Credit

¹Math must include one credit of Algebra II

²Science must include one credit of physical science, one credit of life sciences, and one unit of advanced science study (physics, chemistry, earth and space, advanced biology or other life science).

³Social studies must include a ½ credit of American history and a ½ credit of American government.

⁴All students must receive instruction in economics and financial literacy during Grades 9-12 and must complete at least two semesters (two ½ credit courses) of fine arts taken any time in Grades 7-12. Students following a career-technical pathway (Sentinel Career Technical Center) are exempt from the fine arts requirement.

REQUIRED COURSES FOR EACH GRADE LEVEL

Freshman Year	Course Title	Credits/Semesters
	English 9	1.00 Credits/2 Semesters
	Algebra I	1.00 Credits/2 Semesters
	Physical Science	1.00 Credits/2 Semesters

	U.S. History	1.00 Credits/2 Semesters
	Health	0.500 Credits/1 Semester
	Personal Finance	0.500 Credits/1 Semester
	Physical Education	0.250 Credits/1 Semester
	TOTAL CREDITS EARNED	5.250

Sophomore Year	Course Title	Credits/Semesters
	English 10	1.00 Credits/2 Semesters
	Geometry	1.00 Credits/2 Semesters
	Biology	1.00 Credits/2 Semesters
	World History	1.00 Credits/2 Semesters
	Career Essentials	0.500 Credits/1 Semester
	Lifetime Fitness	0.500 Credits/1 Semester
	Physical Education	0.250 Credits/1 Semester
	TOTAL CREDITS EARNED	5.250

Junior Year	Course Title	Credits/Semesters
	English 11	1.00 Credits/2 Semesters
	Algebra II or Algebra II equivalent	1.00 Credits/2 Semesters
	Earth & Space, Environmental Science, or Chemistry/Physics	1.00 Credits/2 Semesters
	Economics and Government	1.00 Credits/2 Semesters
	Art Appreciation	0.500 Credits/1 Semester
	Humanities 1 and 2	1.000 Credits/1 Semester
	*Sentinel Vocational School (optional)	3.00 Credits/2 Semesters
	TOTAL CREDITS EARNED	5.500 (7.00 if enrolled in Sentinel)

*If a student is enrolled in Sentinel they will not be required to take Art Appreciation or any other fine art elective.

Senior Year	Course Title	Credits/Semesters
	English 12	1.00 Credit/2 Semesters
	Pre-calculus	1.00 Credit/2 Semesters
	Choose an elective	0.50 Credit/1 Semester
	Choose an elective	0.50 Credit/1 Semester
	Choose a science, social studies, math or 2 electives	1.00 Credit/2 Semesters
	*Sentinel Vocational School (optional)	3.00 Credits/2 Semesters
	TOTAL CREDITS EARNED	4.000 (5.00 if enrolled in Sentinel)

*Sentinel students would not need to take any electives their senior year.

Electives NCA Offers

All students need 5 credit hours of electives to graduate.

Health*	0.500 Credit
Physical Education*	0.500 Credit
Personal Finance*	0.500 Credit
Art Appreciation	0.500 Credit

Humanities 1	0.500 Credit
Humanities 2	0.500 Credit
Lifetime Fitness	0.500 Credit
Career Essentials	0.500 Credit
Sociology	0.500 Credit
Anthropology	0.500 Credit
Psychology	0.500 Credit
Spanish 1	0.500 Credit
Spanish 2	0.500 Credit

*To fulfill high school graduation requirements, these elective courses must be taken.

†All students need one elective credit of a fine art course. Any of these can be chosen from.

Additional Information

All seventh graders will be assigned elective courses that will count toward high school credit and will be included in students' GPA/rankings. Depending on enrollment numbers, these courses taught at the middle school level are subject to change each year.

Any required course that is failed must be retaken. Credit hours will not be awarded to failed courses. NCA requires that all high school students carry at least 5 credit hours of courses each year. Seniors may carry 4 credit hours if they have completed all necessary course work during their 9th – 11th grade school years.

NCA states that student class placement will be determined in the following manner:

Less than five (5) credit hours = Freshman Status (9th grade)

Five (5) credits to less than ten (10) credits = Sophomore Status (10th grade)

Ten (10) credits to less than fifteen (15) credits = Junior Status (11th grade)

More than fifteen (15) credits = Senior Status (12th grade)

TESTING REQUIREMENTS

Testing Requirements for the Class of the 2018 and Beyond

All students must take end of course exams in English 9, English 10, Algebra I, Geometry, Physical Science/Biology, American History and American Government.

In addition, students must meet one of the following three:

1. Students must accumulate a minimum of 18 points from scores on the end of course exams. These exams are taken in April/May. Students earn from 1-5 points for each exam, based on their performance.
 - 5 points = Advanced
 - 4 points = Accelerated
 - 3 points = Proficient
 - 2 points = Basic
 - 1 point = Limited

A student, who earned high school credit in any of the above courses before July 1, 2014 and a required end-of-course exam was not available, automatically will receive a score of 3 points per course exam toward the total points needed for graduation.

2. Earn a “remediation-free” score on a national college admission test, such as the ACT or SAT. The ACT assessment will be given one time free of charge to every junior status student at NCA. Students may take the ACT more than once, but must register through the ACT site and pay for additional testing on their own.
3. Students also can qualify for graduation by earning an approved industry-recognized credential and achieving a workforce-readiness score on a related job skills assessment. The selection of these assessments is in progress.

Exam Retakes

Students scoring below proficient on an exam may retake it after they receive extra help on the material. Students scoring proficient or higher on an end of course exam can retake exams only if, once they take all the exams, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving extra help on the material.

COURSES OF STUDY

College Preparatory Curriculum

The college preparatory curriculum provides the essential coursework for students to meet the entrance requirements for colleges. This course of study is planned primarily for those students who have decided to further their education at the college level.

Students who plan to attend college should have the following units of credits in the CORE subjects listed:

English – 4 credits

Science – 3 to 4 credits

Mathematics – 4 credits

Foreign Language – 2 to 4 credits

Social Studies – 3 credits

Arts – 1 credit

IT SHOULD NOT BE ASSUMED THAT HIGH SCHOOL GRADUATION ALONE WILL ADMIT A STUDENT TO COLLEGE. All colleges require a transcript listing final grades, class rank, and grade point average (GPA), as well as results from the ACT and/or SAT test and Ohio Graduation Tests. Remember that each high school course taken and each grade earned counts in the cumulative GPA and class rank. Colleges may also look at your extra-curricular, community service, and leadership activities, as well as recommendations from high school staff and others.

Students anticipating college entrance should discuss the specific requirements of that college with the guidance counselor in order to make the best choice. Each college may have specific requirements and may be found on their websites.

Since many community and technical colleges do not require a specific subject pattern, some students who do not follow the college preparatory curriculum may find it possible to meet the entrance requirements for a number of community and technical colleges. Careful judgment should be used in the selection of electives, especially with math and science classes.

Career and Technical Education Curriculum

Students at Sentinel Career and Technology Center attend classes for a half-day for career and technical training and the other half-day at North Central Academy for academic training. Upon

successful completion of classes at Sentinel, NCA students will receive three (3) credits per year for classes taken at Sentinel.

While attending Sentinel, NCA students may also participate in North Central Academy’s extracurricular activities, such as the Bully Busters, Quiz Bowl, etc. All students who wish to enroll at the Sentinel Career and Technology Center **must** complete the following NCA requirements:

- English 9
- English 10
- ½ credit of Health and a ½ credit of Phys. Ed
- 2 credits of Math
- 1 Elective Credit
- 1 credit of Physical Science and 1 credit of Biology
- 2 credits of Social Studies

A requirement of 10 credits is necessary for application to the Sentinel Program. Students must also maintain a good attendance record and have at least a Cumulative GPA of 2.00. Freshman students enrolling in the cosmetology program must meet equivalent class credit as stated above.

Students interested in the programs offered can obtain applications through the high school counseling office during their sophomore year (or freshman year for cosmetology).

Sentinel Career and Technology Center Programs

Automotive Technology	Health Careers Academy
Building/Construction Trades	Independent Living
Careers in Education	Precision Machining
Collision Repair Technology	Public Safety
Cosmetology	Sophomore Career Exploration
Culinary and Hospitality Management	STNA (2015-16 one year senior only)
Digital Technologies	Welding and Fabrication Technology
Electrical Trades	

Flexible Credit Options

College Credit Plus

Student in grades seven through twelve may enroll in the College Credit Plus Program for the purpose of taking college courses at eligible post-secondary institutions. Students must meet the enrollment requirements for each institution. Students may take college courses at North Central Academy. NCA will offer courses that students will take for both NCA credit and credit through the University of Toledo and/or Tiffin University. These courses will be taught online by university faculty. If deemed necessary to drop a course after the deadline or a failing grade is received, the student/parent-guardian is responsible for the entire fee of the **entire** course. We will be following each universities procedure regarding dropping courses.

Each university has their own admission requirements including minimum GPA as well as standardized testing scores (ACT, SAT, PSAT and/or Compass requirements). NCA students taking College Credit Plus classes will need to meet these various requirements and NCA staff will assist students in understanding what is required.

Additional Flexible Credit Options

Other flexible credit options may include the test-out option. Specific flexible credit options information is available in the guidance office.

Honor Roll:

Students who achieve academic excellence are named to the NCA Honor Roll each nine (9) week grading period. Any student receiving a GPA of 3.2 or better and have no incomplete work pending in core courses will be named to the Honor Roll.

Progress Reports:

Progress reports will be mailed home at the end of each nine week period. If you have not received your child's grade card, please call the office.

Promotion:

Each NCA student can proceed at his/her own academic pace. Students can advance one or more grade levels within one school year.

Summer School Credits:

Students, with the approval of administrators, may earn credits during summer break by mastering courses on PEAK.

Work Study Program:

A work study program is available through NCA. If interested, a student needs to inform an administrator. Students who wish to work outside of the work study program need to pick up a work permit application located in the school lobby.

IV. HEALTH SERVICES

Control Student Communicable Diseases:

Since a school has a high concentration of people, it is necessary to take precautions when the health or safety of the group is at risk. The school's staff may remove or isolate a student who is ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, pink eye, staph, MRSA and other conditions as indicated by the local and state health departments.

Any removal will be only for the contagious period as specified in the schools administrative guidelines.

- Any student sent home with head lice will be required to be cleared by the County Health Department or by his/her physician. The student will be considered as having an excused absence for up to three days. Any absence over three days will be considered unexcused unless the parent/guardian provides a note from a physician excusing the child from school.

If a student has pink eye, he/she must be under the care of and cleared by a physician before he/she can return to school.

Illness:

A student who becomes ill during the school day should request permission to go to the front desk in the lobby. An appropriate staff may deem it necessary to place a call to the parent/guardian. The office and the parent/guardian will determine whether or

not the student should remain in school or go home. No student will be released from school without proper parental permission.

Injury:

All injuries must be reported to a teacher or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents as soon as possible.

Medication:

If it becomes necessary for a student to take medication at school, a Student Medication Authorization Form must be filled out and signed by a parent/guardian and a physician. All medications will be kept in a locked drawer in a designated area. Medicine must be in the original package or prescription bottle with instructions. Students may keep inhalers/epi-Pens with them, but a Medication Authorization Form must be on file in the office.

V. STUDENT DISCIPLINE

Introduction:

No student has the right to interfere with classroom instruction or with another student's right to learn. A student who takes part in an action that interferes with the educational process may have any opportunity to correct their behavior or receive consequences, and/or be removed from the student body of North Central Academy for a period of time to be determined by the administrator.

Rules are necessary for the student body at North Central Academy. All students are encouraged to follow the rules and procedures of North Central Academy. The code of conduct identifies the expectations and responsibilities of each student, and potential penalties for infractions of the code.

Code of Conduct:

In accordance with Ohio Revised Code, a student enrolled in the NCA who is found to be in violation of any of the following rules shall be subject to disciplinary actions set forth in this handbook or as deemed necessary by the administrator of NCA.

Disruption of School Classroom/Cafeteria/Hallways:

A student shall not, by use of violence, force, coercion, threat, harassment or insubordination, disrupt or obstruct any aspect of the educational program, including lunch periods, academic breaks, and any curricular NCA class activity. Examples of disruption include, but are not limited to, horseplay, bomb threats, obscene language, setting off fire alarms, unauthorized fires, throwing objects, food fights, strikes, walkouts or loitering, use of stink bombs, loud music, and disruptive talk or impeding free traffic to and within the school.

Damage to School Property or Private Property:

A student shall not cause or attempt to cause damage to school property, staff property, or other private property as it affects the good order and welfare of the school. Examples of school property include, but are limited to landscaping, buildings and all contents inside the facility. Examples of staff and private property include, but are limited to, vehicles, clothing or other possessions. Parents/guardians will be held monetarily responsible for any damage caused by his/her child. To reduce damage to classroom desks, chairs and tables students are prohibited from using these items in an inappropriate way (i.e., standing on, seating on, lying on, or using two at once).

Assault:

A student shall not cause bodily harm or behave in such a way that could threaten to cause bodily harm to school staff, students, or visitors while under the jurisdiction of the school. This jurisdiction includes the school day and any school activity. Examples include, but are not limited to, hitting, kicking, shoving, fighting, throwing objects, or running in the halls. In the case of an assault, law enforcement may be contacted and charges may be filed.

Dangerous Weapons and Instruments:

A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon, instrument of violence, or explosive such as a firearm (gun), knife or razor blade, metal knuckles, firecracker, bomb, bullet, rocket, missile, incendiary, noxious irritant, poisonous gas, poison, or any other item which could be used to harm, threaten, or harass students, school employees, parents, community members, or school visitors. Objects which look like weapons,

instruments of violence, or explosives are also prohibited. In the case of a possession or use of a weapon the police will be contacted and charges will be filed.

Unauthorized Possession:

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district.

Tobacco:

Use of tobacco in any form is prohibited by anyone, even those over 18 years of age on the premises of NCA. Display, use, or possession of tobacco and smoking materials, including matches and cigarette lighters, and e-cigarettes (vaporized materials) are prohibited. "Tobacco" includes, but is not limited to cigarettes, cigars, pipe tobacco, chewing tobacco and snuff.

Alcohol, Drugs, and/or Drug Paraphernalia:

No student shall possess, consume, show evidence of use or consumption, deliver, attempt to deliver, or cause to be delivered any form of alcoholic beverage, drug, drug paraphernalia, inhalants, narcotics, anabolic steroids, or non-controlled substance that may be considered to be harmful to the health or morals of themselves or others. This will include counterfeit controlled substances or 'look-alike' drugs. A student shall not appear at school or school-related events after having consumed any of the above.

Counterfeit controlled substance is defined in the following ways: (1) any drug or drug container or label which bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization; (2) any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it; (3) any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance; and (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Theft:

A student shall not steal, attempt to steal, or possess stolen property of other students or school personnel. In the case of theft the police may be contacted.

Insubordination:

A student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary consequences, or reasonable directives given by school personnel.

Violations of the Law:

A student shall not violate any local or state law or ordinance when the student is properly under the authority of school personnel.

Frightening, Degrading, Disrespectful, or Disgraceful Acts:

A student shall not engage in any act that frightens, degrades, or disrespects a student, employee of the school district or visitor by means of written statements, verbal comments, or gestures, including but not limited to bullying. Public displays of affection or unauthorized touching of a person are prohibited.

Anti-Harassment, Intimidation and Bullying Policy

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events. A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment.

Harassment, intimidation, or bullying means any deliberate or intentional gesture, or any deliberate or intentional written, verbal, or physical act or threat that a student has exhibited toward another student or staff member and that the behavior has one or more of the following effects: (a) harming a student or staff member; (b) damaging a student's or staff member's property; (c) placing a student or staff member in reasonable fear of harm to the student's or staff member's person; (d) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member.

The school prohibits acts of cyber-bullying, which is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, cell phone and text messages, blogs, Twitter, Facebook, etc., to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on academic time or on the school premises, at school events, programs or activities or off school time or school premises if such acts affect other students or Staff of the School.

The school reserves the right to discipline students' off campus behavior which substantially disrupts the school's educational process or mission, or threatens the safety or well-being of a student or staff member. Some factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the school's mission due to

the stress on the individual(s) victimized or the time invested by staff in dealing with the behavior or its consequences; (2) whether a connection to on-campus activities exists; (3) whether the behavior creates a substantial interference with a student's or staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, School building or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion.

All School employees, volunteers and students are required to report incidents of which they are aware to the Administration. The Administration is then responsible for determining whether an alleged incident constitutes a violation of this policy. The Administrator will conduct a prompt, thorough and complete investigation of the reported incident. Once an investigation is completed, and the reported incident has been substantiated, the parent or guardian of any student involved in the incident shall be notified and to the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) have access to any written reports pertaining to the incident. All school employees, volunteers and students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy. The school prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying.

Truancy and Tardiness:

Truancy is prohibited. Truancy is declared when a student is absent from school or any portion of the school day without school authorization and parental consent. Tardiness to school is also prohibited. Refer to the Attendance Section of this handbook for further explanation and clarification.

Publications and Organizations:

Publishing or distributing any printed material or promoting any agency, institution or organization that has not been approved by the building administrator is prohibited.

Forgery, Cheating and Gambling:

Any form of forgery is prohibited. All forms of cheating on school work are prohibited, including plagiarism. Gambling, wagering money or any other item(s) of value is prohibited.

Immunizations and Health Policies:

Failure to comply with Ohio Revised Code may result in exclusion from school.

Collusion:

No student shall assist or aid in any way another student in violating school rules and regulations or any law or ordinance when either student is properly under the authority of school personnel.

Hazing:

Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy.

Sexual Harassment:

A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances which may be verbal, visual, or physical contact. Prohibited conduct includes, but is not limited to, proposition, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person.

Misuse of Electronic Information/Communication Systems:

Vandalism of computer equipment, unauthorized access to information or school records, invasion of computer privacy, copyright violations, plagiarism, hacking, or other tampering with hardware or software is prohibited. The use of a computer by a student which in any way violates the code of conduct is prohibited. Use of pagers, beepers, lasers, and similar devices is prohibited during the school day. Administration has the discretion to allow individual use of personal audio player such as iPods as part of a reward incentive program. If permission has not been granted, the student cannot be in possession of an electronic device during the school day. NCA will not be responsible for lost or stolen items.

Mobile Phone Policy:

Possessing a cellular phone or other electronic communication device on school grounds is a privilege and not a right. The North Central Academy does not prohibit a student from possessing a cellular phone or other electronic communication devices, but does regulate possession and use of such devices. These items have been regulated since they can facilitate unlawful or otherwise inappropriate behavior and messaging, and distraction from the school's educational mission.

Each student is responsible for complying with the terms of this policy. If you do not agree with or don't intend to abide by all terms of this policy, do not bring a cellular phone or other electronic communication devices to school. With permission, students may use the school's phone to contact parents in cases of emergencies and/or medical illness. The North Central Academy assumes no liability if a cellular phone or other electronic communication device is broken, lost, or stolen.

1. Cellular phones and other electronic communication devices may not be used during the instructional day. All cellular phones or other electronic communication devices must be turned off by 8:15 am each morning. However, all students will have the opportunity to use their phones or other electronic devices during their lunch period. Students must turn their phone or electronic communication device off once the half hour lunch period is over. Students using their cellular phones or electronic communication devices outside of the authorized times will face disciplinary consequences. The use of cellular phones or other electronic communication devices privilege shall be revoked, if it distracting or disruptive to the educational process.
2. Any use of cellular phones or other electronic communication devices outside the authorized times in violation of this policy will result in confiscation of the device. When requested, the student must surrender the device. Refusing to turn in the device will be treated as insubordination for; which additional disciplinary measures may be imposed.
3. A confiscated cellular phone or other electronic communication device is subject to search by the Administration. A student who chooses to bring such a device to a school building or onto school grounds or premises (including a school bus or other school vehicle) thereby agrees and consents to such a search if the device is confiscated because of a violation of this policy. A confiscated device will normally be returned to the student for the violating the policy at the end of the day. However, law enforcement may be contacted if it appears an unlawful activity has occurred.

Disciplinary Action for Phone/Electronic Device Policy Violation:

Students found using their electronic device without consent of North Central Academy staff shall surrender their device to the requesting staff member. The device will be returned to the student at the end of the day. Refusal to do so will result in the student being removed from the classroom and referred to Administration. A student's refusal to surrender their device to Administration or its designee will result in disciplinary action taken by school personnel.

Gangs/Secret Societies:

The NCA prohibits the presence and activities of gangs on or near school property. No student shall wear, carry, or display gang paraphernalia or make gestures that either endanger or interfere with the health or welfare of any student, or that cause disruption to, or direct interference with, the educational process. No student shall cause an incident affecting the school attendance of another student or attempt to create territorial control at any school district facility.

A gang is defined as any non-school group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violation of school rules, establishment of territory or 'turf' or any actions that threaten the safety or welfare of others.

Disciplinary Consequences:

Suspension: is defined as the denial to a student of permission to attend school and to take part in any school functions for a period of at least one (1) but not more than ten (10) school days per incident. If, at the time a suspension is imposed, fewer than ten (10) days remain in the school year, the Superintendent may apply any or all of the period of suspension to the following school year. No student on suspension shall be permitted in/on any owned, rented, or donated property of the NCOESC/NCA or district nor can a suspended student attend any school sponsored function or activity. Students suspended out of school (OSS) may not be permitted to receive credit for work missed during the suspension.

In-School Suspension: Students suspended in school (ISS) will be permitted to make-up any missed academic credit while being assigned to the ISS. In-School Suspension is defined as a student in attendance but being removed to another designated area within the school other than his/her regular classroom setting.

Expulsion: is defined as denial to a student of permission to attend school and to take part in any school function for a period exceeding ten (10) school days but not exceeding eighty (80) school days. If, at the time of an expulsion, there are fewer than eighty (80) school days remaining in the school year, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school

year. Students may be expelled for one calendar year for a violation involving a firearm (gun) or a knife or when otherwise authorized by the Ohio Revised Code. Students who are expelled will lose all academic credit for the period of time in which they have been expelled.

Students who are expelled may not participate in student activities for the duration of the expulsion. No student under expulsion shall be on the property of the NCOESC/NCA or home school district property without prior administrative approval. A student may be suspended pending the outcome of expulsion proceedings.

Any student who possesses, delivers, sells or causes to be delivered or sold any form of drugs, alcohol, narcotics or non-controlled substance that may be considered to be harmful to the health or morals of themselves or others may be recommended for expulsion by the building administrator.

Any student who possesses, handles, transmits, or conceals any object which might be considered a dangerous weapon, instrument of violence, or explosive will be recommended for expulsion by the building administrator.

Temporary Denial of Admittance: The NCA building administrator may, after offering an opportunity for a hearing before the Superintendent or Superintendent's designee, temporarily deny admittance to North Central Academy to any student if the student has been expelled from another district and the period of the expulsion has not expired. Any student who is temporarily denied admittance to NCA, the student's parent/guardian may appeal that denial to the Superintendent, who may affirm or reverse the denial on the basis of the record so made.

Emergency Removal: Is defined as the immediate denial of either a place within a classroom or elsewhere on school premises to a student whose presence poses an immediate and/or continuing danger to persons or property or an ongoing threat of disrupting the academic program.

Detention: Students may be required to serve detention before or after the school day with the notification of parent or guardian. Additionally, lunch and in-school detention may be utilized.

Special Assignments: Students may be required to perform reasonable tasks as suited to the disciplinary infraction.

Withholding of Privileges: Special privileges can be withheld as deemed necessary by the NCA Staff and/or Administration. No privilege is considered an inherent right.

Court or Police Referral: Students may be referred to court authorities or to law enforcement officials for violation of the state or local law, the code of conduct or

attendance law while under the authority of school personnel, which may result in the student being placed at a Juvenile Detention Center.

Bus Denial: Students who violate his/her “home school” district’s student code of conduct on the bus may be denied busing privileges by the “home school”.

Warning: Student misbehavior can be eliminated with a warning.

Community Service: In lieu of a suspension a student may be given an opportunity of community service. The parent/guardian and the student will be responsible to arrange the community service hours. The Superintendent or designee will have final decision making authority to approve the use of community service in lieu of suspension.

Due Process for Suspension and Appeals

Definition:

Due process is a procedure to assure that students have a fair opportunity to counteract, contradict, challenge or defend allegations made against them and to have an opportunity to try to clear themselves of those charges that may result in suspension and/or expulsion from NCA.

Elements of Due Process:

1. Student has been informed of school rules and regulations.
2. Student receives written notice of charges or reasons for the pending action.
3. Student has the opportunity for a hearing to articulate his/her view of the charges.
4. Parent/Guardian/Student is entitled to representation of their choosing in any appeals proceedings.
5. Student is not permitted to continue to attend regular classes pending the outcome of either suspension or expulsion appeals procedures unless permission to attend is authorized by the Superintendent or designee.

Suspension Appeals Procedures:

- Step 1 Parent/Guardian/Student is permitted to come in and meet with the NCA Administration or designee.
- Step 2 Parent/Guardian/Student is permitted to appeal to the Superintendent or to his/her designee. A written decision will be issued to the appealing party as to the results of the appeals hearing.

Step 3 Parent/Guardian/Student is permitted to appeal to the NCA Board of Education.

School Dress:

North Central Academy students are expected to be well groomed and neatly dressed at all times. Any form of dress, hair style or other expression which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

Unacceptable School Apparel:

1. Bare midriffs, tank tops, camis and undershirts (with less than shoulder width straps).
2. Clothing that contains insignias, advertisements, symbols, words, patches, or pictures that endanger or interfere with the health and welfare of any student or cause substantial and material disruption to, or direct interference with, the educational process. Clothing prohibited under this rule includes but is not limited to that which is suggestive of violence or gangs, or which relates to sex, drugs or alcohol.
3. "Biker" or spandex-type shorts, pajama pants or boxer shorts worn as shorts.
4. Sagging pants, shorts or skirts that are worn below the waist exposing undergarments.
5. Chains, spiked bracelets or items that could be dangerous to persons or destructive to school property.
6. Shorts above mid-thigh.
7. Extreme or distracting hair color, make up or body-piercings that distract from the educational setting.
8. Hats or other head apparel, including hair picks and /or wigs(unless approved by administration.)
9. Coats designed specifically for outside wear or blankets.
10. Sunglasses (unless authorized by a doctor).
11. Facial piercings or earrings that are considered inappropriate or dangerous.

North Central Academy



VI Student/Parent Acknowledgment:

I _____ have received and have reviewed the North Central Academy Parent/Student Handbook.

Student Signature

Date

Parent Signature

Date