



# **Northwest Ohio Classical Academy**

## **Family Handbook for Students and Parents**

**2021-2022**

Adopted: July 21, 2021

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## **School Contact Information**

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Email: [info@nocacademy.org](mailto:info@nocacademy.org)

School Hours: Monday-Friday, 8:00 a.m. to 3:00 p.m. Office Hours:  
Monday-Friday, 7:30 a.m. to 4:00 p.m.

Before-School Drop-off: 7:00 a.m. to 7:45 a.m. After-School  
Pick-up: 3:15 p.m. to 5:30 p.m.

## Principal's Welcome

Dear Families and Students,

Welcome to Northwest Ohio Classical Academy (NOCA)! We are delighted that you chose to partner with us in the important task of rearing your child to be virtuous - demonstrating good character; and to have a sound mind full of knowledge. At NOCA, our mission is *to train the minds and improve the hearts of young people through a rigorous, content-rich classical curriculum in the liberal arts and sciences, one that produces thoughtful leaders and virtuous citizens*. This is difficult work, but we believe that in building an institution that daily commits to training individuals who a) practice decorum, b) read and dialogue about great books and ideas to gain significant understanding, and c) learn for the sake of learning, we will form students who seek the True, do the Good, and relish the Beautiful.

As established in NOCA's Honor Code, it is our intention to fashion individuals who demonstrate courage, moderation, justice, responsibility, friendship, prudence, and wisdom. Students will come to know and embody these traits through their purposeful communication with school faculty. Additionally, students will master these traits through active participation in rigorous, content-rich classical curriculum in the liberal arts and sciences. As a school, we are keenly aware of the central role that families have in the formation of their children. It is our hope and expectation to partner with each family. We hope that, each day, families are able to model good behavior and to support the accomplishment of the academic work presented in their students' coursework.

With great anticipation, I look forward to the coming school year! I will continue to work with students, their families, and with NOCA staff in a shared effort to build a school that produces students who are thoughtful leaders and virtuous citizens.

Sincerely,

Phillip Schwenk  
Principal  
Northwest Ohio Classical Academy

The task of the modern educator is not to cut down jungles but to irrigate deserts. The right defense against false sentiments is to inculcate just sentiments. By starving the sensibility of our pupils, we only make them easier prey to the propagandist when he comes. For famished nature will be avenged and a hard heart is no infallible protection against a soft head. (C.S. Lewis, *The Abolition of Man*)

## **Mission Statement**

To train the minds and improve the hearts of young people through a rigorous, content-rich classical curriculum in the liberal arts and sciences, one that produces thoughtful leaders and virtuous citizens.

## Barney Charter School Initiative Affiliate

Northwest Ohio Classical Academy (NOCA) is a public charter school, which is a tuition-free, public school operated by an independent board of trustees and authorized by a sponsor approved by the Ohio Department of Education. Charter schools are given flexibility to articulate a distinct mission, design a curriculum around the mission, and hire faculty who can best deliver mission-guided instruction. The result is a unique and innovative educational model that responds to the needs of students and families that have chosen NOCA.

A principal value of all charter schools is that parents have the primary right, authority, and responsibility to direct the education of their children. NOCA considers its work to rest upon a partnership between the family and the school.

Northwest Ohio Classical Academy is one of many schools in the country that is part of Hillsdale College's Barney Charter School Initiative (BCSI). The Barney Charter School Initiative's mission is to promote the founding of classical charter schools and excellence in their teaching and operations, to the end that public-school students may be educated in the liberal arts and sciences and receive instruction in the principles of moral character and civic virtue. As part of the BCSI, NOCA teachers are provided ongoing professional development that supports the effective planning and implementation of classical education.

Northwest Ohio Classical Academy, assisted by Hillsdale College, will seek to present a classical education to students that includes the following key characteristics:

1. The centrality of the Western tradition in the study of history, literature, philosophy, and fine arts;
2. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions;
3. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction to English language master;
4. The teaching of Latin;
5. The acknowledgement of objective standards of correctness, logic, beauty, weightiness, and truth intrinsic to the liberal arts;
6. A school culture demanding moral virtue, decorum, respect, discipline, and studiousness among the students and faculty;
7. A curriculum that is content-rich, balanced and strong across the four core disciplines of math, science, literature, and history;
8. A faculty where well-educated and articulate teachers explicitly convey real knowledge to students using traditional teaching methods;
9. A school that uses technology effectively but without diminishing the faculty leadership that is crucial to academic achievement; *and*
10. A school with a plan to serve grades K through 12



## **Purpose of the Northwest Ohio Classical Academy Family Handbook for Students and Parents**

The purpose and intention of the *NOCA Family Handbook* is to clearly define and describe NOCA's mission and procedures. While the handbook may be amended and improved over time as the school matures, the core values and intentions of the school and the handbook will remain constant.

It is the expectation of NOCA that all parents and students have read the handbook, and that they demonstrate agreement with the handbook by signing the NOCA Parent and Student Compact. In this way, both NOCA and families display a willingness to work together to classically educate each student in an environment that seeks the Truth, does the Good, and relishes the Beautiful.

The *NOCA Family Handbook* is subject to review and may be updated or changed at any time upon request/approval of the Board of Trustees.

## **Academic Policies**

### **Education Priorities**

Northwest Ohio Classical Academy desires that all students receive a classical liberal arts education. To this end NOCA has determined the following educational priorities:

- Basic cognitive skills and academic fundamentals: reading-writing-mathematics;
- Core subjects: English language and literature; history, geography, and government; physical and biological sciences; mathematics;
- Other classical subjects: music, art, Latin;
- Auxiliary subjects: foreign languages, physical education, performing arts, other social sciences; and
- Extracurricular activities as defined by the Principal.

The K-10 curriculum will follow the Core Knowledge Sequence. Occasionally, NOCA will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The Board and Principal will determine these instances. The Principal will ensure that all skill areas in the K-10 Core Knowledge Sequence are taught at some point in grades K-10.

Teachers must develop their courses under the direction of the Principal, who is the chief academic leader and accountable to the Board.

### **Grading Policy**

Grading and the administration of grades is not the primary goal of education and educators. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Northwest Ohio Classical Academy will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject.

Grade inflation is discouraged. In relation to the student's performance, the following letter grades have these meanings:

- Mastery (A)
- Proficiency (B)
- Sufficiency/Competence (C)
- Insufficiency (D)
- Failing (F)

In addition to these general parameters, Northwest Ohio Classical Academy uses a 4.0 grading scale. The letter and numerical grades for this system are listed below:

A	94-100%	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

The grading scale as defined above is utilized for all students with the exception of kindergarten and first grade, where the scale will reflect A (Mastery), B (Proficiency), C (Sufficiency), and I (Needs Improvement and Remediation). Incompletes will only be given under special circumstances and must be approved by the Principal. Parents and students will be regularly informed of the student’s progress.

“Extra credit,” whether to make up for work not turned in on time or to increase a student’s grade, is discouraged at Northwest Ohio Classical Academy.

### **Promotion & Retention**

In accordance with Section 3313.608 of the Ohio Revised Code, the Board of Trustees (the “Board”) of the School adopts this Student Promotion and Retention Policy in order to address third grade reading and grade level promotions within the School.

The School recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. A student will be promoted to the succeeding grade level when s/he has:

1. Completed the State-mandated requirements at the presently assigned grade;
2. In the opinion of his/her principal and the teachers, achieved the instructional objectives set for the present grade; and,
3. Demonstrated sufficient proficiency to permit him/her to move ahead to the educational program of the next grade.

The Principal shall:

1. Require a student be retained if s/he is truant (unexcused absence) for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
2. Require that parents are informed in advance of the possibility of retention of a student at grade level; and,
3. Have the final responsibility for determining the promotion or retention of each student, except for third grade students, as per the Third Grade Guarantee.

**Promotion/Retention of Third Grade Students – Interventions**

For any student who does not attain by the end of the third grade at least a score in the range designated by statute in the reading test prescribed under R.C. 3301.0710(A)(2)(c), the School shall offer intensive remediation services during the summer following third grade. No student shall be promoted to the fourth grade who attains a score in the range designated by R.C. 3310.0710(A)(3) on the assessment prescribed to measure skill in English language arts (ELA) expected at the end of third grade unless one of the following applies:

1. The student is limited English proficient student who has been enrolled in United States schools for less than two (2) full school years and has had less than two (2) years of instruction in English as a second language program; or
2. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323 and the student’s individualized education program (IEP) exempts the student from retention under this division; or
3. The student demonstrates an acceptable level of performance on an alternative standardized reading assessment as determined by the Ohio Department of Education (ODE); or
4. All of the following apply:
  - a. The student is a child with a disability entitled to special education and related services under R.C. Chapter 3323;
  - b. The student has taken the third grade English language arts achievement assessment, as prescribed;
  - c. The student’s IEP under Section 504 of the Rehabilitation Act of 1973, as amended, shows that the student has received intensive remediation in reading for two school years, but still demonstrates a deficiency in reading; and,
  - d. The student previously was retained in any of grades kindergarten to three.

or

  - e. The student received intensive remediation for reading for two school years but still demonstrates a deficiency in reading and was previously retained in any of grades kindergarten to three. Any such student shall continue to receive intensive reading instruction in grade four. The instruction shall include an altered instructional day that includes specialized diagnostic information and specific research-based reading strategies that have been successful in improving reading among low-performing readers.

**Retention Exemptions under 3<sup>rd</sup> Grade Reading Guarantee**

Each school year, a student must reach the state determined cut-score on the state assessment to move on to the fourth grade. If a student does not reach the state mandated required passing score, the student may still move on to fourth grade if she or he meets the qualifying exemption:

These exemptions apply to:

1. Limited English proficient students who have been enrolled in U.S. schools for less than three full school years and have had less than three (3) years of instruction in an English as a Second Language program;
2. Special education students whose IEPs specifically exempt them from retention under the Third Grade Reading Guarantee;
3. Any student who has received intensive remediation for two years and was previously retained in kindergarten through the third grade; and
4. Students who demonstrate reading competency on a Reading Alternative approved by the Ohio Department of Education.

### **Third Grade Guarantee Alternate Assessment Procedure**

No school district shall promote to fourth grade any student who does not attain at least the equivalent level of achievement designated under division (A)(3) of section 3301.0710 of the Revised Code on the assessment prescribed under that section to measure skill in English language arts expected at the end of third grade as demonstrated by an acceptable level of performance on an alternative standardized reading assessment determined by the department of education.

### **Summer Promotion Under the Third Grade Guarantee**

The School may elect to administer a new standardized reading assessment provided by ODE (to act as a summer version of the Grade 3 state reading assessment). If the student participates in the remediation services and demonstrates reading proficiency in accordance with standards adopted by the department prior to the start of fourth grade through the alternative assessment, the School shall promote the student to the fourth grade in the fall.

If a student does not demonstrate proficiency on the alternative assessment after completing the summer reading intervention program, the student should continue to receive intensive reading remediation services appropriate for the student's reading deficiency.

The administration of the summer exam will be the same as the spring assessment with regard to administration procedures and the cost of the assessment. Students will be required to reach the ODE retention cut score in order to qualify for summer promotion. Students who receive a summer promotion should continue to receive appropriate reading intervention in the fourth grade.

### **Student Reenters the Third Grade – Retention into Third Grade**

If the student does not demonstrate proficiency in reading during the summer, then the student will be considered a retained student. The student will enter the third grade for the second time. Any promotion after the start of the school year, even as early as September, would be a midyear promotion.

### **Midyear Promotion in the Third Grade Guarantee**

Any student retained by the Third Grade Reading Guarantee is eligible to be promoted during that school year in accordance with the School's established midyear promotion policy based on ORC. Such action shall be considered in consultation with the parent/guardian, classroom teacher, and/or reading teacher with the concurrence of the building administrator and approval of the Principal. A student must show that she/he has attained on-level reading for mid-fourth grade to be promoted at mid-year to fourth grade.

If the School believes a student may be eligible to be promoted midyear, the Principal will be encouraged to offer that student appropriate fourth grade instruction in all other subject areas. This will help ensure the student is academically prepared in the other subject areas when promoted midyear.

The School will determine the appropriate fourth grade instruction for the student by:

1. Determining the measures that will be used to assess proficiency in each subject; and
2. Assessing whether the student can demonstrate proficiency in "end of third grade standards" for mathematics, science and/or social studies.

Although a student may receive appropriate fourth grade instruction in the other subject areas, the student will still be considered a third-grade student unless promoted midyear or formally accelerated.

If a student received fourth-grade appropriate instruction during their retained third-grade year, but did not meet the requirements for midyear promotion, the student will enter fourth grade the following year, and potentially have a stronger foundation in the other subject areas.

Once a student is promoted midyear, they are considered a fourth grade student in all subjects and will take the fourth grade state assessments.

### **Homework and Classwork**

Homework is a fundamental part of our general academic program. It prepares students for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and habits of organization. Homework's immediate educational purpose is:

- To reinforce skills and concepts and knowledge learned in class;
- To develop good skills and habits of study;
- To practice skills and reinforce knowledge in ways that are not readily accomplished in the classroom;
- To work on assignments, such as the writing of papers, and prepare for exams that require a great deal of sustained, individual attention;
- To prepare for the following day's work so that the most can be made of class time; and
- To inform parents of what is being taught in the classroom.

In addition to regular classroom assignments, we would like each younger child to read, or be read to, at least three times a week and preferably every day. It is our hope that each NOCA student grows and matures to be a thoughtful reader enabling the student to gain in wisdom, knowledge and insight as they grow into adulthood. We believe that becoming a competent reader is critical to being a good student and an important step in being able to explore the physical world and the world of ideas. Reading to a child encourages the child's growth and it elevates and informs conversation within the family. By reading in front of your children, you model good habits and reinforce your expectations.

The expected homework time allotment for each grade is as follows:

K	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time

Grade 5	50 minutes plus reading time
Grade 6	60 minutes plus reading time
Grade 7	70 minutes plus reading time
Grade 8	80 minutes plus reading time
Grade 9	90 minutes plus reading time
Grade 10	100 minutes plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student’s organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load. Nonetheless, teachers will make every effort to give assignments in advance, and students will be encouraged to work on those longer assignments steadily, so that students are able to manage their homework along with other activities and adequate sleep. In the upper school, students will often have the opportunity of taking a study hall, thus reducing the amount of time at home that must be devoted to homework.

For poor or uncompleted work, teachers may require students to redo an assignment. At the discretion of the teacher, the ‘redo assignment’ may be addressed with a differing grade scale. Students are expected to complete all their homework.

### **Academic Prevention and Intervention**

In accordance with Section 3313.6012 of the Ohio Revised Code, the Board of Trustees (the “Board”) of the School adopts this Academic Prevention/Intervention Policy in order to address prevention and intervention services within the School.

### **Assessments**

The School shall assess student achievement and needs in all program areas in compliance with State law, the rules adopted by the State Board of Education and the Community School Contract. The purpose of such assessments will be to determine the progress of students and to assist in attaining student performance objectives and educational achievement goals of the School.

### **State Required Tests**

The School shall administer all State-mandated tests to students at the times designated by the State Board of Education. “Achievement tests” for purpose of this Policy are defined as those aligned with the Ohio academic content standards and model curriculum, designed to measure a student’s level of skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement.

“Diagnostic assessments” for purposes of this Policy are defined as those aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level. The School will administer diagnostic assessments pursuant to Section 3301.0715 of the Revised Code.

All statewide tests shall be administered in accordance with Rules 3301-13-01 and according to procedures outlined in 3301-13-02 of the Ohio Administrative Code.

In addition to achievement tests and diagnostic assessments, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but are not limited to, teacher observation techniques, cumulative student records, and/or student performance data collected through standard testing programs.

Any student receiving special education services may be excused from taking any particular test required if the individualized education program (“IEP”) developed for the student excuses the student from taking that test and instead specifies that an alternative assessment method be used. The Alternative Assessment for a Student with Disability (“AASWD”) is approved by the Department of Education to evaluate the performance of students with the most significant cognitive disabilities for whom regular assessments, even with accommodations, are not appropriate. In general, the IEP shall not excuse the student from taking a test unless no reasonable accommodation can be made to enable the student to take the test. In that case, the school shall use AASWD to test students needing an alternate form of assessment.

The School shall not use any student’s failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher-grade level, except as provided by law.

### **Intervention Services**

In accordance with this Policy, the School shall provide prevention/intervention services in pertinent subject areas to students who score below the proficient level on a reading, writing, mathematics, social studies or science achievement test and/or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment. Intervention services will be commensurate with the student’s test performance in each such test area including prevention, intervention, or remediation. Such prevention, intervention or remediation programs may include, but is not limited to, remedial program content, one-on-one teacher/student interaction, computer-assisted remedial course material, student-specific tutoring intervention and/or small group interaction.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the School shall provide appropriate intervention services, commensurate with the student’s test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608 or R.C. 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

For each student required to be offered intervention services, the School may involve the student's parent or guardian and classroom teacher in developing the intervention strategy and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

### **Third Grade Reading Guarantee**

If applicable to the grade levels served by the School, the School shall administer the required achievement tests, perform remediation and retain students as set forth in the School’s Third Grade Reading Guarantee Policy.



## **Procedures for the Regular Collection of Student Collection of Student Performance Data**

The School shall develop procedures for the regular collection of student performance data; a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

The School shall keep records for each student **including the following:**

- A. A unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2);
- B. A list or designation of which tests are required and which tests are not required;
- C. A list or designation of which tests, required or not required, are taken and which are not taken at each test administration period;
- D. Score for each test taken;
- E. Whether each student attained the requisite performance standard designated for each required test;
- F. What if any tests must still be taken;
- G. Whether or not intervention must be provided; and
- H. For each test required for graduation (when applicable grades are added), the date passed must be recorded on the student's transcript. No information shall be on the student's transcript for a test not passed. When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

## **Procedures for Using Student Performance Data to Evaluate the Effectiveness of Intervention Services and, if Necessary, to Modify Such Services**

The School shall utilize diagnostic and performance assessments that are nationally-normed and aligned with State-standards to measure student performance data. Data will be collected to determine student performance in reading, math, language arts and life sciences and the effectiveness of intervention services.

The student performance will be measured after each diagnostic and performance assessments and compared with previous assessments to determine gains in each relevant subject category. Intervention and remediation programs may include by way of illustration, one-on-one tutoring, computer-assisted remedial curriculum, small group intervention and/or one-on-one student/teacher interaction will be employed. Subsequent diagnostic and performance assessments will be employed after implementation of intervention and remediation programs to determine efficacy and effectiveness of such programs.

## **Teacher Conferences**

Parent/teacher conferences are scheduled in the fall and spring semesters. Arrangements for additional conferences may be made with your child's teacher before or after school hours.

## **Academic Textbooks and Supplies**

Each new academic year, NOCA provides students with textbooks at no cost (rental or supplemental). NOCA students are required to utilize these class materials to ensure program success.

Additionally, students in grades 3+ will be provided with literature books. Parents will be responsible

for the cost of these materials, with the understanding that students will be keeping these books.

### **Textbook Checkout**

Students will be required to checkout their rental textbooks. All rentals are linked to the student's school account.

### **Lost or Damaged Textbooks**

The classroom teacher will check the condition of all textbooks. Students may be charged for damages to textbooks assigned to their accounts, including highlighting, torn pages, binding problems, water damage, or other damage. If a student received a textbook that has damage, they should alert the teacher immediately to avoid having the damage charged to their account.

If a student loses their textbook, they are responsible for paying the full replacement value as determined by the main office and administration.

If a student damages their textbook, they are responsible for paying to repair the damages as determined by the main office and administration.

### **Switching Classes**

Students who switch classes and need a different textbook for different classes are responsible for keeping these books and upper school students coming prepared to class. The student is responsible for returning the textbook when it is no longer needed for a class.

### **Textbook Return**

The due date to return all textbooks will be within the final three (3) days from the last day of classes for each term (semester). All textbooks should be returned to the teacher.

Textbooks that are returned by mail must be postmarked by the due date to not be considered late. Any books returned or postmarked after the return date will be charged a late fee of \$20 per book during the late fee period (eight business days from the due date).

Any books kept by the student after the late fee period will be billed to the student's account at full replacement values as determined by the main office and administration. A hold will be put on the student's account until fees are paid.

### **Return Extensions**

If a student has received an incomplete or an extension from their teacher, the Principal may grant a textbook usage extension. This requires the student to submit written documentation from the teacher.

### **Collections**

Please note that any outstanding balances for fees of textbook replacement costs assessed after the late fee period is over will follow a normal collection process. Grades and scores may be withheld if fees are not paid.

### **Reporting**

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the following means will be employed to inform parents of their student's academic progress:

- Soon after the beginning of the year, teachers will send home an initial evaluation of the students' progress.
- If a student is significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Interdisciplinary Reports: These reports are sent home half-way through each quarter to students with a C minus grade or lower in any subject.
- Once a semester (after the first and third quarters), parent-teacher conferences will be scheduled to discuss the students' academic progress. Parents will receive report cards at the conference.
- Semester report cards will be mailed home.
- Grades will be posted within 7 business days after the due date unless otherwise notified by teacher on the syllabus.
- Final report cards will be mailed approximately two weeks after the end of the school year.

### **Schedule Changes**

There will be no class schedule changes during the semester unless it is deemed in the best interest of the student by the school as determined by the Principal.

### **Plagiarism**

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is the student's own work. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and it constitutes a form of theft of others' ideas and labor. Plagiarism is defined as *the appropriation of another's ideas or words in order to present them as one's own*. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how a citation should be used in an assignment.

Whenever a student has been caught plagiarizing, the following disciplinary process will be followed.

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the Principal and Dean of Students of the plagiarism.
- A disciplinary referral will be issued.
- Either the teacher or an administrator will inform the student's parent of the plagiarism.
- The student will receive an F on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, including suspension or expulsion, may be instituted.

- Instances of plagiarism may be placed in the student’s permanent record.

### **Cheating**

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else’s work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a “cheat sheet” to answer questions on a test, and a student trying to pass off another student’s work as his own are examples of cheating. The same disciplinary process outlined for plagiarism will be followed for instances of cheating. A student who allows others to copy his work will also be held accountable in the same fashion. A disciplinary referral will be issued if cheating has occurred.

### **Teaching Controversial Issues**

Controversial issues are defined as contemporary problems, subjects, or questions of a political, religious, or social nature where there are entrenched differences of opinion and passions run high. Controversial issues will be explored only when emanating from some part of the curriculum in grades 9 through 12 (these grades will be added one per year over the next four years). When these subjects come up, teachers will present an impartial view of both sides of the issue without proselytizing. Contemporary controversial issues will not be discussed in the elementary school, even if part of the Core Knowledge sequence, without Principal approval. Parents will have the choice of having their children opt out of this portion of the class. No part of the curriculum will be used to undermine the nobility of America’s experiment in liberty and self-government under the rule of law.

### **Teaching Evolution**

Northwest Ohio Classical Academy embraces a rigorous program in the natural sciences. In biology, the school will teach the theory of evolution as found in the standard high-school biology textbooks and as also taught at the college level in both secular and religious colleges. The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life and, in particular, human life. This latter aspect of evolution, to the extent it is taught, will be introduced to students briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God. NOCA recognizes a clear distinction between *science* and *scientism*. Science is research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief—and it is a belief—that science is the *only* means of understanding our world, thus excluding other ways of interpreting the world, such as through literature, philosophy, or religion. Keeping in mind this distinction, the teachers at NOCA will leave matters of faith up to students and their parents. The role of a teacher in a public school is neither that of preacher nor of skeptic. Rather teachers of history, when called upon by the curriculum, will teach the history of religion without either advocating or undermining religion in general or any specific faith. Likewise,

science teachers will teach science, without comment on religion. Teachers, students, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

### **Role of Parents and School in Relation to Human Sexuality**

We believe parents have the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and the emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it for both children and parents.

### **Teaching Human Sexuality**

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs, reproduction, and the menstrual cycle. The class will be taught in a gender-separated environment. Parents will have the opportunity to preview the materials the class will be reading, on which the discussion is based. Parents will also have the opportunity to attend a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will only be discussed in the context of a monogamous relationship between two people of opposite sexes. Depending on the general maturity level of the 5th grade boys, NOCA may decide that this curriculum is too much information and less necessary for boys at this stage of development and therefore delay these lessons for a later time.

Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

Later, in high school, themes that deal with sexuality may emerge from the reading of a serious texts, such as *Anna Karenina* or *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way.

In the higher grades, students may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the Administration or a faculty member who has the full confidence of the Principal in these matters. Moreover, parents will always be notified of these discussions before they take place in case parents wish their children to opt out. In addition, as mandated by the state, sex education will be taught in the high school in the context of human health. Sex education via the health class will be taught in a gender-separated environment.

Character education is an integral facet of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

Employees will not discuss their personal lives on such matters with students.

### **Video Viewing Policy**

From time to time, videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Principal to show a video. Teachers are responsible for previewing videos to ensure that they are appropriate.

## **School Life & Environment**

### **Honor Code**

Northwest Ohio Classical Academy was founded to develop students in both mind and character. The School's core virtues are the guiding principles used to cultivate and nurture character: courage, moderation, justice, responsibility, friendship, prudence, and wisdom. The core virtues are derived from and depend on the classical cardinal virtues: Prudence, Justice, Temperance, and Fortitude. Students are expected to conduct themselves honorably in word and deed, to strive to live by the virtues, and to encourage others to do so as well.

The Northwest Ohio Classical Academy Honor Code is as follows:

Northwest Ohio Classical Academy students strive to be virtuous in conduct, seek to grow in scholarship and learning, and pursue a commitment toward civic responsibility. NOCA students will not lie, cheat, or steal, and will discourage others from such actions.

Please refer to Appendix 1 for a full explanation of the Honor Code. Parents are expected to discuss the Honor Code with their student(s) and are required to turn in the Parent Compact and Student Compact signature page before the end of the first week of school. The Student Compact page is only required if student is in grade 6-10.

### **Attendance**

The school day for all students (K-10) begins at 8 a.m. and ends at 3 p.m.

Regular attendance is important to ensure achievement in school. We discourage vacations and trips taken during the school year. We also discourage doctors' and other appointments when avoidable. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement.

NOCA does provide a Before-School Drop-Off and After-School Pick-Up Program. Information about this program may be obtained in the Main Office.

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School whenever a student is absent.

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session. Attendance need not always be within the School facilities, but a student will be considered to be in attendance if present at any place where School is in session by authority of the

Board.

### **Tardiness**

Students who arrive after the beginning of the school day will be considered tardy. Students must make it not only to the school but to class on time to avoid being tardy. Students who are either tardy or returning to school from an appointment must be signed in at the front desk by a parent or guardian. The student will be issued a tardy slip or a returning slip, and the student will be required to deliver this slip to their teacher when they enter the classroom. In grades 6-10, tardy students may be held out of class for the period affected to keep from disrupting the class. Repeated tardiness may affect a student's "seat time" and therefore his eligibility for promotion. Tardiness may be considered an unexcused absence for that class.

Repeated tardiness shall be grounds for disciplinary action. A student is tardy when a student is more than five minutes late for School or for a class. If a student misses more than half a class, the student will be marked absent for the class. After four (4) unexcused tardies, and each unexcused tardy thereafter, a student will be issued an extended day or Saturday Enrichment. After nine (9) unexcused tardies, the School shall notify the child's parent, guardian, or custodian of the child's unexcused tardies in writing and request a parent conference. Any student who, due to a medically-documented physical or mental impairment, is absent for an extended period will not be punished. However, if the student misses more than fifteen (15) consecutive days of School, so as to be unable to have received the benefit of his or her course work, the student will be referred for evaluation of eligibility for additional services.

### **Absences (Excused/Unexcused)**

Absences due to the following will be excused:

1. Personal physical illness such as to prevent attendance at School.
2. Medical related appointment.
3. Personal mental illness such that the student will not benefit from instruction.
4. Illness in the family if student is age fourteen or older.
5. Quarantine of the home.
6. Death in the family.
7. Observance of religious holidays.
8. Court subpoena.
9. Necessary work at home due to absence of parents/guardians.
10. Instruction at home from a person qualified to teach the branches of education in which instruction is required.

Upon return to School, the student must provide to the School, a written statement or phone call from a parent (or medical authority), of the cause for absence, or the absence will be considered unexcused. The Principal or his/her designee reserves the right to verify such statements and to investigate the cause of each single absence.

For these excused absences, students will have one day for every day absent after coming back to school to make up the work missed. The school will require suitable proof of excused absences, including written statements from medical sources. All other absences will be considered unexcused absences. Students may receive partial credit for academic work missed during absences.



Students who have accumulated 5 unexcused absences or 5 tardies at any anytime throughout the school year may not be permitted to:

- Participate in school field trips;
- Attend school dances;
- Receive student-of-the-quarter or honor or high honor roll awards;
- Serve on student government;
- Participate in extra-curricular activities and programs; or
- Participate in school sports.

### **Guidelines for Student Behavior**

Student self-government and a sense of purpose develop from application and accomplishment, from consistent expectations in the school climate and culture, and from the habitual practice of the virtues.

The aim of Northwest Ohio Classical Academy is to teach students. “Student” derives from the Latin word *studēre*, which means “to give attention to,” “to take pains with,” “to apply oneself to,” “to strive after,” “to pursue,” “to desire.” Students, then, should be diligent in, attached to, and zealous for their studies. Simply put, we expect students to live up to their name. The teachers of Northwest Ohio Classical Academy work hard to prepare their lessons. These lessons are designed to teach students nothing less than who they are, what they offer the world, and what the world offers them. Students must, in turn, take fullest advantage of these lessons and make the best use of this time of their lives given to preparing their minds for the opportunities and challenges that await them. All policies regarding student conduct and discipline flow from this general principle: students must fully engage themselves in the education Northwest Ohio Classical Academy offers them.

Therefore, students will:

- Be polite and attentive both in and outside of class.
- Attend school consistently, be punctual, and take responsibility for making up any work promptly when absent.
- Be prepared for class and follow directions.
- Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property.
- Cooperate with and demonstrate respect for the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working at the school.
- Communicate in an acceptable tone of voice using an acceptable choice of words.
- Follow lunchroom, playground, field-trip, lab, and individual classroom rules.
- Follow school rules when participating in school-related events.
- Adhere to the uniform policy.
- Not use threats or intimidation against any other person.
- Respect the health and safety of others, safety rules, and not bring tobacco, alcohol, or any illegal substances to school.

- Be dismissed by the teacher, not the bell or the clock.
- Not leave the school premises without signing out in the main office.
- Not bring anything to school that could be used to harm another or that is illegal.
- Follow the NOCA Electronics Policy outlined in this handbook.

School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

Northwest Ohio Classical Academy is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

### **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 in the School 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. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

NOCA values the free exchange of ideas. Classroom discussion of ideas and opinions, including controversial subject matter, shall not be construed as harassment.

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 the behavior both: (1) 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 (2) 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 pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on School time or 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 behavior created material and substantial

disruption to the educational process or 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 nexus 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 at 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 prohibited incidents of which they are aware to the Head of School or his/her designee. The Head of School or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Head of School or his/her designee shall conduct a prompt, thorough and complete investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, and the reported incident has been substantiated, the parent or guardian of any student involved in the prohibited 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 prohibited incident. The School will maintain, via the education management information system, information regarding the number of incidents of harassment of Students against other Students, in each building and School-wide, that violates this policy. 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. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Head of School or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures. Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct. The School may also provide training, workshops, or courses on this policy to school employees and volunteers who have direct contact with students.

## **Discipline**

The main purpose of all discipline is to foster a student's desire to be morally and intellectually virtuous. Where that desire does not exist, self-discipline will not arise and a student will falter when laws and rules are silent.

The secondary purpose is to foster an orderly and disciplined environment in which all students can learn and present their ideas in a prudent way.

Any departure from proper decorum is liable to disciplinary action. Because not all students respond to the same arguments, incentives, or punishments, any discipline policy must be at once equal to all students and consistently applied, and also fitted to both the nature of each individual student and the circumstances in which any misbehavior occurs. Students are expected to adhere to the school's high expectations for behavior and core virtues lest they compromise their own learning and interfere with the learning of others.

### **Disciplinary Action**

Disciplinary action ranges from verbal warnings to suspension and expulsion, and will be used to promote both a student's self-discipline and an orderly environment for all. Even when more serious discipline like a suspension is necessary, the purpose is not to punish but to educate.

Minor infractions (i.e. uniform violation, refusal to follow instructions, being unprepared for class, incomplete homework) or disruptions will largely be handled in the classroom in a way suitable to the age of the student. Whenever a student misbehaves repeatedly or flagrantly, the consequences for the infraction will be immediate, relevant, and effectual. Rather than allow misbehavior to fester in the classroom, teachers will send disruptive students to the office, normally to the Principal or Dean of Students.

The two primary tools for addressing disruptive or wrongful behavior are detention and Discipline Referrals. *Detentions* are generally used for more basic infractions, while *Discipline Referrals* are used for more serious violations.

### **Detention**

Students may receive detention for minor infractions, and detentions may be given by teachers or administrators. Detention will occur before or after school, during lunch, on the weekend, or at another time determined by the Principal or Dean of Students. Weekend detentions require students to be dressed in their uniform. Detention takes precedence over any extracurricular activity. Students who miss detention will need to make it up and serve another detention. Repeatedly missing detention may result in suspension.

Detentions are cumulative throughout the school year. Listed below are the first three detention infractions and consequences. More than three infractions may result in the student receiving a Discipline Referral.

*First Infraction:* Student is removed from class and is sent to the Dean of Students or the Principal. The student will be given a detention form that is to be signed by a parent and returned to the administrator.

*Second Infraction:* Student is removed from class and is sent to the Dean of Students or the Principal. Parent is called and notified of the infraction. The student will be given a detention form that is to be signed by a parent and returned to the administrator.

*Third Infraction:* Student is removed from class and is sent to the Dean of Students or the Principal. Parent is called and notified of the infraction. Parent must return with student for mandatory Parent Conference.

## **Discipline Referrals**

For consistent and more serious disruptions, the student will be sent to the Dean of Students or the Principal and receive a Discipline Referral. They may be issued by teachers, staff, or administrators, and they will accumulate over the course of the year. A student's total will not reset at the semester, but it will reset at the end of the year. Receiving a Discipline Referral indicates that a student's behavior is a serious problem. Earning repeated Discipline Referrals will result in more serious consequences each time. A parent or guardian must sign the Discipline Referral form and the student should return the form to the administrator. It is our hope that the consequences for receiving a Discipline Referral will encourage students to display good character and act in accordance with the school's mission.

*First Discipline Referral:* Student is removed from class and is sent to the Dean of Students or the Principal. Parent is called and notified of the referral. The student will be given a Discipline Referral form that is to be signed by a parent and returned to the administrator. Student may receive a detention and/or be suspended.

*Second Discipline Referral:* Student is removed from class and is sent to the Dean of Students or the Principal. Parent is called and notified of the referral. The student will be given a Discipline Referral form that is to be signed by a parent and returned to the administrator. Student may receive a detention and/or be suspended.

*Third Discipline Referral:* Student is removed from class and is sent to the Dean of Students or the Principal. Parent is called and notified of the referral. Student will be sent home for the remainder of the day and must return with parent upon return to school. Parent may be asked to attend class with student for a part or the entire day of return. Student may be suspended.

*Fourth Discipline Referral:* Student is removed from class and is sent to the Dean of Students or the Principal. Parent is called and notified of the referral. Student will be sent home for the remainder of the day and must return with parent upon return to school. Upon return to school, student and parent will be given a behavioral contract to review and sign. Students will not be allowed to attend school-related events. Student may be suspended.

*Fifth Discipline Referral:* Student is removed from class and is sent to the Dean of Students or the Principal. Parent is called and notified of the referral. Student will be sent home for the remainder of the day and must return with parent upon return to school. Upon return to school, the potential expulsion process may be discussed and/or implemented. Student may be suspended or considered for expulsion.

Parents who attend school with their student due to a referral will be seated in or near the classroom (location assigned by the Principal or Dean of Students). Cell phones and/or electronic devices are **strictly prohibited** while in the presence of students.

At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in order to discern the truth.

### **Suspension & Expulsion**

The School may suspend a student for up to ten (10) days or may expel a student. In the event that the School decides to suspend or expel a student, the student will be given a notice which states the intent to suspend or expel and the reason(s) for the suspension or expulsion. Immediate attempts will be made to contact a parent or guardian by phone. The student may meet informally with the Principal to challenge the suspension or expulsion. After the meeting, or if the student declines the meeting, suspension or expulsion may be invoked immediately. A copy of the notice of intent to suspend or expel will be mailed to the parent or guardian within one (1) school day after the time of a student's expulsion or suspension. A formal hearing will be scheduled not earlier than three nor later than five school days after the notice to expel is given.

In the event that, in the opinion of the Principal or his/ her designee, a student's presence at the School creates a health risk, presents a danger to other persons or property or seriously disrupts the functions of the School, the student may be removed from the premises without formal suspension or expulsion procedures with notice and procedures to follow the removal in accordance with R.C. §3313.66.

A student shall be expelled for one (1) year for bringing a firearm to the School or onto School Property (any Property owned, used or leased by the School for School, School extracurricular or School-related events). A student may be expelled for a period not to exceed one (1) year for:

1. Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School Property;
2. Bringing a knife to the School, onto School Property or to an interscholastic competition, an extracurricular event or any other program or activity sponsored by the School or which the School is a participant;
3. Possessing a firearm or knife at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm or knife was initially brought onto School Property by another person;
4. Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property;
5. Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device.

A knife is defined as any cutting instrument consisting of at least one sharp blade.

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

1. A recommendation from the group of persons knowledgeable of the student's educational needs;
2. The student was unaware that s/he was possessing a firearm or knife;
3. The student did not understand that the item s/he possessed was considered a firearm or knife;
4. 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; and
5. The student may be eligible for participation in an alternative program.

A student may be expelled for up to eighty (80) days for serious misconduct or rules violations, or for other just cause. During the period of suspension, removal, or expulsion the student may not attend or participate in any School functions without permission from the Principal. The student may enter School facilities only when given permission by the Principal or if accompanied by a parent or guardian who accepts responsibility for the student's actions and/or behavior at the facility.

The Board also authorizes the Principal to suspend a student from any or all co-curricular or extracurricular activities for misconduct or rules violations. The length of suspension shall be determined by the Principal commensurate with the seriousness of the student's misconduct or rules violations in accordance with the discipline code.

If the Principal determines that a student's behavior on a School vehicle violates School rules, s/he may suspend the student from School bus riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior.

The Board authorizes the Principal to provide for options to suspension of a student from the School which shall include a program whereby a student performs community service either in lieu of or as a part of a suspension or an expulsion.

Students who have been assigned suspensions and expulsions are permitted to make up work as follow:

1. Receive at least partial credit for a completed assignment (as determined by the Principal);
2. Grade reductions may result based on the pupil's suspension/assignments;
3. Students are prohibited from receiving a failing grade on a completed assignment solely on account of the pupil's suspension.

The Board designates the Principal or his/her designee as its representative at all hearings regarding the appeal of a suspension. The Board or the Executive Committee will hear the appeal of an expulsion. The Principal shall be responsible for implementing this policy and ensuring compliance with applicable laws.

A copy of this Policy is to be posted in common areas of the School and made available to students and parents upon request.

### **Electronic Devices**

Electronic devices must not be used during the school day or immediately before and after school. This includes but is not limited to laptops, portable audio devices, head/earphones, handheld video games,

smart watches, Fitbits, and cell phones. Exceptions will be made for necessary medical devices and at the Principal's discretion.

Students may not use cell phones during school hours. Before 7:30am and after 3:30, students may only use cell phones outside the building. If a student must bring a cell phone to school, he or she must keep it in a locker for the entire day including during recess, lunch, passing periods, and study halls. Students may not carry cell phones in their pockets or backpacks. Students may not use cell phones inside during drop off or dismissal time.

Students may not contact their parents via text message during the school day. The Main Office has phones available for students who need to call home.

Any student who is using a phone or other electronic device during the day will have that device confiscated. If there is reason to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, the device may be powered on and searched.

Students who break this rule will be subject to disciplinary action. Once a device has been confiscated, the following procedure will be used to return the device:

*1st Confiscation:* The device will be held until the end of the school day and can be picked up by the student or parent when school is dismissed. Parent will be contacted.

*2nd Confiscation:* The device will be held until the end of the school day and can be picked up by the parent when school is dismissed. Parent will be contacted.

*3rd Confiscation:* The device will be held for three days and can be picked up by the parent after that time. Parent will be contacted.

Confiscations beyond three may result in additional disciplinary action, including possible suspension. Northwest Ohio Classical Academy is not responsible for the damage, loss, or theft of electronic devices left on campus.

## **Uniforms & Grooming**

At Northwest Ohio Classical Academy, students wear uniforms to eliminate distractions, to demonstrate respect for others and ourselves, and to remind ourselves that we are doing important work and participating in significant learning.

Students must be in uniform to attend class. Students not in uniform will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are not excused.

The uniform and dress code policy instructs that students will dress according to the mandatory and optional items listed on the school-approved uniform guidelines for boys and girls, respectively, posted



on the school website, plus the following series of directives:

- Students may wear their own outerwear (coats, sweaters, vests) to school and on the playground. If they are cold in the classroom, they should wear one of the long sleeve uniform items.
- All shirts must be tucked in.
- Skirts shall fall no higher than 2 inches above the knee as measured when the student is standing.
- All uniform pieces that can be removed (e.g., sweaters, vests) should be labeled with student's first initial and last name.
- Students may use any backpack if it is clean and tasteful.
- Hair must be clean, neat, and styled traditionally. Only natural colors are allowed. No unusual or radical hairstyles are permitted. Hair accessories must be modest and match the uniform colors. Any noticeable facial hair on boys is prohibited.
- All girls' and boys' polo shirts may have the top button un-buttoned. All other buttons must be buttoned.
- Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. chains or collars). Girls may wear no more than two necklaces at one time. Girls may wear one earring per ear on the earlobe, and it must not be larger than a quarter. No stretched piercings (gauge) or holes may be visible. Boys will not be permitted to wear earrings.
- Tattoos must be covered at all times.
- Makeup must look natural. Black nail polish and lipstick are not acceptable.
- No hats, visors, bandanas, or sunglasses are permitted (religious headgear is authorized).
- Non-marking tennis shoes are required for physical education class and/or sports in the gym. K-5th grade students will not change out for gym classes. 6-10th grade students will dress according to the approved uniform posted on the school website.
- Laced shoes must be tied at all times.
- Good personal hygiene is required. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate.

### **Expectations for Parents**

We believe parents own the fundamental responsibility for their children's education and that the school's role should be viewed as a supportive one. The school expects parents to:

- Model good character and insist that their children cultivate good habits and virtues;
- Help their children develop effective study skills;
- Read to their children, especially those in the early grades;
- Oversee regular reading and writing and mathematics skill development;
- Stimulate discussion and exploration of ideas and events with students; and
- Support the school goals through familiarity with this handbook and parts of the website

devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the student's success.

### **Parent Communications with the Administration, Faculty, & Staff**

Northwest Ohio Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with the Administration (Principal and Dean of Students), Faculty, and Staff of Northwest Ohio Classical Academy:

- Scheduled face-to-face meeting
- Scheduled phone call
- Message (with the main office)
- Voice Mail
- Email

Any Northwest Ohio Classical Academy employees that use social media to communicate with parents do so subject to the Principal's approval.

NOCA teachers and administrators will respond to parents as quickly possible. In general, parents should expect to hear from a teacher or from the administration within twenty-four hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

### **Visitor Policy**

Northwest Ohio Classical Academy welcomes parents and other visitors to visit our campus. All visitors should check in with the main office upon arrival and departure. Any guests who are not parents must be escorted by a parent or arranged with the main office in advance.

Beginning at 8:00 a.m., the campus will be closed. All visitors to the campus must stop by the main office to check in and obtain a visitor's badge. Classrooms, the lunchroom, and the recess areas are closed to parents during the school day except for school volunteers or parents who have scheduled a formal observation.

During the school day, it may be necessary for a parent to drop off lunch or a forgotten item. Parents making deliveries should drop off the item in the main office. One of the office staff members will be happy to deliver the item to the student.

When teachers arrive in the morning, they have certain preparations that must be completed before receiving students. After school, teachers have lesson plans to wrap up, tutoring to provide, papers to grade, calls to return, and other business to conduct. All of our teachers welcome parent/teacher

conferences as long as they are scheduled in advance and on their calendar. To schedule a meeting with a teacher, please contact him or her via email, voice mail, or by leaving a message in the main office.

### **Volunteers at NOCA**

We deeply appreciate the help provided by many people not on the NOCA staff in many volunteer capacities!

Any volunteer that will regularly have unsupervised access to students will be made to clear a criminal background check with the Bureau of Criminal Investigation (BCI). Additionally, the Principal may require volunteers to complete training before serving students on the NOCA campus. The Administration will maintain accurate records of currently approved volunteers.

Volunteers may inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard, he or she should address the concern with a faculty member, Dean of Students, Principal, or a member of the Board--in that order. If a volunteer disregards this policy, the privilege of volunteering may be revoked. Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the procedures defined in this Handbook. Under no circumstance is it ever acceptable for a volunteer to confront a teacher about an issue when students are present.

### **Special Events & Parties**

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Any special event must be approved by the Principal a minimum of 2 weeks prior to its planning. Approval for one year does not carry over to the next.

### **Lunch**

The expectation at NOCA is that families provide their students a packed lunch. Hot lunch will not be provided by the school.

### **Guest Speakers**

Guest speakers presenting during the school day must speak on topics covered in the course or grade. If possible, the students should be studying the given topic at the time of the presentation.

Guest speakers must be approved by the Principal prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

Guest speakers who cover controversial topics must be screened by the Principal. The screening may include an interview of the guest by the Principal or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the Core Knowledge sequence. Parents may have students excused from such presentations, in which case the student will

be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

### **Field Trips**

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Principal a minimum of two weeks prior to planned execution.

### **Eligibility for Sports & Extracurricular Activities**

Students are ineligible for extracurricular activities if they have two D's or one F in any subject(s). Academic eligibility will be determined with quarter ending grades. Ineligible students will remain ineligible for the remainder of the following quarter. Two disciplinary referrals in one quarter or three in one semester will render a student ineligible for any extracurricular activities for the remainder of the semester. Four disciplinary referrals will render a student ineligible for all extracurricular activities and functions for the remainder of the school year. The Dean of Students or Principal may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.

### **Student Fees & Supplies**

From time to time, the school may charge fees to its families to fund expenses related to transportation, classroom supplies, art, elective courses, activities, field trips, etc. All charges and fees must be authorized by the Principal.

### **Off-Site Extracurricular Activities**

The logistics of all of Northwest Ohio Classical Academy's off-site extra-curricular activities must be approved by the Principal. All adults helping with these activities must be registered Northwest Ohio Classical Academy volunteers.

### **Chaperone Policy**

Northwest Ohio Classical Academy will conduct field trips and off-site events and in so doing will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. Fees for the event must also be paid by the chaperone and are due at the same time as the student's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy. Chaperones must attend to assigned duties and must model the Northwest Ohio Classical Academy core virtues. Violators of this policy will not be allowed to chaperone any future events.

### **Lost and Found**

The school will keep a Lost and Found. Periodically, if items have not been claimed for an unreasonable amount of time, the school will donate items that remain in the Lost and Found.

## **Toileting**

All students of Northwest Ohio Classical Academy must be independent in toileting. On occasion students may have “accidents.” When an “accident” occurs, it is the responsibility of the parent to assist the child and to provide clean clothing.

If there are repeated “accidents,” a meeting with the parents, the Dean of Students, and the School Nurse will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

## **Bus Policy**

Northwest Ohio Classical Academy does not provide a bus for transportation to or from the school. Various school districts in Northwest Ohio do provide bus transportation for students to and from NOCA. A current list of these districts may be obtained in the Main Office.

## **Student Publications Policy**

Student publications must uphold Northwest Ohio Classical Academy’s mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the Northwest Ohio Classical Academy community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted subject to prior review by the Principal. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Principal acts as the final editor in all cases.

## **Lockers**

Northwest Ohio Classical Academy provides lockers for students in Grades 7 to 10. The lockers and locks are school property. Students will be issued a lock and a combination. Students who misplace their lock will be required to pay \$5 for its replacement. Only locks issued by the school are authorized.

Northwest Ohio Classical Academy has the authority to search lockers when deemed reasonable, even if it requires removal of the lock.

Northwest Ohio Classical Academy is not responsible for lost or stolen items. Valuables such as tablets or video games are NOT to be brought to school.

Students must observe the following rules:

- Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which presents sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by the Administration.
- Lockers must be kept neat and orderly at all times. Locker checks will occur each semester.
- Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items left outside lockers or on the floor may be removed or

disposed of.

- We strongly discourage students from sharing their locker combinations with others, as that may lead to conflicts should items go missing.
- Problems with lockers should be reported to the Dean of Students.

## **Health, Records, Medicine, & the School Nurse**

### **Medicine Administration**

Northwest Ohio Classical Academy is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the School Nurse (or designee), or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the *Administration of Medication/Medical Procedure* form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. The School Nurse will make this form available to parents/guardians.

### **Student Records**

In order to provide appropriate educational services and programming, the School must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the School reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended the School. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

## **Medical Operations**

Parents will be informed when a student reports to the office with a fever or injury. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

## **Parent Obligations**

Parents/guardians shall, at all times, ensure that the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated.

It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school. Additionally, it is the responsibility of parents to inform the school of any known allergies that their child may have.

## **Use of Inhaler/Epinephrine Autoinjector**

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, and/or an epinephrine autoinjector to treat anaphylaxis at School, any School-related activity, event, or program sponsored by the School or in which the School participates, if both of the following conditions are satisfied:

1. The student has the written approval of the student's physician and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The physician's written approval shall include at least all of the following information:
  - a. The student's name and address;
  - b. The names and dose of the medication contained in the inhaler;
  - c. The date the administration of the medication is to begin;
  - d. The date, if known, that the administration of the medication is to cease;
  - e. Circumstances in which the inhaler and/or autoinjector should be used;
  - f. Acknowledgement that the prescriber has determined the student is capable of possession and using the inhaler and/or autoinjector appropriately and has provided the student with training in the proper use;
  - g. Written instructions that outline procedures School personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack; and/or in the case of an epinephrine autoinjector, the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis;
  - h. Any severe adverse reactions that may occur to the student using the inhaler and that should be reported to the physician;
  - i. Any severe adverse reactions that may occur to another student, for whom the inhaler is not prescribed, should such a student receive a dose of the medication;
  - j. At least one (1) emergency telephone number for contacting the physician in an emergency;



- k. At least one (1) emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency;
- l. Any other special instructions from the physician;
- m. The Principal or his/her designee has received copies of the written approvals required by Subparagraph 1 of this section.

The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. The School will make this form available to parents/guardians.

If these conditions are satisfied, the student may possess and use the inhaler at School or at any activity, event, or program sponsored by or in which the student's School is a participant.

The School, a member of the Board or the Board's representatives, or any Staff or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a Staff Member's prohibiting a student from using an inhaler because of a Staff Member's good faith belief that the conditions of Subparagraphs 1 and 2 of this Section had not been satisfied. The School, a member of the Board, the Board's representatives, or any Staff or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from a Staff Member's permitting a student to use an inhaler because of a Staff Member's good faith belief that the conditions of Subparagraphs 1 and 2 of this Section had been satisfied. Furthermore, when the School is required by this Section to permit a student to possess and use an inhaler because the conditions of Subparagraphs 1 and 2 of this Section have been satisfied, the School, any member of the Board, or the Board's representatives, or any Staff or employee is not liable in damages in a civil action for injury, death, or loss to person or property allegedly arising from the use of the inhaler by a student for whom it was not prescribed.

This Section does not eliminate, limit, or reduce any other immunity or defense that a School, member of a Governing Authority, or Staff or employee may be entitled to under Chapter 2744. or any other provision of the Revised Code or under the common law of this state.

### **Food Allergies**

Northwest Ohio Classical Academy (the "School") recognizes that the prevalence of food allergies among children is increasing. The number of young people who had a food or digestive allergy increased 18% between 1997 and 2007 and food allergies now affect an estimated 4%–6% of children in the United States. In some instances, allergic reactions to foods may be severe and even life threatening and allergic reactions to foods have become the most common cause of anaphylaxis in community health settings. Thus, in accordance with Ohio Revised Code Section 3313.719, this policy is intended to create a framework for protecting students with known food allergies and to reduce the likelihood of severe allergic reactions while at School.

*\*\*\* THE SCHOOL IS NOT A PEANUT- OR TREE NUT-FREE ENVIRONMENT AND IT REMAINS THE STUDENTS' RESPONSIBILITY TO AVOID POTENTIALLY HARMFUL FOOD PRODUCTS \*\*\**

### **Parent Responsibilities**

Parents and guardians of students with allergies, or students eighteen or older with allergies, shall:

- Promptly notify the Principal when they become aware that their student has a food allergy and at the beginning of each school year thereafter. The notice shall include a healthcare provider documented allergy and a diet modification order, if necessary;

- Provide the School with prescribed emergency medications;
- Execute a medication authorization form, and/or permission to carry and self-administer epinephrine auto-injector (epi-pen) form;
- Educate their students about allergy management at School. Allergy management education includes, without limitation, identification of “safe foods” and the vigilance required to self-monitor food products available at school functions.

The School, upon receiving proper notification that a student has a food allergy, shall:

- When serving students, make all reasonable efforts to ensure the School’s dining hall is nut-free;
- Cooperate with the student and his or her parents or guardians to reduce the likelihood of an allergic reaction at School;
- Maintain any student-provided medication for emergency use;
- Make efforts to inform appropriate School staff and administrators of the student’s food allergy and related needs;
- As needed, provide students (in the first grade and above) with flexible seating to accommodate food allergies;
- Encourage any private food vendors who may come to school to screen and label foods served at various School functions; and
- Train selected faculty and staff on the emergency use of epinephrine auto-injectors annually.
- All parent/guardians, students, faculty, and staff are encouraged, but are not required to:
- Carefully read all labels and explain those labels to their child(ren) prior to sending any food product to the School or a School event, e.g., class parties, bake sales, etc.; and,
- When providing food for the class on a special occasion, be sure to make only nut-free options.

### **Diabetic Care**

NOCA is committed to ensuring that each student enrolled in the school who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician. The diabetes care to be provided includes any of the following:

- A. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- B. Responding to blood glucose levels that are outside of the student's target range;
- C. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- D. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- E. Providing oral diabetes medications;
- F. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's physician's order;
- G. Following the physician's instructions regarding meals, snacks, and physical activity; and
- H. Administering diabetes medication, as long as the conditions described below are satisfied

Within fourteen (14) days after the School receives an order signed by the student's treating physician, the Principal or his/her designee will inform the student's parent or guardian that the student may be entitled to a Section 504 Plan regarding the student's diabetes. With regard to the administration of diabetes medication:

- A. The diabetes medication may be administered by a licensed provider, or in the absence of such person, such medication can be administered by a school employee who has received training provided by the Board that complies with the Ohio Department of Education's training guidelines, and complies with the following additional requirements:
  - a. The training must be coordinated by a medical or osteopathic doctor, a registered nurse, or a licensed practical nurse with expertise in diabetes.
  - b. The training will take place prior to the beginning of each school year or, as needed, not later than fourteen (14) days after the Board receives a physician's order related to a student with diabetes.
  - c. Upon completion of the training, the Board will determine whether each trained employee is competent to provide diabetes care.
  - d. The medical or osteopathic doctor, registered nurse, or licensed practical nurse who provided the training will promptly provide all necessary follow-up training and supervision to an employee who receives training.
- B. The Principal of a school attended by a student with diabetes will distribute a written notice to each employee containing the following information:
  - a. A statement that the school is required to provide diabetes care to a student with diabetes and is seeking employees who are willing to be trained to provide that care.
  - b. A description of the tasks to be performed.
  - c. A statement that participation is voluntary and that the school center will not take action against an employee who does not agree to provide diabetes care, including that the employee will not be penalized or disciplined for refusing to volunteer to be trained in diabetes care.
  - d. A statement that training will be provided by a school nurse, a medical or osteopathic doctor, a registered nurse, or a licensed practical nurse with expertise in diabetes to an employee who agrees to provide care.
  - e. A statement that a trained employee will not be subject to disciplinary action by the Board for providing care or performing duties to students with diabetes.
  - f. A statement that a trained employee is immune from liability for damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties (unless the act or omission constitutes willful or wanton misconduct).
  - g. The name of the individual to contact if an employee is interested in providing diabetes care.

The school employee can only administer diabetes medication as described above if the requirements of this policy are met.

A student's diabetes medication will be kept in an easily accessible location.

A student with diabetes will be permitted to attend to his or her diabetes care and management, in accordance with the student's physician's order, during regular school hours and school sponsored activities only if:

- A. The student's parent or guardian provides a written request that the student be permitted to attend to his or her diabetes care and management while at school; and
- B. The student's physician has authorized such self-care and determined that the student is capable of performing diabetes care tasks.

A student with diabetes is permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity. The student must have access to a private area for performing diabetes care tasks if the student or the student's parent or guardian makes such a request.

A student with diabetes is permitted to possess on the student's self at all times all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board will revoke the student's permission to attend to the care and management of the student's diabetes.

By December 31 of each year, the Board will report to the Ohio Department of Education the following information regarding students with diabetes:

- A. The number of students with diabetes enrolled in the School during the previous school year;  
and
- B. The number of errors associated with the administration of diabetes medication to students with diabetes during the previous school year.

### **Sick Students**

Sick children should not be in school. Any child who has a fever, displays any sign of illness, or is contagious (e.g., with pink eye, strep, the flu) should be kept home.

## **Enrollment, Admissions & Residency**

### **Open Enrollment**

The NOCA Board and Administration shall permit the enrollment of students from any district within the state of Ohio, provided that each enrollment is in accordance with the laws of this State, the provisions of this policy, and the administrative guidelines established to implement this policy. NOCA may also admit out-of-state students, pursuant to its policies.

### **Admissions Procedures**

Admission to NOCA is open to any student in grades kindergarten through 10. The School will not charge tuition. The School will not discriminate in its pupil admission policies or practices on the basis of race, creed, color, religion, national origin, ancestry, sexual orientation, disability, sex, intellectual or athletic ability, measures of achievement or aptitude, or any other basis. Admission is open to students on a statewide basis. Upon admission of a student with a disability, the School will comply with all federal and state laws regarding the education of students with disabilities.

The School will admit the number of students that do not exceed the capacity of the School's programs, classes, grade levels or facilities. The School will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. Priority for enrollment shall be given to returning students. Preference may also be given to siblings of students attending the school the previous year and students who are children of full-time staff members employed by the school. The preference provided to children of full-time staff members shall be less than five percent of the school's total enrollment. If on the deadline date for a lottery drawing the number of applicants exceeds the capacity restrictions set for the School's programs, classes, grade levels or facilities, a lottery drawing will be held. Any and all enrollment period(s) will be as stated on the School's website; if enrollment exceeds capacity a lottery will be conducted. The lottery drawing places children in order for possible enrollment into the school. As the School operates and accepts students year-round, if other places become available (after the lottery), students are accepted from a prioritized wait list based on the results of the lottery or, if there is no waitlist, then on a first come first serve basis. If a lottery is necessary, it shall take place at a public location. All parents of children selected in the lottery will be notified of the selection by email. Parents will have up to seven (7) days from receipt of the email to contact the School regarding their decision. If a parent does not respond within seven (7) days of receipt of the email, the school will select another child from the lottery. Notwithstanding the above, in the event the racial composition of the enrollment of the School is violation of a federal desegregation order, the School shall take any and all corrective measures to comply with the desegregation order.

### **Process and Criteria**

In order for a student to be admitted the following must be completed/submitted: the registration form and such other enrollment materials that the School deems necessary; copies of the child's original birth certificate or such alternative set forth below in the Records Upon Enrollment section of this policy, current immunization record as mandated by law, proof of residence and parent/ guardian ID. In addition, all custody or court orders pertaining to or allocating parental rights and responsibilities for the care of the student and designating a residential parent and legal custodian of the child shall be provided. Students may also need to complete an academic assessment before being placed in a classroom.

### **Records Release/Transfer**

The School will verify eligibility according to residency and will report names and addresses to the local school district of those students who are enrolled in the School. In addition, once a student is enrolled, records are requested via mail on form letters, signed by a parent or guardian, from the appropriate school of last attendance. Follow-up calls are made to buildings that have not forwarded records as requested. This notice also serves as notice to the student's district of residence as required by law. The Records Release / Transfer includes a request for receipt of any student IEP/ETR/504 Plan that pertains to the student.

### **Kindergarten Admission**

The School can admit to kindergarten any student; whose fifth birthday falls on or before September 30 of the current school year.

### **Residency and Enrollment Requirements**

Although NOCA has a statewide open enrollment policy permitting enrollment from any school or district in the State of Ohio, it is still necessary to establish a student's school district of residence before they can be enrolled in the School. The school district in which a parent or child resides is the location the parent or student has established as the primary residence and where substantial family activity takes place.

Residence is a place where important family activity takes place during the significant part of each day; a place where the family eats, sleeps, works, relaxes and plays. It must be a place, in short, which can be called "home." One cannot establish a residence merely by purchasing/leasing a house or an apartment or even by furnishing such a house or apartment so that it is suitable for the owner's use. No single factor is determinative; residency will be established by the totality of the circumstances.

The NOCA Board and Administration or its designee shall review the residency records of students enrolled in the School on a monthly basis. Upon the enrollment of each student and on an annual basis, the Governing Authority or its designee shall verify to the state department of education each student's home school district, where they are entitled to attend school pursuant to §§ 3313.64 or 3313.65 of the Revised Code. Parents, guardians, or independent students age 18 and over must promptly notify the School using the documentation listed below when a change in the location of the parent's or student's primary residence occurs.

Upon enrollment and on an annual basis the following documents can be used to establish proof of residency for verification of a child's ability to enroll in the School and determination of the school district the student is entitled to attend under §§ 3313.64 and 3313.65. These items must be current, be in the parent's/guardian's name, and include a street address. The School shall require two forms of proof of residency for enrollment. A post office box address cannot be used to validate residency records.

- Deed or current real property tax bill
- Lease agreement
- Mortgage statement

- Utility statement or receipt of utility installation issued within thirty (30) days of the date of enrollment
- Most current bank statement available issued to the parent or student that includes the address of the parent's or student's primary residence
- Current homeowner's or renter's insurance declaration
- Paycheck or paystub issued to the parent or student within thirty (30) days of the date of enrollment that includes the address of the parent's or student's primary residence
- Affidavit of Residency accompanied by a utility bill, lease or mortgage statement.
- Any other official document issued to the parent or student that includes the address of the parent's or student's primary residence that does not conflict with the guidelines issued by the Superintendent of Public Instruction.

If NOCA and the student's home district (district of residency) disagree about residency, this policy shall prevail. In such a case, parents may be asked to provide additional information in order to resolve the dispute; however, the School is not obligated to ask for additional information based on other public schools' policies.

Moreover, the School will provide that school district with documentation of the student's residency and will make a good faith effort to accurately identify the correct residence of the student.

If a student loses permanent housing and becomes a homeless child or youth, as defined in 42 U.S.C. § 11434a, or if a child who is such a homeless child or youth changes temporary living arrangements, the district in which the student is entitled to attend school shall be determined in accordance with division (F)(13) of § 3313.64 of the Revised Code and the "McKinney-Vento Homeless Assistance Act," 42 U.S.C. § 11431 et seq.

### **Records Upon Enrollment**

Upon receipt of completed enrollment forms, a request for records will be made within twenty-four hours from the public or non-public elementary or secondary school the pupil most recently attended. Request for records includes any IEP/ETR/504 Plan that pertains to the student.

If the records are not received within 14 days of the date of request, or if the pupil does not present any one of the following: (1) a certification of birth; (2) a passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child; (3) I-94 CARD, Permanent Resident Visa, or Green Card; or (4) a birth affidavit, the Principal or his/her designee will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

No student, at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen days if the student has not met the minimum immunization requirements established by the Ohio Department of Health or the student presents written evidence satisfactory to the person in charge of admission and acceptable as an exception to such requirement in law.

## **Out of State Tuition Requirements**

1. NOCA will charge tuition to out-of-state students.
2. NOCA has discretion to limit out-of-state students.
3. NOCA has discretion to not accept out-of-state students until all enrollment periods have closed and there are spaces available.
4. Once an out-of-state student is admitted, that student will have the same right to stay in the school through grade 12 as in-state students.
5. Siblings of out-of-state students will be treated the same as siblings of in-state students for enrollment preference purposes, as explained in NOCA's enrollment policy.
6. Tuition for out-of-state students will be responsible for the applicable amount paid in foundation payments per year per child, and the parents or guardians of out-of-state students shall pay for any special services including, but not limited to special education services, ESL services, and all other special services.
7. Tuition for out-of-state students shall be subject to annual re-evaluation.
8. Parents of out-of-state students may petition the Board for a tuition discount. The Board, in its discretion, may grant a discount. Out-of-state students who pay discounted tuition may register beginning August 1 for available seats.
9. NOCA will offer the following tuition payment options:
  - a. Payment in full by August 7th.
  - b. One half of tuition due Aug. 7th, and the balance due by Dec. 4th.

## **Enrollment of Expelled Students**

Students expelled from another school will be admitted to Northwest Ohio Classical Academy at the discretion of the Principal. The Principal will admit students who are being processed for expulsion and/or suspension on a case-by-case basis. In general, students facing suspension and/or expulsion for discipline problems related to drugs, alcohol, or violent behavior will not be admitted.

## **Grade Level Placement of Newly Enrolled Students**

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be required to enroll in the grade level deemed appropriate by the Principal. If the parent insists that the student be placed at a grade level higher than the one recommended, a signed document of this choice will become part of the student's permanent file.



## **Operations**

### **Emergency Operations Plan**

The Administration shall maintain a stand-alone Emergency Operations Plan.

### **Security Checks**

Northwest Ohio Classical Academy may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

### **Use of School Resources**

School resources, such as the resource room and the equipment therein are to be used solely in support of school operations.

### **Student Drop-Off & Pick-Up**

Procedures for student drop-off and pick-up give priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly. A flow of traffic map will be provided to each NOCA family at the beginning of the school year. The school will release students only to parents, legal guardians, or adult designees.

General entry into the school facility will be through Door 1 on the east side of the building. All Regular Drop-off and Pick-up will be at Door 2.

Regular Drop-off Time: 7:45 a.m. to 8:00 a.m.

Regular Pick-up Time: 3:00 p.m. to 3:15 p.m.

Courtesy is one of NOCA's six core virtues. The adults driving through the carpool line are expected to serve as role models by always exhibiting courteous behavior. Please share these policies and procedures with anyone who will be picking up your student as everyone in the car line is expected to know and follow the procedures.

Please follow these procedures during drop-off and pick-up:

- Once a student is loaded into your vehicle, do not let them exit the vehicle. If your student needs to return to the school building, please park and escort your student back into the building.
- Once you have pulled away from the loading zone, please do not stop your car and promptly proceed to the exit onto Glendale Avenue.
- Never exit your vehicle while the engine running.

- Under no circumstances should a child be left in a vehicle unattended.
- Third-party pick-ups are not permitted (this includes taxis and ride-sharing companies like Uber and Lyft).
- Student drop-offs or pick-ups on Glendale Avenue are strictly prohibited.

### **Before-School Drop-off and After-School Pick-Up Programs**

For a fee, NOCA offers families of NOCA students the Before-School Drop-Off and After-School Pick-up Program. Information regarding the program can be obtained in the Main Office.

Participants in the Before-School Drop-off and After-School Pick-up Program will enter and exit the building through Door 2 on the East side of the building.

Before School Drop-Off Time: 7:00 a.m. to 7:45 a.m.

After School Pick-up Time: 3:15 p.m. to 5:30 p.m.

### **Mass Communication Policy**

The Principal must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire NOCA community.

### **Information Technology & Security**

The school takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. Computers that store personally identifiable information are kept in a secure environment.

### **Records Release**

In order for student records and/or transcripts to be released from NOCA, all outstanding fees must be paid in full. These could be from the Before-School Drop-Off or After-School Pick-Off Program or from any other fees that the board has established.

# Privacy

## **Family Educational Rights Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the school to amend records that they believe is inaccurate or misleading. They should write the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400, Maryland Avenue, SW, Washington, DC 20202-4605

**Student Information Release**

Students' names, participation in officially recognized activities and sports, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school. In addition, classroom activities and events sponsored by the school are occasionally photographed or video-taped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you DO NOT wish to have your student(s) photographed or video-taped for these purposes, you must notify the office in writing.

Student names will not be listed with their pictures on the school website or in NOCA advertising publications. The newspaper may list your student's name with a photo only with parent signed consent.

Any additional information not stated above regarding a student will not be given via any avenue of communication without parent permission, unless required by law.

## Governance

### Board of Trustees (Board)

Northwest Ohio Classical Academy is governed by its Board of Trustees. The Board operates in accordance with its bylaws and using the principles of policy governance. The Board has entered into a Charter Agreement with Ohio Department of Education and Charter School Specialists. The bylaws and Charter Agreement shall be available on the School's website: <http://nocacademy.org/>.

### Board Responsibilities

The Board is the governing body of the School and is responsible for overseeing the effective, faithful execution of NOCA's mission.

The founding Board created Northwest Ohio Classical Academy specifically to implement the following mission:

*To train the minds and improve the hearts of young people through a rigorous, content-rich classical curriculum in the liberal arts and sciences, one that produces thoughtful leaders and virtuous citizens.*

The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the program. The Board performs all of its activities to advance NOCA's mission.

More specific responsibilities of the Board include, but are not limited to:

#### *Advocacy*

- Serving as ambassadors for NOCA by clearly protecting and articulating the School's mission and goals and by garnering support of the community.

#### *School Leader Support*

- Providing input and feedback to the Principal on campus-specific issues and concerns (e.g., school culture, discipline policy, student recruitment, etc.)
- Supporting the Principal by ensuring that he/she has the moral and professional support necessary to further the goals of the school.

#### *Fiscal Accountability*

- Participating in the budgeting process each year, providing advice and feedback to the Principal.
- Monitoring the management of financial resources by approving the annual budget and ensuring that proper financial controls are in place.

- Financial reporting of the Treasurer to the Board as required in the by-laws to ensure the Board is “hands-on” as it relates to fiscal controls and responsibility.

*Development/ Fundraising*

- Assuring there are adequate resources for the School to fulfill its mission by raising funds.

*Compliance*

- Monitoring and ensuring compliance with the Ohio Department of Education regulatory statutes and other local, state, and federal laws by regularly reviewing school policies, programs, and practices.
- Reviewing school data against charter and charter goals to ensure compliance with the vision, strategies, and objectives identified herein.

*Other*

- Serving as a source for appeals for parent and staff grievances that are unable to be resolved by the Principal.
- Actively recruiting new Board members.

In summary, the Board is accountable for the academic, financial, legal, and operational performance of the School. The Board places significant practical responsibility for implementing its policies with the Principal, but the Board remains accountable.

**Core Principles - School Culture**

- Employees will model and encourage students to uphold the school’s core virtues: courage, courtesy, honesty, perseverance, self-government, and service.
- Northwest Ohio Classical Academy is an open enrollment school with no enrollment criteria outside of statutory and contractual requirements.
- Northwest Ohio Classical Academy’s educational philosophy requires a small K-10 atmosphere with a closed campus, with plans to build to K-12. This conscious choice ensures that all students are known and educated by caring adults.
- The Principal is accountable for the well-being of every student. Faculty members personally know each of their students as well as others.
- Students and employees adhere to a dress code.
- Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the core virtues.
- Classrooms are open for observation at any time by parents with permission from the Principal.

## **Academics**

- NOCA's curriculum will train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.
- Student services provides support to all students with academic and behavioral needs. Interventions utilized to achieve Northwest Ohio Classical Academy's expectations are targeted and specific to each individual student.
- Northwest Ohio Classical Academy resists grade inflation and social promotion. Mastery of core subjects always takes priority. Latin is required in the Upper School. Successful completion of a senior thesis will be a requirement for 12th grade graduation.
- Students will be academically prepared to pursue multiple post-secondary options.
- Literacy is taught through an explicit phonics program. Math is taught conceptually. Teachers regularly employ the Socratic method of discussion.
- Standardized tests do not drive the curriculum.

## **Role of Principal**

- The Principal will implement a traditional, classical, liberal-arts curriculum.
- The Principal makes final decisions on curriculum, subject to the approval of the Board.
- The Principal is responsible for staffing, subject to the approval of the Board.
- The Principal shall foster a faculty culture that encourages engagement with classical education.
- The Principal, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

## **Teachers**

- The Principal employs teachers based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom.
- Northwest Ohio Classical Academy teachers are professionals. Their professional development includes training sessions throughout the school year, to be coordinated by the Principal.

## **Parents and Students**

- Parents' support of NOCA's academic and moral mission is essential. Parents are encouraged to learn more about the School's philosophy and curriculum in order to help support and guide their students.
- To thrive at Northwest Ohio Classical Academy, students must be polite and attentive in class and have a strong work ethic and willingness to learn.

### **Fiscal Responsibility**

- Our budgeting philosophy is conservative. We do not expend funds until we know they are in our possession.

### **Conflict of Interest Policy**

Board members will confirm annually that they have no inappropriate conflicts that would preclude them from faithfully serving Northwest Ohio Classical Academy with fidelity. Board members shall keep on file and update at least annually the Conflict of Interest disclosure forms as required by the Ohio Department of Education and sponsorship.

### **Adherence to Law**

Charter Agreement: The Board will adhere to federal, state, and local laws identified explicitly or implicitly in the Charter Agreement. In most instances, when the Board has been granted autonomy through its full flexibility waiver, the Board will develop its own policy.

### **Open Meetings Act**

The Board will adhere to the Ohio Open Meetings Act. The Board will:

- Establish a set schedule of meetings;
- Post meeting dates in a conspicuous location (date, time, location);
- For special meetings, provide 24-hour notice in a conspicuous location and to all media organizations who have requested it;
- For emergency meetings, provide notice to all media organizations who have requested it immediately after calling the meeting to order, including the time, place, and a description of the purpose of the meeting; and
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, and record of votes.

### **Community Comments at Public Meetings**

The Board welcomes public comments at the end of each Board meeting. Community comments are limited to 2 minutes each. To ensure the accurate representation of the comments in the Board's meeting minutes and to ensure that the Board can accurately address the issues presented, it is requested that these comments also be submitted in writing.

If a non-Board member wishes to make a comment, he/she should sign the circulated public comment sheet to indicate a desire to speak. Comments must be relevant and not reflect information about a specific student, faculty member, or a personally identifying situation. Such interjections will be recognized at the discretion of the Board Chair (or designee).

### **Executive Session**

The Board Chair shall permit Executive Sessions for meetings when discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic



evaluation or rating of a(n)... employee or interviewing applicants for (a) position of (employment).

The vote on any matter covered in this paragraph (if required) shall be taken in public.

- Official Posting Place for Communications
- Committee meeting times are visibly posted in the main office and on the school web site.
- Open Records Act of Ohio

The Board shall be subject to Freedom of Information Act (FOIA)/Open Records Act of Ohio requirements.

### **Policy Making**

The Board shall operate according to the policy governance model. The Board shall be responsible for adopting, repealing, or amending governance policies for Northwest Ohio Classical Academy. The Principal shall be responsible for reasonably interpreting those policies and executing them, subject to the Board's evaluation. The Principal shall be responsible for maintaining all school- level operating procedures, policies, and manuals.

### **Fundraising**

Fundraising activities must not undermine the mission and philosophy of the School.

## Parent Grievances

### Grievance Related to the Classroom

NOCA firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular aspect of or the Administration of NOCA, that grievance should be resolved using the following chain-of-command. Issues that arise in a particular classroom should always be addressed to the teacher first.

- The Teacher: Parents should schedule a meeting with the teacher through the office, email, or voicemail. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.
- The Dean of Students: If the grievance cannot be resolved with the teacher, and the matter regards discipline, the parent should discuss the matter with the Dean of Students.
- The Principal: If the grievance cannot be resolved with the teacher in matters regarding academics, or the Dean of Students in matters regarding discipline, the parent should discuss the matter with the Principal.
- The Board: If the grievance cannot be resolved with the Principal, the parent should refer the matter to the Board via mail, addressed to the Board and sent to NOCA's address, or email to the Main Office.

Parental concerns and grievances may also be raised during the community comments portion of the Board of Directors meeting. The concern or grievance must be submitted in writing, and no more than two minutes will be granted. Grievances or discussions involving specific personnel will not be entertained at a public meeting. It is recommended that the concern or grievance be addressed in one of the aforementioned steps before using this option.

### Grievance Related to an Administrator

Grievances regarding an administrator should be directed to the individual first, then in writing to the Board via mail, addressed to the Board and sent to NOCA's address, or email to the Main Office.

### Importance of Following the Chain-of-Command

The practice of following the chain-of-command in communications with NOCA on matters concerning particular students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the School regarding their students. Northwest Ohio Classical Academy understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator (Dean of Students or Principal), according to whether the matter concerns discipline or academics. If further communication is warranted after seeing an administrator, then the parent should refer the matter to the Board, as needed.

The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate members of the administration.

The reason for this chain-of-command is that the teacher invariably has the most direct knowledge of the child, can usually do more to remedy or ameliorate a situation than can an administrator or board member, and the teacher is the professional authorized to oversee his or her classroom. We understand that some parents are “conflict averse” and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with the Principal initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching, such as the Socratic method. As a result, it is easier and more expedient to speak to the Principal first. In these cases, however, it is always better for the parent to have as much specific information as possible so the Principal can act on that information.

## Appendix A - The Honor Code



### NORTHWEST OHIO CLASSICAL ACADEMY HONOR CODE

*Northwest Ohio Classical Academy students strive to be virtuous in conduct, seek to grow in scholarship and learning, and pursue a commitment toward civic responsibility. Northwest Ohio Classical Academy students will not lie, cheat, or steal, and will discourage others from such actions.*

#### Understanding the Code

Northwest Ohio Classical Academy was founded to develop students in both mind and character. The School's core virtues are the guiding principles used to cultivate and nurture character: courage, moderation, justice, responsibility, friendship, prudence, and wisdom. Students are expected to conduct themselves honorably in word and deed, to strive to live by the virtues, and to encourage others to do so as well.

#### *Courage*

Remain steadfast when you are afraid. Practice perseverance when the work is difficult.

#### *Moderation*

Practice patience and self-control. Think before you speak. Keep your temper under control.

#### *Justice*

Follow the rules. Help others, and treat them fairly and with respect.

#### *Responsibility*

Take pride in your work and your duties. Hold yourself accountable even when others do not.

## *Friendship*

Be kind and generous. Learn how to get along well with others.

## *Prudence*

Deliberate before you act. Practice good judgment.

## *Wisdom*

Cultivate a thirst for knowledge about the most important things.

Northwest Ohio Classical Academy students are expected to act honorably. This means they will not lie, cheat, or steal and will discourage others from doing so. Honesty is the foundation of one's character. To lie, cheat, or steal is to seriously breach one's integrity. While it is only human to make mistakes or to show lapses in judgment, students are expected to own up to their actions. Lying, cheating, or stealing to cover things up is far worse than making the original mistake, and undermines trust in both peer-to-peer and student-to-teacher relationships.

In academics and scholarship, students must always do their own work, represent themselves truthfully, and only claim what is their own. Plagiarism is a serious violation of the honor code—and is defined as the use of someone else's words or ideas without proper acknowledgment. Plagiarism is deceptive and is cheating in that it is an attempt to gain an unfair advantage by appropriating someone else's work or ideas.

Guided by faculty, staff, and parents, students should seek to exhibit the School's virtues and live by the School pledge: **I will learn the True, I will do the Good, I will love the Beautiful.**

## Appendix B - Parent Compact



### NORTHWEST OHIO CLASSICAL ACADEMY PARENT COMPACT

(To be Signed by all Parents)

*I have carefully read the Northwest Ohio Classical Academy Family Handbook for this school year and I understand what it means. I have discussed it with my child. He/she understands what it means.*

*I have carefully discussed the Northwest Ohio Classical Academy Honor Code with my child and he/she understands what it means.*

*I pledge to encourage my child to be virtuous in conduct, to help him/her grow in scholarship and learning, and to foster in him/her a commitment to civic responsibility. I will hold my child to the highest standards of integrity and will discourage him/her from lying, cheating, or stealing.*

Name(s)

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Signature(s)

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Date

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## Appendix C - Student Compact



### NORTHWEST OHIO CLASSICAL ACADEMY STUDENT COMPACT

(To be Signed by 6th – 10th Grade Students)

*I have carefully read the Northwest Ohio Classical Academy Family Handbook for this school year and I understand what it means. I discussed it with my parents.*

*I understand the Northwest Ohio Classical Academy Honor Code and have discussed it with my parent(s).*

*I pledge to be virtuous in conduct, to grow in scholarship and learning, and to pursue a commitment toward civic responsibility. I will not lie, cheat, or steal, and I will discourage others from doing so.*

Name

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Signature

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Date

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