



**Northwest Ohio Classical Academy**

**Family Handbook  
for Students and Parents**

**2023-2024**

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## **School Contact Information**

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Toledo, Ohio 43614

Phone: 567-420-6180  
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: 7:30 a.m. to 7:45 a.m.  
After-School Pick-up: 3:15 p.m. to 5:30 p.m.

## Headmaster's Welcome

Dear Families,

I am thrilled that you have chosen to partner with us in your child's education! You have chosen well, as a classical education is challenging and rewarding. 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 a lofty goal, but one that can be achieved when families and the school partner together. This partnership allows for a safe, joyful, and orderly learning environment where all students have the opportunity to succeed. It is then that students will grow in virtue and intellectual curiosity.

Our faculty and staff are dedicated to this end. They are well prepared and sacrifice daily to fulfill our mission. Their love for young people and instilling in them our virtues is evident in their conversation with each other and with their students.

The virtues that we will foster in our students are: courage, moderation, justice, responsibility, friendship, prudence, and wisdom. These seven virtues are integrated into all aspects of our school. From our opening assembly that starts our day together, students will have the opportunity to learn first-hand from faculty. They will then encounter examples of great men and women who exemplify these virtues as they engage in an intensive study of not only history and literature, but science, Latin, mathematics, music, and art. It is our hope that as we partner with you, we are building upon the foundation that you have instilled in your children and are demonstrating in your home.

To our new families, welcome to Northwest Ohio Classical Academy. To our returning families, thank you for your continued partnership with Northwest Ohio Classical Academy (NOCA). We are excited for another great year. We will do this with excellence. Let us press forward together to learn the true, do the good, love the beautiful.

Sincerely,

Scott Henry  
Headmaster  
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*)

## **Purpose of the NOCA 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. 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.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School taking into consideration the best interests of the School, its faculty, employees, students or overall community. The School's policies may also be revised or updated periodically, even during the school year. If, at any time, a conflict arises between a policy adopted by the Board of Directors (the "Board") and this Handbook, the policy shall supersede and control.

The term "parent" when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent, or court-appointed guardian.

If you have any questions about this Handbook, please contact the Headmaster. The Headmaster at Northwest Ohio Classical Academy has similar authority and responsibilities as the superintendent of schools for a local district.

## **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.*

## 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. NOCA students will not lie, cheat, or steal, and will discourage others from such actions.*



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.

**COURAGE** -Remain steadfast when you are afraid. Practice perseverance when 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.**



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 required if student is in grade 6-12.

## NOCA History

The school's story began over ten years ago when a group of parents collaborated to create a new educational opportunity for Northwest Ohio students. They came from a variety of backgrounds and joined together for a variety of reasons: some because of the costs of private education, some because of the challenges to family life from homeschooling, and others because of the weak educational content of their schools' curriculum. They were all looking for an academically excellent education that fit their values, and they found it in classical education. In order to make NOCA a reality, this group of dedicated citizens established a Board of Trustees, met the arduous requirements set by ODE to open a Community school in Ohio, raised \$250K in donations, and poured hundreds of hours into improving the school facility. NOCA opened its doors in 2019.

Northwest Ohio Classical Academy is a public Community School (charter), 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. Community 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.

NOCA presents 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; and
9. A school that uses technology effectively but without diminishing the faculty leadership that is crucial to academic achievement.

# Classical Education

## What Classical Education is:

A classical education strives for excellence holding that the most excellent things are truth, beauty, and goodness. It aims to impart intellectual and moral virtue in the individual and in the community, and attempts to form students' affections by encouraging them to love the right things. A classical education seeks to cultivate the true friendship that is only available to those who share together in a noble enterprise. A classical education seeks also to cultivate good citizens by teaching that man is by nature a political animal, so fulfillment of that nature depends on understanding and participating in one's own political community.

A classical education is a humane education. Classical schools are not assembly lines, and students are not products to be assembled. Classical schools are communities dedicated to the cultivation of human souls. They do not settle for robotic knowledge, but seek to stir students' imagination. A classical education is a liberal education that is fitting for free citizens and one that fits them to be free. It liberates young people from the double bonds of ignorance and vice, and it transcends the confines of one's own time and place.

A classical education is a traditional education. The core of the Western tradition is our common heritage, and it is a precious one. To transmit the accumulated wisdom of Western civilization—to persuade students that it is their duty to tend that inheritance and to transfer it to future generations with interest—that is the work of a classical school.

A classical education is an innovative education that proceeds from the conviction that the surest path to progress is knowing what has come before. It is ambitious and aims at more than college admissions or job skills. It sows the seeds of human flourishing. A classical education is humble. It frankly acknowledges that education is hard work and requires a good will. The reward, however, is great. Wisdom and eloquence, imagination and a sense of poetic beauty, friendship and virtue—these are gifts to a child.

A classical education is language-rich because facility in language is the precondition for progress in any subject. To this end, classical schools continue to emphasize the medieval Trivium (grammar, logic, and rhetoric) and Quadrivium (geometry, algebra, music, and astronomy) as well as the study of Greek and Latin, and it values gymnastics (athletic pursuits). The curriculum is knowledge-rich and proceeds from the belief that it is difficult to think well with an empty mind. A classical education stresses memorization but celebrates mystery. It holds that not everything real is quantifiable. Classical schools seek to tap students' sense of wonder and to draw them toward wisdom.

A classical education relies on story. Stories have a unique power to stir the imagination and illuminate the truth. It is student-centered. That is, it is an education focused on the formation of each student's intellect and character. A classical education is also teacher-centered: it supposes the need for those

who have greater wisdom and knowledge to share that wisdom and knowledge with those who have less.

A classical education employs a varied pedagogy wherein Socratic dialogue, seminar, lecture, experiment, recitation, and models for emulation all have their place. The ends are fixed, but the means vary. A classical education prizes order. The object of the education is a well-ordered mind and heart, and every effort is made to reflect this order in the environment, from good manners to a well-adorned campus. In short, the end of a classical education is happiness. True happiness depends on a virtuous life, with friends, oriented toward the true, the beautiful, and the good.

**What Classical Education is not:**

At classical charter schools, classical education is not elitist. Charter schools are public; anyone may enroll. No tuition is charged, and no tests are given to determine eligibility. Classical charter schools offer a classical education to every family that shares the mission of classical education.

Classical education is not stifling. It is true, classical schools are characterized by the old-fashioned belief that students should memorize a great many facts. But the learning of facts is merely preparatory, like memorizing music notes to play piano. Lower-order thinking is for the sake of higher-order thinking. Of far greater importance are the creativity and good conversation made possible by virtuous habits and a well-stocked mind.

Classical education is not faddish. The last half century has seen an endless parade of education ‘reforms,’ during which time ever-increasing spending has met with persistently lackluster results. Classical education made possible the greatest achievements of Western civilization, not least its science and technology, material prosperity, law codes, and free institutions. Classical schools think it wise to keep hold of the goose that lays the golden eggs. A classical education is not outmoded. The ends of a classical education did not cease to be relevant with the twenty-first century. A classical education is in every essential point a timeless education. Its aims are good for every human person and at all times.

*(Adapted with permission from Seven Oaks Classical Academy of Ellettsville, Indiana, an affiliate of Hillsdale College)*

## **Hillsdale Barney Charter School Initiative Curriculum School**

Northwest Ohio Classical Academy is a curriculum school of the Barney Charter School Initiative (BCSI) of Hillsdale College. As a curriculum school, NOCA receives its curriculum from the BCSI in order to provide a content-rich, classical education to its students.

## 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;
- 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.
- 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;
- 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; *and*
- As a community oriented toward willing the good of others, parents and students are encouraged to follow best practices for being a good digital citizen.

## 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 Headmaster.

The K-12 curriculum will follow the Barney Charter School Initiative Program Guide. Teachers develop their courses under the direction of the Headmaster, 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 for all grades except Kindergarten and first grade: Mastery (A), Proficiency (B), Sufficiency/Competence (C), Insufficiency (D), and 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 for Kindergarten and first grade is: Mastery (A), Proficiency (B), Sufficiency (C), and Needs Improvement and Remediation (I). Incompletes will only be given under special circumstances and must be approved by the Headmaster. 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 NOCA.

### **Promotion & Retention**

The School believes that students should only be promoted when they have demonstrated mastery of specific academic standards. The School is founded upon the understanding that promoting students to the next grade because of their age, not their readiness to do the work, is not beneficial to students. Thus, one of the most critical and distinctive aspects of the School’s academic program is its promotion policy. To build a culture of learning and achievement, and to ensure students demonstrate readiness for the next grade level, we have developed this Grade Promotion and Retention Policy, which can be viewed in the Office. Students who do not demonstrate readiness will not be promoted.

### **Response to Intervention (RTI) & Remediation**

Northwest Ohio Classical Academy is upholding best practices in working with students who require additional support. The academic staff has carefully designed a Response to Intervention (RTI) plan that meets the needs of the school's population. NOCA’s RTI program includes cycles of intervention based on MAP scores, grades and teacher referrals.

The remediation program consists of the Instructional Aides assisting students, working to bridge the academic gap. Instructional Aides conduct pull out services to assist students. During this time, students engage in activities that are directly related to his or her curriculum.

### **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 (K-1) 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
Grade 11	110 minutes plus reading time
Grade 12	120 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.

### **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 by appointment.

### **Textbooks**

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

The classroom teacher will check the condition of all textbooks prior to the start of the year. Students may be charged the full replacement value, as determined by the administration, for loss or damages to textbooks assigned to their accounts, including highlighting, torn pages, binding problems, water damage, or other damage.

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 administration. A hold will be put on the student's account until fees are paid. If a student has received an incomplete or an extension from their teacher, the Headmaster may grant a textbook usage extension. This requires the student to submit written documentation from the teacher.

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:

- Progress Book, the Student Information System, provides a 'live' grade book for parents to be able to monitor student 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.
- Progress 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 Headmaster or his designee.

### **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 Headmaster 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. 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 lower school, without Headmaster 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.

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 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 Headmaster 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.

### **Video Viewing**

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 Headmaster to show a video. Teachers are responsible for previewing videos to ensure that they are appropriate.

## **School Life & Environment**

### **Attendance**

The school day for all students (K-12) begins at 8 a.m. and ends at 3 p.m. Students should be dropped off not later than 7:55am to allow them to report to their homerooms and prepare for assembly which starts promptly at 8:00am.

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. In the event of an extended absence, parents should complete a Pre-planned absence form and submit to the office in order to notify the school of prior notice.

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 office by 10:00 AM whenever a student is absent via phone or [info@nocacademy.org](mailto:info@nocacademy.org). Written notice should be provided when determined necessary by the Headmaster. Contact the Office for a copy of the Truancy Policy.

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.

### **Statement Concerning State Testing and Compulsory Attendance**

Northwest Ohio Classical Academy (the "School") is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school, and students enrolled in and attending the School are required to take proficiency tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code shall no longer be excused for that purpose upon their enrollment in the School. For more information about this matter, please contact the School or the Ohio Department of Education ("ODE").

### **Mandatory Withdrawal**

Ohio law requires the withdrawal of any student who, without legitimate excuse, fails to participate in 72 consecutive hours of learning opportunities during any academic year.

### **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. Repeated tardiness may affect a student's "seat time" and therefore his eligibility for promotion. Tardiness will be considered an unexcused absence if the student misses more than half the class without proper documentation.

Repeated tardiness shall be grounds for disciplinary action. A student is tardy when a student arrives after class begins. After four (4) unexcused tardies per semester and each unexcused tardy thereafter, a student will be issued detention. 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.

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

Students are expected to be at school. The best learning takes place within the classroom.

Absences due to the following will be excused:

Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;

1. Illness of the child. The Headmaster may require the written statement of a physician/mental health professional if it is deemed appropriate;
2. Illness in the family necessitating the presence of the child. The Headmaster may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;
3. Quarantine in the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;
4. Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;
5. Medical, behavioral or dental appointment. The Headmaster may require the written statement of a physician, mental health professional, or dentist if it is deemed appropriate;
6. Observance of religious holidays. A child shall be excused if the child's absence was for the purpose of observing a religious holiday consistent with the truly held religious beliefs of the child or the child's family;
7. College visitation. The Headmaster may require verification of the date and time of the visitation by the college, university, or technical college;
8. Pre-enlistment reporting to military enlistment processing station. The Headmaster may require verification of the date and time of the reporting;
9. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status;
10. Absences due to a child being homeless;

11. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code; or
12. Emergency or other set of circumstances in which the judgment of the Headmaster constitutes a good and sufficient cause for absence from school.

If requested by the Headmaster, the student must provide a written statement from a parent (or medical authority) of the cause for absence, or the absence will be considered unexcused. The Headmaster 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. All other absences will be considered unexcused absences. Students may receive partial credit for academic work missed during unexcused absences. Any student who, due to a medically-documented physical or mental impairment, is absent for an extended period is excused. 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.

### **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 NOCA 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 NOCA 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.

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.

### **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. See Appendix 3 for the policy.

### **Discipline**

At Northwest Ohio Classical Academy, we seek virtue in all its forms, and we focus specifically on the classical virtues of prudence, moderation, friendship, justice, responsibility, courage, and wisdom. We hope that regular reference to these virtues in our learning, social interactions, and discipline will help students learn self-government and strive toward excellence in all areas of life.

The emphasis on virtue at NOCA is not primarily intended as a discipline policy. We aspire to excellence for its own sake because it is good and because we are made better as we aspire to it. The secondary purpose of discipline 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 Headmaster or Dean 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.

### **Positive Intervention**

Faculty minimizes many classroom disruptions through the use of proactive interventions. Teachers take measured steps to manage classroom behavior and encourage student engagement. In addition to the rules of classroom behavior being posted for the students to see, the teacher utilizes other ways to ensure classroom decorum. Some of the methods teachers employ include: giving tangible rewards, modeling ideal behavior, focused eye contact, tapping on a student's desk, walking near the disruption, targeted praise for excellent behavior, consistent application of rules, verbal warnings, strategic classroom seating, and other age specific remediation.

### **Notifying Parents**

The school will notify parents of discipline problems that escalate to the level of referrals and detentions. The school may also notify parents of lesser infractions, especially in the cases involving a recurring problem. When a student is removed from the class consistently for being disruptive, the school shall contact the parent(s) or legal guardian(s) as soon as possible to request parent attendance at a conference, at which the student may be included.

### **Discipline Levels**

Violation of the Honor Code may subject the student to discipline including but not limited to detentions and in-school suspensions and up to and including suspension or expulsion. See Appendix 1: Acts of

Misconduct, for a list of behaviors which may lead to suspension, expulsion or removal of a student based on the circumstances. This is not an exhaustive list.

The following Level 1-4 offenses and related consequences are guidelines for the school and parents. They are not automatic. Each offense or series of offenses will be evaluated individually. This is not an all-inclusive list of the offenses for which a student could receive consequences.

#### First Level Offense

1. Teacher explains or reviews class and School rules and warns the child of possible consequences.
2. Teacher applies appropriate consequences, including time-outs or detentions.

Examples of offenses: classroom disruption, throwing an object, speaking out of turn.

#### Second Level Offense

1. Teacher applies appropriate consequences, including longer time-outs, time-out in an alternate area or detentions.
2. Teacher personally communicates the problem(s) with the child's parent(s).
3. Teacher sends a written report home and a copy to the office.

Examples of offenses: continued classroom disruptions, lack of moderation, cell phone usage, public displays of affection, horseplay, being out of assigned area, lack of prudence towards student or faculty member, unprepared for class.

Detention will occur before or after school, during lunch, or at another time determined by administration. 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 semester. After a student refuses redirection from a teacher, that student will be sent to the Dean of Students' office.

#### Third Level Offense

If actions taken at Levels 1 - 2 have not corrected the inappropriate behavior, or if the student engaged in serious act(s) of misconduct as determined in the sole discretion of the Headmaster or designee, the Headmaster or designee may repeat or add on to any prior discipline or suspend the student from School.

Examples of offenses: stealing, destruction of school property, leaving school without permission, defiance, disrespect, skipping class, endangering others, cheating.

#### Fourth Level Offense

If actions taken at Levels 1 - 3 have not corrected the inappropriate behavior, or if the student engaged in serious act(s) of misconduct as determined in the sole discretion of the Headmaster or designee, the Headmaster or designee may suspend or expel the student from School.

Examples of offenses: fighting, inappropriate sexual advances, drugs, intimidation.

See the Suspension and Expulsion Policy in the School Office for more details.

The Headmaster may 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 Headmaster commensurate with the seriousness of the student's misconduct or rules violations in accordance with the discipline code.

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

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

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

### **Cell phones and Electronic Devices**

Cell phones and other electronic devices must not be used in the school building. This includes but is not limited to laptops, portable audio devices, head/earphones, handheld video games, smart watches, Fitbits, and cell phones. Exceptions may be made with faculty or staff permission for necessary medical devices and communication before or after school. The Main Office has phones available for students who need to call home.

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.

Any student who is using a phone or other electronic device during the day will have that device confiscated and 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 and following:* 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.

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

### **Uniforms and Personal Appearance**

At NOCA, 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 most up to date school-approved uniform guidelines are posted on the school's website.

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, 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 4 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. Novelty hair items are not allowed.
- 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.
- Facial piercings are not allowed.
- 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. Sixth through 12th 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.

### **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, Faculty, and Staff of NOCA:

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

Any NOCA employees that use social media to communicate with parents do so subject to the Headmaster's approval.

NOCA teachers and administrators will respond to parents as quickly possible. In general, parents should expect to hear back 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.

### **Visitors**

Northwest Ohio Classical Academy welcomes parents and other visitors to visit our campus. All visitors should check in with the main office upon arrival to obtain a visitor's badge. This badge should be visible on their person during the duration of their stay. Guests must return the badge and check out in the office immediately before they leave the building. Any guests who are not parents must make arrangements with the main office in advance.

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 labeled with student, grade level, and teacher name.

### **Volunteers at NOCA**

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

capacities. Please see the NOCA Volunteer Appendix to this Handbook for guidelines.

### **Special Events & Parties**

Any special event initiated by a teacher or parent must be 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 Headmaster a minimum of two weeks prior to its planning. Approval for one year or event does not carry over to the next.

Birthday parties must not interfere with instruction and the business of school. If families would like to celebrate their child's birthday, they are asked to send an individually wrapped treat (free of nuts) to share at the teacher's discretion.

### **Lunch**

The expectation at NOCA is that families provide their students a packed lunch. Families are asked to ensure that their child can open and access all food items that are packed in their lunch independently. 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 Headmaster 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 Headmaster. The screening may include an interview of the guest by the Headmaster 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 Headmaster a minimum of two weeks prior to planned execution.

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

Students are ineligible for extracurricular activities if they have one F in any subject and are considered in probationary status with two Ds. Probationary status allows for the opportunity to participate provided the student meet certain requirements as determined by the administration. 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 Headmaster may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.

### **Student Fees & Supplies**

Families partner with NOCA to provide an academically excellent education, one that forms students' characters to be virtuous leaders and thoughtful citizens. Our families recognize that this education is incredibly valuable both intrinsically and economically. Student fees help to cover the cost of textbooks, workbooks, and literature (some of which students may take home at the end of the school year) as well as miscellaneous items. Should fees create a financial hardship, please contact the administration. A family is not required to pay this fee if it shows that it meets the federal free lunch eligibility requirements.

Student fees must be paid by the first day of school, unless previous arrangements have been made. If any outstanding fees (i.e. athletic fees, Extended Care fees, etc.) remain unpaid from the past school year and/or through the school year, students will not be able to participate in other activities that require separate fees such as athletics and clubs.

A graduation fee will be assessed for students in 12<sup>th</sup> grade for graduation related items and activities.

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

The logistics of all of NOCA's off-site extra-curricular activities must be approved by the Headmaster. All adults helping with these activities must be registered NOCA volunteers and complete background checks according to their level of involvement. See NOCA Volunteer Guidelines.

Participants of extra-curricular activities are expected to follow the Code of Conduct. Extra-curricular moderators and coaches reserve the right to remove students from program offerings with Administrative permission for transgressions that violate the Code of Conduct. Students whose parents are routinely late to pick-up children, may also be excused from program offerings.

### **Chaperones**

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 NOCA 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 NOCA students 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.

## **Busing**

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.

NOCA students who are bus riders are expected to follow the Honor Code. Students who violate the Honor Code may have bussing privileges suspended or revoked, and may be subject to further disciplinary action.

## **Student Publications**

Student publications must uphold NOCA’s mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the NOCA 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 Headmaster. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Headmaster acts as the final editor in all cases.

## **Lockers**

Northwest Ohio Classical Academy provides lockers for students in Grades 7 to 12. 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 office.

## **Health & Medicine**

### **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.

### **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.

### **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.

In the event that a child becomes symptomatic while at school, every effort will be made to notify parents of the child's illness and need for their child to be picked up from school. If school personnel are unable to contact the family, the school will contact the emergency contacts listed in Final Forms. NOCA asks that parents pick-up their sick children promptly and that emergency contact information is updated regularly.

### **Medicine Administration and Diabetes Care**

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 at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by a designee of the school, or self-administered by the student per written physician's orders, written parent authorization, and approval of the school. The parent 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 office will make this form available to parents.

The School has adopted separate policies regarding the use of Medication Administration, Asthma Inhalers, Epinephrine Auto-injectors, and Student Diabetes Care. If a student requires any medications covered in these policies, the parent must notify the School Administration. Contact the office for a copy of any policy.

**Food Allergies**

The School recognizes that peanut and other food allergies may pose a severe or life-threatening risk to students. The School has adopted a Food Allergy Policy to establish procedures for identifying, accommodating and reducing the likelihood of severe allergic reactions among students with known food allergies while at school. If a student has a known allergy, the parent must notify the School Administration. Contact the office for a copy of this policy.

**THE SCHOOL IS NOT A PEANUT- OR TREE NUT-FREE ENVIRONMENT.**

**Pesticide Application**

In accordance with Ohio law, parents and guardians of minor children, adult students, faculty and staff who are enrolled or employed at the School may request and receive prior notifications of the applications of pesticides which are scheduled for a time when School is in session. All such requests shall include the requesting party's email address and/or telephone number and shall be submitted in writing to the School Office.

## **Enrollment**

### **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. Contact the Office for policies regarding enrollment.

### **Kindergarten Admission**

The School can admit to kindergarten any student whose fifth birthday falls on or before August 1 of the current school year.

### **Enrollment of Expelled Students**

Students expelled from another school will be admitted to NOCA at the discretion of the Headmaster. The Headmaster 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.

# 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: 7:40 a.m. to 8:00 a.m. Regular Pick-up Time: 3:00 p.m. to 3:15 p.m.

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.

- Families are encouraged to establish consistent transportation plans before and after school in order to eliminate the amount of disruption during the school day.
- Students may not be dropped off before 7:40 am unless parents are signing students into before school care.
- Students may not be left unattended in the parking lot.

### **Extended Care**

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 Extended Care Program will enter and exit the building through Door 1 on the East side of the building.

Before School Drop-Off Time: 7:30 a.m. to 7:45 a.m. After School Pick-up Time: 3:15 p.m. to 5:30 p.m. Additional fees will be charged for student pick up after 5:30 p.m.

### **Mass Communication**

The Headmaster must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers, 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.

# **Privacy**

## **The Family Education Rights and Privacy Act**

Students have the right to inspect and amend their student record. See Appendix 4.

## **Records Release**

In order for student records and/or transcripts to be released from NOCA, all outstanding fees must be paid in full unless permission is granted by the Headmaster.

## **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.

## **Student Directory Information**

The School has designated the Student's name as directory information. No other personally identifiable information will be used in School publications, recognition lists, programs or student directories or give such information to third parties without parental consent or as otherwise required by law (such as military recruiters, etc.).

## 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 St. Aloysius. The bylaws and Charter Agreement are available on the School's website: <http://nocacademy.org/>.

The Board operates according to the policy governance model. The Board is responsible for adopting, repealing, or amending governance policies for NOCA. The Headmaster is responsible for reasonably interpreting those policies and executing them, subject to the Board's evaluation. The Headmaster is responsible for maintaining all school- level operating procedures, policies, and manuals.

### Fundraising

Fundraising activities must not undermine the mission and philosophy of the School and must be approved by the Headmaster to ensure a balanced calendar of fundraising events.

### Parent Grievances

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 Headmaster: 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 Headmaster.
- The Board: If the grievance cannot be resolved with the Headmaster, the parent should refer the matter to the Board via mail, addressed to the Board and sent to NOCA's address, or email to [NOCABoard@nocacademy.org](mailto:NOCABoard@nocacademy.org).

Parental concerns and grievances may also be raised during the community comments portion of the Board of Trustees 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.

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 emailed to NOCABoard@nocacademy.org.

### **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 Headmaster), 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 Headmaster 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 Headmaster first. In these cases, however, it is always better for the parent to have as much specific information as possible so the Headmaster can act on that information.

## NOCA Parent Compact



(To be Signed by all Parents)

**I have carefully read the Northwest Ohio Classical Academy Family Handbook for this school year. I understand what it means and agree to abide by its contents. I have discussed it with my child. He/she understands what they 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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## NOCA Student Compact



(To be Signed by 6th – 12th Grade Students)

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

**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(s)

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Signature(s)

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Date

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## Appendix 1: Acts of Misconduct

VIOLATION	DEFINITION
Academic Misconduct	Plagiarizing, cheating, copying another's work, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher.
Altering Official Documents	The forgery, falsifying, or unauthorized alteration of a document.
Assault	Unlawfully causing any physical injury.
Bomb Threat	Making a bomb threat to the school building or premises at which a school activity is occurring at the time of the threat.
Criminal Act	Committing an act that is a criminal offence when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
Damage/ Destruction of Property	Causing, attempting to cause, or threatening to cause damage to school property (including graffiti).
Display of Affection	Unwanted or inappropriate physical display of affection between students is prohibited.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other students, and running and/or making excessive noise in the building.
Dress Code Violations	Refer to School Dress Code.
Electronic Access	The unauthorized use of electronic password codes for any reason, including but not limited to, accessing, controlling, or disabling technological devices or services.
Electronic and Other Communication Devices	No Student shall display or possess any electronic devices (cellular telephones, PDA's, CD players, I-Pods, gaming devices, etc.) without approval.
Extortion/Robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.
Firearm	Bringing a firearm (including counterfeit and look-alike) to the School or onto School Property (any Property owned, used, or leased by the School for School, School extracurricular or School-related events).
	Bringing a firearm (including counterfeit and look-alike) to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on School property.
	Possessing a firearm (including counterfeit and look-alike) at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm was initially brought onto School Property by another person.
Gambling	Illegal participation in, or the organization of, games of chance for money and/or other items of value.
Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student.
Hazing	Committing any act or coercing another, including the victim, to do any act of initiation into any Student or other organization that causes or creates risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subject to hazing does not lessen the prohibition in this policy.
Homework	Daily homework assignments are an extension of, and reinforcement of class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.
Illegal or Dangerous Substance	Using, selling/purchasing, distributing, possessing, or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling; as well as look-alike substances and/or paraphernalia.
Illegal Organization	Anti-social organizations, secret societies, gangs, and other sets of individuals that are not sanctioned by the School, which are determined to be disruptive to teaching and learning. This includes but is not limited to, wearing of symbolic jewelry apparel, making gestures, language use, graffiti, distributing material, or altering personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.
Inappropriate Language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School

	personnel or any member of the School community.
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.
Intimidation/Menacing/ Bullying/ Cyber-bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying 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, apps, MySpace, Facebook, TicTok, Reels, Instagram. 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
Knife	Bringing a knife (including counterfeit and look-alike) to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.
	Possessing a knife (including counterfeit and look-alike) at School, on School Property or at an interscholastic competition, an extracurricular event, or any other School program or activity which knife was initially brought onto School Property by another person.
Littering	Throwing paper, trash, or other materials on the floor, inside the School building, or on School grounds.
Loitering	Presence of an individual in or about a School under one or more of the following circumstances: <ul style="list-style-type: none"> <li>• After a reasonable request to leave.</li> <li>• Does not have a legitimate reason for presence.</li> <li>• Does not have written permission from proper authority for presence.</li> <li>• Refusal to identify self.</li> </ul>
Lunch and Lunch Time Behaviors	When Parents provide a Student's lunch, they are expected to provide a healthy meal. Carbonated beverages, such as soda (pop) are prohibited. Lunch should be a pleasant experience for everyone, teachers, students, and staff. Students must display decent table manners, courteous conversation, and cooperation with volunteers, teachers, and school personnel. Violations include but are not limited to: <ul style="list-style-type: none"> <li>• Eating food outside the designated area or room</li> <li>• Leaving without permission</li> <li>• Littering</li> <li>• Discourtesy (toward volunteers, other students or staff)</li> <li>• Failure to remain seated and to clean up your space</li> <li>• Talking too loud and/or inappropriately</li> </ul>
Lying	Intentionally giving untrue communication.
Misuse of Electronic Online Hardware or Software	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.
Offensive Material	The production, possession, and/or distribution of materials that offend common decency or virtues
Other Overt Disruptive Behavior	Knowingly engaging in any behavior meant to alter the teaching/learning process; to demean, intimidate, or harm another or the property of individual or the School.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students.
Playground Behavior	The playground is a place to develop friendships in a relaxed setting. Improper behavior or other dangerous actions may include, but are not limited to: <ul style="list-style-type: none"> <li>• Any use of physical force or violence</li> <li>• Throwing objects of any kind including snow, ice, mulch, etc.</li> <li>• Taking property of others (hats, gloves, etc.)</li> <li>• Not being in the supervised area</li> <li>• Improper use of playground equipment</li> <li>• Using unapproved playground equipment</li> </ul>
Reckless Endangerment	Any willful act that is not intended to cause harm but in fact places others in jeopardy of injury, or results in the damage, destruction, or defacement of School or private property.
Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.
Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a safety risk include, but are not limited to: <ul style="list-style-type: none"> <li>• Talking during safety drills</li> <li>• Running, pushing, yelling, or other inappropriate behaviors</li> <li>• Possession of or use of tobacco, alcohol, or drugs</li> <li>• Leaving the school building or grounds without permission</li> <li>• Any of the inappropriate playground behaviors listed above</li> </ul>
Sale, Use, Possession, or	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or

Distribution of Tobacco Product	paraphernalia, including vaporizers, electronic cigarettes, and look-alike substances.
School Hall and Restrooms	Students will conduct themselves according to the standards of character education, values training, positive character traits, and proper behavior taught at the school. Violations include but are not limited to: <ul style="list-style-type: none"> <li>• Cheating, stealing, lying, coarse language, etc.</li> <li>• Lack of courtesy and respect (name-calling, talking back)</li> <li>• Any use of physical force or violence at any time anywhere on school property</li> <li>• Harassment of other students, teachers, volunteers, etc.</li> <li>• Disrespect toward staff members, substitutes, volunteers, and/or visitors</li> </ul>
School Property	Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to: <ul style="list-style-type: none"> <li>• Defacing textbooks, library books, and other school materials</li> <li>• Destruction or improper use of school computers, printers, or other technology</li> <li>• Defacing/destruction of school property including desks, walls, lockers, etc.</li> <li>• Failure to respect the property of other students, teachers, school personnel, etc. • Gum chewing on school property</li> <li>• Improper use of restrooms and/or supplies</li> <li>• Stealing</li> </ul>
School-Wide Discipline and Classroom Policies	The School has in place a school-wide behavior management and discipline plan designed to provide consistent expectations throughout the School. In addition, each classroom has its own characteristics and expectations, and teachers may establish certain classroom rules to assist them in providing a pleasant atmosphere and good educational environment. These school-wide and classroom rules are in addition to those listed in this Code of Conduct, and failure of a student to adhere to these classroom rules and policies may be the basis of disciplinary action.
Tardiness	The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.
Technology Misuse	Unacceptable uses of technology/Internet.
Theft	Stealing, attempting to steal, possessing or transferring School or private property, or participating in the theft or attempted theft of School or private property.
Transportation	Riding the bus, or other transportation provided by ours or another district, is a privilege. The applicable guidelines, rules and policies established by the local school district which provides transportation will be supported by the School and the management company. Violations include but are not limited to: <ul style="list-style-type: none"> <li>• Disrespectful behavior towards the driver or another student</li> <li>• Physical violence and/or abusive language (swearing)</li> <li>• Eating on the bus</li> <li>• Constant yelling or screaming (which could endanger the lives of others)</li> <li>• Failure to remain seated</li> <li>• Threatening behavior</li> <li>• Possession of drugs, glass, weapons, animals, or stolen merchandise.</li> <li>• Any other violation of school policy.</li> </ul>
Toys or Play Objects	School is a place of learning. Distractions cause students to be inattentive. Therefore, students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to: <ul style="list-style-type: none"> <li>• Bringing toys or distracting objects to school</li> <li>• Creating toys or distracting objects at school</li> </ul>
Trespassing	Being in a School building or on School grounds without permission or authorization or refusing to comply with a request to leave School premises.
Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures. *A student may not be suspended or expelled for truancy.
Verbal Altercation	Engaging in minor verbal altercations. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.
Vulgarity / Obscenities / Verbal Abuse	Directing or imitating obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, sexual actions, religious, or ethnic slurs, written or verbal, toward School personnel or any member of the School community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.

## **Appendix 2 - NOCA Volunteer Guidelines**

We deeply appreciate the help provided by many people not on the NOCA staff in many volunteer capacities. Thank you for supporting NOCA's mission by assisting NOCA's staff and administration. Please find details about serving as a volunteer below. If you have any questions about these or other issues, please discuss them with the administration. Thank you for volunteering at NOCA.

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) and Federal Bureau of Investigation (FBI). Additionally, the Headmaster 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, Headmaster, 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 Under no circumstance is it ever acceptable for a volunteer to confront a teacher about an issue when students are present.

### **Expectations of Volunteers**

- Integrity
- Confidentiality
- Fidelity to the mission of the school
- Speech and conduct that is professional and appropriate for a school setting
- Adherence to all policies outlined in the NOCA Handbook
- Discretion regarding personal and school information

### **Levels of Volunteerism**

#### **Level I Volunteer**

Requires an FBI/BCI background check

Assists in the classroom on a semi-regular basis (at least once per week for more than 3 weeks)

May have supervisory tasks assigned to them such as small group review

#### **Level II Volunteer**

Visits the class for a birthday or class party

May not be left alone with any students

Must be in the presence of the teacher at all times

### **Obligations of Confidentiality**

Volunteers must protect the teachers' and students' right to privacy. It is extremely important that volunteers do not talk with other parents or community members about any of the children in the school. Additionally, there are three laws that govern special education confidentiality: FERPA (Family Educational Rights and Privacy Act), IDEIA (Individuals with Disabilities Education Improvement Act), and the Ohio Policies Governing Services for Children with Disabilities. All three bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of the laws. A volunteer should not discuss a child's disability or medical condition with any individual other than the classroom instructor or administrator. The volunteer should not use any written or verbal statements outside of the school that would divulge the child's disability or medical condition; this includes notes, email, text messages, and/or social media sites.

If at any time these terms of confidentiality are **violated or information gained is misused** by a volunteer, termination of volunteer services may occur. As a school volunteer, you are subject to a code of ethics similar to that which binds educational professionals. Volunteers must keep confidential matters private. Volunteering at NOCA is a privilege and not a right. The administration reserves the right to deny or remove any volunteer violating confidentiality or any other NOCA policy.

### **Student Instruction**

Northwest Ohio Classical Academy (NOCA) recognizes that parents/guardians play an integral role in their child's education. In tandem, NOCA recognizes that teachers and instructional aides are trained in research-based and prescribed methods to deliver classical content that makes them uniquely qualified to deliver instruction. NOCA staff are responsible, by law, for the decisions that are made regarding the instruction of students and the management of the school. Consequently, volunteers should not provide the curriculum or teaching plan, take charge of the classroom, diagnose student needs, evaluate achievement, or counsel students. Volunteers may work under the supervision of the teacher.

### **Sign In and Out**

Volunteers must sign in and out of the school office. This allows the school to manage the number of individuals on the campus at any one time. All volunteers must wear a visitor badge while on campus.

### **Restroom Use**

Volunteers must use restrooms designated for staff. Volunteers are not permitted to use student restrooms.

### **Social Media Use**

Because, in a form, school volunteers represent the school, it is reasonable for the school to ask



volunteers to represent themselves and the school within their social media in a **professional manner**. As well, due to privacy concerns, volunteers should not post on social media any information obtained while volunteering. Also, volunteers are not permitted to post online pictures of students (other than their own children) taken while serving in the capacity of a volunteer. Please remember that volunteering to work in the classroom is a privilege – not a right. Violations of social media may cause school authorities to suspend that privilege.

### **Cell Phone Use**

Cell phones should be off while volunteers are working with children, except in case of an emergency.

### **Dismissal and Transport of Students**

Students leaving school must have permission from the school and must follow established school procedures. Students must be dismissed from school by appropriate staff. Volunteers must work with students only during regular school hours at the location designated by the supervising staff member. Volunteers cannot escort a student off-campus and cannot drive students in their vehicles except, of course, if the student is the volunteer's child unless they have prior arrangements with that student's parent(s) and the parent(s)/ guardian(s) of the child has/have notified (in writing) the school.

### **Student Contact**

Volunteers should not contact students or visit them off-campus. If volunteers are interested in working with students off-campus and outside of school hours, they are encouraged to contact local organizations that arrange these types of situations. Volunteers are not to ask for contact information of students nor to give their contact information to students for the purpose of communication, electronic or otherwise.

### **Additional Restrictions**

Volunteers must not lift heavy tables or equipment, due to liability issues. Please make arrangements with the site's custodial staff to put up tables, arrange equipment, or complete necessary lifting tasks.

## **Appendix 3 - Harassment, Intimidation and Bullying Policy**

The School prohibits acts of harassment, intimidation, or bullying (including through an Electronic Act) of any student on School property, on a School bus, 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 harassing, intimidating or bullying behaviors.

NOCA values the free exchange of ideas. Classroom discussion of ideas and opinions, including controversial subject matter, are not typically to be construed as harassment, intimidation or bullying so long as the discussion remains academic.

Harassment, intimidation, or bullying means either: (A) any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student such as, but not limited to: (a) harming a student; (b) damaging a student's property; (c) placing a Student in reasonable fear of harm to the student's person; (d) placing a student in reasonable fear of damage to the student's property; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or (B) violence within a dating relationship.

Additionally, the School prohibits harassment, intimidation or bullying through an Electronic Act. An "Electronic Act" means an act committed through the use of a cellular telephone, computer, personal communication device, or other electronic communication device. This is commonly referred to as cyber-bullying and may involve the use of information and communication technologies, including but not limited to e-mail, cell phone and text messages, blogs, , 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 of the School.

The School reserves the right to discipline students' harassing, intimidating or bullying behavior through an Electronic Act, up to and including a suspension. Some factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or 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 s security or right to 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, or 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, or 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, or 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 Headmaster or his/her designee. Individuals who make such complaints may do so anonymously and/or request that their name be maintained in confidence during an investigation. The Headmaster or his/her designee is then responsible for determining whether an alleged incident constitutes an act of harassment, intimidation or bullying. The Headmaster 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. A substantiated report of harassment, intimidation, or bullying will result in appropriate disciplinary action which shall not infringe upon the student's rights under the first amendment of the Constitution of the United States and is consistent with the student's due process rights. Deliberately false or misleading reports will also require appropriate disciplinary actions, up to and including suspension and expulsion.

The School will maintain information regarding the number of incidents of harassment, intimidation or bullying of students against other students, in each building and School-wide. Semi-annually, the Board shall be presented with a written summary of all reported incidents and such summary shall be included on the School's website.. All School employees, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident or harassment, intimidation or bullying so long as such report is made in good faith and in compliance with this policy.

Based on the individual circumstances of each incident, the Headmaster will determine protective measures to be implemented to help protect an alleged victim from new or additional harassment, intimidation or bullying. 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 Headmaster 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, 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 and will incorporate this policy into employee training materials as appropriate.

At least once each school year, a written statement describing this policy and the consequences for violations of the policy shall be sent to each student's custodial parent or guardian. Additionally, the policy shall appear in the Parent/Student Handbook and in any publication that sets forth the comprehensive rules, procedures, and standards of conduct for students at the School.

## **Appendix 4 – Family Education Rights and Privacy (FERPA)**

### **The Family Education Rights and Privacy Act of 1974 (FERPA) Right to Inspect and Amend Educational Records**

Notice of Rights Under the Family Educational Rights and Privacy Act (“FERPA”) and Authorization to Release Student Directory Information. FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit a written request to the School administrator, or their designee, that identifies the record(s) they wish to inspect. The School administrator, or their designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If copies are requested, the School may charge the requesting party reasonable copying costs.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School administrator, or their designee, clearly identifying the part of the education record that 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.
3. 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 a School Official with a legitimate educational interest in the education records. A “School Official” is a person within the School in an administrative, supervisory, academic or support staff position, including but not limited to, School staff (whether employed directly by the Board or by a third party on behalf of the Board); a member of the School’s Threat Assessment Team; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board; and those serving in a volunteer capacity with the School. A School Official has a "legitimate educational interest" in an education record when the School Official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as, but not limited to, when the School Official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; and any other purpose that the Board deems necessary as related to a student's education.
4. 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 20202-5901

5. The School intends to forward any and all education records to another school which has requested such records for the purpose of the student's potential enrollment at that school. The student's parents, upon request, may receive copies of the records disclosed or have an opportunity for a hearing, as described above in section 2, to amend the records that were disclosed. The School has the discretion of which education records to disclose to the potential new school and FERPA does not provide parents, or an eligible student, the right to prevent such disclosure or prevent the School from communicating general information about the student to the school in which the student seeks to or intends to enroll.

### Student Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records and it is the School's policy not to release student records without the consent of the parent or guardian or as otherwise required by law. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information. The School notifies parents and students which information it has designated as directory information annually through the parent/student handbook.

### Access by Military Recruiters/Institutions of Higher Education

Two federal laws require the School to provide military recruiters, upon request, with student names, addresses, telephone listings, and electronic mailing addresses (if those electronic mailing addresses are provided by the School) unless parents have advised the School, in writing, that they do not want their student's information disclosed without their prior written consent. Similarly, state law requires the School to provide military recruiters, upon request, with the names and addresses of students in grades ten through twelve, unless parents have advised the School, in writing, that they do not want such information disclosed.