



## **WELCOME TO NORDONIA MIDDLE SCHOOL!**

Dear Students and Parents,

We hope you're as excited about the upcoming school year as we are, and that you will be successful at NMS. School experiences are designed to help you academically, socially, and culturally for the challenges of today and tomorrow. We are looking forward to working with you and your parents to make a school-home partnership where the winner is always **you**. Along with an active involvement in school, you and your parents may wish to join PTSA. This well-respected association is a great way to become involved in your school. Be proud of NMS, and take care of it! If there is anything the administration and staff can do to help you, please ask.

**About Your Handbook:** The purpose of this handbook is to provide information to the students and parents of Nordonia Middle School. A system of rules, regulations, policies, programs and services have been established to provide a positive and productive atmosphere in school. Students are encouraged to ask teachers, counselors and administrators questions not answered in this handbook.

**About Your Agenda Day Planner:** As you move along in school, planning your day becomes more and more important. This planner, which is yours to keep, is called the Agenda. It will help to keep you organized. The Agenda is very useful. It's a daily calendar, and provides goal setting and study guide tips, important facts, and can be used as a communication link between school and home. It also contains the student/parent handbook and other important information regarding the school. You should treat your agenda as a textbook and carry it with you at all times.

We hope you enjoy and use this tool for success!

Sincerely,

Mr. David Wessel, *Principal -dave.wessel@nordoniaschools.org*

Mrs. Shon Smith, *Associate Principal- shon.smith@nordoniaschools.org*

Nordonia Middle School

**HAVE A GREAT SCHOOL YEAR!**

***SCHOOL AND DISTRICT CONTACT INFORMATION***

**NORDONIA HILLS CITY SCHOOL DISTRICT**

Board of Education Office: 330.467.0580

J. Wayne Blankenship, Superintendent

**CIVIL RIGHTS COMPLIANCE OFFICER (Form2260F8)**

Joe Clark, Assistant Superintendent 330.467.0587

Title VI and Title IX Coordinator

**NORDONIA MIDDLE SCHOOL ADMINISTRATION**

David Wessel, Principal 330.467.0584

Shon Smith, Associate Principal 330.467.0584

**GUIDANCE DEPARTMENT**

**Tonya Huml, Grade 7 330.908.6608**

**Eileen West, Grade 8 330.908.6609**

**COMMUNITY INTERVENTION**

Dr. Deborah Wallace, Coordinator 330.908.6020

**PARENT ACCESS LINE 330.908.6160**

**MIDDLE SCHOOL HEALTH CLINIC 330.908.6620**

**BOARD OF EDUCATION MEMBERS**

Dan Gallagher, Member

Greg Harris, Member

Betty Klingenberg, Member

Doug Masteller, Member

Kim Sethna, Member

**MAIN OFFICE SECRETARY**

Patti Belli 330.467.0584

Christine Olson 330.908.6605

**ATTENDANCE (T.E.C.) 330.908.6160**

**ATHLETIC DEPARTMENT 330.908.6614**

## **ACCOUNTS ACTIVITY COORDINATOR**

Andrea Cortez, Bookkeeper 330.908.6004

## **SCHOOL WEB ADDRESS**

www.nordoniaschools.org

\*Note a copy of this handbook can be accessed on line at

[WWW.NORDONIASCHOOLS.ORG](http://WWW.NORDONIASCHOOLS.ORG) under the middle school homepage.

## **IMPORTANT DATES – 2011-2012**

**August 24, 2011 First Day of School**

**Sep. 5 Labor Day (School Closed)**

**Oct. 14 NEOEA Day (School Closed)**

**Oct. 17 Inservice Day (No Students)**

**Oct. 28 End of First Grading Period**

**Nov. 3 & 10 Evening Parent/Teacher Conferences**

**Nov. 11 Late Start**

**Nov. 23 & 28 Thanksgiving Break/Confer. Comp.**

**Dec. 21 Winter Break begins (School Closed)**

**Jan. 4, 2012 School Resumes**

**Jan. 16 Martin Luther King Jr. Day (School Closed)**

**Jan. 19 End of Second Grading Period**

**Jan. 20 Records Day (No Students)**

**Feb. 20 Presidents' Day (School Closed)**

**Feb. 21 Late Start**

**Mar. 2 PT Conferences (No Students)**

**Mar. 19 Late Start**

**Mar. 23 End of Third Grading Period**

**Mar. 28 Spring Break begins (School Closed)**

**Apr. 6 Good Friday**

**Apr. 6-13 School Resumes**

**May 17 Late Start**

**May 28 Memorial Day (School Closed)**

**June 6 End of Fourth Grading Period, Last Day of School**

## **ADMINISTRATIVE INFORMATION FOR STUDENTS AND PARENTS ATTENDANCE 330-467-5985 OR 330-908-6160**

The school day for all students begins promptly at 8:00 AM so please make sure your child is at school by 7:55 AM. Students are not to arrive before 7:35 AM. Students are tardy if they are not in their classrooms by 8:00 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 2:45 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). Students absent from school may not return to school to participate in afterschool activities on the day of their absence. 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.

## **DIRECTORY INFORMATION**

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. Except in the case of a court order or subpoena, records are not shared with other agencies without consent of the parent.

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 and telephone numbers only for inclusion in school or PTO 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. Directory information will not be provided to any organization for any profit-making purpose.

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.

## **EXTENDED ABSENCES**

Generally, students have one day for each day of absence (up to five days) to make up work. If a student received notification of a test via an assignment sheet or teacher, it is up to the teacher whether the student is required to take a test after an absence. When a student is absent for more than five days, special arrangements must be made with the classroom teacher. Please notify the school as far in advance as possible. It is the student's responsibility to meet with each teacher and to have make-up work completed within the time limits set by teachers. No credit will be given if students do not meet this expectation. Parents may request homework from the Main Office.

## **FAMILY VACATION**

The school recognizes that family vacations do not always coincide with the school calendar and that students may be out of classes for this reason. **Absences 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.

## **SCHOOL CLOSINGS**

Factors used in deciding to close schools are: current weather conditions, weather predictions, wind speed, and road conditions. Tune in to any local radio or TV station (listed in the Nordonia Hills City School District Calendar) or call the district T.E.C number 330-908-6160. If conditions demand an emergency closing during the school day, notice will be sent to local radio and TV stations as soon as the decision is made. Middle and High School will dismiss first. In the interest of safety in case of a tornado warning, parents are asked not to drive to school to pick up children.

## **LATE-START DAYS AND DELAYS**

The District can employ a late start for weather-related or other emergencies. This means the school day will begin exactly two hours later than the normal start time (unless otherwise indicated). Bus routes will also be on a two-hour delay schedule.

## **THE SCHOOL DAY AND LATE ARRIVALS**

Our Middle School day is from 8:00 – 2:45. The warning bell sounds at 7:59 AM. All students are expected to be in their first class and in their seats at 8:00 AM. **If students are not in their classes when the bell rings, they are considered tardy.** If students arrive at school after 8:00 AM, they must report to the office to sign in before going to class. A ½ day attendance will be credited if students arrive after 10:25 AM.

### **5230 - LATE ARRIVAL AND EARLY DISMISSAL**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

## **MEDICAL APPOINTMENTS**

Students who need to leave school at any time for a medical or dental appointment must bring a note from parents to the office on the morning of the appointment. A parent or guardian must sign the student out before leaving. When students return, they must report to the office before going to class.

## **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 following Board of Education policy.

1. Permission form for medication (PRESCRIPTION DRUG AUTHORIZATION FORM,) fully completed and submitted to the Health Center personnel, including physician and parent/guardian signatures.

2. Medication must be in the ORIGINAL container with the following information on the label:

\*Student Name

\*Medication Name

\*Medication Dosage

\*Times or intervals of administration

**For prescriptions ask the pharmacist for a separate container with a label containing the above information.**

3. New PRESCRIPTION DRUG AUTHORIZATION FORMS must be submitted at the beginning of each school year.

## **ILLNESS AT SCHOOL**

Any student who becomes ill at school must report to the Clinic. We will notify parents and arrangements may be made to have the student go home. Students will not be released to anyone other than the named persons on the emergency card. Students may not stay in restrooms instead of reporting to class, the clinic, or the office.

## **EMERGENCY AUTHORIZATION**

The emergency authorization form that parents complete for each child gives us the authority to obtain emergency treatment in case of accident or serious illness. If there is any change in the information provided such as a change in employment, telephone number, or emergency contacts, please keep us informed.

## **REGISTRATION AND WITHDRAWAL**

Registration is through the Pupil Personnel Department at the Board of Education. Parents must provide proof of residency, birth certificate, social security number, custody papers (if applicable), and immunization records to register their student. To withdraw a student, parents must sign a withdrawal form, preferably a few days before the student's last day of school. All books must be turned in and any outstanding fees paid before the transcripts can be processed.

## **IMMUNIZATION RECORDS**

Schools are required to ensure that all students' health records are complete. Children will not be admitted to school unless they meet the state law concerning immunizations.

## **VISITORS**

Parents/Guardians are always welcome at the Middle School. All visitors are to report to the office upon entering the building and are to wear a Visitor's Badge while in the building. Students may not have friends who attend other schools visit the Middle School.

## **VOLUNTEERS**

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

## **ELEVATOR**

A doctor's note or written parent note is required for students to use the elevator. If your student is physically unable to use the stairs, they may bring the note to the main office to pick up their pass.

## **TRANSPORTATION 330-468-4710**

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 denied. **Please notify the building principal in writing if you need to make other transportation arrangements in an emergency situation.**

## **BICYCLES**

Students who ride bicycles to school must bring a lock and lock their bikes each day. Parents are requested to review safety rules regarding bicycles with their children. Students must obey the following rules to retain the privilege of riding their bikes to school. The school is not responsible for damage to or loss of students' bikes.

1. Only one person per bike.
2. Students must walk their bikes on school property.
3. Bikes must be properly parked in the bike rack.
4. Bikes must be locked.
5. Students are to take the safest and most direct route home.
6. Students may not ride to school in the dark.

## **CAFETERIA**

The cafeteria is open to all students. Students may bring a lunch or purchase one (\$3.00). Milk may be purchased separately. Students who are eligible for free or reduced lunches may either pick up a form in the main office or have parents stop by or call the school for this form. Students are responsible for keeping their eating area clean and for returning trays. Students are expected to behave in a courteous manner and to follow the directions of lunch monitors. Cutting in line, throwing food, and/or excessive loudness are cause for removal from the cafeteria and may lead to further discipline.

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

These drills are held periodically and are conducted for the safety of students. Drills are conducted as directed by the teacher, and 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.

## **FIELD TRIPS**

During the school year, students may have the opportunity to attend various field trips. All school rules apply during these trips. Students must have a signed permission slip to participate. Students may be removed from field trips due to excessive office referrals. Any student who acts inappropriately on a field trip will lose the privilege of attending the next one. No student shall violate the Middle School Code of Conduct while participating in any school sponsored activity off school grounds. This includes all field trips.

## **SOCIAL ACTIVITIES**

School social activities are held for currently enrolled students of Nordonia Middle School and only those students will be allowed to attend. **Dress Code and Student Behavior Code will be enforced.** Any student violating these codes will be removed and parents notified. The student will not be permitted to attend the next scheduled social activity. Any student wishing to leave early must have written parent permission and parent must pick up at the door. Students will not be admitted to the social activity twenty or more minutes after the scheduled starting time. Parents/guardians are expected to pick up their child promptly at the end of the social activity.

## **AFTER SCHOOL ACTIVITIES**

Students may have the opportunity to participate in or attend after school activities during the school year. **Students who wish to be spectators at an event must leave for home at school dismissal time and not return to school until 4:00PM.** Students attending an event must report directly to the event no earlier than 4:00PM and remain there. *School and Dress Code rules are in effect.* Students must follow the directions of adults in charge of the activity or sport and directions given by any staff member. Students in sports are to be with a coach. Students are to leave school grounds immediately at the conclusion of the event or activity. Under no circumstances are students permitted to be in any area of the building or grounds other than the assigned area for the activity. *Students must conduct themselves properly at all times.* Students who fail to comply with rules and/or directives will be taken to the main office and a parent or guardian will be called. These students will not be permitted to attend future after school activities/events.

## **EXTRA-CURRICULAR ACTIVITIES**

Participants in extra-curricular activities such as sports, field trips, intramurals, and clubs must follow rules and regulations established for that activity (generally school rules/regulations).

## **ACADEMIC RESPONSIBILITIES**

### **GRADING PROCEDURES**

Letter grades are determined by a specific percentage of total points earned during the grading period. The percentages used are:

90 - 100% .....	A
80 - 89 .....	B
70 - 79 .....	C
60 - 69 .....	D
Below - 60 .....	F

Letter grades are assigned a specific number of points and those points are used to determine the grade point average and placement on honor roll and merit roll. They include:

- 4.000 - High Honor Roll
- 3.600 - 3.999 - Honor Roll
- 3.000 - 3.599 - Merit Roll
- 2.000 - 2.999 - Average
- 00.60 - 1.999 - Below average
- 00 .59 & Below – Failing

## **GRADING POLICY**

We believe that the purpose of the report card is to communicate the student's level of achievement to parents, students, and others. In order to reflect the achievement of Ohio Academic Content Standards the student's grade should consist of those items directly reflecting their knowledge of material. Assessments of achievement will represent 90% of the student's grade. Those items not directly correlated to achievement should count no more than 10% of a student's final grade.

Below are some guidelines and examples that may help clarify the types of assignments which should be included in each category.

Assessments of Achievement (90% of grade)

- Any assignment, test, quiz or project that assesses student knowledge of the standard which is to be mastered
- These items may include but are not limited to tests, quizzes, labs, projects, written essays and presentations.

Items not directly reflecting student achievement (10% of grade)

- Any assignment that allows students to practice a skill/concept learned in class, prepares students for an upcoming lesson or offers an enrichment opportunity to challenge students' thinking. Items in this category may also include measures of student behavior such as class participation.
- These items may include but are not limited to homework, supply checks and participation grades.

## **REPORT CARDS**

Report card grades will be available at the end of every grading period.

## **HOMEWORK AND GRADES ON PROGRESS BOOK**

Homework can be an important and creative method of intervention and/or enrichment. Teams and individual teachers will inform students regarding the role homework will play in their classroom and also through Progress Book, a web-

based grade book program and student information system that includes student grades, assigned homework, and general student progress. Your student's Progress Book account information will be mailed to you in early September with unique username and password. With the username and password you can securely access your student's information at the below address.

<https://parentaccess.neonetda.org>

## **TEAMING**

Our school is organized into interdisciplinary teams to help personalize education and to provide a sense of community for students. Parents are important members of the team. Teachers have a common team period to work on curriculum, student concerns, and to contact parents. Parents may contact Guidance for team times of a particular teacher. The teaming program has many advantages such as: efficient use of time; increased parental contact and involvement; individual/ group attention to students; interdisciplinary approaches; lack of duplication and limited overloads of work; special student activities; consistency in dealing with problems and needs; a sense of belonging to a group and additional help for students.

## **Student Fees, Fines and Tuition**

An academic consumable fee will be charged for each student. The amount of this fee shall be determined according to the schedule adopted by the Nordonia Hills City Schools Board of Education. The academic consumable fee is used to purchase consumable classroom products such as art room supplies, workbooks, periodicals, newspapers, magazines, foods used in labs, science materials, student handbooks, etc. Students are asked to provide a minimal amount of personal school supplies and maintain an appropriate inventory of these supplies throughout the year. Textbooks, library books and other materials issued to students free of charge by the District must be returned in good condition. Fines will be charged for damage considered to be excessive or beyond normal wear.

Regular academic fees should be paid in full at the time of notification. Full payment of fees, and any fines or tuition for the current school year is due prior to the last day of school. A payment plan for partial payments throughout the year can be arranged through the building secretary/bookkeeper. Payments will be applied against any previous outstanding balance first. If no payment is made during the year, report cards will not be released. Any unpaid balance will carry to the next school year. Building secretaries will insure that all outstanding student accounts and other documents are transferred by August to the next building if the student is going to a new location within the District. Delinquent accounts may be referred to the Treasurer's Office.

All athletic participation fees are due or payment arrangements made **before** the first athletic event of the individual sport. Eighth graders will not be permitted to participate in the class celebration and graduating seniors will not receive their diploma as long as there is an outstanding balance of student fees, fines or tuition. Records will not be released for any student who withdraws from the District and who has not paid their fees or fines in full or returned Nordonia Hills City Schools' property such as books, athletic and band uniforms, etc. Returned checks are subject to a \$20 fee.

If you are financially unable to pay student fees for the current school year, you can waive the fee by completing a waiver form which is available in the main office of each building and showing proof of one of the following: qualification for Free or Reduced Lunch Program; welfare case load number; AFDC number or income verification which meets government guidelines.

If a student is on the Free and Reduced Lunch Program and all waiver forms have been completed, building academic fees along with any sports participation, club, band, etc. fees are also waived in full. If any fee has been paid in error, the fee shall be refunded to the parent/guardian.

Tuition and fees/fines for lost books, IMC materials, sports and band uniforms, property damage, caps and gowns, etc. **cannot** be waived. If a student is eligible for the Free and Reduced Lunch Program in the current year and fees are waived but was not eligible in a prior year, only the current year's fees will be waived.

**Make checks payable to: Nordonia Schools OR you can pay online through the Nordonia MS webpage at EZPAY.**

## **SEARCH/SEIZURE**

### **5771 - SEARCH AND SEIZURE**

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a

student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student. The Superintendent shall prepare administrative guidelines to implement this policy.

## **LOCKERS**

**1. Lockers are school property and, as such, lockers and their contents may be searched at any time.**

2. All students will be issued a locker.
3. Locker use is not an excuse for tardiness to class.
4. Do not give others your combination.
5. Book bags are to be left in lockers.
6. Do not change lockers without permission.
7. Do not share lockers.

**Students are to make sure their lockers are secure. If a student's lock does not work properly, REPORT IT TO THE ASSISTANT PRINCIPAL IMMEDIATELY AND ASK THAT IT BE REPAIRED.**

## **STUDENT CONDUCT CODE**

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events or other school activities or programs.

**Harassment/Bullying:** Harassment, intimidation, or bullying behavior by any student/school personnel in the Nordon 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.

**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:** Nordonia 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 Nordonia Hills City Schools to comply with the requirements of FERPA.

**Title IX:** It is the policy of the Nordonia 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 Assistant Superintendent, Joe Clark, 9370 Olde Eight Road, Northfield, OH 44067, 330-467-0580.

#### **Americans with Disabilities Act Amendment Act**

The Nordonia 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 Nordonia 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 Nordonia 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.

## **RIGHTS AND RESPONSIBILITIES**

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee. Students attend Nordonias Hills City Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned. Each school principal is authorized to develop those rules and regulations necessary for the operation of each school which are not included in the system-wide rules and regulations. **A violation of a school rule or regulation may result in disciplinary action including, but not limited to, verbal warning; conference with student; time out; phone call to parent/guardian; conference with parent/guardian; after school detention (2:45PM-3:15PM); Wednesday detention (2:45 – 4:15PM); Saturday detention (8:00 - 10:00 AM); Opportunity Room placement; PALE placement; out-of-school suspension; police referral; and expulsion.**

## **OUT-OF-SCHOOL-SUSPENSION**

The building administration has the authority to suspend a student from school for a period of up to ten (10) school days. It is the student's responsibility to make up all assignments during his/her absence.

## **EXPULSION**

The Superintendent of Schools may expel a student for a period of up to eighty (80) school days and in some cases for an entire year (use or possession of

weapons at school, on school property or at school activities, inflicting serious physical harm to persons or property at school, on school property or at a school activity.) - Such an expulsion may continue into the following school year. Repeated and/or continued violation(s) of the rules and regulations contained in the Student Code of Conduct may result in expulsion.

#### 5610.01 - PERMANENT EXCLUSION OF NONDISABLED STUDENTS

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by a board of education or at an activity held under the auspices of this Board

B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board

C. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

A. rape, gross sexual imposition or felonious sexual penetration

B. murder, manslaughter, felonious or aggravated assault

C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he shall submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

If the Board fails to pass the resolution, it shall so notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents.

If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines.

If the State Superintendent acts on the Board's request, his/her actions and those of the District shall be in accord with the procedures described in statute.

### **DUE PROCESS RIGHTS (SUSPENSION AND EXPULSION)5611**

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

#### **A. Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain

his/her actions.

3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within two (2) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. Board Treasurer;
  - c. Student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within two (2) calendar days after the date of the notice to suspend.

### **Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

#### **B. Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the

expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

### **Appeal of Expulsion to the Board**

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed, in writing, within fourteen calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

### **Appeal to the Court**

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

**C. Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

**D. Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

**E. Students subject to suspension from bus riding/transportation privileges:**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular activities.

## **SCHOOL DRESS CODE**

Nordonia Middle School students are expected to dress in a neat, clean and modest manner that enhances a positive school image. Any apparel that violates health and safety codes is prohibited. Clothing should not be worn with messages or graphics that promote or suggest profanity, gang affiliation, violence, substance abuse, or is considered to be suggestive, lewd or obscene. If a student is unsure about the appropriateness of the outfit, it should not be worn to school. Parental cooperation regarding appropriate dress and grooming is greatly appreciated.

**The following restrictions apply to student dress:**

**Hats/head coverings-** Upon entering the building, students are expected to remove all head coverings.

Acceptable- barrettes, clips, scrunchies, headbands

Unacceptable- hats, bandannas, sweat bands, scarves, hoods

**Shoes-** Students must wear shoes at all times.

Acceptable- tennis shoes, hard-soled shoes, sandals

Unacceptable- slippers

**Tops-** All tops must be long enough to tuck in. Tops must not be revealing (no cleavage or midriff). Sleeves must cover the shoulder, and armholes may not expose one's side or underwear. Outerwear (jackets and coats) must be stored in the locker upon arrival to school.

Acceptable- T-shirts, sweatshirts, sweaters, blouses, polo/dress shirts

Unacceptable- tank tops, spaghetti straps, mesh or sheer shirts, undershirts, muscle shirts

**Bottoms-** Pants, shorts or skirts must be secure above or at waist level. Shorts and skirts must be at least fingertip length, including slits.

Acceptable- jeans (no holes that expose skin), casual or dress slacks, shorts, sweatpants, skirts.

Unacceptable- pajamas, boxers, spandex, thin knit or sheer bottoms, pants with words or graphics on the backside, yoga, stretch, or other tight fitting pants.

**Other/Misc.-** Jewelry is not to be worn during physical education classes or when participating in after-school athletics. Any dress or grooming that has a distracting influence or is a possible safety hazard is not permitted.

Unacceptable- chains, spiked jewelry, face or body piercing, exposed tattoos, jewelry that is unsafe (large or sharp), sunglasses

**Book bags, backpacks and carryalls may not be carried during the regular school day and must be stored in student lockers. Open drink containers or cups may not be carried into the school building.**

Administration reserves the right to determine the appropriateness of appearance. Students who are in violation of the school dress code will be issued clothes to wear for that day. Clothing must be returned to school the next day properly laundered. Habitual violations of the dress code will result in disciplinary action.

## SCHOOL REGULATIONS

### **EQUAL EDUCATION OPPORTUNITY**

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. (Form 2260F8)

### **RULE 1 TRUANCY/ABSENCES/TARDIES**

**Absences, Truancy:** Students are expected to be in school each day. It is the intention of the Board of Education that the administrators intervene and address the attendance practice of any pupil who is habitually truant. Habitually truant students are those of compulsory school age who are absent without a valid excuse for five or more consecutive school days, seven or more school days in a school month, or 12 or more school days in a school year. Truancy is the act of being absent from school, class, or school grounds illegally. This is an unexcused absence by law.

**Late Arrivals:** Students are expected to be in school each day on time. Excused Late Arrivals are: doctor's appointment; illness in the family. Unexcused Late Arrivals: missed the bus, overslept, walked to school. Each late arrival after three will result in a Wednesday detention. After a student accumulates seven late arrivals, a Saturday detention will be issued. Each late arrival after ten will result in an Opportunity Room placement. Late arrivals do not start over at the beginning of each nine week period. They are continuous throughout the school year. Excessive late arrivals may result in a court referral.

**Dismissal Time:** The dismissal bell rings at 2:45PM. Students must leave the school grounds at dismissal time except to stay with a teacher or participate in extra-curricular activities. No student may be in the hallways after 3:00PM except by permission of a staff member.

**Tardy to Class:** We consider school a student's job. As in the workplace, employees are expected to adhere to a schedule and to be at work every day and on time. While we understand that a number of things can occur that could delay a student's travel between classes, we also recognize the classroom disruption that occurs when someone is late to class. It is with these things in mind, that we established the following procedures. Students will be excused for three tardies to classes. Each tardy after three will result in a Wednesday detention. After a student accumulates seven tardies, a Saturday detention will be issued. Each tardy to class after 10 will result in a day in the Opportunity Room. Late arrivals do not start over at the beginning of each nine week period. Further progressive disciplinary action will be taken if the student continues to be tardy to class.

## **RULE 2 BEHAVIORAL PROBLEMS**

**Disruption of school:** No student, by his or her written or spoken word, actions, dress, or appearance shall disrupt the educational process of the school, nor shall s/he engage in any activity or course of conduct that may be reasonably expected to disrupt the educational process.

**Improper Language/Material:** Profane, obscene, vulgar or abusive language, gestures, or pictures will not be used at school or at any school sponsored activity on or off school grounds. This includes written profanity.

**Insubordination:** A student shall not refuse to comply with requests or directives of any adult authorized personnel during any period of time when the student is under the authority of the school. Insubordination can also include words, deeds, gestures, or other nonverbal actions that display a fundamental disrespect for authorized 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.

**Complicity:** A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate school rules.

### **RULE 3 FIGHTING/VIOLENCE/HARASSMENT/BULLYING**

**Fighting, Physical Violence:** No student shall engage in any fight or other act of physical violence or force that causes or may cause harm to another person. No student shall engage in any act of harassment; threat of harm or hazing. Except for obvious cases of assault, both participants of a fight submit themselves to the various consequences of the code of conduct.

**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.

**Extortion:** Extortion is the threatening of bodily harm against another person for the purpose of gaining that person's personal property or money, and is prohibited.

**Gangs and Gang Activities:** Any student involved in gang membership, gang activities, and/or possessing or displaying gang insignia or paraphernalia will be strictly disciplined.

**Racial/Ethnic/Sexual Harassment:** The Board of Education does not condone nor will it tolerate racial/ethnic/sexual harassment of its employees or students. All employees and students will be subject to appropriate corrective and disciplinary action for any act of racial/ethnic/sexual harassment they commit in violation of this policy.

**Bullying/Intimidation/Harassment:** The Nordonia Hills City Schools prohibits any form of harassment, intimidation, and bullying (see definition below) at school or at any school-sponsored function. Further, it is Board policy that all employees and students have a right to work and study in a safe, civil, respectful, and inclusive learning environment. "Harassment, intimidation, and bullying" means 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.

"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 are 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 is 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 is 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 is 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 is 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. "Cyber-bullying" is the use of text messaging, e-mail or other digital communication to send threatening or offensive content.

#### **RULE 4 VANDALISM**

**Respect For School Property:** Each student is expected to take responsibility for the care of all school property. Be proud of the building and help to keep it clean and in good condition.

**Damage To Property - Vandalism:** No student shall cause damage or attempt to cause damage to either school or private property, on school premises or at any school function on or off school grounds.

**Arson:** No student shall unlawfully light a fire, attempt to unlawfully light a fire or unlawfully cause a fire to be started at school or at any school function, on or off school grounds.

#### **RULE 5 THEFT**

**Internet Use Policy:** 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. Anyone tampering or misusing a computer or any of its components will be denied computer access.

**Theft:** The unauthorized taking or unauthorized borrowing of property from the school or another person is prohibited. No student shall take or acquire the property of others without consent.

**Cheating:** No student shall copy another's homework, in-class work or answers. Students are to do their own work. No methods of cheating will be permitted. Students allowing others to copy their work are equally in violation. No method of cheating will be permitted, including computer tampering.

**Forgery:** No student shall sign any name to any document other than his/her own name.

#### **RULE 6 USE/POSSESSION OF A GUN/DANGEROUS OBJECTS**

No student shall bring, possess, give, throw, or hide away any dangerous objects capable of injuring himself/herself or others. Knives, matches, lighters, firecrackers, stones, snowballs, and other similar objects are included.

#### **RULE 7 USE/POSSESSION OF A WEAPON OTHER THAN A GUN OR EXPLOSIVE**

No student shall have, handle, transmit or conceal any weapon, look-alike weapon or other instrument capable of injuring him/herself or others.

#### **RULE 8 USE/POSSESSION OF ANY EXPLOSIVE, INCENDIARY OR POISON GAS**

No student shall have or use any explosive, incendiary or poisonous gases, stink bombs or smoke bombs.

#### **DRUG, ALCOHOL, AND TOBACCO – DRUG FREE ZONE**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in

accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

#### **RULE 9 USE/POSSESSION OF TOBACCO**

No student shall have or use tobacco while s/he is in school, on school property, on the bus, or at any school function. No student shall be in possession of or use a lighter or matches.

#### **RULE 10 USE/POSSESSION OF ALCOHOL**

No student shall have, use, sell or be under the influence of alcohol or look-alike alcohol products while s/he is at school, on school property, on the bus, or at any school function.

#### **RULE 11 USE/POSSESSION OF OTHER DRUGS**

Selling, using or possessing drugs, mood-altering chemicals or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind on school property or at school functions is prohibited. This includes bringing such items into the school for another person, to a school-sponsored activity, or having such items at one's desk or placing them in a locker or hiding place on school property.

#### **RULE 12 SALE/DISTRIBUTION OF WEAPONS**

Selling weapons or dangerous objects of any kind on school property or at school functions is prohibited. This includes bringing such items into the school for another person, to a school sponsored activity, or having such items at one's desk or placing them in a locker or hiding place on school property

#### **RULE 13 SALE/PURCHASE/DISTRIBUTION OF ALCOHOL AND OR OTHER DRUGS**

Selling alcohol, of any kind on school property or at school functions is prohibited. This includes bringing such items into the school for another person, to a school-sponsored activity, or having such items at one's desk, accepting such items from another person, or placing them in a locker or hiding place on school property

#### **RULE 14 FALSE ALARMS/BOMB THREATS**

No student shall give a false alarm of fire, bomb or other emergency threat.

#### **RULE 15 TERRORISTIC THREAT**

No student shall threaten, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

#### **RULE 16 OTHER**

**Excessive Display Of Affection:** No student shall engage in excessive display of affection.

**Leaving School Property:** No student shall leave school during the school day for any reason without permission from the office.

**Distribution and Sale of Unauthorized Materials:** No student shall distribute or sell unauthorized materials on school property.

**Communication Devices and Personal Electronic Equipment:** While Nordonnia Middle School recognizes 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. In addition, these items are subject to unauthorized use and/or possession by others. **FROM THE TIME THE STUDENT ENTERS THE BUILDING UNTIL 3:00 P.M.,** these and any other personal items that interfere with classroom instruction, will be confiscated by the supervising adult. These items should remain in the locker throughout the school day. It is up to the discretion of each bus driver to allow or not allow electronic devices on the bus. Good faith attempts will be made by staff to make arrangements for parents to pick up confiscated items; however, the school is not responsible for the security of confiscated items. Students who violate this rule will be subject to progressive discipline as follows.

**First Offense:** The device(s) will be confiscated immediately by the supervising staff person and given to the Associate Principal for follow-up. A student detention will be issued. The Associate Principal will meet with the student to review/sign detention form. Parent will be notified of the situation. All parties will be advised of disciplinary consequences for subsequent offenses. A copy of the form will be provided to student and the original kept with the Associate Principal.

**Second Offense:** The device(s) will be confiscated immediately by the supervising staff person and given to the Associate Principal for follow-up. The Associate Principal will meet with the student to review/sign referral form. Parent will be notified of the situation and will be required to pick up the device(s). The student will be assigned to Opportunity Room for a minimum of one school day.

**Third Offense:** The device(s) will be confiscated immediately by the supervising staff person and given to the Associate Principal for follow-up. The Associate Principal will meet with the student to review/sign original form. Parent will be notified of the situation and will be required to pick up the device(s). Student will be assigned 2 days out of school suspension.

**Subsequent Offenses:** Same protocol as the Third Offense, however, the **SUSPENSION TIME WILL BE DOUBLED** to a **MAXIMUM OF TEN DAYS OUT OF SCHOOL SUSPENSION**.

## **SCHOOL BUS REGULATIONS**

### **5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

While on the bus, the student is under the authority of and directly responsible to the bus driver.

State regulations governing students riding school buses will apply.

1. Upon entering the bus, the student shall be seated and shall stay seated until time to leave the bus. Students should conduct themselves on the bus as they would in the classroom. A reasonable amount of conversation is permissible. Students may be assigned seats.
2. Eating is not permitted on the bus.
3. Students causing damage of any type to the bus will be held liable for the cost of repairing the damage to the bus and will be denied the privilege of riding the bus to school until the bill is paid and/or for a designated period of time.
4. All students will load and unload from the buses only at their designated stop.

5. Students are to wait quietly off the road at the bus stop. There is to be no pushing or shoving in bus lines either loading or unloading from the bus.

6. The bus discipline plan shall be posted in each bus. All students shall be made aware of the rules and consequences that apply. If your child is involved in a discipline situation, the following action may be taken:

- Warning
- Change of Seat
- Conference
- Parent Contact
- Detention
- Bus Suspension
- Suspension from School

### **EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. (5610.05)

### **ATHLETIC RULES, ELIGIBILITY, AND REGULATIONS**

A student in the 7th grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in the 7th grade or 8th grade must be enrolled in **and** passing **five** classes (D or better) in order to participate in athletics. It is a privilege, not a right, to participate in athletics at Nordonia Middle School. Thus, athletes must strive to achieve standards, which will uphold the integrity of Nordonia Middle School. Student athletes are subject to the Athletic Code of Conduct, which is given to each athlete at the start of each season. Throughout the athletic season, policies in the areas of chemical abuse and tobacco are in effect 24 hours a day, seven days a week throughout the calendar year with student athletes subject to the consequences as stated in the Athletic Code of Conduct. If a student athlete violates the Athletic Code of Conduct, denial of participation will occur in the next season that participation takes place.

*5530 F2 NORDONIA HILLS CITY SCHOOLS*

**MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY  
ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

2260 F8 *NORDONIA HILLS CITY SCHOOLS*

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES  
FORTITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE  
ACT, AND ADA

*Nondiscrimination*

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.

*Complaint Procedure*

**Section I**

If any person believes that the \_\_\_\_\_ School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

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**Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer

to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1 A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.2260 F8

Step 2 If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4 If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

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*NORDONIA HILLS CITY SCHOOLS*

PARENT CONSENT FOR TRIP

I, \_\_\_\_\_ (Parent's Name),

permit my child, \_\_\_\_\_,

to participate in the trip to \_\_\_\_\_.

- I understand that this trip is part of the District's educational program and provides a learning experience of educational value to my child.
- I further understand that the staff member(s) who will accompany the students on this field trip, will exercise the necessary and appropriate duty of care for them pursuant to Board Policy 3213, including, but not limited to, administering medication, if required, or seeking emergency medical attention, if need be.

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Parent

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Date

7/02

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*NORDONIA HILLS CITY SCHOOLS*

**PARENT CONSENT FOR PARTIALLY-UNSUPERVISED TRIP**

I, \_\_\_\_\_ (Parent's Name),

permit my child, \_\_\_\_\_, to

participate in the trip to \_\_\_\_\_.

- I understand that this trip is part of the District's educational program and provides a learning experience of educational value to my child.
- I further understand that the staff member(s) who will accompany the students on this field trip, will exercise the necessary and appropriate duty of care for them pursuant to Board Policy 3213, including, but not limited to, administering medication, if required, or seeking emergency medical attention, if need be.
- I further understand that the following activities associated with this trip are such that my child cannot be supervised by school staff during certain segments of the trip:

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- I agree that I have been adequately informed about the unsupervised portion of the trip and shall hold the District harmless from any liability for my child's welfare while s/he is participating in those unsupervised activities.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

7/02