



Parent/Student
School Handbook

2011-2012

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North Central Academy School Calendar 2011/2012

August 15	NCOESC In-Service
August 25,26,29,30,31	Teacher Work Day
September 1,2	Teacher Work Day
September 5	Labor Day – No School
September 6	Teacher Work Day
September 7	Students First Day of School
October 24-Nov. 6	Fall OGT Administration
November 4	End of Grading Period
November 21-22	Conferences –PM
November 23-25	Thanksgiving Break – No School
November 28	School Resumes
December 22-3	Winter Break – No School
January 4	School Resumes
January 16	MLK Day – No School
January 20	End of Grading Period
February 20	President’s Day – No School
March (TBA)	Spring OGT Administration-Date TBA
March 22	End of Grading period
April 20	In-Service Day/ Make up Day
April 5-9	Spring Break – No School
April 10	Classes Resume
May (TBA)	OAA Administration-Date TBA
May 25	Students’ Last Day
May 25	Graduation

INTRODUCTION

From the Administration:

Welcome to North Central Academy (NCA). We are pleased to have you here as a student during the 2011-2012 school year. Our hope is that you will have a positive and successful experience.

North Central Academy recognizes certain obligations in serving students from varied economic, educational, social, and cultural backgrounds. We attempt to provide learning opportunities that are both broad and comprehensive in nature. Today's schools must meet the needs of students in a changing society and provide for a successful transition from elementary to high school to post secondary education or work. School personnel at NCA trained in modern concepts of learning and technology are committed to a purposeful education for all students. At the NCA we stress the importance of a positive learning and teaching environment necessary for both students and staff.

This handbook, therefore, is designed to share important information with you to allow you to have the best possible experience at NCA. *Have a Great Year!*

I. GENERAL INFORMATION

NCA Allowed Websites:

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

Building Hours:

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

Students are required to enter the building immediately upon arrival at the back east NCA entrance during the building hours and should leave the grounds after the end of their designated day. No student is permitted to leave the building or premises during school hours unless granted permission from the school office. If approval of early release during the school day for a student is granted, properly identified parent/guardian or another previously designated adult must pick up the student, and sign the student out through the office at the front NCA entrance before the student is allowed to leave the premises.

Bus Policy:

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

Cancellation or Delay of School:

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

Due to the location and the location of the North Central Academy, if Tiffin City Schools closes or delays, North Central Academy will also close or delay accordingly.

Due to bus transportation, if your home school is closed or delayed you will follow the schedule of your home district. For example, if Fostoria Schools are delayed or closed and that is your home school, you will also be delayed or closed.

Calamity day assignments will be posted on-line or made available in-class prior to the calamity day. To avoid being counted unexcused, students must complete their assigned work upon returning to school.

Driving Policy:

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

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

Fees and Fines:

Students will be provided the necessary educational materials, supplies and equipment for courses of instruction without cost. However, in accordance with state law, North Central Academy may charge specific fees for activities and materials used in the course of instruction when applicable. These fee notices will be sent home when the student enrolls in an activity or course with additional fees.

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

Locker Policy:

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

Search Procedure:

The right of inspection of students' personal possessions on school property is inherent in the authority granted school board and administrators and will be exercised to assure parents that school will employ appropriate measures to protect the welling being of students, teachers and staff.

Fire, Tornado and Lock Down Drills:

We intend to be prepared in the event that emergencies should occur. Therefore, regular drills will occur throughout the school year. During these drills the staff will advise students as to route they are to follow in leaving the room or building or where to go in the classroom. During these drills students should be orderly, quiet and follow the teacher's directions. Directions are also posted in each classroom.

Free and Reduced Lunches:

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

Lunch and Beverages:

All students will have the opportunity to purchase daily lunch catered by Tiffin City Schools. The cost for a lunch is \$3.25 and students may set up a lunch account with the school secretary. School lunches must be ordered no later than 9:00 a.m. If you child has not ordered a lunch by 9:00 a.m., a lunch from home must be provided. Students may also bring a lunch from home each day if they so desire. **No student will be allowed to leave the school to obtain a lunch.** Lunches, as well as all other foods, are to be eaten in the cafeteria unless otherwise authorized by appropriate staff.

Students are not allowed to buy another student's lunch from his/her account without parental permission. Beverages in the classroom will be allowed if approved by the teacher.

Individuals with Disabilities:

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

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

Monitoring of Students:

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

Student Records:

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

II. ATTENDANCE

A+ and Attendance:

Attendance is required of all students enrolled in the school during the days and hours that the school is in session. State law places the responsibility for school attendance on the parents/guardians and school attendance is compulsory for juveniles under the age of eighteen. A student will have access to the A+ Program as long as he/she attends school on a regular basis. Not attending school may result in the student being denied access to A+ off of school grounds.

Early Release of a Student:

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the school office to request the release. No student will be released to a

person other than a custodial parent(s) or guardian without verbal or written permission signed by the custodial parent(s) or guardian. An approved reason for dismissal must be submitted before release.

Eighteen Year Old Students:

Although considered adults, 18-year-old students are required to follow the same rules and regulations as all other students. Adult students who continue to violate the student code of conduct will be subject to withdrawal and/or suspension for their actions. Eighteen-year-old students are not permitted to sign themselves in or out of school and will need parent/guardian signatures on notes and excuses, unless the student is court emancipated.

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

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

Procedures for Excessive Unexcused Absences:

The following steps may be taken for excessive unexcused absences:

- Warning Conference with Student
- Certified Letter to Parent/Guardian
- Home Visit by Attendance Officer
- Parent Mediation Meeting Request Letter
- Parent Mediation Meeting
- File in Court

Tardiness:

Students are expected to attend and be in class on time at the beginning of each day (8:15 am). Chronic tardiness may result in the student being disciplined with consequences such as an in-school detention.

Truancy:

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

Students Habitually Truant or Chronically Truant:

- A. A student is deemed a “habitual truant” when the student is absent without legitimate excuse for five or more consecutive school days or seven or more school days in one month, 6 days in one semester or 12 or more school days in a school year.
- B. A student is deemed a “chronic truant” when the student is absent without legitimate excuse for seven or more consecutive school days or 10 or more school days in one month, 8 days in a semester or 15 or more school days in a school year.
- C. State law requires that if a student is absent without an excuse for 19 consecutive days, they are un-enrolled from North Central Academy.
- D. The school administration will file complaints in the County Juvenile court against students who are habitually or chronically truant. The school administration may also file complaints in the County Juvenile Court against the parents or guardians of students who are habitually or chronically truant.

Unexcused Absence:

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

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

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

III. ACADEMIC INFORMATION

A+ Curriculum:

Students at NCA will use A+ Learning Systems (A+) for part of or all of their curriculum. A+ is an online curriculum that covers all necessary core academic subjects (English, Math, Science & Social Studies) as well as a variety of electives (including Personal Finance, Art Appreciation, Psychology, and many others). A+ provides study materials, quizzes, and final exams. It is a flexible system that can be personalized to accommodate the needs of high achieving students, those with IEPs and those who need credit recovery.

North Central Academy is a state accredited school. Students will earn credits for graduation through their A+ coursework, direct course instruction and/or project based learning. These credits are transferrable to other schools should the student need to change schools for any reason.

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

Through A+ parents and students can track students' progress online, so parents and students can stay up to date on how work has accomplished. Teachers will also use A+ to track student progress and generate information for progress reports and transcripts.

Grading Scale and Grading Periods:

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

Graduation Requirements:

The Board of Governors desires that the North Central Academy students meet or exceed the minimum mandated academic requirements set forth by the Ohio Department of Education as established for graduation.

The minimum requirements of twenty (20) credits for graduation from NCA are as follows before 2014:

English	4
Social Studies	3
Science	3
Mathematics	3
Health	½
Physical Education	½
Electives*	6

*Electives units must include 1 unit or 2 half units in Business, Technology, Fine Arts or Foreign language.

For the class of 2014 and beyond, 20 credits in the following areas are required for graduation:

English	4
Health	½
Mathematics	4*
Physical Education	½
Science	3**
Social Studies	3***
Electives	5****
Other requirements *****	
Economics and	
Financial literacy*****	
Fine arts*****	

*Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.

**Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, of other physical science: advanced biology or other life science: astronomy, physical geology, or other earth of space science.

*** Social Studies units must include ½ unit of American history and ½ unit of American government.

****Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

***** All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

In addition to NCA requirements, the Ohio Department of Education requires that all students pass the Ohio Graduation Test (OGT) to receive a high school diploma.

No student will receive a diploma unless he/she has met, in full, the requirements for graduation established by the Ohio Department of Education and North Central Academy Board of Governor, also, all fees and fines must be paid in full and no disciplinary action pending before a student can attend graduation practice, the ceremony, or receive a diploma.

Home Instruction:

Home Instruction will be determined on an individual basis by the Superintendent or designee of the NCA. Many factors are involved in this decision (attendance, lessons completed, behavior, medical reasons, etc). Students on Home Instruction will be required to complete and master a specific number of lessons per day and per week. Failure to do so will result in the student being dropped from Home Instruction and required to return to school. Parents/Guardians are required to have the proper computer and internet access in order for the A+ Curriculum to work. However, to receive credit for a course, students must take final exam or master alternative course work *in school under supervision.*

Honor Roll:

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

Progress Reports:

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

Promotion:

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

State Testing:

All students of the North Central Academy are required to take all state mandated tests (OAs and OGTs). Students must pass all five OGTs to graduate.

Summer School Credits:

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

Work Study Program:

A work study program is available through NCA. If interested a student needs to inform an administrator. Credit and release-time may be given appropriately. Students who wish to work outside of the work study program need to pick up a work permit application at their "home school" district.

IV. HEALTH SERVICES

Control Student Communicable Diseases:

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

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

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

- Any student sent home with head lice will be required to be cleared by the County Health Department or by his/her physician. The student will be considered having an excused absence for up to three days. Any absence over three days will be considered unexcused.
- If a student has pink eye they must be under the care of a physician before they can return to school. They must have a signed note from a doctor stating that they can return to school.

Illness:

A student who becomes ill during the school day should request permission to go to the office. An appropriate staff member will take the student's temperature and may deem it necessary to place a call to the parent/guardian. The office and the parent/guardian will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Injury:

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

Medication:

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

V. STUDENT DISCIPLINE

Introduction:

No student has the right to interfere with a teacher's instruction or with another student's right to learn. A student who takes part in an action that creates either of the above negative situations will change his or her actions, receive consequences, or be removed from the student body of North Central Academy for a period of time to be determined by the administrator.

Certain rules are considered necessary so that the student body at North Central Academy has a frame of reference upon which reasonable conduct can be based. All students should know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary

measures to be taken when they fail to show this personal responsibility.

For this purpose, the following disciplinary code has been developed for students at North Central Academy. The code identifies the expectations and responsibilities of each student, and potential penalties for infractions of the code.

Code of Conduct:

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

Disruption of School Classroom/Cafeteria/Hallways:

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

Damage to School Property or Private Property:

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

Assault:

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

Dangerous Weapons and Instruments:

A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon, instrument of violence, or explosive such as a

firearm (gun), knife or razor blade, metal knuckles, firecracker, bomb, bullet, rocket, missile, incendiary, noxious irritant, poisonous gas, poison, or any other item which could be used to harm, threaten, or harass students, school employees, parents, community members, or school visitors. Objects which look like weapons, instruments of violence, or explosives are also prohibited. In the case of a possession or use of a weapon the police will be contacted and charges will be filed.

Unauthorized Possession:

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

Tobacco:

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

Alcohol, Drugs, and/or Drug Paraphernalia:

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

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

Theft:

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

Insubordination:

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

Violations of the Law:

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

Frightening, Degrading, Disrespectful, or Disgraceful Acts:

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

Truancy and Tardiness:

Truancy is prohibited. Truancy is declared when a student is absent from school or any portion of the school day without school authorization and parental consent. Tardiness to school is also prohibited.

Publications and Organizations:

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

Forgery, Cheating and Gambling:

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

Immunizations and Health Policies:

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

Collusion:

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

Hazing:

Hazing is prohibited. Hazing is defined as doing any act or coercing another,

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

It is the policy of the NCA Board of Governors that hazing activities of any type inconsistent with the educational process shall be prohibited at all times. No student shall plan, encourage, or engage in any hazing.

Sexual Harassment:

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

Misuse of Electronic Information/Communication Systems:

Vandalism of computer equipment, unauthorized access to information or school records, invasion of computer privacy, copyright violations, plagiarism, hacking, or other tampering with hardware or software is prohibited. The use of a computer by a student which in any way violates the code of conduct is prohibited. Use of pagers, beepers, lasers, and similar devices is prohibited during the school day.

Administration has the discretion to allow individual use of personal audio player such as iPods as part of a reward incentive program. If permission has not been granted, the student cannot be in possession of an electronic device during the school day. NCA will not be responsible for lost or stolen items.

Mobile Phone Policy

Students with mobile phones should keep them in their lockers. If emergency phone calls must be made by the student, the school phone may be used with permission from the school staff. If parents/guardians need to contact their child, they may call the school number.

If a student's mobile phone is observed by a staff person during school hours the following consequences will be observed:

1. The student's phone will be confiscated by the staff person and locked in a secure location. The phone will be returned to the student at the end of the school day.

After repeated offenses, the following steps may be taken:

The student's phone will be confiscated by the staff person and locked in a secure location. The phone will be returned to the student at the end of the third full school day, plus a parent/guardian and probation officer will be notified.

E.

The student's phone will be confiscated by the staff person and locked in a secure location. The phone will be returned to the parent/guardian or probation office one week later.

F.

Any offense after the third time may result in more severe consequences as determined by the administrator.

G.

H.

Students may always keep the battery for their phone if they desire.

Gangs/Secret Societies:

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

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

Disciplinary Consequences:

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

In-School Suspension: Students suspended in school (ISS) will be permitted make-up privileges for missed academic credit. Students suspended out of school (OSS) may not be permitted to receive credit for work missed during the suspension. Students who are suspended out of school may not participate in student activities for the duration of the suspension.

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

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

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

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

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

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

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

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

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

Withholding of Privileges: Special privileges may be withheld.

Court or Police Referral: Students may be referred to court authorities or to law enforcement officials for violation of the state or local law or of the code of conduct or attendance law while under the authority of school personnel which may result in the student being placed at a Juvenile Detention Center.

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

Warning: Student misbehavior can be eliminated with a warning.

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

Due Process for Suspension and Appeals

Definition:

Due process is a procedure to assure that students have a fair opportunity to counteract, contradict, challenge or defend charges made against them and to have an opportunity to try to clear themselves of those charges.

Elements of Due Process:

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

Suspension Appeals Procedures:

- Step 1 Parent/Guardian/Student is permitted to come in and meet with the NCA Administration or designee.
- Step 2 Parent/Guardian/Student is permitted to appeal to the Superintendent or to his/her designee. A written decision will be issued to the appealing party as to the results of the appeals hearing.
- Step 3 Parent/Guardian/Student is permitted to appeal to the NCA Board of Education.

School Dress:

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

Unacceptable School Apparel:

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

North Central Academy



Tiffin

VI Student Acknowledgment:

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

Student Signature

Date

Parent Signature

Date