

## **Parent/Student Elementary Handbook Certification**

2011-2012 School Year



**\*\* If you need a paper copy of the Handbook, let your child's teacher know as soon as possible.**

We, \_\_\_\_\_ and \_\_\_\_\_  
Parent/Guardian Student

have read and discussed the **Parent/Student Handbook**. We understand the rights and responsibilities pertaining to students and agree and abide by the rules, guidelines, procedures, and policies of the School District.

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

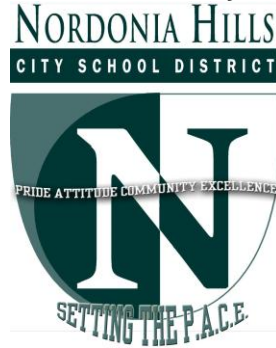
Date \_\_\_\_\_

**Please return this sheet to your child's teacher no later than August 31, 2011.**

**Thank you!**

# Nordonia Hills City School District Parent/Student Elementary Handbook

Ledgeview Elementary School  
Northfield Elementary School  
Rushwood Elementary School



Handbook can be accessed online at [www.nordoniaschools.org](http://www.nordoniaschools.org) under each school's home page.

The Education Connection (TEC) is a telephone based communication system featuring interactive voice mail, outbound calling, and attendance lines. One number keeps you connected to your child's school:

**330.908.6160**

## How to Reach Us...

**Mrs. Donna Bambic**, Principal, Ledgeview

330.467.0583

[donna.bambic@nordoniaschools.org](mailto:donna.bambic@nordoniaschools.org)

**Miss Jevonne Smith**, Principal, Northfield

330.467.2010

[jevonne.smith@nordoniaschools.org](mailto:jevonne.smith@nordoniaschools.org)

**Mrs. Jacqueline O'Connor**, Principal, Rushwood

330.467.0581

[jacqueline.oconnor@nordoniaschools.org](mailto:jacqueline.oconnor@nordoniaschools.org)

**Mr. Wayne Blankenship**, Superintendent

330.467.0586

**Mr. Kevin Staller**, Treasurer

330.467.0589

**Mr. Joe Clark**

Assistant Superintendent, Title VI and Title IX Civil Compliance Officer

330.467.0587

**Mr. Tom Hartman**, Director of Business

330.908.6207

**Mrs. Irene Beville**, Director of Curriculum and Instruction

330.908.6209

**Dr. Margo Costello**, Director of Pupil Services

330.908.6220

**Mrs. Patti Koslo**, Public Information Officer

330.468.1134

## EQUAL EDUCATION OPPORTUNITY (Form 2260F8)

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Welcome to a new school year! This handbook will provide you with general information about our elementary school policies and procedures. Please call the school if you have questions or concerns about your child's success at school. Our goal is to help all children learn and achieve to the best of their ability.

## NORDONIA HILLS CITY SCHOOLS Important Dates

Wed. 8/24 First Day of School

Mon. 9/5 Labor Day – No School

Fri. 10/14 NEOEA Day – No School

Mon. 10/17 Staff Development – No School

**Fri. 10/28 End of Grading Period One**

Thurs. 11/3 Parent/Teacher Conferences (5:00-8:00 pm)

Thurs. 11/10 Parent/Teacher Conferences (5:00-8:00 pm)

**Fri. 11/11 Late Start**

Wed. 11/23 – Mon. Nov. 28 Thanksgiving Break

Wed. 12/21 – Tues. 1/3 Winter Break

Wed. 1/4 School Resumes

Mon. 1/16 Martin Luther King Day – No School

**Thurs. 1/19 End of Grading Period Two**

Fri. 1/20 Semester Records Day - No School

Mon. 2/20 Presidents' Day - No School

**Tues. 2/21 Late Start**

Fri. 3/2 Parent/Teacher Conferences No School

**Mon. 3/19 Late Start**

**Fri. 3/23 End Of Grading Period Three**

Fri. 4/6 – Fri. 4/13 Spring Break - No School

Mon. 4/16 School resumes

**Thurs. 5/17 Late Start**

Mon. 5/28 Memorial Day – No School

**Wed. 6/6 End of Grading Period Four  
LAST DAY OF SCHOOL FOR  
STUDENTS**

*The Nardon Hills City School District includes Late Starts as part of the school calendar. On these days, the school day will be delayed by 2 hours and will begin at 10:45 am and doors will open at 10:30 am. The day will end as usual at 3:15 pm.*

*Should the district determine a delayed start for inclement weather, these same start times will be in effect.*

### Daily K-4 Grade School Schedule

Arrival 8:30-8:40  
School Begins 8:45  
Dismissal 3:15

Half Day Kindergarten  
AM 8:45-11:45

### VISITORS

Visitors are welcome to our school. For the protection of students and to comply with state law, all visitors, including parents, **must register at the office to secure a visitor's badge** before going into any inside or outside area of the building. You will need to press the buzzer in the outer lobby before entering the building. All visitors are monitored on a computer screen. **Classroom visits must be arranged with the teacher ahead of time.** To avoid disrupting classroom instruction, parents may bring articles or messages for students to the office.

### VOLUNTEERS

Parents/Guardians who would like to volunteer at Nordonia Schools must complete the Nordonia Hills City Schools Volunteer Release form. (3120.09)

### EMERGENCY AUTHORIZATION FORMS

The school must be able to contact you if there is an emergency involving your child. The emergency authorization form that you complete for each of your children gives us the authority to obtain emergency treatment in case of accident or serious illness. Please notify the office if there is any change in the information provided such as a change in address, employment, telephone numbers, or emergency contacts.

### ATTENDANCE

The school day for all students begins promptly at **8:45 AM** so please make sure your child is at school by **8:40 AM**. Students are not to arrive **before 8:30**. Supervision prior to that time is available through contracted Day Care services. **Students are tardy if they are not in their classrooms by 8:45 AM.** Upon arriving to school tardy, students are to be signed in by an accompanying adult or present a signed note stating the date and reason for tardiness. Tardiness is recorded on attendance reports, reported on the students' report cards, and becomes part of the student's permanent record.

**School dismissal begins at 3:15 PM.** Parents must follow the school procedures for bringing students to school and picking them up from school.

Regular school attendance is an important factor in student achievement. Unsatisfactory academic achievement is often a result of frequent or prolonged pupil absence or repeated tardiness. Attendance at school is required by the laws of the State of Ohio. The State Code classifies absence from school as excused or unexcused (truancy). When a student accrues five tardies, this will then translate to one day unexcused absence (or truancy). The State Code classifies absence from school as excused or unexcused (truancy). When a student accrues five tardies, this will then translate to one day unexcused absence (or truancy). **Family vacation, even with advanced notification, is required to be reported as unexcused absence.** The school has final discretion if an absence is excused or unexcused.

The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observance of religious holidays

Students who arrive at school after 10:00 AM will be considered absent for one half day. Students who leave school before 2: 00 PM will also be counted absent for a half-day. We ask for your cooperation in helping your child establish the habit of good attendance. **Students absent from school may not return to school to participate in after-school or evening activities on the day of their absence.**

**REPORTING ABSENCE - Parents are required to call the school district at 330-908-6160** and leave a message on the answering machine prior to 8:45 AM to comply with the provisions of the "Missing Children" Laws. Please call this number **EACH day** your child is absent and send a note upon your child's return.

**MAKEUP WORK** - If a student is absent for two consecutive days, you should contact the teacher for makeup work. You may also request makeup work when you call in your child's absence. Please request assignments in the morning for pick up at the end of the day. It is the responsibility of the student to complete and return work after being absent. Students will have the same number of days to turn in missed work as days absent.

**FAMILY VACATION** - The school recognizes that family vacations do not always coincide with the school calendar and, at times, students may be out of classes for this reason. **Absences from school due to vacation are not excused.** **Parents must submit a written request to the principal to have their child released from school for family vacations at least five (5) days prior to leaving.** Work missed due to absence for vacations will be accumulated over the period by the teacher and given to the child upon return to school. Students will have the same number of days to turn in missed work as days absent.

**CHANGE FROM STANDARD ROUTINE SCHOOL CLOSING** - Our district promotes student safety first, and non-interruption of their education second. Due to inclement weather or in the case of an emergency, the start of school may be canceled or delayed, or students may be dismissed before the end of the school day. **Please listen to the local radio and TV stations and do not call school to see if there is a change in the school schedule.**

1 **TV CHANNELS** 3, 5, 8, 19, 23, 43

2 **RADIO STATIONS** WGAR FM 99.5

**All children who normally ride the bus will be bused to their regular destination. No student will leave the school unless school personnel know who they are going with, and where they are going.**

In case of severe weather, PLEASE refrain from driving to school to get your child. In general, if schools are closed, all after school activities, including athletic events and practices, will be canceled. The district may employ a **late start** due to adverse weather conditions or other emergencies. This means the school will begin exactly **two hours later** at 10:45 am. Bus routes would then be on a two-hour delay.

### **TRANSPORTATION**

#### **330-468-4710 - Transportation**

Students are expected to ride their assigned bus. Bus stops are approved by the Board of Education on an annual basis. The Transportation Supervisor must review subsequent, permanent changes, including day care arrangements. Proof of residency will be required for change of address. Forms to request these changes are available in the school office and Transportation Department. Please allow one (1) week for processing changes. You will be notified when your request is approved or disapproved. **Please notify the principal in writing if you need to make other transportation arrangements in an emergency situation.**

### **CONFIDENTIALITY**

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student, and those authorized by the Federal and board policy guidelines. Both custodial and non-custodial parents have the right to review their child's official student records and related information. A meeting to review records must be scheduled in advance. State and federal law permits access by school officials who have a legitimate educational purpose. School officials for the purpose of the Board's policy include Board members, those in administrative or supervisory positions, teachers and those under contract as instructors, substitutes, or those employed by the Board or under contract to the Board to perform certain, special tasks. An individual will have "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

### **DIRECTORY INFORMATION (8330 F9)**

Each year the District will provide public notices to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation, awards received, honor rolls, scholarships, telephone numbers only for inclusion in school or PTA directories.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days from the date of this notification that s/he will not

permit distribution of any or all such information. **Ohio Revised Code 3319.321 states:**

No person shall release, or permit access to, the names or other personally identifiable information concerning and students attending a public school to any person or group for use in a profit-making plan or activity. Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act, may file a complaint directly with the Family Education Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201.

No person shall release, or permit access to, personally identifiable information other than directory information concerning any student attending a public school....without the written consent of the parent, guardian or custodian of each student who is less than eighteen years of age, or without the written consent of each such student who is eighteen years of age or older.

**CHILD CUSTODY** – State law requires parents to provide the school with a copy of the most recent custody papers issued by the court. In the case of court appointed custody, the parent in custody as defined in statute ORC 3313.64, shall inform the school of any limitations in the right of the non-custodial parent. **If such notification has not been given, the school presumes that the student may be released into the care of the other parent.**

Both custodial and non-custodial parents have the right to review their child's official student records and related information. A meeting to review records must be scheduled in advance.

### **ADMINISTRATION OF MEDICATION**

If medication, including over-the-counter drugs, is to be administered during school hours, it needs to be done in accordance with the Board of Education Policy:

1. Permission form for medication completely filled out with physician and parent-guardian signatures.
2. Medication in original container (for prescriptions ask pharmacist for a separate container with a label, they will often divide the prescription for you.) And the label must include:
  - 1 Student's Name
  - 2 Medication Name
  - 3 Dosage of Medication
  - 4 Times or Intervals of Administration
3. New forms must be submitted at the beginning of each school year.

### **CHILD ABUSE REPORTING**

School personnel are required by law to report suspected child abuse or neglect to the Summit County Children Services Board and cooperate with law enforcement officials.

### **INTERNET**

Internet access is available in all buildings to all students, staff and community members. However, per District policy, all users must sign the "Acceptable Use Policy" and adhere to its requirements. These signed policies must be on file in the main office in

each building.

### **TEXTBOOKS AND FEES**

**Kdg. - \$53.29**  
**Gr. 1 - \$79.44**  
**Gr. 2 - \$69.31**  
**Gr. 3 - \$72.11**  
**Gr. 4 - \$51.41**

**Academic fees** are charged to each student according to the schedule adopted by the Board of Education for certain supplemental materials and workbooks. A detailed list for fees at each grade is available upon request from the school. If you are financially unable to pay fees for this current school year, you must show, in writing, **proof of one of the following: qualification for free and reduced lunch, welfare case load number, AFDC number or income verification which meets government standards.** Waiver forms are available in the office. **Any accumulative balances will remain open until graduation.** Nonpayment can result in your child not being able to participate in the graduation ceremony or receiving their diploma.

Textbooks, library books and other materials are issued to students free of charge and must be returned in good condition. Fines are charged for damage considered to be excessive or beyond normal wear. Students are responsible for all Board-owned materials issued to them and will be charged for lost or stolen items at replacement cost.

### **GRADING AND REPORTING TO PARENTS**

**REPORT CARDS** - A vital part of our educational program is the home/school communication concerning the child's progress in school. Each nine-week reporting period, parents are updated on the progress of students through the use of a report card. Marks received will indicate your child's academic progress, work habits and social skills. Mid-period reports will be sent home with students who are experiencing difficulties during any of the four marking periods. There will be a form for your signature. Please return the form to confirm you have received the mid-period report.

**CONFERENCES** Time is scheduled for parent conferences to provide additional means of communicating student progress. Parents are always welcome to initiate a conference with the teacher or principal by contacting the school office for an appointment.

### **PROMOTION/RETENTION/ASSIGNMENT**

At the end of the year, the teacher will carefully evaluate the progress of each individual child. At that time, a determination is made to promote, retain, or assign the student for the coming year.

**Promotion** - For most students, promotion from year to year is the norm. Promotion is based on proficiency of the material set forth in the Graded Courses of Study. No conditional promotions exist.

**Assignment** - The assigned students are those who do not demonstrate proficiency of subject matter as determined by the Graded Course of Study, are determined to be over age physically and/or emotionally for the current grade level, who are working to their level of potential ability, or may not benefit from another year in the same

grade.

**Retention** - There is no exact criteria that defines retention. The decision to retain is based upon what will be beneficial to the student.

### **COMMUNICATION DEVICES AND PERSONAL ELECTRONIC EQUIPMENT**

**Communication Devices and Personal Electronic Equipment:** While Nordonia Schools recognize that rapidly changing technology, and our ability to access it, has become an integral part of our lives, its use during the regular hours of school operation via communication devices, videotaping devices, cameras, personal electronic equipment (i.e. laser pointers, pagers, cellular phones, iPods, mp3, radios, CD players, headsets, televisions, electronic games, digital players, etc) can pose a significant disruption to the educational process. Students are not permitted to have these devices at school. Further, these devices will be confiscated from any student found to be in possession of them.

### **FIRE, TORNADO AND SAFETY DRILLS**

These drills are held periodically and are conducted for the safety of students. Drills are conducted as directed by the teacher. Students are not permitted to talk during drills. Safety depends on rapid and proper response to directions. False fire alarms are serious and can result in suspension and legal prosecution.

### **FREE AND REDUCED PRICED MEALS**

Nordonia Hills participates in the free and reduced priced lunch program. Students who may be eligible may pick up an application in the main office or parents may stop by or call the school for an application.

### **TREATS AT SCHOOL**

Due to food allergies amongst students, families **may not** bring in any food products, except for personal lunches and Kindergarten snacks. This includes all occasions, birthdays, holidays, etc. Students are not permitted to bring "energy drinks" to school due to the health concerns involved. Students are encouraged to bring water, juice or milk as a lunch beverage.

### **DRESS CODE**

In general, school dress must be such that it ensures the health, safety, and welfare of the members of the student body, enhances a positive image of our students, and does not disrupt the classroom atmosphere. In keeping with the above statement students may not wear the following:

- short shorts (must be mid-thigh)
- mini-skirts
- bike shorts or stretch shorts
- spaghetti straps
- half shirts, net shirts or shirts which reveal the midriff
- clothes that reveal underwear
- hats or head coverings (indoors)  
Acceptable: barrettes, headbands  
Unacceptable: bandannas, sweat bands, head scarves, hoods
- clothing with obscene, vulgar, violent, or suggestive statements or symbols.

- clothing that promotes or advertises alcohol or drugs.
- face paint or unnatural hair colors
- spiked jewelry
- flip-flops, slippers, beach shoes, shoes with wheels

School personnel reserve the right to make the final determination about acceptability of a student's attire.

### **STUDENT CODE OF CONDUCT**

Ohio law requires that each school have a code of conduct that spells out those infractions or violations that are serious enough to warrant the possibility of suspension or expulsion. The Nordon Hills Board of Education has adapted the following code.

Although not all acts of misconduct can be itemized, the following is an enumeration of the main areas of misconduct which will lead to disciplinary actions. *These actions may take the form of loss of student privileges, detention, parent conferences, restitution, emergency removal, suspension, or expulsion.* Any student serving an out of school suspension may not take part in either after school or evening activities during the time of suspension. Students may be able to make up class work missed during their suspension and will have the same number of days to turn in missed work as days missed due to the suspension.

**DISRUPTION OF SCHOOL:** A student shall not by his/her actions, dress, or appearance disrupt the normal operation of the school. The student shall not engage in any act that may be harmful to the health, welfare, and safety of himself/herself and others.

**VANDALISM AND/OR DESTRUCTION OF PROPERTY:** At no time shall students cause or attempt to cause damage to school property or to private property on school grounds or during school activities conducted on or off school grounds.

**PHYSICAL VIOLENCE:** No student shall hit, kick, punch, push, or knee another person. No student shall be involved in a fight.

### **HORSEPLAY**

Horseplay is defined as playfully hitting, touching, bumping, or having purposeful contact with another student. Horseplay also includes playfully taking things from other students (i.e. books, food, etc.). While horseplay is good natured at its root, horseplay often escalates and causes injury, ill feelings or fighting.

In an effort to maintain a safe and orderly learning environment, horseplay is strictly forbidden. Students involved in horseplay will be subject to disciplinary action. Students must always remember to respect the space and property of others.

**DANGEROUS OBJECTS:** No student shall bring, possess, give, throw, or hide any dangerous objects capable of injuring himself/herself or others. Guns, knives, matches, lighters, firecrackers, stones, snowballs, and other similar objects are included.

**SMOKING:** No student shall possess or use tobacco on school property.

**DRUG, ALCOHOL AND TOBACCO:** The Board of Education prohibits the use, possession, concealment or distribution of any drug, drug paraphernalia, alcohol or tobacco products on any Nordon Hills City Schools property or district-sponsored event. It

further establishes a drug free zone within 1000 feet of any school facility.

**PROFANITY:** No student shall swear, make racial remarks, use profane or abusive language or gestures.

**INSUBORDINATION:** No student shall refuse to comply with a reasonable request or follow the directions of teachers, bus drivers, student teachers, substitute teachers, teachers' aides, principal, cafeteria workers, custodians or other authorized personnel during the period of time when the student is properly under the authority of school personnel.

**DISRESPECT:** No student shall insult or in any other manner abuse verbally or in writing any member of the school staff or student body.

**THEFT:** No student shall take or acquire the property of others without consent.

**DISTRIBUTION & SALE OF UNAUTHORIZED MATERIALS:** No student shall distribute or sell unauthorized materials on school property.

**FALSE ALARMS:** No student shall give a false fire, bomb, or other emergency threat.

**REPEATED TRUANCY & TARDINESS:** No student shall be truant or repeatedly tardy to school.

**EXTORTION:** No student shall request money or other articles of value with the threat of force.

**ARSON:** No student shall be involved in the setting of a fire while on Board of Education property.

**LEAVING SCHOOL PROPERTY:** No student shall leave school during the school day for any reason without permission from the school office.

**GANGS, AND GANG ACTIVITIES:** Any student involved in gang membership, gang activities, and/or possessing or displaying gang insignias or paraphernalia will be strictly disciplined.

**COMPLICITY:** No student shall encourage others to violate the Nordon Hills School Code of Discipline.

**FIELD TRIPS:** No student shall violate the Nordon Hills Code of Discipline while participating in any school sponsored activity off school grounds. This would include all field trips.

### **CONDUCT ON THE SCHOOL BUS:**

Violation of the following rules may result in the loss of bus service. The bus driver has full authority to enforce the rules and will make necessary contact with the parents and school principal regarding violations. The Board of Education has authorized the installation of video cameras on school buses and tapes may be used as evidence of misbehavior. Bus citations are issued to students when violations occur. Parents will be notified in writing of any loss of bus privileges because of pupil misconduct and will be expected to provide the transportation of that student to and from school during that period of time.

### **SCHOOL BUS SAFE-RIDING RULES:**

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait in the location clear of traffic and away from the bus stop.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.

6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus.
11. Pupils must not throw or pass objects that can be held in their laps.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental or administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.

**CAFETERIA AND PLAYGROUND:** All students must be respectful of Student Supervisors and follow school rules during lunch and recess.

**HARASSMENT:**

No student shall harass, haze, cause harm, or threaten to cause harm to another person. This includes "picking on", humiliating, intimidating and tormenting others.

**RACIAL/ETHNIC HARASSMENT:**

The Board of Education does not permit nor will it tolerate racial/ethnic harassment of its employees or students. Racial and Ethnic Harassment includes, but is not limited to any physical, written or verbal intimidation or abuse of a Board employee, student, or parent based on their race or ethnic background. All employees and students will be subject to appropriate corrective and disciplinary action, for any confirmed and proven act of racial/ethnic harassment they may commit in violation of this policy.

**SEXUAL HARASSMENT:**

The Board of Education does not permit nor will it tolerate sexual harassment of its employees, parents or students. Sexual Harassment includes, but is not limited to, all unwelcome sexual advances whether verbal, written or physical, which create a hostile, discriminatory or offensive environment. All employees and students will be subject to appropriate corrective and disciplinary action, for any confirmed and proven act of sexual harassment they commit in violation of this policy.

**HARRASSMENT, INTIMIDATION, BULLYING**

Harassment, intimidation, or bullying behavior by any student/school personnel in the Nordonia Hills City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any

school-sponsored activity, on school provided transportation, or at any official school bus.

Further, any intentional written, verbal, or physical act (see definition below), including, but not limited to, one shown to be motivated by any characteristics of race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristics (see definition below), when the intentional written, verbal, or physical act:

- 1 Physically harms a student or damages the student's property; or
- 2 Has the effect of substantially interfering with a student's education; or
- 3 Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 4 Has the effect of substantially disrupting the orderly operation of the school

may result in disciplinary action by the school.

"Bullying" is intentional, repeated hurtful acts, words, or other behavior committed repeatedly by one or more children against another or others. These negative acts are not provoked by the victim of bullying. Bullies act deliberately, not out of anger, get pleasure from their acts, and use power to intimidate or hurt another student(s).

"Other distinguishing characteristics" can include, but not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, and bullying can take many forms, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

"Intentional acts" refers to the individual's choice to engage in the act, rather than the ultimate impact of the action(s).

"Physical bullying" is harm to someone's body or property that includes, but not limited to: making threats or threatening gestures verbally, via e-mail or IM, or notes, stealing, defacing or damaging property, practicing extortion (such as, taking lunch money), assaults, assaults with a weapon, scratching, biting, pushing, or tripping.

"Emotional bullying" is harm to someone's self-esteem or feeling of safety that includes, but not limited to: insulting remarks or gestures, name-calling, teasing about possessions, clothes, physical appearance, intelligence, athletic ability, sexual orientation, or disability, insulting family member(s), phone or cyber harassment, and defacing or writing graffiti on school work or other personal property,

"Social bullying" is harm to someone's group acceptance that includes, but not limited to: gossip, starting or spreading rumors, ignoring or excluding someone from a group, public ostracizing or humiliation, and posting slander or derogatory comments about someone.

**REPORT AND RESPONSE:** Any person who believes he or she has been subjected to harassment, intimidation, or bullying is strongly encouraged to report the incident by filing a report of the harassment to the building principal, counselor, teacher, staff member, or supervisor. The complaint will be promptly investigated.

All school personnel should be prepared and willing to intervene immediately when they observe harassing, intimidating, and bullying behavior by a student or when a student reports the incident. The “first person on the scene” is the staff member who first intervenes or receives the report of harassment, intimidation, or bullying. The “another staff member” is one who follows through with the report.

The “first person on the scene” is to intervene quickly to stop the incident and calmly separates the parties involved.

#### FIRST PERSON RESPONSES

##### The Student was Harassed, Intimidated, and Bullied

- 1 acknowledge the incident
- 2 gather more information
- 3 make a plan to ensure student’s immediate safety

##### The Student who Harassed, Intimidated, and Bullied

- 1 send the student to predetermined location
- 2 gather more information
- 3 initiate incident tracking report

#### OTHER STAFF MEMBER RESPONSES

##### The Student was Harassed, Intimidated, and Bullied

- 1 Follow-up
- 2 Contact parents if under 18 years of age
- 3 Refer to counseling programs for assertiveness training, if appropriate.
- 4 Respond to the student who observed the incidents address the bystanders.

##### The Student who Harassed, Intimidated, and Bullied

- 1 Apply an intervention strategy (counseling, social skills training, anger management, depending of the degree of seriousness
- 2 May contact the police the code of conduct.

All employees and students will be subject to appropriate corrective and disciplinary action, for any confirmed and proven act of harassment, intimidation, and bullying. The severity and duration of the action will determine the level or response required. The following levels of intervention description are usually applied in sequential order; however, Level 3 may be applied following Level 2 or it may be applied to any incident that is considered serious when it first becomes known.

#### **Level 1**

**DESCRIBE** the behavior observed in terms that are clear and direct to the student who bullied

**RESPOND-** by pointing out the impact on others and remind the students of behavioral expectations

**RESTORATION-** or “social learning intervention” (see below) or additional intervention may be needed to reinforce the message with the student who bullied

#### **Level 2**

For a student who has had a Level 1 intervention but the pattern of harassment, intimidation, or bullying has continued

**DESCRIBE & RESPOND-** steps are repeated and **CONFRONT AND PROHIBIT** are added

**CONFRONT-** the student about the behavior

**PROHIBIT-** the behavior or set limits by telling the student the behavior is not allowed; imposing a school consequence; contacting the student’s parents, outlining the situation, consequences, social learning intervention, and further interventions as appropriate

#### **Level 3**

What to do when harassing, intimidating, and bullying behavior is frequent or serious in nature.

#### **REPORT AND REFER**

When a student’s behavior is not responding to adult intervention and/or the nature and extent of the behavior is serious enough to cause psychological or physical harm to other students, the staff will continue to describe, respond, confront and prohibit; however, they will also report and refer to resources, such as a social worker, Child and Youth Counselor, Behavior Action Team, or a community agency, counseling, law enforcement, etc.

A “social learning intervention” is a structured activity, guided by an adult, which causes the student to think about his or her behavior and impact on others. Ideally, a social learning intervention requires positive social interaction with others and provides the student who engages in harassment, intimidation, and bullying behaviors to

- 1 Take action to make reparation for any harm done
- 2 Reconcile with the student she or he harassed, intimidated, or bullied
- 3 Learn and practice pro-social behavior and reduce aggression

#### **SEARCH/SEIZURE**

Administrators may search a student or his/her property (including purses, knapsacks, gym bags, etc.) with or without the student’s consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student’s age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

#### **ADDITIONAL INFORMATION**

**EQUAL OPPORTUNITY** Nordon Hills City School District provides equal opportunities for employment, retention and advancement of all personnel. This Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity regardless of race, color, national origin, citizenship status, religion, gender, economic status, age, or disability.

**FEDERAL PROGRAMS** Nordon Hills City School District receives federal money to support a portion of our elementary reading intervention program. In accordance with the Elementary and Secondary Education Act (ESEA) of 2001 or the No Child Left Behind Act, the District is required to notify all parents of their right to request information related to the qualifications of their child’s teacher(s). This information is available through the District Office and can be requested at any time by interested parents.

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

inspect and review the student's education records within 45 days of the day the school receives a request for access; to request the amendment of the student's education records that the parent or eligible student believes are accurate; and to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The release of a student's educational records is governed by FERPA and Section 3319.321 of the Ohio Revised Code. Both FERPA and Ohio law allow the release of "directory information" without prior consent. A complaint can be filed with the U.S. Department of Education concerning alleged failures by Nordonias Hills City Schools to comply with the requirements of FERPA.

**TITLE IX:** It is the policy of the Nordonias Hills City School District not to discriminate on the basis of sex, nor to permit ongoing harassment, as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Office of the Assistant Superintendent, Joe Clark, 9370 Olde Eight Road, Northfield, OH 44067, 330-467-0580.

**AMERICANS WITH DISABILITIES ACT  
AMENDMENT ACT**

The Nordonias Hills City School District does not discriminate on the basis of disability in admission to, access to or operation of its programs, services or activities; nor does the district discriminate on the basis of disability in its hiring or employment practices. Individuals who need auxiliary aides for effective communication in programs and services of the Nordonias Hills City School District are invited to make their needs and preferences known to the ADA/AA Compliance Coordinator. Questions, concerns, complaints, or requests for additional information regarding ADA/AA may be forwarded to the Nordonias Hills City School District's ADA/AA Compliance Coordinator: Margo Gibson-Costello, Director of Pupil Services; 9370 Olde Eight Road, Northfield, OH 44067, 330-467-0580.

**CHILD FIND** Child Find is the process of identifying, locating and evaluating children with disabilities who may be in need of special education and related services. If you know any child who may be in need of special services, ages 3-22 years old, please contact: Margo Gibson-Costello, Director of Pupil Services; 9370 Olde Eight Road, Northfield, OH 44067, 330-467-0580.