

A School of Excellence

1200 E. 200th Street
Euclid, OH 44117
www.noblecleveland.org
216-486-8866

NOBLE ACADEMY CLEVELAND



MANAGED BY
CONCEPT
SCHOOLS

2020-2021

SCHOLAR HANDBOOK

Revised 9/29/2020

Table of Contents

INTRODUCTION

Mission Statement, Vision Statement, Core Values _____	3
Scholars' Rights and Responsibilities _____	3
Admission Requirements _____	4
Health Services: Illness, Injury and Medication Policies _____	5
Uniform and Personal Appearance _____	6

ACADEMICS

Attendance Policy _____	9
Promotion Policy _____	12
Grading Scale _____	13
Academic Rolls _____	13
Parent Notice Regarding Testing _____	13
Recognition _____	13
Text Books and Supplies _____	14
Text Book Cost List _____	16

POLICIES AND PROCEDURES

Morning Arrival Procedures _____	16
After School Pick-up Procedures _____	16
Parking Lot Procedures _____	16
School Closing Procedures _____	17
Lost and Found _____	17
Phone Calls/Cell Phones _____	17
Guests: Parent & Visitor Expectations & Procedures _____	17
Volunteers Expectations & Procedures _____	18
Student Shadowing Procedures _____	19
Lockers _____	19
Book Bag/Purse Policy _____	19
School's Right to Search _____	19

SCHOLAR CONDUCT AND DISCIPLINE POLICIES

Harassment/Bullying _____	20
Lunch /Recess Procedures _____	20
Planner Policy _____	21
Bathroom Passes _____	21
Public areas: Hallways, Stairwells and Lavatories _____	21
School Activities _____	21
Safety Drills: Fire/ Tornado/ Lockdown _____	22
Noble Academy Acceptable Computer Usage _____	23
Bus Rules _____	24
Misbehavior Classifications _____	25
Consequences _____	28
Parent and Scholar Contract (must be signed and returned) _____	29

INTRODUCTION

To achieve our mission, every member of the Noble Academy Cleveland Community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each scholar, parent, and teacher can contribute and learn.

MISSION STATEMENT

To foster an environment that ignites independent and collaborative inquiry, through a rigorous, comprehensive education, so that scholars are confidently prepared for high school, college and beyond.

VISION STATEMENT

Scholars will positively impact the global society through an unrivaled commitment to life-long learning.

CORE VALUES

Noble Academy is a Leader in Me© School

Through the use of the 7 Habits®, scholars begin to realize they have control over much of what happens in their lives and that they can be true leaders. Their choices can affect their day, their relationships, and their future. A significant advantage of the 7 Habits® is that they align very closely with skill needed for the 21st century.

- Habits 1-3 and 7 focus on developing scholars' ability to lead their lives – to become more independent.
- Habits 4-6 center on helping students develop their abilities to work with others in today's interdependent reality.

HABIT 1: Be Proactive

HABIT 2: Begin With the End in Mind

HABIT 3: Put First Things First

HABIT 4: Think Win-Win

HABIT 5: Seek First to Understand, Then to Be Understood

HABIT 6: Synergize

HABIT 7: Sharpen the Saw

SCHOLARS' RIGHTS AND RESPONSIBILITIES

Scholars' Rights

- ✓ To feel safe in the school environment-no bullying, threatening or intimidation
- ✓ To take full advantage of the learning opportunities
- ✓ To work in an environment free from disruptions
- ✓ To express their opinions, ideas, thoughts, and concerns
- ✓ To have a healthy environment that is smoke, alcohol, and drug free
- ✓ To use school resources and facilities for self-betterment under appropriate supervision
- ✓ To expect courtesy, fairness, and respect from all members of the community
- ✓ To be informed of all expectations and responsibilities
- ✓ To take part in a variety of school activities
- ✓ To have the right to due process

Scholars' Responsibilities

- ✓ To be caring and honest
- ✓ To do his or her best to learn and master all he or she can
- ✓ To respect school rules, regulations, and policies
- ✓ To be sure that personal expressions do not interfere with the rights of others
- ✓ To respect and protect the personal and property rights of others and of the school
- ✓ To treat all members of the community with full respect, fairness, and courtesy
- ✓ To abide by all the expectations of the school and its community
- ✓ To follow the prescribed guidelines for participation in school activities
- ✓ To adhere to due process procedures

ADMISSION TO NOBLE ACADEMY CLEVELAND

The Ohio Revised Code mandates that parents/guardians of scholars in grades kindergarten through twelve provide written documentation of the minimum state registration requirements. All scholars must meet these requirements in order to attend Noble Academy Cleveland. Ohio law allows fourteen (14) school days for parents to provide a record of scholars having received required immunizations and having met registration requirements. Failure of a parent/scholar to meet these requirements will result in the exclusion of the scholar from school. The minimum state registration requirements are listed below.

1. **MEDICAL EXAMINATION** by a physician must be given within one year prior to a scholar enrolling in kindergarten or initial enrollment in first grade.
2. **PROOF OF DATE OF BIRTH:** A birth certificate or any of the following forms must be presented:
 - ✓ passport or attested passport transcript showing the age and place of birth of the child
 - ✓ attested transcript of a birth certificate
 - ✓ attested transcript of a baptism certificate
 - ✓ attested transcript of a hospital record showing date and place of birth or a birth affidavit
3. **PROOF OF RESIDENCY:** Any of the following must be presented as proof of residency:
 - ✓ lease agreement
 - ✓ utility bill, such as natural gas or electric
 - ✓ mortgage statement

In the event a scholar changes address during the course of a school year, proof of residency will again be requested.
4. **PROOF OF CUSTODY** (if applicable)
 - ✓ Copy of divorce decree or court order.
5. **PROOF OF IMMUNIZATION:**

VACCINES

FALL 2020 IMMUNIZATIONS FOR SCHOOL ATTENDANCE-OHIO

DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	Kindergarten Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 and older, with proper spacing. Grades 1-12 Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth (5th) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. * Grades 7-12 One (1) dose of Tdap vaccine must be administered on or after the 10th birthday. **
POLIO	K-10 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** Grades 11-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4th) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second (2nd) dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	K-12 Three (3) or (4) doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks
VARICELLA (Chickenpox)	K-10 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. Grades 11-12 One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	Grades 7-11 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

NOTES for Vaccinations:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
 - Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
 - For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the [ODH Director's Journal Entry](#) (available at <http://www.odh.ohio.gov>, [Immunization: Required Vaccines for Child Care & School](#)). These documents list required and recommended immunizations and indicate exemptions to immunizations.
 - **Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.**
- * Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.
- ** Tdap can be given regardless of the interval since the last tetanus or diphtheria toxoid-containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If given at age 7-9 years, the routine Tdap dose at age 11-12 years should be given. If given at age 10 years, no additional dose is needed at age 11-12 years.
- *** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.
- **** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only one (1) dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.

HEALTH SERVICES: ILLNESS, INJURY, AND MEDICATION POLICIES

Noble Academy has the services of a full-time nurse. The nurse's office is open from 8:15am to 3:15pm. Parents/guardians may bring medication/forms needed for the school to the nurse's office, which is located near the back of the cafeteria. Each school year, beginning in the month of October, the nurse will provide vision screens for scholars in grades kindergarten, 1, 3, 5, and 7. Hearing screenings will be conducted starting in the month of October for scholars in grades kindergarten, 1, 3, and 5 as well.

ILLNESS OR INJURY DURING THE SCHOOL DAY

A scholar who becomes injured or ill during the school day should report such an occurrence to a faculty or staff member. The school nurse, if available, will assess the situation and take the proper action. If decided by school staff that a scholar is too ill to remain in class, the parent or guardian must arrange for the scholar to be transported home. He/she may only miss one class period due to illness, and must either leave the school or return to class.

GUIDELINES FOR ILLNESS

Parents/guardians are asked to keep their child home if the scholar:

- Has a temperature that is 99.9 degrees or above
- Is experiencing vomiting and/or diarrhea
- Has a contagious disease: Scholars may return to school after being seen by a healthcare provider after the symptoms have been absent.

Scholars should not be sent to school until any of the above symptoms have been absent for at least 24 hours. Scholars with the above symptoms will be sent home.

Scholars who feel ill must receive permission from a teacher or staff member to visit the nurse's office. Scholars should first check in with the nurse who will call a parent/guardian to grant permission for them to leave school early. Scholars should not use any other phones in the school building to call home and request to be picked up.

MEDICATION POLICY

If prescription medicine must be taken by a scholar during the school day, the following procedures must be followed:

1. The medication must be sent directly to the school from the pharmacy or physician's office or be brought to school by the scholar's parent/guardian.
2. The medication must be accompanied by a medical release form signed by the scholar's physician and parent/guardian.
3. The medication must be in the original container and clearly labeled with the scholar's name, name of medication, dosage instructions, and time of dosage.

4. Only the amount needed for the days that the scholar will be taking the medication should be provided to the school. For instance, if the scholar is taking Amoxicillin three times a day for two weeks, the Noble Academy should be provided with up to ten doses to be taken over that period of time during the school day.

Extra medication will not be sent home with a scholar, but must be picked up by the parent or guardian.

Scholars are not allowed to carry or self-administer any medications, including Tylenol, aspirin, etc., except in the following circumstance:

- ✓ The scholar has a potentially life-threatening condition necessitating immediate administration.
- ✓ A Medication Self-Administration form is on file at the school, signed by the scholar's parent or guardian, physician, and school administrator.

MEDICAL FORMS

Immunization records are required! Scholars without appropriate immunization documentation will not be permitted to attend Noble Academy Cleveland.

An Emergency Medical Authorization Form must be on file in the nurse's office by the end of the first week of school. This form gives the school specific instructions about whom to call and what action to take when the school is unable to reach a parent or guardian in the event of a medical emergency. No scholar will be able to attend field trips without this completed form on file.

UNIFORM AND PERSONAL APPEARANCE

Noble Academy has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Scholars are expected to arrive in dress code every day. Scholar dress code is strictly enforced as research shows that a strict dress code fosters a positive and productive learning environment. Select uniform tops, gym uniforms and spirit wear may be purchased at www.schoolbelles.com or www.nobleknightsgear.com

PLEASE NOTE . . .

Scholars arriving at school out of uniform will receive a dress code violation and parent will be electronically notified. The accumulation of 3 dress code violations in one quarter may result in removal from class until appropriate clothing arrives at the school. Any further violations will result in disciplinary action. Scholars may lose privileges for future dress down days.

GIRLS UNIFORM

UNIFORM TOP

- Official Short/Long Sleeve, Red or Blue polo with school logo on upper left chest. Shirts must be tucked in.
- Optional - Solid Red, White, Blue, or Black long sleeve shirt worn underneath uniform shirt.
- Optional - Solid Red, White, Blue or Black long sleeve cardigan style sweater worn over uniform shirt. Sweater must fit properly and may button or zip up in the front. Solid colored or Noble sweaters only. No other style sweater permitted. For example: **No hoodies, sweatshirts, or pull-over sweaters permitted (pullover limited to Noble sweaters).**

UNIFORM BOTTOM

- Khaki Tan, Navy Blue or Black Docker style or dress pants, Skirt or Jumper. Skirts/Jumpers must be at or below the knee and may not be rolled at the waist. **Pants must be loose fitting.** No black jeans or denim permitted. No stretchy materials, no leggings/jeggings.
- Khaki Tan, Navy Blue or Black Capri style pants or knee length walking shorts may be worn during specified times: **the start of school year until October 1st and May 1st until the end of the school year.** Bottoms must be loose fitting. No denim permitted. **No stretchy materials, no leggings/jeggings, yoga, or exercise clothing. Shorts must be at or below the knee.**
- Belts must be solid brown or black only.

FOOTWEAR

- Tights or Socks: solid White, Red, Blue, Brown, Black or Khaki. No patterns, logos, or designs.

- Shoes: Scholars may wear tennis shoes or closed-toe dress shoes of any color. All shoes must have a back. No inappropriate words, symbols, or sayings are permitted on any shoes. Additionally, shoes should not attract undue attention (such as light up shoes, etc.). Appropriateness of shoes is left at the discretion of administration. No sandals, clogs, crocs, high heels, mules, open-toe shoes, platform shoes, hiking boots, knee boots, ankle boots, Ugg boots, or snow boots permitted. No shoe past the ankle is permitted.
- Scholars may wear snow boots to school but must change into school appropriate shoes (listed above) upon arrival at school during winter months.

GYM UNIFORM

- **A gym uniform is required for Physical Education Class.** The gym uniform may be purchased from www.schoolbelles.com or www.nobleknightsgear.com. Scholars must wear the uniform in place of the regular dress code uniform on PE Class day along with appropriate gym shoes (tennis shoes of any color). **Gym uniform consists of Noble gym t-shirt, Noble gym shorts, and Noble gym sweatpants.** Sweatpants must be worn to gym class after October 1st until May 1st.
- Compression pants may be worn under gym shorts during August, September and May. **Compression pants must be solid white, red, blue, or black.**

OUTERWEAR

- Headgear covering the entire head (hats, shower caps, etc.) may not be worn in the school building, including cafeteria, hallways and gym. All items should be removed and kept in locker.
- Outerwear, such as hoodies, windbreakers, jean jackets, or ski jackets may not be worn once the school day begins. All items should be removed and kept in locker.

PERSONAL APPEARANCE AND HYGIENE

- Religious headwear is permitted along with parent's request in writing.
- Jewelry and accessories should be appropriate for school, not attract undue attention, and not be excessive in number. Appropriateness of these items is at the discretion of administration.
- Costume headbands and costume jewelry are not permitted.
- Smart watches may not be worn during the school day.
- Book bags, purses, fanny packs, etc. are not permitted to be carried around throughout the school day. Items must be left in locker.
- Bandanas are not permitted.
- **Girls may wear 1 earring per ear that is no larger than a dime.** For safety reasons, girls may not wear large hoops or dangling earrings.
- No earrings are to be worn in the eyebrow, lip or tongue. **A small post nose piercing is permissible. For safety reasons, no body or ear hoops permitted.**
- Real or fake tattoos are not acceptable.
- Hair must be clean and well-groomed.
- **Minimal color accents in hair are permitted.** Appropriateness of hair color is left at the discretion of the administration.
- No symbols, designs or logos will be allowed in hair. **Lines are permitted.**
- Mohawks are permitted as long as height does not interfere with instruction.
- For health reasons, no perfumes/colognes or highly scented lotions are permitted. Do not wear them. Do not bring them to school.
Scholars should wear deodorant every day and may bring deodorant to use after gym class.

***On Spirit Wear Fridays, scholars may wear any Noble shirt, jersey, polo or sweater. Uniform bottoms must be worn on Spirit Days.**

BOYS UNIFORM

UNIFORM TOP

- Official short/long sleeve, Red or Blue shirt with school logo on upper left chest. Shirt must be tucked in.

- Optional - Solid Red, White, Blue, or Black long sleeve shirt worn underneath school uniform shirt. Shirt must be tucked in.
- Optional - Solid Red, White, Blue, or Black long sleeve cardigan style sweater worn over uniform shirt. Sweater must fit properly and may button or zip up in the front. Solid colored or Noble sweaters only. No other style sweater permitted. For example: **No hoodies, sweatshirts, zip-ups, or pull-over sweaters permitted (pullover limited to Noble sweaters).**

UNIFORM BOTTOM

- Khaki Tan, Navy Blue or Black Docker style or dress pants only. No black jeans or denim permitted. Pants must fit appropriately and be worn at the waist. **No oversized or sagging pants permitted.**
- Belts must be solid black or brown only. Belt must also fit properly.
- Khaki Tan, Navy Blue or Black shorts may be worn during specified times: the start of the school year until October 1st and May 1st until the end of the school year. **Shorts must be at or below the knee.** Shorts must fit appropriately and be worn at the waist.
- Belts must be solid black or brown only. Belt must also fit properly. No oversized or sagging shorts permitted.

FOOTWEAR

- Socks: solid White, Navy Blue, Brown, Black, or Khaki
- Shoes: Scholars may wear tennis shoes or closed-toe dress shoes of any color. All shoes must have a back. No inappropriate words, symbols, or sayings are permitted on any shoes. Additionally, shoes should not attract undue attention (such as light up shoes, etc.). Appropriateness of shoes is left at the discretion of administration. No sandals, clogs, crocs, high heels, mules, open-toe shoes, platform shoes, hiking boots, knee boots, ankle boots, Ugg boots, or snow boots permitted. No shoe past the ankle is permitted.
- Scholars may wear snow boots to school but must change into school appropriate shoes (listed above) upon arrival at school during winter months.

GYM UNIFORM

- **A gym uniform is required for Physical Education Class.** The gym uniform may be purchased from www.schoolbelles.com or www.nobleknightsgear.com. Scholars must wear the uniform in place of the regular dress code uniform on PE Class day along with appropriate gym shoes (tennis shoes of any color). Gym uniform consists of Noble gym t-shirt, Noble gym shorts, and Noble gym sweatpants. Sweatpants must be worn to gym class after October 1st until May 1st.
- Compression pants may be worn under gym shorts during August, September and May. **Compression pants must be solid white, red, blue, or black.**

OUTERWEAR

- Headgear covering the entire head (hats, shower caps, etc.) may not be worn in the school building, including cafeteria, hallways and gym. All items should be removed and kept in locker.
- Outerwear, such as hoodies, windbreakers, jean jackets, or ski jackets, may not be worn once the school day begins. All items should be removed and kept in locker.

PERSONAL APPEARANCE AND HYGIENE

- Religious headwear is permitted along with parents request in writing.
- Jewelry and accessories should be appropriate for school, not attract undue attention, and not be excessive in number. Appropriateness of these items is up to the discretion of administration.
- Costume headbands and costume jewelry are not permitted.
- Smart watches may not be worn during the school day.
- Book bags, purses, fanny packs, etc. are not permitted to be carried around throughout the school day. Items must be left in locker.
- Bandanas are not permitted
- Boys may wear 1 earring per ear that is no larger than a dime. For safety reasons, boys may not wear large hoops or dangling earrings.

- No earrings are to be worn in the eyebrow, lip or tongue. **A small post nose piercing is permissible. For safety reasons, no body or ear hoops permitted.**
- Real or fake tattoos are not acceptable.
- Hair must look natural and be clean and well-groomed.
- **Minimal color accents in hair are permitted.** Appropriateness of hair color is left at the discretion of the administration.
- No symbols, designs or logos will be allowed in hair. **Lines are permitted.**
- Mohawks are permitted as long as height does not interfere with instruction.
- For health reasons, no perfumes/colognes or highly scented lotions are permitted. Do not wear them. Do not bring them to school.
- Scholars should wear deodorant every day and may bring deodorant to use after gym class.

***On Spirit Wear Fridays, scholars may wear any Noble shirt, jersey, polo or sweater . Uniform bottoms must be worn on Spirit Days.**

DRESS UP/DOWN DAY GUIDELINES

- No baggy clothing or overly tight clothing.
- Shirts must have sleeves - No bare shoulders/ spaghetti straps/ or tank tops.
- For safety purposes - shoes cannot be open in the back. No open-back sandals or flip-flops.
- **Skirts and shorts must be to the knee or below.**
- No cut outs in shirts, pants, or shorts worn. No ripped or holey denim.
- No visible undergarments.
- No leggings as pants.
- No pajama apparel.
- No inappropriate words, logos, or sayings on clothes.
- No hats - unless indicated otherwise for special occasions.
- Book bags, purses, fanny packs, etc. are not permitted to be carried around throughout the school day. Items must be left in locker.
- Appropriateness of these items is up to the discretion of the administration.

ACADEMICS

ATTENDANCE POLICY

Scholars of Noble Academy are expected to attend all classes, every day, and to make every attempt to be consistent in attendance. Excessive absences interfere with scholars' progress in mastering knowledge and skills necessary to advance in school.

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term. To this end, regular attendance is required of all scholars in Noble Academy Cleveland during the days and hours that the school is in session.

EXCUSED ABSENCES

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

- Personal Illness: Doctor's excuse required for 3 consecutive days or more, or 5 days total throughout a school year

- Illness in the Family: Absences will be excused up to 3 days only when the scholar's presence at home is necessary with a written request from the parent or legal guardian
- Death of a Relative: Absences will be excused up to 3 days with a written request from the parent or legal guardian
- Quarantine of the Home: Absences will be excused with documentation by proper health officials
- Observance of Religious Holiday: Absences will be excused upon written request at least 3 days in advance
- Work at Home Due to Absence of Parents or Guardians: Necessary work at home limited to emergency conditions that must be approved by administration on a case by case
- Such Good Cause as may be acceptable by the principal: Family emergency or set of circumstances, which constitutes a good and sufficient cause in the judgment of the principal for absence from school, when evidence is presented
- Any school approved enrichment activity
- Court Appearance

Please note: Absences for any reasons other than those cited above will be considered unexcused.

UNEXCUSED ABSENCES

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

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

Please Note: Any combination of unexcused tardies or excessive amounts of early dismissal totaling the amount of 1 school day will equal 1 day absence.

REPORTING ABSENCE

The Ohio Law requires that schools verify absences daily. If a scholar is absent from school, the parent or the guardian must call the school office at 216-486-8866 between 7:45am and 9:00am on the day of the absence to report a child's absence. If the school is not contacted, the school will make every effort to contact the parent. In addition, if the absence is to be excused the scholar should bring a written notification of the absence and reason for absence (following the guidelines from Attendance Policy section in this Handbook) from the parent on the day of his/her return.

A note that does not include an excused circumstance will still be considered unexcused.

Scholars that are absent due to transportation, traffic, weather, personal issues and non-medical appointments will not be considered excused.

TARDINESS TO SCHOOL

Home room begins at 8:20am and scholars are required to be in their homerooms by this time to be counted as on time to school. After 8:40am, a parent/guardian must escort the scholar into school and sign him/her in at the school office. He/she must get a tardy slip from the school office to be accepted to class. This will be considered an unexcused tardy unless the parent has a legitimate excuse. Scholars arriving between 8:20am – 8:40am are considered tardy but may head directly to homeroom.

TARDINESS TO CLASS

Scholars are responsible for arriving promptly to every class during school hours. In the event of tardiness to class, the scholar will be asked to present a valid pass or a tardy slip. Class tardiness will also be considered as an unexcused tardy unless the scholar presents a valid pass. When a scholar reaches 5 unexcused tardies to class, a disciplinary action will occur.

MAKE-UP POLICY FOR EXCUSED ABSENCES

A scholar who was absent from school has the responsibility for obtaining the missed assignments from the teachers the day of his/her return to school. Scholars will have the same number of days to return their work as they were absent. The scholar is also responsible for completing all class assignments and examinations. If a scholar cannot complete the assignments or examinations before the end of the grading period, an incomplete grade will be given.

ADMINISTRATIVE PROCEDURES FOR EXCESSIVE SCHOLAR ABSENCES

Under the laws of the State of Ohio, House Bill 410:

A scholar is **habitually truant** if the scholar is:

- Absent 30 or more **consecutive hours** without a legitimate excuse
- Absent 42 or more hours in **one month** without a legitimate excuse
- Absent 72 or more hours in **one year** without a legitimate excuse

A scholar is considered to have **excessive absences** if the scholar is:

- Absent 38 or more hours in **one month** with or without a legitimate excuse
- Absent 65 or more hours in **one year** with or without a legitimate excuse

A scholar is **chronically truant** if:

- Absent 10 percent of the **school year** for any reason, which is 111 hours
- Any scholar who reaches 18.5 total days of unexcused or excused absence during the school year will be considered to have failed his/her current grade and will repeat the same grade level the following year unless the scholar's principal and teachers of the failed subject areas agree that the scholar is academically prepared to be promoted the next grade level.

Decision to participate in extra-curricular activities will be determined by the administration for any scholars considered "truant".

ACCOUNTABILITY AND CONTINUOUS IMPROVEMENTS FOR ATTENDANCE

To support academic success for all scholars, Noble Academy will partner with scholars and their families to identify and reduce barriers to regular school attendance. Noble will utilize a continuum of strategies to reduce scholar absences including but not limited to:

- Notify a parent or guardian of a scholar's absence
- Develop and implement an absence intervention plan on a case by case basis, which may include supportive services for scholars and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral to appropriate authorities for truancy, if applicable

PRE-PLANNED ABSENCE

Parents are encouraged not take their children out of school for reasons other than the ones stated below:

- An emergency for which it is possible to give prior notice to the principal that constitutes a good and sufficient cause for absence from school
- Non-school sponsored educational activities
- Funeral
- Family illness

The parent or guardian must notify the teacher regarding the planned absence 5 days in advance in writing. Failure to comply with this may result in an unexcused absence for the missed classes.

The scholar will be responsible for obtaining and completing the missed assignments, notes etc., upon his/her return to school. Work may or may not be available before the pre-planned absence takes place.

Excessive absenteeism interferes with the valuable teacher-scholar contact in the classroom. For this reason, parents are strongly advised not to arrange family vacations while the school is in session.

EARLY LEAVE

Scholars must never leave the school building without permission and without their parent signing them out. Failure to follow this procedure will result in disciplinary action.

Legitimate reasons for early leave from school, such as appointments or other state approved excused absence, will be accepted provided a note, signed by a parent or phone call to the main office is received on, or before, the same morning. Any scholar leaving during 8th period will not report to 8th period but report to the office at the end of 7th period to wait for parent's arrival. **Unless an emergency arises, there will be no disruption to 8th period for early leave.** The scholar and parent must sign-out before leaving the building. Each unexcused early leave will count as one tardy.

PROMOTION POLICY

Based upon high expectations at Noble Academy Cleveland, promotion from one grade to another shall be based on the following criteria:

KINDERGARTEN A scholar's promotion status is determined by the following measures:

Academic Performance: Report card grades in reading and math shall reflect a scholar's unit test scores (where applicable) and completion of homework assignments during the school year. The final report card grade reflects the skills that have been presented and mastered throughout the school year. Scholars must show sufficient mastery of reading and math skills to be promoted. Promoting scholars to the next grade level will be based on a team decision. The team members are formed of school administrators, classroom teachers and special education teachers, if applicable.

Attendance Record: See the attendance policy in this Handbook.

GRADES 1 TO 8 A scholar's promotion status is determined by the following measures:

Academic Performance: Scholars must have the passing grades in **all four** of the following core subjects: Language Arts, Mathematics, Social Studies and Science **AND** half of the following courses when taken: Computer, Art, Physical Education/Health, Music, Foreign Language, Writing, and Character Education.

Scholars must have at least a cumulative grade point of 1.00 in a school year to pass a class. Grading scale is based on a 4-point scale.

GRADE	PASS/FAIL	GRADE POINT VALUE
A+	PASS	4.00
A	PASS	4.00
A-	PASS	3.67
B+	PASS	3.33
B	PASS	3.00
B-	PASS	2.67
C+	PASS	2.33
C	PASS	2.00
C-	PASS	1.67
D+	PASS	1.33
D	PASS	1.00
D-	PASS	1.00
F	FAIL	0.00

For 3rd grade only: A 3rd grade scholar must pass the Reading subtest of the Ohio AIR Assessment during either the fall or the spring administration of the test to be promoted to the next grade level.

Attendance Record: See the attendance policy in this Handbook.

Summer School: Noble Academy Cleveland does not provide summer school and will not accept summer school credit from any other districts.

GRADING SCALE

All classes at Noble Academy Cleveland will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

98 - 100 = A+	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+	0 - 59 = F
93 - 97 = A	83 - 86 = B	73 - 76 = C	63 - 66 = D	
90 - 92 = A-	80 - 82 = B-	70 - 72 = C-	60 - 62 = D-	

ACADEMIC ROLLS

Academic rolls for 2nd thru 8th grades will be calculated after each quarter. Scholars will receive the following rolls with respect to Grade Point Average (GPA)

- ✓ Honor Roll 3.50-4.00
- ✓ Merit Roll 3.00-3.49

PARENTAL NOTICE REGARDING TESTING

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

Scholars in grades Kindergarten - 8th Grade will participate in Star Early Literacy, Reading and Math Assessments throughout the year. Additionally, Noble Academy will administer the Ohio States tests to scholars in grades 3-8 in the areas of Reading and Math, as well as Science to 5th and 8th grade.

RECOGNITION

ACADEMIC AWARDS

Scholars at all grade levels are recognized for their academic achievements. See *Academic Rolls* above.

PERFECT ATTENDANCE

At the end of each quarter, an award will be given to each scholar who attends school every day. If a scholar arrives late, leaves early or misses any part of the school day for any reason, the scholar cannot qualify for this award.

CITIZENSHIP AWARDS

Scholars at all grade levels are recognized for displaying a positive attitude towards classmates, school, community, strength of character, and the courage to make the right decisions. These scholars are exemplary role models. A Citizenship Award is given throughout the school year.

TESTING AWARDS

At the end of each testing period, scholars are recognized for their accomplishments in reaching test score goals they are given prior to testing.

ADDITIONAL RECOGNITIONS

Scholars are often recognized by teams and individual staff members throughout the year. Other recognitions may be initiated by external groups or organizations.

TEXTBOOK AND SUPPLIES

Noble Academy Cleveland will provide scholars with the textbooks for each of their classes. Noble will hold each scholar responsible for the condition of the textbook issued to him or her. Each scholar should take care to see that these books are not lost, stolen, damaged, or defaced. Scholars will have to pay to replace any books that are damaged or not returned. Payment is expected immediately. Teachers will log the number of the textbook and its condition upon issuance.

Reading/ELA		
Grade	Book	Cost
Kindergarten	Textbook	\$39.00
Kindergarten	Workbook	\$13.00
Kindergarten	Writing Workbook	\$8.00
1 st	Textbook	\$32.00
1 st	Workbook	\$13.00
1 st	Writing Workbook	\$8.00
2 nd	Textbook	\$53.00
2 nd	Workbook	\$13.00
2 nd	Writing Workbook	\$8.00
3 rd	Textbook	\$56.00
3 rd	Workbook	\$13.00
3rd	Writing Workbook	\$8.00
4th	Textbook	\$77.00
4th	Workbook	\$13.00
4th	Writing Workbook	\$8.00
5th	Textbook	\$77.00
5th	Workbook	\$13.00
5th	Writing Workbook	\$8.00
6th	Textbook	\$74.00
6th	Workbooks	\$20.00 (each)
7th	Textbook	\$74.00
7th	Workbooks	\$20.00 (each)
8th	Textbook	\$74.00
8th	Workbooks	\$20.00 (each)
Math		
Grade	Book	Cost
Kindergarten	Workbooks	\$22.00 (2 books)
1st	Workbooks	\$22.00 (2 books)
2nd	Workbooks	\$22.00 (2 books)
3rd	Workbooks	\$22.00 (2 books)
4th	Workbooks	\$22.00 (2 books)
5th	Workbooks	\$22.00 (2 books)
6th	Workbook	\$20.00
7th	Workbook	\$20.00
8th	Workbook	\$20.00
Science		
Grade	Book	Cost

Kindergarten	Textbook	\$54.00
1st	Textbook	\$54.00
2nd	Textbook	\$54.00
3rd	Textbook	\$59.00
4th	Textbook	\$59.00
5th	Textbook	\$64.00
6th	Textbooks	\$21.00 (multiple small text)
7th	Textbooks	\$21.00 (multiple small text)
8th	Textbooks	\$21.00 (multiple small text)
Social Studies		
Grade	Book	Cost
Kindergarten	Textbook	\$30.00
Kindergarten	Workbook	\$8.00
1st	Textbook	\$30.00
1st	Workbook	\$8.00
2nd	Textbook	\$30.00
2nd	Workbook	\$8.00
3rd	Textbook	\$34.00
3rd	Workbook	\$10.00
4th	Textbook	\$43.00
4th	Workbook	\$11.00
5th	Textbook	\$43.00
5th	Workbook	\$11.00
6th	Textbook	\$62.00
6th	Workbook	\$13.00
7th	Textbook	\$62.00
7th	Workbook	\$13.00
8th	Textbook	\$62.00
8th	Workbook	\$13.00
Foreign Language		
Grade	Book	Cost
6th- Spanish	Textbook	\$60.00
6th- Spanish	Workbook	\$10.00
7th- Spanish	Textbook	\$54.00
7th- Spanish	Workbook	\$16.00
8th- Spanish	Textbook	\$60.00
8th- Spanish	Workbook	\$16.00
6th- Turkish	Workbook	\$33.00
7th- Turkish	Workbook	\$17.00
8th- Turkish	Workbook	\$17.00

Many of the classes will use consumable supplies – from materials to workbooks. Scholars will be required to pay for these consumable materials if lost or damaged.

POLICIES AND PROCEDURES

MORNING ARRIVAL PROCEDURE

School is in session from 8:20 a.m. until 3:10 p.m. Scholars may enter the building at 7:55 a.m. when breakfast is served. Scholars are not permitted to be on the school grounds before 7:55 a.m. Scholars on the premises before the opening of school are a safety concern as no teaching staff is available. When scholars in grades 2-8 enter the building, they are required to go to the breakfast line first, if they are purchasing a school breakfast. **School breakfast service ends at 8:15 a.m.** All others are to enter the building and sit at the lunchroom tables in their assigned sections. Scholars must stay seated at the tables until they are given permission to line up for class. If a scholar needs to use the restroom or has an emergency or a question, he/she is to raise a hand, and then a lunchroom monitor will attend to the need. Any scholar who is out of his/her seat without permission may receive a detention. Accumulated detentions may result in school suspension. Scholars in grades K-1 should enter through the cafeteria doors between 7:55 a.m. and 8:20 a.m. and report directly to their classrooms. Teachers will bring these scholars to breakfast at 8:25 a.m. Scholars may get a school breakfast or bring a packed breakfast from home.

AFTER SCHOOL PICK-UP PROCEDURE

PROMPT PICKUP BY PARENTS AFTER SCHOOL IS REQUIRED.

Dismissal is as follows: K-8 scholars dismiss at 3:10 p.m.

Parents or guardians should pick up or arrange to have scholars picked up no later than 3:30 p.m. If a ride will be later than 3:30 p.m., the responsible party should call the school to make staff aware that a certain scholar's ride will be late. For safety reasons, the school may report scholars to the Euclid Police Department if they are left after 4:00 p.m. Scholars remaining on campus to wait for late arriving rides must adhere to all school rules, policies, uniform codes, etc. Scholars who are picked up late will receive a late pick up slip/letter. A \$5 charge will be applied to the scholar's account for every 15 minutes they are picked up late starting at 3:30 p.m. The first charge will be applied at 3:45 p.m. Please see **School Activities** section for the results of unpaid accounts.

PARKING LOT PROCEDURES

For the safety of our scholars, families and staff, parking lot procedures will be strictly enforced.

- Please enter from St. Clair to use the Parent pick-up and drop-off entrances and exits on the north side of the building only. The drop off lane is open from 7:55 a.m. - 8:20 a.m.
- After 8:20 a.m., classes have started and parents need to use the East 200th Street entrance to bring scholar(s) into the main office. This is the Daycare/Bus entrance and is not available for parent use before 8:20 a.m.
- **NOTE:** Any scholar who arrives to school after 8:20 a.m. is considered tardy. For safety reasons, scholars in grades K-1 who arrive after 8:20 a.m. need a parent to escort them into the office to sign in. Scholars in grades 2-8 who arrive between 8:20 a.m.-8:40 a.m. do not need a parent escort and may report directly to their homeroom. All scholars who arrive after 8:40 a.m. need a parent to escort them into the office to sign in.
- During Dismissal, the only entrance for pick up is off of St. Clair into the north parent parking lot.
- Do not use the East 200th Street Daycare/Bus Entrance or Exit (200th Street/Chardon) during drop off (before 8:20 a.m.) or dismissal (after 3:00 p.m.)
- Be courteous and keep our parking lot safe by obeying the speed limit (5 mph).
- When using the drop-off lane, parents should stay in the car and no conversations with scholars or staff should take place at this time, as other cars will be waiting behind you. If extra time is needed or a scholar needs assistance, you will be asked to park.
- Use dedicated parking spots only.
- During dismissal, all cars in the pick-up lane should travel to the furthest point before stopping and scholars will be sent to the vehicle.
- **It is illegal to park on Chardon, St. Clair, or East 200th Street. In addition, using or parking in businesses or driveways of residents is not allowed. Every effort will be made to report vehicles illegally parked.**

SCHOOL CLOSINGS

In the event of inclement weather, school delays and closings will be reported to local radio and television stations (3, 5, and 8) and will appear as: **Noble Academy Cleveland**. In addition, a phone message system will deliver an emergency message and school closing information. School office must have current contact information for this system to be effective. Noble Academy Cleveland will also be closed if Euclid City Schools issue a closing.

LOST AND FOUND

There will be a lost and found area in the front of cafeteria. Books, clothing, or personal items found on the school grounds should be placed in the lost and found area. Any valuable items, such as glasses, money, purses, and electronics should be turned in to the school office. For lost items, check the lost and found. Every quarter the lost and found will be donated to a charity. The school is not responsible for the missing items.

PHONE CALLS/CELL PHONES

Teachers will not allow scholars to make personal phone calls during the school day. In the event of an emergency, a scholar may be excused to the school office to make a phone call. In order to use the office phone, scholars must have a pass indicating the call has been permitted by their teacher.

A parent calling the school during normal school hours to speak with their child is restricted unless it is an emergency. Classroom teachers will be notified of any messages left for the scholars. Parents always have the option of contacting classroom teachers by email.

CELL PHONE POLICY

Cell phones are not to be carried by scholars during school hours. Scholars may have a phone turned off in their homeroom lockbox for emergency purposes only, at their own risk. The school is not responsible for the loss or damage of cell phones brought to school. Scholars are not permitted to take pictures/video/audio of other scholars or staff on school grounds. Communication on cell phones and smart watches is prohibited during the school day. Cell phones will be confiscated by the school if found on a scholar during the school day. Cell phones will only be returned to a parent or guardian at the end of the school day. Scholars will receive corrective action which may include suspension for cell phone offenses.

PARENT & VISITOR EXPECTATIONS AND PROCEDURES

Parent and Visitor Guidelines

In order to maintain an orderly, respectful and secure educational environment for the scholars and staff of Noble Academy, it is essential that all parents and visitors in our building adhere to the expected code of conduct. Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or scholar of the school will be considered a visitor
- **All visitors to the school must report to the front office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the front office and sign out before leaving the building.**
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to sign in/out.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the Dean of Students. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.

- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers.
- Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Persons in violation of the Code of Conduct The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. The district reserves its right to pursue a civil or criminal legal action against any person violating the code.

VOLUNTEER EXPECTATIONS AND PROCEDURES

PARENT VOLUNTEERS

Noble Academy can only continue its current programs, or add new programs to the benefit of its scholars through the efforts of its volunteers. Volunteers are a valued and necessary part of the school experience. The school encourages and desires more and more parent volunteers all the time—their value to Noble Academy cannot be underestimated.

We ask that all parent volunteers follow these guidelines:

1. Sign in at the office whenever working in the building during school hours.
2. Sign out upon leaving the school grounds.
3. Before planning any events or giving away items to individual classes, etc., parent volunteers must first propose the idea to school administration and/or secure a faculty sponsor for the activity planned. Any item brought into the school for “treats” must be a non-food item and must be approved by the classroom teacher or administration. Please note that the school will not permit class sponsored birthday parties during instructional time.
4. Formal Background Checks are a requirement for any volunteers working directly with the scholars. Detailed information regarding this can be discussed with the school administration.

These few guidelines will help us to avoid unplanned disruptions of the school day, allow administration to coordinate all activities that take place throughout the school day, and provide the smooth operation of all school programs.

CHAPERONES

When a parent has volunteered to be a chaperone for a school field trip, there is a set of safety guidelines that must be followed:

- On the day of the field trip, chaperones must report to the main office first to sign in.
- After signing in, parents must wait in the main office or other designated area (such as the cafeteria), not in the classrooms until it is time to board the bus.
- Chaperones should follow all safety and discipline guidelines, as well as expectations. Problems should be reported immediately to the classroom teachers.

- Chaperones should model appropriate behavior.
- Constant monitoring of assigned scholars is expected.
- Only teachers can discipline scholars.
- More specific guidelines will be given before the trip.
- Younger siblings may not attend events when a parent participates as a chaperone

STUDENT SHADOWING PROCEDURES

Scholar visitors are welcome at Noble Academy. Scholars enrolled in a school in the State of Ohio at the time of their visit must have a note of permission from their school, signed by their principal or other school official. If the scholar visitor is home-schooled or enrolled in a school outside of the State of Ohio, he/she must have a note of permission signed by his or her parent/guardian.

Scholars of Noble Academy who wish to bring a visitor with them when school is in session may do so by following these guidelines:

- ✓ The scholar visitor must have the applicable note of permission, as indicated above.
- ✓ The host scholar must fill out and submit a Shadowing Form at least two school days in advance of the school visit. The scholar must have written permission with confirmation telephone number from their school administrator giving permission for the visit.
- ✓ The host scholar must receive permission for the visiting scholar to attend the Noble Academy **2** days in advance of the planned visit.
- ✓ No scholar visitors are allowed during the last two weeks of a semester, during the week preceding a school holiday, or during testing times.
- ✓ No scholar visitors may visit who have been expelled from Noble Academy or any other school, who are habitually truant, or who have voluntarily withdrawn after disciplinary actions.

LOCKERS

Each scholar will be assigned a locker for his/her use. Scholars may be required to share lockers. The organization and respect of personal belongings will be explained to scholars at the time of locker assignments. Each scholar is responsible for cleaning and maintaining his or her own locker.

- ✓ The school is not responsible for any items stored in lockers.
- ✓ Inappropriate pictures or displays are not permitted in or on lockers.
- ✓ No food or beverages are to remain in lockers overnight.
- ✓ Lockers are the property of Noble Academy and are subject to search by school personnel at any time.
- ✓ All materials left unclaimed at the end of the school year or when a scholar withdraws become the property of Noble Academy and will be dealt with accordingly.

Report any damaged or nonfunctional lockers to school administration. Unreported damage will be considered the responsibility of the scholar assigned to that locker, and will fall under the provisions of the school discipline policy for damage to school property.

BOOK BAG AND PURSE POLICY

For safety purposes, scholars are **not permitted** to carry book bags or purses with them during the school hours **except to homeroom**. The presence of book bags and purses in a classroom allow a greater risk for contraband items to be brought into the classroom and presents a fire hazard. They may block the aisles and exit ways during an emergency. Purses in the classroom are a distraction and are not needed for class work. For this reason, scholars are required to place their book bags and purses in their locker. Female scholars may also leave their purses in the office.

SCHOOL'S RIGHT TO SEARCH

Lockers, desks, or storage places provided for scholar use are and remain at all times, property of Noble Academy Cleveland. These areas and the contents, therefore, are subject to a random search at any time. Administrators are authorized to conduct

reasonable inspection of school property, or scholars and items brought upon school grounds, including book bags, and other packages, when there is reasonable suspicion to believe that a scholar may be in possession of evidence that a law or a school rule has been violated.

SCHOLAR CONDUCT AND DISCIPLINE POLICIES

Noble Academy Cleveland's goals are to help every scholar fulfill his or her intellectual, social, physical, and emotional potential and to create an orderly and distraction-free environment in which all scholars can learn effectively and pleasantly. To foster this kind of learning environment, the Noble Academy administrators and teachers shall not allow the following behaviors during school, on school property, at, or during any school-sponsored activities.

HARASSMENT /BULLYING

All scholars at Noble Academy have the right to feel that they are physically, emotionally, and intellectually safe. Therefore, if at any time a scholar feels He/she has been subject to harassment, hazing, threats, or other intimidating behavior, he/she must immediately speak to a teacher or administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if a scholar is concerned about the safety of another scholar who seems to be the subject of harassment, hazing, or threats, this must be immediately reported to an administrator and/or teacher about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Hazing activities of any type are inconsistent with the educational process and are prohibited. Any gesture or physical act, written or verbal expression that may harm another scholar or damage another scholar's property or reputation will not be tolerated. Physical or psychological intimidation of a scholar through violence, threats, teasing, taunting, put-downs, name-calling, gossip, ostracizing, or sexual harassment is expressly forbidden. This includes any actions that insult or demean any scholar or group of scholars in such a way as to interfere with school culture or the school's educational mission. Scholars should contact teachers/administration with concerns immediately.

LUNCH/RECESS PROCEDURES

All scholars will remain in school during their lunch period. During the lunch period, scholars are expected to display good manners and courtesy, and eat lunch only in the lunch area. Scholars are responsible to clean up after themselves and dispose of all trash appropriately. Teachers on duty during the lunch period will hold each scholar responsible for their behavior.

CAFETERIA RULES

- ✓ Enter and leave the cafeteria at voice level zero (no talking).
- ✓ Be respectful to staff and each other at all times. Use manners.
- ✓ Go directly to assigned table. Feet must stay under the table. No wandering.
- ✓ Be seated and maintain a voice level two or below.
- ✓ Raise a hand for help and/or to receive permission to throw trash away.
- ✓ One person in the bathroom at a time. Permission needed.
- ✓ Wait for staff to dismiss table. Table and floor areas must be clean before dismissal.
- ✓ No food is to leave the cafeteria.
- ✓ No running, pushing, horse - playing, or fooling around in the cafeteria.
- ✓ No sharing lunches. A scholar may only touch their own food.
- ✓ Peanut items must be eaten at the peanut designated area.
- ✓ Soda products are not permitted at school.

RECESS RULES

- ✓ Be respectful to staff and each other at all times.
- ✓ Share recess equipment.
- ✓ Do not touch/pick up rocks, mulch, or snow.

- ✓ Stay in the designated boundaries.
- ✓ Listen to the directions given by the teacher.
- ✓ Play fighting is not permitted. Hands, feet and objects must stay to self.
- ✓ Use appropriate language.
- ✓ Serve detentions in appropriate area.
- ✓ Ask permission and obtain a pass to use the restroom.
- ✓ When time to line up appropriately and walk in line.

Breakfast and lunch are available for purchase at Noble Academy. Breakfast is served to scholars in grades 2-8 between 8:05 a.m. and 8:25 a.m., and scholars in grades K-1 between 8:30 a.m. and 8:50 a.m. Lunch is served to scholars on rotating times beginning at 10:52 a.m. The cost of breakfast is \$1.50 and the cost of lunch is \$2.90. These two meals are available at a reduced or free rate, for families that complete the application for qualification.

All scholars in the lunch line accepting a school lunch will be charged the appropriate charge for each transaction. Families are responsible for any meal charges a scholar incurs. Noble families are responsible for monitoring the fund balance of their account, and replenishing it when it is low. To avoid unwanted charges, families may contact the school office to request their scholar be put on a Do Not Serve (DNS) program. When a scholar is on the DNS list, he/she will not be served breakfast or lunch.

While no scholar will go hungry at Noble, he/she will be charged for meals, unless approved for a free meal by way of the Free/Reduced Lunch Application process. The Free/Reduced Lunch Application process should be completed at the beginning of every school year, and should be resubmitted at a later date if financial circumstances change. Families can find their balance and payment reports for lunches via the Noble Academy database. Please see **School Activities** section for the results of unpaid accounts.

Scholars packing a lunch, or parents/guardians that are dropping one off, must provide one which is safe and nutritious. **Peanut products are only permitted in the peanut designated area in the cafeteria**, due to life-threatening allergies by some scholars.

PLANNER POLICY

Planners are an important communication tool between teachers, scholars and parents. Scholars must have and use the school provided planner during all classes. Assignments must be written in planner each period or marked as no homework. Planners should be taken home every day and checked by parents/guardians. Keep all the pages together. If the planner is lost or name label is removed, the scholar is responsible for replacing it at a cost of \$5.00.

BATHROOM PASSES

While in the classroom, scholars have restroom privileges only at the teacher's discretion. Excessive restroom request will be brought to staff attention and the parent/guardian will be notified. If there are extenuating circumstances, parents must notify the office in writing, preferably in the form of a doctor's note. Scholars must have a school provided pass to be in the hall during class time.

PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND LAVATORIES

Hallways, stairwells, and bathrooms are areas used by all members of Noble Academy Cleveland. For common courtesy and safety, the following rules of conduct must be followed:

- ✓ Level 0 voice level in hallways.
- ✓ No loitering in the halls, lunchroom, bathrooms, or on staircases.
- ✓ No eating in halls, bathrooms, or on staircases.
- ✓ No running in the halls, lunchroom, bathrooms, or on the staircases.
- ✓ Use of any profane or vulgar language is not permitted on school grounds.
- ✓ No yelling, screaming, hitting lockers or making other excessive noises while in these areas.
- ✓ Keep these areas clean and safe.

- ✓ Do not leave belongings on the floor outside of locker or in the hallway.
- ✓ Scholars must clean up and appropriately dispose of all trash.
- ✓ Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- ✓ No horse-playing, pushing, wrestling, hitting, kicking, slapping or play fighting is allowed on school grounds.
- ✓ During class hours, scholars must have an appropriate pass to be in the halls, stairwells, or lavatories
- ✓ Open and close doors quietly.

SCHOOL ACTIVITIES

Noble Academy will offer a range of activities that will enrich scholar learning during the school day and after school. Because the safety of scholars is very important to us, specific rules will apply to these activities.

PLEASE NOTE: Noble Academy prohibits the activity of personal sales of items during school hours on school property.

School activities are available to Noble scholars who meet eligibility requirements. Eligibility requirements are:

- ✓ A scholar must have at least 2.00 G.P.A.
- ✓ A scholar may be restricted from after-school activities due to poor academics and/or behavior.
- ✓ A scholar must meet the requirements of the activity and abide by the rules of the staff member in charge.

Eligible scholars who stay after school for activities must:

- ✓ Be with a teacher or other staff member at all times.
- ✓ Arrange for transportation to arrive promptly after the activity.
- ✓ Abide by the Noble code of scholar conduct while participating in the activity.
- ✓ Not roam the hallways or be out of designated area at any time.

Scholars who are habitually picked up late may be restricted from participating in activities. Parents are required to notify daycares and buses of changes to scholars' after-school schedules, and must provide transportation for their scholar to be picked up at the appropriate time.

A full list and description of after-school clubs and activities will be distributed in the fall.

FIELD TRIPS

Field Trips offer exciting ways to learn. Therefore, field trips are an important extension of our school curriculum. Noble Academy scholars will have the opportunity to go on field trips at various times throughout the school year and are expected to represent the school and themselves in a positive manner. For the benefit of all involved, scholars are expected to:

- ✓ Bring the Field Trip Permission Slip to school signed by his/her parents or guardian by the specified date. No phone calls will be accepted as permission.
- ✓ Wear his/her school uniform unless otherwise specified.
- ✓ Abide by Noble Academy codes of scholar conduct while on the field trip.
- ✓ Scholars are not permitted to bring cell phones on field trips.

In addition:

- ✓ The privilege of these trips may also be impacted by the accumulation of excessive misbehaviors resulting in referrals/consequences over the school year. Notification will be given in advance, if applicable.
- ✓ Scholars may be released during the course of the trip to parents or guardians only. These releases should be arranged in advance by submitting a written request to the teacher or advisor responsible for the trip.

OVERNIGHT, OUT-OF-STATE AND INTERNATIONAL TRIPS

Due to the extensive amount of planning and responsibility required by the teacher, these trips may require additional applicable regulations and expectations as prescribed by the teacher and /or administrative representative.

SAFETY DRILLS: FIRE / TORNADO / LOCKDOWN

For safety reasons during a drill, scholars will not talk, run, laugh, joke, or misbehave in any way. Because scholar and staff safety is of utmost importance, scholars who do not follow teacher/administrator or Fire Department directions during a drill will receive swift and immediate consequences. Classroom teachers will make expectations and procedures known to scholars for each drill at the beginning of the school year.

NOBLE ACADEMY CLEVELAND ACCEPTABLE COMPUTER USAGE

The following guidelines and procedures are expected to be utilized by staff, scholars or members who are authorized to use Noble's computers and online services:

- Scholars may only log on and use the network under the immediate supervision of a staff member and only with his/her authorized account.
- Scholars in whose name an online service account is issued are responsible for its proper use at all times.
- Note that electronic mail (email) is not private. Any information relating to, or in support of, illegal activities will be reported to the appropriate authorities. Noble reserves the right to monitor all email transported on its network.
- Do not reveal personal information, such as home address or phone number, or that of other scholars or colleagues.
- Use appropriate language. Do not use profanity, obscenity, or other language which may be offensive to others.
- The network should not be used in such a way that will disrupt the use of the network by others.
- Users shall not read other users' files, nor shall they attempt to read, delete, copy, modify or forge other users' files.
- Use of the computer and/or network for financial gain or for any commercial activity is prohibited.
- Use of the computer and/or network for political purposes is prohibited.
- Users shall not transmit or view material that is threatening, obscene, disruptive, sexually explicit, or that could be construed as stalking, harassment or disparagement of others based on race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
- Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or by Noble policy.
- Vandalism will result in the cancellation of user privileges and school and legal disciplinary actions. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses, hacking, and/or any malicious attempt to harm or destroy equipment, materials or the data of any other user, as well as changing computer settings or damaging the computer mouse.
- Musical devices, such as CD players and MP3 players, used in conjunction with the system are prohibited.
- Copyrighted material may not be placed on the system without the author's permission, and no materials shall be placed on the system without permission of Noble's IT personnel.
- Users shall report any security problem or misuse of the network to the teacher, administration, or immediate supervisor.
- The system shall be used only for purposes related to school education or administration. The administration reserves the right to monitor any computer activity and online communications for improper use.
- Rules and regulations of net etiquette are subject to change by the Noble Academy administration.
- Activities not in compliance with Ohio Revised Code are strictly prohibited.

CHROMEBOOK CART USAGE

The guidelines and procedures listed above for computer usage also apply to teachers, scholars, and members who are authorized to use Noble's Chromebooks and online services. Listed below are additional guidelines and procedures that should be followed when using Noble's Chromebooks.

- When moving the cart, do not hit the cart against walls or other surfaces; take your time when moving.
- Never pick a Chromebook up by the screen. Chromebooks should always be handled by the keyboard base and are to be carried with both hands.
- Scholars may not take a Chromebook out of a Chromebook cart and leave the room without permission from a staff member.
- Scholars are assigned numbers for Chromebooks. Scholars should always use the Chromebook with the number assigned to them regardless of the class that they are in. If the Chromebook with their number is not available, they will be assigned a different number Chromebook for that class **ONLY**.
- No food or drinks of any kind are permitted around the Chromebooks.
- Scholars may not touch the Chromebook screen with anything.
- Chromebooks should be returned to the cart when they are not in use to avoid accidental damage.

- Scholars shall return the Chromebooks to the teacher for inspection before they are placed in the cart.
- The staff member present shall handle the connecting of the power connector.
- Chromebooks should be put into the cart with the power plug side out, and should be pushed all the way to the back of the cart.
- Chromebooks are to be plugged in at all times when residing in the cart.
- Damage to Chromebooks should be reported immediately to the staff member present.
- If a scholar damages a Chromebook in any way, the scholar may be charged for the damages incurred.
- If carrying Chromebook at any time, no more than 3 should be stacked on top of one another.

EMAIL ACCOUNTS AND SOCIAL MEDIA

Scholars are not permitted to have a scholar email account on the Noble Academy system unless specifically assigned as part of a course or activities curriculum. Should an email account be assigned, scholars must have a Computer Usage Agreement on file and must strictly follow the agreement guidelines. Scholars are not permitted to access private email accounts (Gmail, AOL, Yahoo!, etc.) or social media sites from school at any time. Scholars violating any computer agreement guideline will lose all computer privileges and disciplinary action may be taken. Violations will be considered a Level II Misbehavior.

BUS RULES

It is a privilege and pleasure to furnish scholars with the safest transportation possible as they travel to school or on school-related trips. In order to protect all scholars riding buses, safety precautions are a must. Behaving safely is everyone's responsibility. All scholars are to understand that the bus driver is in charge of the bus at all times. Any scholar who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Dean of Students and/or the transportation department.

1. Scholars must arrive at the bus stop five minutes before the bus is scheduled to arrive. The bus will not wait. (Ohio Law 3301.83.08)
2. Scholars must wait quietly in a location clear of traffic and away from the bus stop. (Ohio Law 3301.83.08)
3. Scholar behavior at bus stops must not threaten life, limb or property of any individual. (Ohio Law 3301.83.08)
4. Scholars must go directly to an available or assigned seat. (Ohio Law 3301.83.08)
5. Scholars must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
6. Scholars must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)
7. Scholars must be courteous and respectful to fellow scholars and to the bus driver.
8. Scholars must not engage in loud talking or laughing, excessive horseplay, or fighting. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
9. Scholars must not use profane or abusive language. (Ohio Law 3301.83.08)
10. Scholars must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. (Ohio Law 3301.83.08)
11. Scholars must not use tobacco, or related products, on the bus. (Ohio Law 3301.83.08)
12. Scholars must not have alcohol or drugs in their possession on the bus except for prescription medication required for scholar. (Ohio Law 3301.83.08)
13. Scholars must not throw or pass objects on, from or into the bus. (Ohio Law 3301.83.08)
14. Scholars may carry on the bus only objects that can be held in their laps. No living creatures are permitted. (Ohio Law 3301.83.08)
15. Scholars must treat bus equipment as one would treat valuable furniture in his or her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
16. Scholars must not extend any part of their bodies out of the bus windows. (Ohio Law 3301.83.08)
17. Scholars are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is okay to talk. (Ohio Law 3301.83.08)
18. Scholars must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Ohio Law 3301.83.08)

MINOR VIOLATIONS

Minor Violations are those that disrupt the driver's concentration or behavior that may cause harm to the scholar or others. Some other minor violations include:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus or out of the seat
- Touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other scholars or the driver
- Harassment of other scholars
- Not following the reasonable request of the driver
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Use of profanity
- Littering or throwing objects from the bus
- Any other infraction of the building's scholar behavior code

CONSEQUENCES - A minor violation may result in a bus suspension up to 3 days.

MAJOR VIOLATIONS

Major Violations are those that are severe in nature or that directly or indirectly endanger the scholar or other scholars, the driver, or the public.

- Repeated Minor Violation offenses
- The threat of violence to the driver or others riding the bus
- Tampering with emergency equipment or doors
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft
- Pushing/hands on others/tripping

CONSEQUENCES- A major violation may result in suspensions up to 10 days or expulsion up to 80 days from the bus and/or from school.

MISBEHAVIOR CLASSIFICATIONS

LEVEL I- MISBEHAVIORS

- A. Failing to attend classes on time when at school
- B. Failing to attend all assigned classes
- C. Copying/plagiarism
- D. Signing the name of another person for purpose of defrauding school personnel
- E. Cheating on examinations and/or assignments
- F. Engaging in excessive displays of mutual affection- hugging, kissing, improper touching, hand holding
- G. Possessing beepers, pagers, MP3 players, cellular phones, CD players, laser pointers, video games, iPods, iPads, laptops, smart watches and similar electronic devices in school
- H. Wearing non-dress code clothing
- I. Posting or distributing materials on school property that causes a disruption to the educational process
- J. Misuse of restroom facilities or water fountains
- K. Chewing gum, eating or drinking in class
- L. Littering
- M. Running in the hall, classroom, and stairways
- N. Poor attitude and/or rude language
- O. Throwing objects, shooting or possessing rubber bands
- P. Refusing to follow directions

- Q. Disorderly conduct
- R. Possessing joke and gambling items, hand buzzers, dice and cards, etc.
- S. Disruption of class environment (excessive talking, out of seat without permission, etc.)
- T. Not following Cell Phone Policy
- U. Entering/exiting classroom without permission
- V. Gossiping
- W. "Play fighting" or wrestling

CORRECTIVE ACTION I

Level I misbehaviors may result in after-school detentions, in-school suspensions, work detail, community service, loss of school credit and extra classroom assignments. Disciplinary responses may include (but are not limited to):

1. Teacher conference (with scholar alone or with parent(s)/guardian(s))
2. Administrator conference (with scholar alone or with parent(s)/guardian(s))
3. Parent/guardian contact by telephone
4. Behavior Contract

The director may utilize school based or agency mediation programs for conflicts between scholars as appropriate. Related or chronic occurrence of Level I misbehaviors may result in out of school suspension as a Level II-A misbehavior.

LEVEL II- MISBEHAVIORS

As defined by the administration as chronic violation of Level I misbehaviors

- A. Leaving school without permission, in the absence of an emergency declared by the director
- B. Engaging in or causing a disruption on a school bus on a field trip
- C. Bullying (teasing, taunting, passing notes, spreading rumors or cyber bullying-authorities may be contacted)
- D. Verbally or physically threatening to injure or harm another person or intimidating another person by creating fear for personal safety
- E. Physical contact: pushing, hitting, kicking or tripping
- F. Using abusive or profane language (including name calling, racial slurs, and offensive or negative talk)
- G. Failing to adhere to school culture and directives of school personnel when subject to the authority of the school
- H. Intentionally participating in or initiating actions that result in the disruption of class and/or school
- I. Gambling on school premises
- J. Trespassing, including entering a school to which the scholar is not assigned without signing in at the office, entering a school from which the scholar is suspended, being on school property outside of regular school hours, or bringing an unauthorized visitor to the school
- K. Intentionally participating in hazing activities which include making another scholar carry another's books or book bag, cleaning out desk or any actions against another person's will.
- L. Engaging in sexual contact with mutual consent
- M. Engaging in an activity that may create a condition that is unsafe or unhealthy to others (throwing objects or pushing others in a crowd)
- N. Failure to report unsafe situations to proper channels
- O. Lying about unsafe situations
- P. Academic Dishonesty

CORRECTIVE ACTION II

Level II misbehaviors may result in work detail, community service, suspension for a period not to exceed 5 school days for first offense, or 10 school days for second offense following appropriate due process as specified in the Ohio Revised code 3313.66. Two Level II Misbehaviors with suspension may result in a **Behavior Contract**. A violation of two Level II Misbehaviors, while on a contract, could result in **expulsion**.

LEVEL III - MISBEHAVIORS

- A. Using or bringing weapons, dangerous instruments, explosives, firearms, or knives to school
 - a. A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear (examples: guns, knives, knuckles, clubs, etc.)

- b. A dangerous instrument is anything that although not specifically designed to hurt someone, can be used to hurt someone or put someone in fear (examples: belts, combs, compasses, etc.)
- c. An explosive is any substance that can potentially generate a release of mechanical or chemical energy (examples: firecrackers, cherry bombs, gun shells, etc.)
- d. Any object, which closely resembles a weapon or explosive and could put persons in fear for their safety is included in this category (examples: starter pistols, pellet guns, toy guns, smoke bombs, etc.)

OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDINANCE INTO A SCHOOL SAFETY ZONE.

- B. Possessing or using tobacco or tobacco substitutes at school
- C. Making verbal, written or physical threats to endanger the safety of others including threats to kill or cause injury/harm to individuals or school property
- D. Showing disrespectfulness to teachers or staff and/or using inappropriate language and behavior
- E. Intentionally causing physical injury to a school staff member
- F. Sexually assaulting another person (as specified in O.R.C. 2907.01)
- G. Intentionally causing or attempting to cause physical injury or intentionally behaving in such way as could reasonably cause physical harm to another person
- H. Sexual conduct or sexual contact with or without mutual consent which includes all forms of sexual harassment
- I. Hate crimes
- J. Engaging in drug or alcohol related activities, including but not limited to:
 - a. Making, selling, or distributing drugs/counterfeit drugs/ alcohol at school
 - b. Bringing readily identifiable drug/ alcohol abuse instruments or paraphernalia to school or having such items in his/her possession
 - c. Using or possessing drugs/counterfeit drugs/ alcohol at school
- K. Intentionally burning or attempting to burn property
- L. Stealing or attempting to steal or possession of stolen property. ADDITIONAL NOTE: If a scholar receives corrective action for stealing, the scholar/family must replace the cost of the item(s) stolen before returning to school
- M. Damaging or attempting to damage property, including but not limited to books, desks, walls, lockers and tables.
- N. Forcibly entering a school building locker, classroom, or secured enclosure
- O. Extorting or attempting to extort property
- P. Falsely sounding a fire alarm, or causing a fire alarm to be sounded
- Q. Falsely communicating or causing to be communicated that a bomb is located in or on property
- R. More than one person acting together to intentionally cause harm or injury to another individual
- S. Bringing inappropriate materials to school
- T. Seven (7) referrals of Level I and Level II misbehaviors
- U. Gang related materials or participating in gang activity
- V. Fighting

CORRECTIVE ACTION III

Level III behaviors may result in work detail, community service or suspension not to exceed 10 school days, following appropriate due process as specified in ORC 3313.66. Any scholar may be expelled by the superintendent for Level III offenses. Parents will be informed of any Level III misbehavior offense committed by their child immediately by the administration of the school.

Scholars who are found to have Violated Rule III-E (staff assault) and Rule III-J (drugs), after required due process as specified in Ohio Revised Code 3313.66, must be immediately expelled by the Superintendent. Based on Ohio Code Section 3313.66, scholars who bring firearms onto school property, in a school vehicle, or any school-sponsored event shall be expelled for ONE CALENDAR YEAR. Additionally, once scholars who are expelled for a violation of this section have reached their 16th birthday, have been convicted or adjudicated delinquent of a violation of O.R.C. 3316.662 may be subject to permanent expulsion from school.

CONSEQUENCES

All scholars at Noble Academy are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any scholar who exhibits any of the Level I, II or III Misbehaviors listed in this handbook or added to this list at a later date will receive immediate consequences. As listed above, these consequences range from notification of parents, detention, or emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

DETENTION

Occasionally, it becomes necessary to discipline a scholar for violating the established school rules or code of conduct. In an effort to deter such actions and hold scholars accountable for their behavior, a detention may be assigned. Scholars are to report to the assigned room for the entire detention period. Failure to serve a detention will result in assignment of another detention, extended detention, or suspension. Detention slips must be signed and returned the following day to avoid accruing additional consequences.

LUNCH DETENTION

A lunch detention may be assigned for minor infractions such as a level one consequence. The detention will be served during the assigned lunch time. Failure to serve a lunch detention may result in additional lunch detentions, after school detention(s), or a suspension.

AFTER-SCHOOL DETENTION

An after-school detention may be assigned for minor infractions such as a Level I or II consequence. The detention will be served during the assigned time. During after-school detentions, no homework may be completed. Scholar will have a reflective assignment or work detail.

IN-SCHOOL SUSPENSION (ISS)

Scholars serving In-School Suspension will be permitted to make up and receive credit for classroom assignments during the period of In-School Suspension. Full credit will be given for completed work. Assignments requiring scholar presence in the classroom may be effected.

1. Scholars are to bring schoolwork.
2. Parents will be notified of ISS.
3. ISS is assigned for one school day unless otherwise stated by school authority.

OUT-OF-SCHOOL SUSPENSION (OSS)

On occasion, out-of-school suspensions are necessary. Parents will be notified of the suspension and may be asked to take the scholar home for an early dismissal. The scholar may not attend school through the length of the suspension.

1. Scholars will be allowed to make up assignments, tests, etc. missed while serving OSS. However, it is up to the scholar to retrieve missed work. Suspension may result in loss of credit for class activities and participation during which they were not present. Scholars may not attend, or participate in any school functions, home or away.
2. Scholars are not permitted on school grounds while serving an OSS.

EXPULSION

The decision to expel any scholar will be made in writing and will include the reasons for the expulsion by the administration after investigating the events involved in a situation. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the principal within fourteen (14) calendar days of the written notice of expulsion. The scholar may not attend classes until the appeal is heard, but will be able to turn in work for the classes missed while waiting for the appeal and receive credit for that work. All disciplinary board hearings on expulsions will be held within 4 school days of the appeal being made. The decision of this disciplinary board is final.

Any changes or additions to this handbook will be given to the scholars and parents in writing.

