

**VERIFICATION  
OF RECEIPT AND UNDERSTANDING  
OF PARENT/STUDENT HANDBOOK AGENDA  
NORDONIA HIGH SCHOOL  
2011-2012 SCHOOL YEAR**

The signatures below indicate receipt and acknowledgement of the contents of the parent/student handbook agenda for the 2011-2012 school year. The undersigned student recognizes and accepts they are subject to the contents of the parent/student agenda handbook as a student attending Nordonia High School. The signature(s) of the parent(s)/guardian(s) of an attending student indicate acknowledgement of receipt of the parent/student handbook agenda, and compliance with the contents of the parent/student handbook agenda. A copy of this verification will be kept on file in the school office.

Student Name (Printed)\_\_\_\_\_

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

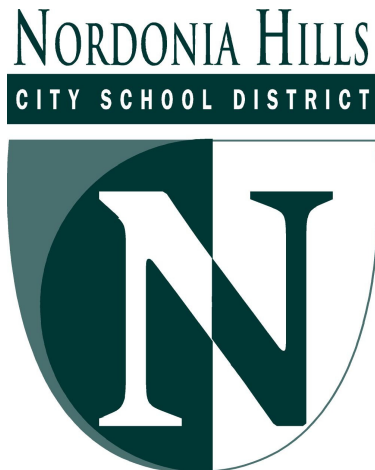
Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_\_

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

This signed form is to be returned to the first period staff member who will forward such to the school office.

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July, 2011. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website.

**PARENT/STUDENT HANDBOOK 2011-2012**



**NORDONIA HIGH SCHOOL**

**8006 SOUTH BEDFORD ROAD**

**MACEDONIA, OHIO 44056**

**330.468.4601**

**This handbook is available online at:  
<http://www.nordoniaschools.org/HighSchool/homepage.aspx>**

**This agenda belongs to:**

**Name**\_\_\_\_\_

**Address**\_\_\_\_\_

**City/Town**\_\_\_\_\_

**State**\_\_\_\_\_ **Zip Code**\_\_\_\_\_

**Phone**\_\_\_\_\_

**E-Mail Address**\_\_\_\_\_

**NOTE: HALL PASS PAGES ARE LOCATED ON PAGES 69-70 OF THIS HANDBOOK.**

**NORDONIA HILLS CITY SCHOOL DISTRICT**

**Board of Education Office**

**J. Wayne Blankenship, Superintendent**

**330.467.0580**

**Kevin Staller, Treasurer**

**330.467.0589**

**BOARD OF EDUCATION MEMBERS**

**Doug Masteller, President**

**Greg Harris, Vice President**

**Daniel Gallagher, Member, Betty Klingenberg, Member, Kim Sethna, Member**

**NORDONIA HIGH SCHOOL ADMINISTRATION**

**Casey Wright, Principal's Office 330.908.6016**

**Kevin Tanner, Associate Principal Students' Last Names A-G 330.908.6014**

**Carm Vacca, Dean of Students' Last Names H-O 330.908.6067**

**David Broman, Associate Principal Students' Last Names P-Z 330.908.6015**

**TEACHER VOICEMAIL ACCESS LINE**

**330.908.6195**

**PRINCIPAL'S OFFICE SECRETARY**

**Diana Reulbach, 330.908.6012**

**Fax 330.468.1359**

**ATTENDANCE OFFICE SECRETARIES**

**Call In Attendance Line 330.908.6160**

**JoAnn Schaeffer, Attendance 330.468.4601**

**Louise Ilkanic, Discipline 330.468.4602**

**Fax 330.468.1359**

**GUIDANCE DEPARTMENT 330.468.4603**

**Maryellen Feeman, Grade 9 330.908.6022**

**Staci Ross, Grade 10 330.908.6003**

**Kristen Lewis Grade 11 330.908.6024**

**Kathy Maxwell, Grade 12 330.908.6023**

**Karen Volin, Guidance Secretary 330.908.6018**

**Fax 330.908.6038**

**COMMUNITY INTERVENTION**

**Deborah Wallace, Coordinator 330.908.6020**

**HIGH SCHOOL HEALTH CENTER**

**330.908.6004**

**ATHLETIC DEPARTMENT (Athletic Hotline 330.908.6160)**

**Rob Eckenrode, Athletic Director 330.908.6001**

**Pat Grace, Athletic Secretary 330.908.6000**

**SCHOOL PSYCHOLOGIST**

**Marina Ergun, 330.908.6008**

**SCHOOL FINANCES**

**Amy Strauss, 330.908.6036**

## **PROBLEM SOLVERS**

**Please refer to page 3 of this handbook for specific phone numbers!**

<b><u>PROBLEM</u></b>	<b><u>PROBLEM SOLVER</u></b>
Report Card (Grade) Questions	Classroom Teacher
Textbooks	Classroom Teacher
Personal Problems/Concerns	Counselor
Class Schedule	Counselor
School to Career Information	Counselor
Vocational Programs Information	Counselor
Standardized Tests, SAT, ACT	Counselor
College Information/Visitation	Counselor
Community Service	Guidance Office
Voter Registration	Guidance Office
Work Permits	Guidance Office
Transportation Issues	Bus Garage
Parent Messages for Students	Mrs. Ilkanic (A-L), Mrs. Schaeffer (M-Z)
Discipline problem	Mr. Tanner (A-G), Mrs. Vacca (H-O) Mr. Broman (P-Z)
Driving to School	Mr. Broman, Associate Principal
Early Dismissal	Mrs. Schaeffer, Secretary
Extended Absence from School	Mr. Tanner (A-G), Mrs. Vacca (H-O) Mr. Broman (P-Z), Counselors.
Lost and Found	Front Security Desk
Student Fees	Mrs. Strauss - Main Office
Use of Building	Principal's Office
Athletics	Athletic Director

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**WELCOME TO NORDONIA HIGH SCHOOL**  
**HOME OF THE KNIGHTS**

Dear Students and Parents,

The purpose of this handbook is to provide information to the students and parents of Nordonia High School. A system of rules, regulations, policies, programs and services have been established to provide a positive and productive atmosphere in school.

Both parents and students, who are bound by the regulations in this handbook, are urged to read the contents. Students are encouraged to ask teachers, counselors and administrators questions not answered in this handbook.

The Student Council, faculty and community continue to participate in the formation of this handbook, and they provide the ideas that serve to improve Nordonia High School. This handbook has been approved by the Nordonia Hills Board of Education and comprises the official regulations and procedures for the operation of our high school.

We hope our students will come to appreciate the many successes of Nordonia graduates, whose character, attitudes and pride reflect the positive climate of our school. This climate can only exist through the cooperation of students and their practice of the contents of this handbook.

**NORDONIA HIGH SCHOOL**

Nordonia High School, a comprehensive high school chartered by the Department of Education of the State of Ohio has received a rating of “Excellent” for the last seven years. This is the highest possible rating reflective of our rigorous and diversified programs of instruction and the instructional excellence of our certificated staff.

The 2011-2012 student enrollment at Nordonia High School in grades 9 through 12 is approximately 1,400 students.

**ALMA MATER**

Dear Nordonia, Hail to thee,  
Memories so dear will be.  
Green and white will symbolize  
Dreams that we realize.  
Looking backwards singing,  
While our hearts are ringing  
To our dear Nordonia High,  
Our Alma Mater.

**FIGHT SONG**

Nordonia Knights we're proud of you,  
Fight for victory you'll come through.  
Fair and clean and fast and daring,  
Worthy of the green you're wearing.  
You are champions to us all,  
Fight for green and white.  
Off to win another victory,  
And it's FIGHT, FIGHT, FIGHT.

**IMPORTANT DATES – 2011/2012**

<b>August 24, 2011</b>	<b>First Day of School</b>
<b>Sept. 5</b>	<b>Labor Day (School Closed)</b>
<b>Sept. 8</b>	<b>Open House</b>
<b>Sept. 23</b>	<b>Interim Report #1 on Progress Book</b>
<b>Oct. 14</b>	<b>NEOEA Day (School Closed)</b>
<b>Oct. 15</b>	<b>Homecoming Dance</b>
<b>Oct. 17</b>	<b>Staff Development (No School for Students)</b>
<b>Oct. 28</b>	<b>End of First Grading Period (Report Cards on Progress Book Nov. 4)</b>
<b>Nov. 3 &amp; 10</b>	<b>Evening Parent/Teacher Conferences</b>
<b>Nov. 11</b>	<b>Delayed Start Day (First Period starts at 9:20 a.m.)</b>
<b>Nov. 23</b>	<b>Parent/Teacher Conferences (No School for Students)</b>
<b>Nov. 24 – 25</b>	<b>Thanksgiving Recess</b>
<b>Nov. 28</b>	<b>Conferences (No School for Students)</b>
<b>Dec. 2</b>	<b>Interim Report #2 on Progress Book</b>
<b>Dec. 21</b>	<b>Winter Recess begins (School Closed)</b>
<b>Jan. 4, 2012</b>	<b>School Resumes</b>
<b>Jan. 16</b>	<b>Martin Luther King Jr. Day (School Closed)</b>
<b>Jan. 13, 17 – 19</b>	<b>First Semester Exams</b>
<b>Jan. 19</b>	<b>End of Second Grading Period (Report Cards on Progress Book Jan. 27)</b>
<b>Jan. 20</b>	<b>Semester Records Day (No School for Students)</b>
<b>Feb. 20</b>	<b>President’s Day (School Closed)</b>
<b>Feb. 21</b>	<b>Delayed Start Day (First Period starts at 9:20 a.m.)</b>
<b>Feb. 24</b>	<b>Interim Report #3 on Progress Book</b>
<b>March 2</b>	<b>Parent/Teacher Conferences (No School for Students)</b>
<b>Mar. 19</b>	<b>Delayed Start Day (First Period starts at 9:20 a.m.)</b>
<b>March 23</b>	<b>End of Third Grading Period (Report Cards on Progress Book April 6)</b>
<b>Apr. 6 – April 13</b>	<b>Spring Recess (School Closed)</b>
<b>May 4</b>	<b>Interim Report #4 on Progress Book</b>
<b>May 4</b>	<b>Prom</b>
<b>May 17</b>	<b>Delayed Start Day (First Period starts at 9:20 a.m.)</b>
<b>May 28</b>	<b>Memorial Day (School Closed)</b>
<b>May 31</b>	<b>NHS Graduation</b>
<b>June 1, 4, 5, 6</b>	<b>Underclassmen – Semester &amp; Final Exams</b>
<b>June 6</b>	<b>End of Fourth Grading Period, Last Day of School (Report Cards on Progress Book June 13)</b>

The following schedule will be used on a daily basis throughout the school year. From time to time, this schedule may be modified to accommodate special events or circumstances such as assemblies, programs, class meetings, grade/progress report distribution, scheduling, etc. Please note that there is a passing period of five (5) minutes to move from class to class. Students may go to their lockers during the passing periods or use the lavatories, if needed.

<b>WARNING TONE..... 7:15</b>	<b>FOURTH PERIOD C.... 10:59-11:25 (Lunch)</b>
<b>FIRST PERIOD..... 7:20-8:08 (48)</b>	<b>FIFTH PERIOD A..... 11:29-11:55 (Lunch)</b>
<b>SECOND PERIOD..... 8:13-9:01 (48)</b>	<b>FIFTH PERIOD B..... 11:59-12:25 (Lunch)</b>
<b>THIRD PERIOD..... 9:06-9:54 (48)</b>	<b>SIXTH PERIOD.....12:30-1:18 (48)</b>
<b>FOURTH PERIOD A..... 9:59-10:25 (Lunch)</b>	<b>SEVENTH PERIOD.....1:23-2:11 (48)</b>
<b>FOURTH PERIOD B.....10:29-10:55 (Lunch)</b>	

**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.**

## **ACADEMIC AWARDS**

### **1. NATIONAL HONOR SOCIETY ACADEMIC LETTER AWARD ("N" AWARD)**

Students who receive this award have maintained a grade point average of 3.60 or better each of the first three grading periods yearly and are enrolled in courses that are worth at least five Carnegie Units of credit.

### **2. PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

The United States President's Award for Educational Excellence is designed to encourage graduating high school seniors to reach the highest levels of their academic ability. Recipients of this award have 1.) attained a minimum of a 3.5 accumulative grade point average over grades 9, 10, 11 and the first semester of grade 12, 2.) completed at least 12 high school units in the academic areas of English, Math, Science, Social Studies, Foreign Language and Computer Science, and 3.) scored at or above the 80th percentile on either the SAT or ACT college admission exam.

### **3. GRADUATE OF DISTINCTION**

A student who has attained a 3.75 accumulative grade point average or better for eight (8) semesters will be recognized at commencement as a Graduate of Distinction.

### **4. GRADUATE OF MERIT**

A student who has attained a 3.35 accumulative grade point average or better for eight (8) semesters will be recognized at commencement as a Graduate of Merit.

### **5. PRINCIPAL'S AWARD**

Principal's Awards are presented to students in each grade level who have maintained a 3.75 or better grade point average each of the first three grading periods yearly and are enrolled in courses that are worth at least five Carnegie Units of credit.

### **6. SUPERINTENDENT'S AWARD**

Superintendent's Awards are presented to seniors that have received a 3.8 accumulative grade point average after seven semesters of high school.

## **ACADEMIC ETHICS**

Nordonia High School expects its students to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

## **Plagiarism**

### **Rationale: Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Nordonia High School.**

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the teacher by providing a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes the following:

- ◆ taking someone else's assignment or portion of an assignment and submitting it as your own
- ◆ submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- ◆ presenting the work of tutors, parents, siblings, or friends as your own
- ◆ submitting purchased papers as your own
- ◆ submitting papers from the Internet written by someone else as your own
- ◆ supporting plagiarism by providing your work to others, whether you believe it will be copied or not

## **Cheating**

### **Rationale: Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Nordonia High School.**

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes tempts students to make unethical choices. A student's decision to cheat may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of one's values through cheating may lead to loss of self-esteem since the students may be often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher.

Cheating includes the following:

- ◆ copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- ◆ exchanging assignments with other students, either handwritten or computer-generated, whether you believe they will be copied or not
- ◆ using any form of memory aid during tests or quizzes without the express permission of the instructor
- ◆ using a computer or other means to translate an assignment from one language into another language and submitting it as original work
- ◆ giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers, so other students will have neither the opportunity to copy from you nor the temptation to do so.
- ◆ taking credit for group work when you have not contributed an equal or appropriate share toward the final result
- ◆ accessing a test or quiz for the purpose of determining the questions in advance of its administration
- ◆ using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials.

### **Alternatives to cheating and plagiarism:**

No student needs to cheat or plagiarize. Nordonia High School provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or to plagiarize.

The following behaviors promote true student achievement:

- ◆ Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life.
- ◆ Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your teacher. Do not rely solely upon a classmate for clarification.
- ◆ If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
- ◆ Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.
- ◆ Use all avenues of support available to you. For help needed beyond the classroom, see your teacher, other teachers in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
- ◆ Assignments should be considered individual unless the teacher states otherwise.
- ◆ Be organized. Keeping class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
- ◆ Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
- ◆ If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
- ◆ Know what constitutes cheating, including all the variations of plagiarism.

**The role of parental support in their children's achievement and ethical development:**

Parental support of academic achievement and ethical development is fundamental to students' long-term success.

The following behaviors will assist parents in promoting true student achievement:

- ◆ **Teachers are available for extra help as scheduled, and resource centers are open all day for individual assistance. In addition, peer tutors are available when extra help is needed. Encourage their use.**
- ◆ Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.
- ◆ Don't push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
- ◆ If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified, the sooner steps can be taken to alleviate it.
- ◆ If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

**Repercussions**

Any student who is caught cheating or plagiarizing will receive a grade of "zero" for the academic work involved, and the parent(s) of the student(s) will be notified. When work is copied from another student, both students will be penalized with a grade of "zero." Grades of "zero" which are the result of any form of academic dishonesty are irrevocable. At the teacher's discretion, students may be required to complete the affected assignment even though credit will not be awarded.

ADAPTED WITH PERMISSION FROM North Hunterdon High School of Annandale, New Jersey

**ACADEMIC PERFORMANCE ROOM (A.P.R.)**

The Academic Performance Room (A.P.R.) is a concept for students needing academic support. Students receiving a grade of "F" in **any** course on their nine weeks report card will be assigned to the A.P.R. In addition, students receiving a grade of "D" or "F" in Accounting, English, Foreign Language, Health, Math, Science, or Social Studies on their nine weeks report card will be assigned to the A.P.R. Students enrolled in Advanced Placement courses will only be assigned to the A.P.R. after receiving a grade of "F" on their nine

weeks report card. Students will remain assigned to the A.P.R. until a subsequent nine weeks report card reflects grades higher than the above listed requirements. The A.P.R. room is a quiet study hall where students experiencing poor academic performance will have access to tutoring, IMC services, guidance support and administrative support. **Students assigned to the A.P.R. are required to have academic work and supplies with them daily before attending A.P.R. No hall passes will be given. A.P.R. students needing IMC services must secure an IMC pass from their subject area teacher prior to arriving in the A.P.R. Students assigned to the A.P.R. are not eligible to be a teacher aide or office aide. Students assigned to the A.P.R. are not eligible for early release.**

**Any student failing the Ohio Graduation Test (OGT), or any part thereof, will be required to have a study hall in the academic performance room, which is the designated vehicle for OGT tutoring. Intervention is mandated by the “No Child Left Behind” legislation (NCLB.)**

### **ASSEMBLY PROGRAMS**

Assembly programs are held in the auditorium, gymnasium or in other areas of the school. Programs are presented for the interest, personal growth and entertainment of the student body. Some programs are sponsored by school clubs or organizations. Students are expected to conduct themselves properly in accordance with the purpose of the occasion. Students are constantly seeking respect for themselves. Respecting the rights of others will gain respect for you as individuals; it is fair and proper that students share the same respect for assembly speakers.

### **ATHLETIC RULES AND REGULATIONS**

**It is a privilege, not a right, to participate in athletics at Nordonia High School. Thus, athletes must strive to achieve standards, which will uphold the integrity of Nordonia High School.**

**STUDENT ATHLETES ARE SUBJECT TO THE FOLLOWING CODE OF CONDUCT 24 HOURS A DAY, SEVEN DAYS A WEEK FOR THE DURATION OF THE SEASON. THE SEASON WILL BE DEFINED AS THE OFFICIAL FIRST DAY OF PRACTICE AS SET FORTH BY THE OHSAA THROUGH THE LAST CONTEST, AND ANY SUBSEQUENT AWARDS PROGRAM, OR ALL-STAR GAMES. IF A STUDENT ATHLETE VIOLATES THIS CODE TOWARD THE END OF THEIR SEASON, PENALTIES COULD CARRY OVER INTO THEIR NEXT SEASON OF PARTICIPATION.**

#### **AREAS OF PARTICIPATION DENIAL:**

##### **1. CHEMICAL ABUSE (Alcohol and Drugs)**

An athlete shall not use, possess, or smell of alcoholic beverages or illegal drugs, nor shall he or she possess drug paraphernalia. This includes marijuana, hallucinogens, and other illegal drugs. An athlete shall not use, possess, or sell look-alike drugs or substances, which are thought, to be drugs, sold as drugs, or thought by the seller or buyer to be mind altering substances or illegal drugs.

In order to be consistent and fair from season to season, the following policy will be in effect.

**FIRST VIOLATION:** The student athlete will be denied participation for the remainder of the season. However, if the athlete chooses to schedule, attend and successfully complete a formal chemical dependency assessment, administered by a certified or licensed chemical dependency professional (CCDCIII, LCDCII, LCDCIII or LICDC) and follow the recommendation(s) of an approved agency and/or individual, then the athlete may return after three (3) athletic days\* and must sit out 20% of the regular season and/or post season

contests. If there are fewer than 20% remaining in the season, the penalty will carry over into the next season of participation. Example: The infraction occurs during the basketball season. The penalty would be 20% of 20 contests or 4 contests. If only 2 contests (10% of the season) remain in the season, the remaining 10% would be based on the number of contests in the next season of participation.

**SECOND VIOLATION:** The student athlete will be denied participation for the remainder of the season and must miss a minimum of 30% of the regular season contests. If there are fewer than 30% of the contests remaining in the season, the penalty will carry over into the next season of participation. (See the example preceding.) The student athlete will be required to attend a follow up appointment with the previous agency of assessment.

**THIRD VIOLATION:** The student athlete will be denied participation for one calendar year and be required to attend a follow up appointment with the previous agency of assessment.

\*Note: An athletic day refers to any day that has a scheduled practice or contest.

## **2. TOBACCO PRODUCTS**

An athlete shall not smoke or possess tobacco products of any kind at any time.

**FIRST VIOLATION:** The student athlete will be denied participation for the remainder of the season. If the athlete chooses to schedule and complete the tobacco cessation program with the school's community intervention counselor, the denial of participation will be reduced to three (3) athletic days\* and 20% of the contests. If there are fewer than 20% of the contests remaining in the season, the penalty will carry over into the next season of participation. Example: The infraction occurs during basketball season. The penalty would be 20% of 20 contests or 4 contests. If only 2 contests (10% of the season) remain in the season, the remaining 10% would be based on the number of contests in the next season of participation.

**SECOND VIOLATION:** The student athlete will be denied participation for the remainder of the season and a minimum of 30% of the regular season contests. If there are fewer than 30% of the contests remaining in the season, the penalty will carry over into the next season of participation. (See the example preceding.) The student athlete may not return to any athletic participation until they present to the athletic office proof of counseling.

\*Note: An athletic day refers to any day that has a scheduled practice or contest.

## **3. ATTENDANCE**

An athlete is required to attend all mandatory activities designated by the coach.

### **(Second unexcused absence)**

Penalty: Minimum-Administrative and coach's discretion

Maximum-5 athletic days\* and one contest

### **(Third unexcused absence)**

Penalty: Minimum-Administrative and coach's discretion

Maximum-Remainder of season or 90 days, whichever is greater

\*Note: An athletic day refers to any day that has a scheduled practice or contest.

**ATHLETES MUST BE IN SCHOOL ON THE DAY OF A CONTEST AT LEAST ONE HALF THE SCHOOL DAY. BEING ABSENT ON THE DAY OF A CONTEST WILL RENDER AN ATHLETE INELIGIBLE FOR THAT CONTEST. SUCH ABSENCE OR TARDINESS CAN BE EXCUSED ONLY BY A PRINCIPAL.**

**VACATION POLICY – Athletes missing mandatory contests during a scheduled vacation will be required to sit out the following number of contests:**

**Miss 1 or 2 contests..... Sit out one contest upon return**  
**Miss 3 or more contests..... Sit out two contests upon return**

**Athletes missing mandatory practices during a scheduled vacation may be required to make up missed practice(s) at the coaches' convenience before returning to the normal line-up.**

#### **4. INSUBORDINATION**

An athlete shall not refuse to comply with a reasonable request, order, or direction of any coach, administrator, or other authorized personnel.

Penalty: Minimum-Administrative and coach's discretion  
Maximum-Remainder of season or 90 days, whichever is greater.

#### **5. PROFANITY OR VULGAR DISPLAYS**

**An athlete shall not use profane, obscene or vulgar language. This includes gestures, either nonverbal or written.**

Penalty: Minimum-Administrative and coach's discretion  
Maximum-Remainder of season or 90 days, whichever is greater.

#### **6. UNSPORTSMANLIKE CONDUCT**

**An athlete shall not act in a manner unbecoming to the Nordonia Hills City School District.**

Penalty: Minimum-Administrative and coach's discretion  
Maximum-Remainder of the season or 90 days, whichever is greater.

#### **7. DESTRUCTION OF PROPERTY**

An athlete shall not willfully cause damage to either public or private property, including but not limited to:

- 1. Vandalism: An athlete shall not attempt to deface public or private property.**
- 2. Unauthorized Possession: An athlete shall not attempt to act or act in the taking or acquiring of the property of others without their consent.**

Penalty: Minimum-Administrative Discretion  
Maximum-Remainder of the season or 90 days, whichever is greater.

### **VIOLATION OF STUDENT CODE OF CONDUCT**

**In addition to the penalties set forth in the preceding rules and regulations, violation of existing school codes, or criminal acts, may lead to suspension from athletics for a period of time up to the maximum of the remainder of the season, or for 90 days, whichever is greater. All consequences reflected in the Student Code of Conduct will be applicable.**

### **PROCEDURES FOR DENIAL OF PARTICIPATION**

- 1.) The Athletic Director issues an ATHLETIC INTENT TO DENY PARTICIPATION statement to the athlete. An informal hearing follows. The coach may be present.**
- 2.) After the intent has been issued and signed by the athlete, the Athletic Director will have the building Principal sign the Intent and give a copy to the athlete. The parents of the athlete will be informed by phone as soon as possible. The athlete and his/her parents should be informed that they have twenty-four (24) hours, from the time of the hearing (excluding time school is not in session), to appeal the denial of participation. The appeal request should be directed to the Athletic Director.**

- 3.) The Athletic Director should convene the appeals board within forty-eight (48) hours, (two work days), after receiving a request for an appeal.
- 4.) The number of members and composition of the appeals board is determined by the building Principal. The appeals board will hear statements from both parties, ask questions and subsequently make a recommendation to the building Principal. The Principal may either follow the recommendation of the appeals board or deny it.
- 5.) Should the violation occur either before the school year begins, or during a recess period, a designated administrator will act as the appeal officer. There is no appeal within the school system beyond the appeals board.

**SPECIAL NOTICE: ANY STUDENT ATHLETE WHO QUILTS A TEAM DURING THE COURSE OF THE SEASON, IS RESPONSIBLE FOR ALL UNIFORMS AND/OR EQUIPMENT ISSUED TO HIM/HER. THESE UNIFORM(S) AND/OR EQUIPMENT MUST BE RETURNED TO THE HEAD COACH OF THAT SPECIFIC TEAM, PRIOR TO THE CONCLUSION OF THAT SPORT SEASON. FAILURE TO DO SO WILL RESULT IN THE STUDENT ATHLETE IN QUESTION BEING CHARGED THE REPLACEMENT COST OF ALL UNIFORM(S) AND/OR EQUIPMENT THAT HE/SHE WAS ISSUED. SHOULD A STUDENT ATHLETE RECONSIDER HIS/HER DECISION TO QUIT A TEAM, THEY MAY NOT REJOIN THAT TEAM WITHOUT THE EXPRESSED PERMISSION OF THE HEAD COACH AND ATHLETIC DIRECTOR.**

#### **RELEASING/ACCEPTING STUDENT ATHLETES**

Athletes wishing to attend Nordonias Hills City Schools from outside the School District boundaries must make application **between June 1st and August 15th**. The request must be made through the Athletic Director's office. Guidelines established by the Ohio High School Athletic Association regarding student releases will be followed in all cases.

#### **ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ATHLETICS**

Interscholastic extracurricular activity is defined as “a pupil activity program that a school or district sponsors or participates in and that includes participants from more than one school or district.” It does not include any activity included in the school district’s graded course of study for the previous grading period.

#### **Grades 9-12 Guidelines:**

1. Must achieve a 1.5 grade point average at the end of each grading period and meet the requirements of the Ohio High School Athletic Association for scholarship eligibility. (Students who achieve less than a 1.5 GPA at the end of a grading period but are above a 1.0 GPA may be permitted to participate provided they engage in a structured academic intervention program approved by the Superintendent and monitored by the building principal.)
2. Incoming 9<sup>th</sup> grade students’ grade point average will be first established at the end of the first grading period.

- 3. Other than the above for incoming 9<sup>th</sup> grade students, during the preceding grading period, the student must have received passing grades in a minimum of FIVE one-credit courses, or the equivalent, which count toward graduation. The eligibility, or ineligibility, of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.**

**Students failing a class at the end of a grading period are eligible to participate (play) providing the aforementioned criteria are met. All provisions of the Ohio High School Athletic Association bylaws affecting scholarship shall apply for those students participating in interscholastic sports.**

### ATTENDANCE

According to Ohio law and the Nordon Hills Board of Education policy, attendance shall be required of all students enrolled during the days and hours school is in session. Regular attendance and punctuality are necessary for success in school and later in life. Many interactive classroom activities take place during the school day that extends the understanding of the learned material. Students who miss school frequently often do not achieve to their best potential and do not develop good work habits for careers beyond high school. Parents are encouraged to schedule their child's appointments during non-school hours. If possible, parents are asked to schedule vacations during school breaks.

In consideration of the above, the following protocols will be enacted relative to absences:

Five (5) absences: Warning Letter

Ten (10) absences: Letter and office contact from appropriate administrator

Fifteen (15) absences: Letter, office contact, and required meeting with appropriate administrator, student, and parent/guardian

Any absence after fifteen (15) will be considered unexcused unless accompanied by a physician's note or other appropriate documentation. Students who have accumulated seven (7) unexcused absences in a row, ten (10) in a month, or fifteen (15) in a school year will be considered chronically truant. The student and parent/guardian may then be referred to juvenile court.

#### **A. STUDENT ABSENCES**

As provided in the Ohio Revised Code, students may be excused from school for one or more of the following reasons and will be provided the opportunity to complete missed work for credit:

The Board of Education considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness (a written physician's statement verifying the illness may be required)  
Students who are ill are expected to be home unless seeking medical attention. The Principal may require a medical document from an attending physician. A medical document will only be accepted up to ten days after the absence. The note must include the student's name and the date(s) of day(s) impacted by the illness.
- B. An illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- C. Quarantine of the home: The absence of a child under this condition is limited to the length of quarantine as determined by the appropriate health officials.

- D. Death in the family: The absence arising from this condition limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious holiday: Children of any religious faith shall be excused if their absence was for the purpose of observing a religious holiday consistent with their creed or belief.
- G. Such good cause as may be acceptable to the Superintendent: Any emergency or set of circumstances which in the judgment of the building principal constitutes a good and sufficient cause for absence from school.

**ANY ABSENCE AFTER FIFTEEN (15) DAYS NOT VERIFIED BY A PHYSICIAN'S NOTE OR OTHER APPROPRIATE DOCUMENTATION WILL BE UNEXCUSED.**

**B. REPORTING ABSENCES/TARDINESS TO SCHOOL**

It is the responsibility of the parent/guardian to report all absence from school to the Attendance Office on the day of the absence. Please contact the Attendance phone line by 9:00 AM on the day of the absence. The message should include the name of the parent/guardian reporting the student absent, the student's first and last names, the reason for the absence, i.e. personal illness, religious holiday, death in the family, etc.

**Attendance phone number is: 330.908.6160** and the answering machine is on twenty-four hours a day.

The absence will be recorded as excused or unexcused based on the reason given and the student's teachers will be notified of the absence by the attendance office on the day of the absence.

If a student is not reported absent, on the day of the absence, the parent/guardian must contact the attendance office by personal call or a note reporting the absence immediately upon return to school. Phone calls and notes will not be accepted three (3) days beyond the date of the absence. An absence note must bear the signature of the parent/guardian, the date(s) of the absence, and the reason for the absence.

**Absences not reported to the attendance office will be recorded as unexcused.**

**C. DEFINITION OF STUDENT ABSENCE**

**Excused Absence.** An excused absence means that a student may make up any missed work for credit. It is the student's responsibility to make arrangements with each teacher for the missed work. Make-up work is further described in Section E. of this attendance procedure section.

**Unexcused Absence.** Unexcused absences will be assigned for all absence not covered by the attendance policy as describe in Section A.

**Chronic truancy will result in disciplinary action and will be reported to the proper authorities such as Summit County Juvenile Division of the Court of Common Pleas and /or the Bureau of Motor Vehicles.**

**The Summit County Juvenile Court, operating under Ohio law holds that a student with unexcused absence of seven (7) consecutive days, or ten (10) days in one month, or fifteen (15) days in a year is considered as “chronic truant.” A chronically truant student may be found delinquent and subject to Juvenile Court intervention.**

Students deemed as “chronic” or a “habitual” truant will be reported to the superintendent. The superintendent may notify the Bureau of Motor Vehicles, which may deny the driving privileges for a student under the age of 18 for non-attendance at school.

Excessive unexcused absences and /or tardiness may result in loss of on school ground parking privileges.

#### **D. PROCEDURES FOR PRE-ARRANGED/VACATION ABSENCE FROM SCHOOL**

Any excuse from future school attendance must be limited to a total of five (5) days during the school year. Any excuse for future school absences must not endanger the student’s educational welfare or scholastic achievement. Parents must file a written request for all pre-arranged absences with the Attendance office, who then may grant excuses only according to Board of Education Policy. Pre-arranged absences must be arranged **at least three days in advance** and must be followed up by a personal phone call.

**SPECIAL NOTE: MAKE-UP WORK IS DUE UPON THE DAY OF RETURN UNLESS THE INDIVIDUAL TEACHER ALLOWS MORE TIME. ALL VACATIONS ARE RECORDED AS “UNEXCUSED” ABSENCES IN THE STUDENT’S ATTENDANCE RECORD.**

#### **College Visitation and Career Experiences**

Students and parents are encouraged to visit the post-secondary schools they are interested in attending. Students are encouraged to visit colleges during the summer between their junior/senior year so that they can be ready to file formal applications in the fall of their senior year. When necessary, juniors at the beginning of the second semester and prior to **March 30** of their senior year will be permitted four (4) visitation days. All college visits and orientations must be pre-approved by your school counselor to be considered an excused absence from school.

**Students planning a college visit or career experience day must use the following procedure:**

1. Submit a completed college/career visitation request form to his/her school counselor five (5) days prior to the planned visit. Forms may be picked up in the guidance office.
2. Verification of the visit, on college or business letterhead, must be submitted to the attendance office upon return to school. Absences for college and career visits where the pre-arranged approval process was not followed will be recorded as unexcused.
3. College visitation after **March 30** will be approved only for the purpose of completing fall registration at the college the student plans to attend.

## E. MAKE-UP WORK FOR ABSENCES/SUSPENSION.

**For any absences, other than suspension, it is the responsibility of the student to request their assignments immediately upon their return. The minimum number of days given for make-up work is equal to the number of days the student was absent plus one additional day.** A teacher may allow more time if it is deemed necessary. Students and teachers should make specific plans for all make-up work following absences in order to avoid misunderstandings or misinterpretation of this section. **Credit will be given for work missed due to out-of-school suspension. It is the student's responsibility to contact the teachers, while on the suspension, to request assignments.** The student is to take all necessary books and materials home prior to the suspension and all completed assignments are to be handed in at the beginning of the class period on the first day that the student is permitted to return to school. Credit will not be given for such work other than under these circumstances.

**Any questions or requests for make-up work may be directed to the student's Guidance counselor as follows:**

**GUIDANCE DEPARTMENT 330.468.4603**  
**Maryellen Feeman, Grade 9 330.908.6022**  
**Staci Ross, Grade 10 330.908.6003**  
**Kristen Lewis Grade 11 330.908.6024**  
**Kathy Maxwell, Grade 12 330.908.6023**

## F. STUDENT TARDINESS AND TRUANCY

**Plan to arrive to school by 7:10 a.m.. The first warning tone sounds at 7:15 a.m.. Classes begin at 7:20 a.m..** Students arriving to first period class after the 7:20 a.m. tone must report to the attendance office to get an "Admit Slip" to be admitted to class. Students arriving unexcused tardy will receive a weekday or a Saturday detention.

**If a student misses more than half of any class period, the student will be considered absent for that period.**

## G. LEAVING SCHOOL DURING THE DAY FOR AN APPOINTMENT / EARLY DISMISSAL

**Leaving school during the day is not encouraged since any class missed counts as an absence from that class. Every effort should be made to schedule appointments during non-school hours.**

Students leaving school during the school day, should bring to the attendance office before 7:15 a.m., a note signed by their parent/guardian indicating the type of appointment, the time of the appointment, the time requested for dismissal and the name and phone number of the person with whom they have the appointment. The student will be given an "Admit Slip" to show their teachers, so that they may leave at the designated time. Upon return to school, the student should sign in at the Attendance office.

**Hold on to the "Admit Slip" because you will need to show it to the teachers of the classes you have missed. Any student who leaves the building without permission will be considered truant.**

## H. RETURNING TO SCHOOL AFTER AN EXCUSED ABSENCE

**When a student returns to school after an excused absence they are to report directly to class. An admit slip is not required. We expect students to be in class promptly at 7:20 a.m. Any student that arrives after 7:20 a.m. will receive a Weekday Detention or a Saturday Detention.**

## **I. SCHOOL RELATED ABSENCES**

School related absences (i.e. field trips, athletics, extracurricular) are considered excused. Make-up work is due upon the day of return unless the individual teacher allows more time.

### **BOOKSTORE**

The school bookstore is located in the west hall near the cafeteria. It is a source for paperbacks, notebooks, folders, pens, pencils, and other school supplies. The bookstore is open periodically from **7:05** until **7:15** in the morning and every day during lunch periods.

### **HEALTH CENTER/FIRSTAID/PRESCRIPTION DRUGS**

Students who are injured or who become ill should report to the **HEALTH CENTER** with a pass. If the Health Center is closed report to the Main Office. **STUDENTS WHO ARE ILL AND SPEND CLASS TIME IN THE RESTROOM OR OTHER UNAUTHORIZED AREA INCLUDING THE PARKING LOT WITHOUT PERMISSION WILL BE CONSIDERED CUTTING CLASS AND THE APPROPRIATE PENALTIES WILL APPLY.**

Prescription drugs may be administered to students by school personnel only under guidelines contained in state law and Board of Education policy. If a student is under a doctor's care and takes prescription drugs during school hours, the drug(s) should be left with the school nurse or health assistant. She will dispense the medication at the prescribed times only if the **PRESCRIPTION DRUG AUTHORIZATION** form is on file. All school personnel are without authority to dispense medication of **ANY KIND** without parent/physician consent in writing. Students may take over the counter medication **ONLY** if a Medication Authorization form is on file with parent and physician consent in writing. Health Center Phone Number is **330.908.6004**.

**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.**

### **COMMUNITY INTERVENTION PROGRAM**

The Community Intervention Program is a tobacco, alcohol and other drugs prevention program. Partially funded by the Safe and Drug-Free Schools and Communities Act Grant, it is coordinated for grades

kindergarten through 12<sup>th</sup> grade. Comments, concerns or questions about alcohol or other drug abuse should be directed to the Community Intervention Office which is located in the Guidance Office at **1.330.908.6020**.

### **COMPUTERS/NETWORK/INTERNET**

**NOTE: 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. A LIST OF NAMES OF STUDENTS, STAFF OR COMMUNITY MEMBERS WHO ARE BEING DENIED ACCESS FOR ANY REASON WILL ALSO BE AVAILABLE IN THE MAIN OFFICE.**

As Nordonia High School moves toward a technology-advanced environment, students should understand that the use of the school's computers and related technology is a privilege. It is assumed that our students will use the computers for productive work and agree to use them with trust, courtesy, and respect.

- 1) Trust means that students will carry out school tasks directly and honestly. It means that students know that they may not copy the software from the machines; copy, destroy, or damage another student's files or messages; or attempt unauthorized access to files or networks in or out of the building. It means that students will not transmit or produce threatening or offensive messages on the computer or network.
- 2) Courtesy means that students will keep the work station and the school's equipment in good condition for use by other students. It means that students will not rearrange or rename software in the storage devices on the computers. If students need to change program controls for a project, students will return them to their original settings so that they are ready for the next user. Students will finish work by quitting the software, removing their diskette, and leaving the area clean and neat for the next user. Courtesy means that students will remove personal files from authorized storage when finished with them. It means that students will print documents only after careful review of the work on the screen, and that students will not waste paper or printing time on careless or unnecessary items. It means if other students are waiting for access to computers, students will complete work as quickly as possible.
- 3) Respect means that students will obey the direction of teachers; that students will use the equipment for educational work unless given specific permission from a teacher; students will ask for help if unable to do an operation on the computer or if there is a problem with the equipment. Students will not eat or drink at any work station. Respect means that students will keep those diskettes which are used in school free from viruses and that the class diskette is to remain in the area in which it was issued unless the student has permission from the teacher to remove it. It means that students will respect copyright law by not doing any unauthorized copying. It means that students will follow any sign-up and usage rules for the area in which they are working.

**Failure to comply with these principles will result in the student losing the privilege of using the school's computers and/or be subject to penalties consistent with the other sections of the student handbook.**

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

While Nordonia High 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, video taping devices, cameras, personal electronic equipment (i.e. pagers, cellular phones, 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. These and any other personal items that interfere with classroom instruction, will be confiscated by the supervising adult and submitted to the appropriate unit principal. Consequences will be as designated by the Communication Devices/Personal Electronic Equipment policy outlined in the Student Discipline Guidelines quick reference section of this handbook

### **DANCE EXPECTATIONS**

School dances are held for currently enrolled students of Nordonia High School. Any non-Nordonia High School student in attendance at these functions will be held accountable to all school rules and must have submitted a **Social Contract** signed by the student and parent on file in the unit principal's office. In addition, appropriate discipline measures will be applied to any Nordonia student whose guest is found to be in violation of school rules and procedures, as if they had committed those violations themselves.

- Students will not be admitted to dances after 10:00 p.m.
- Any student leaving school dances will not be readmitted.
- Students are expected to dress in a neat, clean, and modest manner. Any apparel that, in the opinion of the administration, is inappropriate or violates health and safety codes is prohibited.
- A student shall not engage in any act that is potentially harmful to the health, welfare, and safety of the student himself, other students, or staff.
- A student shall not refuse to comply with reasonable requests, orders, and directions of teachers, administrators, or other authorized personnel during any period of time when the student is in attendance at the event.
- A student shall not use, sell, distribute, possess, be under the influence of, or smell of, alcoholic beverages, illegal drugs, narcotics, or tobacco at any time.
- A student shall not use profane, obscene, or vulgar language or gestures throughout the night.
- Students must abide by all school rules while in attendance at the dance.

### **DIRECTORY INFORMATION**

Each year the District will provide public notice 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 PTSA 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 ten (10) days from the date of this notification the 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.

### **DRESS CODE**

Nordonia High School students are expected to dress in a manner conducive to the establishment of a proper tone and learning atmosphere. There are aspects of current popular styles and/or clothing trends not appropriate for the school setting. Much like many work environments require clothing guidelines, so does Nordonia High School require clothing guidelines appropriate for the established educational setting. Any apparel that in the opinion of the Administration provides excessive visual exposure of inappropriate aspects of the body (i.e. cleavage, low pants), disrupts the classroom atmosphere, violates health and safety codes and/or is inappropriate for school wear is prohibited. Also prohibited are see-through or mesh garments, form-fitting garments of any type, midriff shirts or blouses, skirts higher than mid-thigh, tank tops/sleeveless shirts, undershirts of any type, clothing with obscene, vulgar, or suggestive statements or symbols, and any apparel that promotes or advertises alcohol, tobacco/tobacco products, drugs or weapons. Upon entering the building, students are expected to place all head coverings in their lockers. Students are not permitted to wear hats or head coverings of any type during the school day. Shoes or sandals must be worn at all times. Shorts are acceptable for school wear throughout the year provided they are no shorter than mid-thigh in length.

### **ALL CHAINS ARE PROHIBITED FROM THE SCHOOL ENVIRONMENT DUE TO SAFETY CONCERNS.**

**Students who are sent to the office by teachers for clothing deemed to be inappropriate will not be permitted to return to class until appropriately attired. This may require a parent to bring other clothing to school for the student to wear. Class time missed for this reason will be UNEXCUSED.**

**Repeated failure to comply with the guidelines relating to personal appearance may result in suspension from school or Saturday Detention.**

**SCHOOL PERSONNEL RESERVE THE RIGHT TO MAKE THE FINAL DETERMINATION IF THERE IS A QUESTION REGARDING THE ACCEPTABILITY OF A STUDENT'S ATTIRE.**

### **DRIVING AND PARKING REGULATIONS**

The Nordonia Hills Board of Education provides transportation for all pupils as required by the laws of the State of Ohio. Thus, driving to school is a privilege for which the student must accept responsibility.

**EFFECTIVE SEPTEMBER 19, 1996: WHEN A STUDENT FROM THE HIGH SCHOOL IS STOPPED BY THE MACEDONIA POLICE FOR A TRAFFIC VIOLATION, GOING TO OR COMING HOME FROM SCHOOL, WHEN FEASIBLE, A WRITTEN WARNING MAY BE ISSUED IN LIEU OF A CITATION. THESE WRITTEN WARNINGS WILL BE FORWARDED TO THE CHIEF SO THEY CAN BE GIVEN TO THE HIGH SCHOOL ADMINISTRATION, SO THE STUDENT'S PARKING PASSES MAY BE PULLED. THIS DOES NOT INCLUDE TRAFFIC CRASHES WHERE A CITATION, IF WARRANTED, WILL BE ISSUED.**

## **PARKING REGULATIONS:**

Seniors, juniors, afternoon CVCC students and CBI students will be given first priority in assigning parking permits.

- a.) Students desiring to drive to school must register their vehicles (cars, motorcycles, trucks, etc.) in the student unit office and obtain an NHS parking permit. State of Ohio vehicle registration and driver's license must be presented when picking up the permit. The cost for registration is **\$20.00**. **All students parking on school property should have minimum insurance coverage since the school, by state law, is not liable for and will not assume responsibility for theft or damage to vehicles.**
- b.) **Parking permits must be displayed on the driver's side lower corner of the front windshield. Students are responsible for the security of their permit. Replacement permits will not be issued.**
- c.) **Parking permits are not transferable between individuals. The permit may be used only by the student purchasing the permit and in the vehicle(s) listed on that student's parking application.**
- d.) **Student vehicles must be parked in designated student lots only.** The area directly in front of the building and the strip at the south end of the building are **faculty parking lots and are off limits to students.** The lot across South Bedford Road is not to be used during school hours.
- e.) Students who violate traffic laws, recklessly operate and/or speed on school property, on their way to school or on their way from school will receive the following consequences:  
**First Offense - Loss of driving/parking privilege for up to thirty (30) school days.**  
**Second Offense - Loss of driving/parking privilege for the remainder of the school year.**  
Students who drive to school while their driving/parking privilege is under suspension may face suspension from school and the towing of their vehicle at the owner's expense.
- f.) **Vehicles must be locked at all times.** Students are not permitted to be in the parking lot, and are not permitted to sit in vehicles, before, during, or after school. Violation of these rules will result in the loss of driving/parking privileges for a period of time to be determined by the administration.
- g.) Parking permits may be **revoked** for up to thirty (30) school days for students who:
  - 1.) attain four unexcused late arrivals to school
  - 2.) are unexcused absent more than seven (7) days in any given semester
  - 3.) are suspended for any reason a second time out of school
- h.) School buses must always be given the right-of-way.
- i.) Student vehicles are subject to search if there is a reasonable suspicion that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
- j.) Any accident involving vehicles on school property must be reported to the school office. Police reports will be filed for all accidents. Failure to report any accident may result in the permanent loss of a student's driving/parking privilege.

k.) Failure to comply with instructions, directions or reasonable requests of school security officers, or other school personnel, is considered insubordination and may result in loss of driving/parking privileges and/or suspension.

**l.) The Board of Education does not assume liability for loss arising from damage or theft to vehicles parked on Board of Education property.**

### FEES, FINES AND TUITION

The courses listed below have a required specific course fee. The amount of this fee shall be determined according to the schedule adopted by the Board of Education.

All Students	\$ 6.00	Student Planner
Painting and Pastels/Adv.	\$15.00	See next page
Drawing and Cartooning/Adv.	\$10.00	See next page
Ceramics and Sculpture/Adv.	\$10.00	See next page
Mixed Media and Crafts	\$15.00	See next page
Photography I, II and III	\$25.00	See next page
English 9 (CP and Honors)	\$ 8.99	Vocabulary Book (supplemental workbook)
English 10 (CP and Honors)	\$ 8.99	Vocabulary Book (supplemental workbook)
English 11 (Honors)	\$ 8.99	Vocabulary Book (supplemental workbook)
English 12 (CP and Honors)	\$ 8.99	Vocabulary Book (supplemental workbook)
Foods with Flair	\$20.00	See next page
Gourmet Foods	\$25.00	See next page
German III	\$12.95	Student workbooks
French I	\$13.20	Student workbooks
French II	\$13.95	Student workbooks
French III	\$13.95	Student workbooks
Spanish I	\$14.30	Student workbooks
Spanish II	\$15.15	Student workbooks
Spanish III	\$12.99	Student workbooks
Spanish IV	\$13.95	Student workbooks
Biology/Honors Biology	\$22.30	See next page
A.P. Biology	\$22.30	See next page
Physics/Honors Physics	\$20.45	See next page
A.P. Physics	\$20.45	See next page
Chemistry/Honors Chemistry	\$31.75	See next page
A.P. Chemistry	\$42.70	See next page
Forensics	\$22.25	See next page
Engineering and Design	\$ 5.50	See next page
A.P. U.S. History	\$17.35	Supplemental reading and review materials
A.P. Government and Politics	\$29.95	Supplemental review materials
A.P. European History	\$26.95	Supplemental materials
Economics	\$ 1.00	Wall Street Journal – Classroom edition
Technology Education/Adv.	\$15.00	See next page
All Advanced Placement Courses	\$87.00	A.P. Exam – Required for each A.P. course

## Rationale for Course Fees:

### Foods with Flair and Gourmet Foods:

Fees will be used to purchase consumable items and ingredients for recipes which encompass several categories. Proteins to be purchased will be beef, chicken, pork (bacon or ham) and eggs. Vegetables purchased are bell peppers, tomatoes, chilies, onions, and lettuce. Fruits purchased are apples. Staple items used are flour, sugar, baking soda and baking powder, powdered sugar, pastas, and canned goods. This fee will also cover miscellaneous items such as plastic storage bags, paper bags, dressings, cooking spray, foil, saran wrap, wax paper, tooth picks, dish soap, laundry detergent, and cleaning supplies.

### Exploring Art:

Fees used to purchase paint, paper, glue, pastels, clay, brushes, tape, glue guns, matte board, tag board, scissors, rubber cement, exacto knives, block print ink/lino block, blending stumps, markers, etc.

### Painting and Pastels:

Paint, brushes, pastels, canvas board, watercolor paper, etc.

### Drawing and Cartooning/Adv.:

Paper, pens, pencils, graphite, ink, colored pencils, markers, blending stumps, charcoal, conte crayons, etc.

### Ceramics and Sculpture/Adv.:

Clay, glazes, paint, brushes, misc. sculpture material (foam, plaster, etc.)

### Mixed Media and Crafts:

Yarn, beads/findings, dyes, fabric, paint, brushes, block print inks/linoleum paper, scissors, dowel rods, etc.

### Photography I,II,III:

Ink cartridges, photo paper, batteries, matte board, spray glue, exacto knives, dark room supplies, etc.

### Physics courses:

Fee used to purchase lab materials; rocket kits, protractors, rulers, timing motor rolls, masking tape, glue, magnet wire, half-life simulation kit, graphing supplies, glue, helium etc. Students will get to experience 1-3 labs per chapter. Physics Day at Cedar Point is an optional trip at an additional cost.

### Biology courses:

Fee used to purchase lab materials; insect specimens, dissection specimens, live materials for slide preparation, enzyme lab kits, diffusion lab kits, microscope slides and preparation materials, chemicals.

### Chemistry Courses:

Fee used to purchase lab materials; chemical compounds, metal samples, glassware, safety goggles, dropper bottles, food items for testing, gloves, pH paper, indicators, wood splints and chromatography kits. AP chemistry purchases a chemical equations handbook.

### Forensics:

Fee used to purchase lab materials; Finger-printing kits, trace evidence samples & fiber sample kits, tape, sand, plaster of Paris, Simulated Blood kits, tape, glue, batteries, and paint brushes and microscope preparation and slides.

### Engineering and Design:

Fee is used to purchase lab materials; balsa wood, tape, glue, waxes paper, contact cement and masking tape. Due to the nature of many projects students will need to supply some simple materials based on their individual designs.

### Technology Education/Adv:

Fees will be used for wood, metal to build projects, screws, nails, glue, sandpaper, etc.

Students are asked to provide a minimal amount of school supplies and maintain an appropriate inventory of these supplies throughout the year. Textbooks, library books and other materials are issued to students free of charge and must be returned in good condition. Fines will be charged for damage considered to be excessive or beyond normal wear.

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 must show proof of one of the following: qualification for Free Lunch Program or Reduced Lunch Program; welfare case load number; AFDC number or income verification which meets government guidelines. If a student is on the Free Lunch Program and all waiver forms have been completed, building academic fees along with any sports participation, club, band, etc. fees are 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. Students receiving reduced-priced lunches, and having all necessary forms completed accordingly, will pay 50% of whatever fees are applicable to them.

Regular academic fees should be paid in full at the time of notification. However, partial payments and a payment plan with the building secretary/bookkeeper are acceptable. Payments will be applied against any previous outstanding balance. If no payment is made, records will not be released. All athletic participation fees are due or payment arrangements made **before** the first athletic event of the individual sport. If a student is eligible for the Free 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.

Full payment of fees, fines and tuition for the current school year is due prior to the last day of school. 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.

Graduating seniors **will not** receive their cap and gown, participate in graduation ceremonies, or receive their diploma as long as there is an outstanding balance of student fees, fines or tuition.

### **Checks returned for insufficient funds shall incur a \$20.00 returned check fee.**

Records are not to 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.

**In the case of seniors, failure to meet all financial obligations would prohibit participation in the commencement ceremony. Any accumulative balances will remain open until graduation time. Nonpayment can result in your child not being able to participate in the graduation ceremony or receiving their diploma. Transcripts will not be released for any student until all financial obligations have been satisfied.**

In addition, an **Athletic Participation Fee** will be charged for each athlete per sport. The amount of this fee is \$200.00 payable before the first athletic event of the season.

### **FINAL/SEMESTER EXAMS**

Generally all students are required to take and complete semester and final exams in all subjects. A committee of teachers, students, parents, and administrators will recommend any changes to this policy prior to the first semester exams. The dates for semester and final exams are published at the beginning of the school year (see SCHOOL CALENDAR), and are **STRICTLY** followed. As a general rule students **ARE NOT** permitted to take exams early. Students will not be able to make up final exams missed during a vacation unless prior arrangements have been made with the building principal and classroom instructor. Students who arrive late to an exam period will **NOT** be admitted to the testing area. Students late to, or missing, any exam will be required to meet with their appropriate Associate Principal, or Dean of Student, to pursue the opportunity to make-up the affected exam. If the student is permitted to make-up the exam, the affected teacher will be notified that they may arrange a make-up time accordingly. Students not permitted to make-up the exam will receive a “zero” on that exam.

**Unless the student is already exempt from a semester or final exam, the teacher has the discretion of issuing an “Incomplete”, if a semester or final exam is not completed.**

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are held periodically in accordance with state law and should be taken seriously. **A CONTINUED RINGING** of the fire alarm tone will signal a fire drill. When this occurs, you should exit the building **IMMEDIATELY** according to the exit plan for the room you are in. An exit map is posted in each classroom-make yourself familiar with the proper exit route for each of your classrooms.

**FIVE SHORT RINGS** on the school bell will signal a tornado drill. Instructions regarding tornado drills will be given over the P.A. system immediately following the signal.

**NOTE: STATE LAW REQUIRES ALL PERSONS TO EXIT THE BUILDING DURING A FIRE DRILL. THIS LAW ALSO APPLIES TO EMERGENCIES OCCURRING BEFORE OR AFTER SCHOOL OR AT EVENTS TAKING PLACE IN THE SCHOOL BUILDING. AT THE AUDIBLE SIGNAL, ALL PERSONS MUST EXIT THE BUILDING IMMEDIATELY.**

### **FOOD AND BEVERAGE POLICY**

- 1. ALL FOOD AND DRINK IS TO BE CONSUMED IN THE CAFETERIA ONLY!!!**
2. During the school day, students in the study hall will be able to use the vending machines as directed by the educational assistants responsible for the study hall.
3. All vending machines will be on for student, faculty and community use from 3:00 p.m. until the building closes for the day, except during those times it will conflict with the concession stand or other after school food fund raising activities.
4. Teachers have the discretion to utilize food/drink in the classroom as it relates to curricular instruction.
5. No food of any kind is to be used in the decorating of lockers.

## GRADING PROCEDURES

Grades represent one method of communication to parents and students regarding how a student is doing in his courses. We encourage our students to be well prepared for class and to work hard to achieve their academic potential in their courses so that they can earn good grades.

### **NINE-WEEK GRADES:**

Nine week letter grades are determined on a **percentage scale**. Grades are assigned based on the **total number of available points** to be earned in a course for a given grading period, according to the following grading scale:

A+	97% and above	C	73-76%
A	93-96%	C-	70-72%
A-	90-92%	D+	67-69%
B+	87-89%	D	63-66%
B	83-86%	D-	60-62%
B-	80-82%	F	0-59%
C+	77-79%		

### **SEMESTER GRADE DETERMINATION:**

The Semester average will be determined by multiplying the nine (9) week averages by two (2) and adding the semester test grade. This figure will then be divided by five (5) to determine the semester average. Here is an example of how this works:

Semester Course (Ex. Interior Design)

1st 9 Weeks 78%(C+) X 2=156

2nd 9 Weeks 88%(B+) X 2=176

Final Exam 71%(C-) X 1= 71

TOTAL = 403

**\*Semester Grade: 403 divided by 5 = 80.6 (rounded) = 81% =B**

### **FINAL GRADE YEARLONG COURSES:**

The final grade in a year long course will be determined by multiplying each nine (9) week percentage grade by two (2), adding the two semester exam totals, and dividing by ten (10) to determine the year average.

1st 9 Weeks 78%(C+) X 2=156

2nd 9 Weeks 88%(B+) X 2=176

Final Exam 71%(C-) X 1= 71

3rd 9 Weeks 73%(C-) X 2=146

4th 9 Weeks 92%(A-) X 2=184

Final Exam 83%(B-) X 1= 83

TOTAL=816

**\*Final Grade: 816 divided by 10 = 81.6 (rounded) = 82% = B**

For ease of calculations and consistency, the following rounding rules will apply throughout the grading periods:

-any average .5 or above will be rounded up to the nearest whole number.

-any average .4 or below will be rounded down to the nearest whole number.

Remember that the final grade in any such course is an evaluation of the student's achievement and progress from the first class session through the final exam. At no point can a student assume he has earned enough credit for a passing grade.

## GRADE REPORTING/PROGRESS REPORTS

### **REPORT CARDS:**

Report cards are issued approximately one week after the close of each grading period. The number appearing under the section labeled ABSENT and TARDY reflects the total number of full days the student has missed school and has been tardy, or arrived late, to school during the reported grading period. Individual class absences for each course a student is taking appears next to the letter grade issued for each course. This number includes all absences, excused or unexcused, and therefore might not be the same for each class because of appointments which might not result in a full day of absence. School-related absences are not included in a student's absence totals.

### **INTERIM/PROGRESS REPORTS:**

Computer-generated progress reports shall be issued mailed to the parents at the midpoint of the first and third grading periods. There is a minimum requirement of an estimated grade. While one or more comments are expected on all interim reports, a minimum of one comment is required for any student receiving a C, D or F in any course. **Parents of students with declining grades or a potential of failure will be mailed progress reports during the second and fourth grading periods. These reports may take on a more personal nature.** Consistent with current practice, teachers will initiate communication with parents whose children are experiencing academic difficulty.

Parents may request periodic progress reports in addition to regularly scheduled interim progress reports. Because of the sheer volume of students, the maximum number of formal progress reports provided will be four per semester. To initiate this request, please contact your student's counselor at 330.468.4603. The counselor will contact your student's teachers so that arrangements can be made between the teachers and parent to exchange information about the student's progress in the class. Teachers will provide feedback when requested.

### **GRADE POINT AVERAGE CALCULATION:**

Two types of Grade Point Averages will be discussed below: the NINE (9) WEEK grade point average (G.P.A.) reported on the student's report cards and the FINAL YEAR grade point average reported on both the student's report card as well as the student's school transcript.

### **NINE WEEK GRADE POINT AVERAGE:**

The nine-week grade point average recognizes the effort a student has put forth in his courses on a day-to-day basis during a nine-week period of time, regardless of the credit value of his individual courses. That is to say, in any given nine week grading period, on a day-to-day basis, it is understood that a student must put forth the same degree of academic effort in a 1.00 credit American History course as in a .500 credit Psychology course to earn a satisfactory grade.

With this philosophy in mind, the following rules are observed when calculating the NINE WEEK grade point average:

1. All SEMESTER COURSES worth .500 credit and YEAR COURSES worth 1.000 credit will be given a 1.000 CREDIT VALUE.
2. All SEMESTER COURSES worth .250 credit will be given a .500 CREDIT VALUE.
3. All SPECIAL COURSES receive their true credit value:  
i.e., Vocational courses, CBE, OWA, OWE WORK (3.00 credits).
4. PASS/FAIL courses are not included in the grade-point average calculation: i.e., Assistantships, Student Council, etc.

**Calculation Procedure:** To determine the nine-week grade point average, each letter grade in a course is converted to a QUALITY POINT based on the four point system (A=4, B=3, C=2, D=1, F=0) and multiplied by the nine-week credit value of the course. The sum of the total quality points is then divided by the sum of the total nine-week credit value of all courses attempted. **Note: Passing grades in Advanced Placement courses are weighted on the five point system (A=5, B=4, C=3, D=1, F=0). Students who are in A.P. courses are required to take the appropriate advanced placement test.**

**EXAMPLE:**

SUBJECT	TRUE	COURSE	GRADE/	X	9 WK	QUALITY
	CREDIT		QUALITY		CREDIT	
	VALUE	LENGTH	POINTS		VALUE	POINTS
AP English	1.000	YEAR	B+ (4)	X	1.000	4.000
American History	1.000	YEAR	C- (2)	X	1.000	2.000
Psychology	.500	SEM	B (3)	X	1.000	3.000
Physical Education	.250	SEM	A (4)	X	.500	2.000
Chemistry Assistant	.500	YEAR	P (NOT COMPUTED IN GPA)			
AP Calculus	1.000	YEAR	A (5)	X	1.000	5.000
Foods With Flair	.500	SEM	A+ (4)	X	<u>1.000</u>	<u>4.000</u>
					5.500	20.000

$$\text{NINE WEEK GRADE POINT AVERAGE} = \frac{\text{TOTAL QUALITY POINTS} - 20}{\text{TOTAL CREDIT VALUE} - 5.5}$$

$$\text{NINE WEEK GRADE POINT AVERAGE} = 3.636$$

**FINAL YEAR GRADE POINT AVERAGE:**

To determine the **FINAL YEAR** grade point average, each final grade in a course is converted to a QUALITY POINT based on the four point system (**the five point system is applied to ALL advanced placement courses**) and multiplied by the TRUE CREDIT VALUE of the course. The sum of the total quality points is then divided by the sum of the total TRUE CREDIT VALUE of all courses attempted. (Note: PASS/FAIL courses and AUDIT courses are not included in the calculation of the final grade point average.)

**EXAMPLE:**

SUBJECT	TRUE	X	GRADE/	QUALITY	COURSE
	CREDIT		QUALITY		
	VALUE		POINTS	POINTS	
AP English	1.000		B+ (4)	4.000	YEAR
American History	1.000		C- (2)	2.000	YEAR
Psychology	.500		B (3)	1.500	SEM
Physical Education	.250		A (4)	1.000	SEM
Chemistry Assistant	NA		P	(NOT IN GPA)	YEAR
AP Calculus	1.000		A (5)	5.000	YEAR
Foods With Flair	<u>.500</u>		A+ (4)	<u>2.000</u>	SEM
Total Credits	4.250		Total Quality Points	15.500	

$$\text{YEAR G.P.A.} = \frac{\text{TOTAL QUALITY POINTS} - 15.5}{\text{TOTAL TRUE CREDIT VALUE ATTEMPTED} - 4.250}$$

$$\text{FINAL YEAR GRADE POINT AVERAGE} = 3.647$$

## **CUMULATIVE GRADE POINT AVERAGE AND CLASS RANK:**

The Cumulative Grade Point Average and corresponding Class Rank is based on all courses studied in grades 9-12 in which letter grades are issued. Courses where a PASS/FAIL grade or AUDIT is issued are not included in the calculation procedure. Class rank is issued once a year at the conclusion of the school year and reflects a student's cumulative grade point average. The highest cumulative grade-point average in any given class will be considered the number one ranked student in the class. The procedure for calculating the Cumulative Grade Point Average is as follows:

1. The total credits attempted each year are added to the credits attempted in previous years.
2. The total quality points earned each year are added to the total quality points earned in previous years.
3. The total quality points are divided by the total credits attempted yielding the Cumulative Grade Point Average and corresponding Class Rank.

**FINAL CLASS RANK** is derived from the **FINAL** accumulative grade-point average computed at the completion of eight (8) semesters. The **FINAL** accumulative grade-point average is computed by dividing the total quality points earned for eight (8) semesters by the total credits attempted for eight (8) semesters.

### **NORDONIA HIGH SCHOOL** **GUIDANCE PROGRAM**

The Guidance Program at Nordonia High School seeks to augment the efforts of parents, teachers, and administrators by providing students with appropriate help relative to their personal-social development, their educational purposes and related decision-making and career development.

The Guidance Program can best be explained by two terms:

**GUIDANCE AND COUNSELING** - **GUIDANCE** refers to the distribution of pertinent information related to a student's educational, personal-social and career development. **COUNSELING** describes a close working relationship that develops between a highly skilled counselor and a student or group of students where personal development issues are explored. Also included at all levels are parents, teachers, school administrators and appropriate community agencies. A unified approach is stressed in handling important student-related concerns. Many of your questions and needs are of the quick informational type that any of the Counselors or Guidance Secretaries can help you with, without the necessity of an appointment. However, to speak with a School Counselor about a concern or need, simply come to the Guidance Office and make an appointment with the Guidance Secretary for one of your free periods. If you do not have a study hall, the Guidance Secretary will help you determine a class time that would be least disruptive to your current academic progress. The Guidance Secretary will issue you a guidance pass to give to your study hall teacher or classroom teacher. If you have an emergency and you wish to have an extended talk or discussion with a counselor, inform the Guidance Secretary and she will arrange for you to see your counselor or another staff counselor immediately. Students should see their assigned counselor when formulating their academic schedule, however, students should feel free to request a talk with any School Counselor regarding their personal concerns. You will find in our Guidance Department more than 700 school catalogs, numerous directories, descriptions of thousands of careers, a computer assisted career and educational program and people to help you find what you need. Come in - you are welcome!

## CAREERS/COLLEGE WEBSITES

### CAREERS

#### **Ohio Career Information Systems - <http://ocis.ode.state.oh.us>**

This site allows students/parents to research hundreds of careers/colleges and search colleges for specific programs of study that you may be interested in. Students can perform occupation/college sorts. You need the school's username (Nordoniah) and password (ohicis03) to enter the website.

#### **Occupational Outlook Handbook - [www.bls.gov/oco](http://www.bls.gov/oco)**

This website gives profiles of specific occupations or those from eleven different career clusters.

#### **Career One Step - [www.careeronestep.org](http://www.careeronestep.org)**

This is a comprehensive site for occupational information and career exploration.

#### **Job Profiles - [www.jobprofiles.org](http://www.jobprofiles.org)**

At this site you will find profiles of real people currently on the job. Students can research specific jobs regarding salary, job descriptions (tasks), career paths, stresses/rewards of the job, etc.

#### **What Can I Do With This Major? - [www.albion.edu/careerdev/Majors2/majors/default.html](http://www.albion.edu/careerdev/Majors2/majors/default.html)**

This website connects college majors with many different occupations.

#### **Kuder - <http://Oh.kuder.com>**

Begin lifelong career planning with the Kuder, a career portfolio that offers college/career planning resources. You must register to begin using the program. Click on "New Users", create a username and password (write them down). Use the school code (11022), school zip (44056) and then click on "Register". Click on "Take Assessment" (left pane). Students must register at least one assessment using the batch codes: Career Search with Person Match (I697232CTP), Skills Assessment (S697229CTP), or Super's Work Values Inventory (V697233CTP). Enter your current grade level, select language, click GO! You can "start" the assessment or "finish later". Now you can explore other topics too: education planner, planning timelines, resume builder, career/college comparisons, & more!

### COLLEGES

#### **College View - [www.collegeview.com](http://www.collegeview.com)**

Examine over 3,800 schools to find the college that's right for you. Topics include: career centers, financial aid and virtual advisor (schools answer your question). Click on "register" and fill in your information (use 44056 for the postal codes) to save your search results.

#### **America's Best Colleges 2007 - <http://colleges.usnews.rankingsandreviews.com/best-colleges>**

In addition to this year's national college and specific program rankings, a detailed school directory, interactive tools, step-by-step admissions guide, parent articles, and more!

#### **GoCollege - [www.gocollege.com](http://www.gocollege.com)**

Students browse schools, research scholarship and loan options, & prepare for admissions tests.

#### **Virtual Campus Tours - [www.campustours.com](http://www.campustours.com)**

A great comprehensive source for virtual college tours, campus web cams/maps, & college videos.

### **My Majors - [www.MyMajors.com](http://www.MyMajors.com)**

After a short interview, suggests majors to consider based upon your background and interests. Also, provides college planning timelines by grade level and other useful information.

### **College Answer - [www.collegeanswer.com](http://www.collegeanswer.com)**

Voted “Best of the Web” by Forbes magazine, this site walks students through the entire “going to college” process (planning, selecting, applying, paying, deciding, financing). Great parent section too!

## **COLLEGE ADMISSIONS TESTS**

### **ACT - [www.act.org](http://www.act.org) / SAT - [www.collegeboard.com](http://www.collegeboard.com)**

Register online for the test, find national testing dates/locations, test fees and practice materials.

### **Peterson’s Student Edge – [www.mystudentedge.com](http://www.mystudentedge.com)**

Prepare for the ACT, SAT, and PSAT with award-winning online courses, find the optimal college for you, explore career paths based upon your interests/talents, maximize college affordability with scholarship search/financial aid tools. A great comprehensive site with no-cost test-prep programs! To register and gain access, click on “New User” and enter the school’s access code (FUHYWEKC).

## **FINANCIAL AID**

### **FAFSA - [www.fafsa.ed.gov](http://www.fafsa.ed.gov)**

The official website for the FAFSA (Free Application for Federal Student Aid) where families can receive free access to, and information about, the FAFSA.

### **Tuition Funding Sources - [www.tuitionfundingsources.com](http://www.tuitionfundingsources.com)**

Search for scholarships with one of the largest scholarship databases. When first visiting the site, click on “Login” and then register using the school’s username (nordonia1) and password (knights).

### **School Soup – [www.schoolsoup.com](http://www.schoolsoup.com)**

Search a large database for scholarships where your personal information is not sold, get detailed information on over 3,000 colleges, and receive discounts on test prep courses for ACT/SAT and more!

### **Scholarships - [www.scholarships.com](http://www.scholarships.com)**

Another comprehensive website to conduct scholarship searches not awarded through colleges.

## **STUDY STRATEGIES**

### **Study Guides and Strategies - [www.studygs.net](http://www.studygs.net)**

Learn about preparing for tests, test taking strategies, time management, studying, reading/writing skills, writing a research paper and much more! Also take a quick quiz (click on “Exploring your own learning style” under the Resources heading – take the DVC survey) to identify your learning style and strategies to help you study for tests more effectively based upon how you learn best.

## **GRADUATION REQUIREMENTS AND DIPLOMA CRITERIA**

- 1. To qualify for graduation from Nordonia High School the Classes of 2012 and 2013 must meet the following minimum requirements:**
  - A. 21 credits**
  - B. Shall have passed all five parts of the Ohio Graduation Test.**

**C. Shall have earned credits in the REQUIRED COURSES INDICATED AS FOLLOWS:**

<u>AREA</u>	<u>CREDITS</u>	<u>REQUIRED COURSEWORK</u>
English	4	One credit per year in grades 9, 10, 11, 12
Social Studies	3	World History in Grade 9 U. S. History in Grade 10 American Government in Grade 11 Economics in Grade 11.
Math	3	One credit per year in grades 9, 10, 11
Science	3	One credit per year in grades 9, 10, 11
Health	1/2	One-half credit in grade 9
Physical Education	1/2	One-fourth credit per year in grades 9 & 10

**Must choose one credit from Technology/Business, Fine Arts or Foreign Language.**

**Must choose one additional credit from the Core Academic subjects of English, Math, Science or Social Studies. Must meet the graduation criteria established by Senate Bill 55.**

**REQUIRED CREDITS:**

**Total of 16 required academic credits PER ABOVE**

**ELECTIVE CREDITS:**

**Total of 5 elective credits**

**To qualify for graduation from Nordonnia High School the Class of 2014 and 2015 must meet the following minimum requirements:**

**A. 21 credits**

**B. Shall have passed all five parts of the Ohio Graduation Test.**

**D. Shall have earned credits in the REQUIRED COURSES INDICATED AS FOLLOWS:**

<u>AREA</u>	<u>CREDITS</u>	<u>REQUIRED COURSEWORK</u>
English	4	One credit per year in grades 9, 10, 11, 12
Social Studies	3	World History in Grade 9 U. S. History in Grade 10 American Government in Grade 11 (Must include 1 unit of American History, 1 unit World History, ½ unit Economics which includes financial literacy, ½ unit Government) Economics in Grade 11.
Math	4	One credit per year in grades 9, 10, 11, 12 (Must include 1 unit of Algebra II or the equivalent)
Science	3	One credit per year in grades 9, 10, 11 (Must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science)
Health	1/2	One-half credit in grade 9
Physical Education	1/2	One-fourth credit per year in grades 9 & 10

Fine Arts 1

**REQUIRED CREDITS:**

**Total of 16 required academic credits PER ABOVE**

**ELECTIVE CREDITS:**

Electives 5

(Including at least one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science, or social studies courses not otherwise required).

**Refer to the Program of Studies Booklet for a complete listing/ description of courses offered.**

**ONLY THOSE STUDENTS WHO HAVE COMPLETED THESE SPECIFIED GRADUATION REQUIREMENTS WILL BE PERMITTED TO PARTICIPATE IN THE COMMENCEMENT EXERCISES.**

**STATE OF OHIO DIPLOMA RECOGNITION**

**Historically, the State Board of Education has encouraged excellence in both college preparatory and vocational education. Outstanding students may receive special recognition from the State Board of Education for their achievements.**

**STATE BOARD OF EDUCATION AWARD OF MERIT**

To be eligible for the Award of Merit, a student must meet the following requirements in either the College Preparatory or Vocational Curriculum:

The requirements listed below have been adopted for the Award of Merit. This certificate will be awarded by the State Board of Education to all those who meet the criteria specified in **A and C or B and C below.**

**A. *College Prep Requirements*** – complete the following minimum requirements:

1. English – 4 units (May include 1 unit of fundamentals of speech.)
2. Mathematics – 3 units (Must include 1 unit of algebra and 1 unit of geometry.)
3. Science – 3 units (Must include 2 units from among biology, chemistry and physics.)
4. Social Studies – 3 units (Must include 2 units of history and 1/2 unit of civics or government.)
5. Foreign Language – 3 units (Must include no less than 2 units of any language for which credit is sought i.e., 3 units of one language or 2 units each of two languages.)
6. Complete 2 units from one or more of the following, or 2 additional units from one or more of the areas listed A.1 through A.5 above.
  - a. Business
  - b. Computer Science
  - c. Visual or Performing Arts

**B. *Career-Technical Curriculum Requirements***

1. Complete a career technical occupational preparation program
2. Complete the following curriculum requirements
  - a. English – 4 units
  - b. Mathematics – 3 units
  - c. Science – 3 units
  - d. Social Studies – 3 units

Applied academic credits earned via career-technical education shall apply to the criteria for the Award of Merit.

**NOTE:** Courses completed prior to ninth grade, taught by a teacher licensed to teach high school, and recognized as high school level work by the local school district board of education. Courses that are part of the Post Secondary Education Options Program also apply to the criteria for the Award of Merit.

3. Complete two units from one or more of the following, or two additional units from one or more of the areas listed in B.2 above.

- a. Business
- b. Computer Science
- c. Foreign Language
- d. Visual or Performing Arts

**C. Performance Criteria (applies to both curricula)**

1. Maintain above average attendance for grades nine through 12 (compared to a rolling four-year state average). For 2009, the four-year state average is 94.20 percent attendance.
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following: earning the equivalent of an overall grade point average of 3.25 on a four point scale for grades nine through 12; earning the equivalent of an overall grade point average of 3.5 on a four point scale for grades 11 and 12; or ranking in the top 25 percent of the class, whichever is more inclusive.
3. Participate in co-curricular, extracurricular or community activities in accordance with procedures established by the district board of education.
4. Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district board of education.

**DIPLOMA WITH HONORS**

\*Writing sections of either standardized test should not be included in the calculation of this score.

**Comparison of Diplomas with Honors Criteria**

*Students need to fulfill all but one criterion for any of the following Diplomas with Honors*

<b>Subject</b>	<b>High School Academic Diploma with Honors Graduating Classes 2012 and Beyond</b>	<b>Career-Technical Diploma with Honors for Graduating Classes 2012 and Beyond</b>
<b>English</b>	4 units	4 units
<b>Mathematics</b>	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
<b>Science</b>	4 units, including physics and chemistry	4 units, including physics and chemistry
<b>Social Studies</b>	4 units	4 units
<b>Foreign Language</b>	3 units, including at least 2 units in each language studied	Not counted toward requirements
<b>Fine Arts</b>	1 unit	Not counted toward requirements
<b>Career-Technical</b>	Not counted toward requirements, and may not be used to meet requirements	Now counted in Electives
<b>Electives</b>	Not counted toward requirements	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
<b>Grade Point Average</b>	3.5 on a 4.0 scale	3.5 on a 4.0 scale



- d. Earn three units of Social Studies
- e. Earn two units of a foreign language; or two units of business/technology; or one unit of each
- f. Earn three units in the student’s career-technical education curriculum
- g. Earn two additional units in (a) through (f) above, or in fine arts
- h. Maintain an overall high school grade point average of at least a 3.5 on a 4.0 scale up to the last grading period of the senior year
- i. Complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent.
- j. Obtain a composite score of 27 on the American College Testing (ACT ) tests or an equivalent composite score on the Scholastic Assessment Tests (SAT)

<b>High School Academic Diploma with Honors for Graduating Classes of 2012 and Beyond</b>	
Subject	Criteria
<b>English</b>	4 units
<b>Mathematics</b>	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
<b>Science</b>	4 units, including physics and chemistry
<b>Social Studies</b>	4 units
<b>Foreign Language</b>	3 units, including at least 2 units in each language studied
<b>Fine Arts</b>	1 unit
<b>Career-Technical</b>	Not counted toward requirements and may not be used to meet requirements
<b>Electives</b>	Not counted toward requirements
<b>Grade Point Average</b>	3.5 on a 4.0 scale
<b>ACT/SAT Score [excluding scores from the writing sections]</b>	27 ACT / 1210SAT
<b>Additional Assessment</b>	None

**Diploma with Honors requirements** pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

- ½ unit physical education\*
- ½ unit health
- ½ unit in American history
- ½ unit in government

SB 311 allows school districts to adopt a policy exempting students who participate in athletics, band or cheerleading for two full seasons from the physical education requirement.

<b>Career-Technical Diploma with Honors for Graduating Classes of 2012 and Beyond</b>	
<b>Subject</b>	<b>Criteria</b>
<b>English</b>	<b>4 units</b>
<b>Mathematics</b>	<b>4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content</b>
<b>Science</b>	<b>4 units, including physics and chemistry</b>
<b>Social Studies</b>	<b>4 units</b>
<b>Foreign Language</b>	Not counted toward requirements
<b>Fine Arts</b>	Not counted toward requirements
<b>Career-Technical</b>	Now counted in Electives
<b>Electives</b>	<b>4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post secondary credit.</b>
<b>Grade Point Average</b>	<b>3.5 on a 4.0 scale</b>
<b>ACT/SAT Score [excluding scores from the writing sections]</b>	<b>27 ACT / 1210SAT</b>
<b>Additional Assessment</b>	Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

**Diploma with Honors requirements** pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

½ unit physical education\*

½ unit health

½ unit in American history

½ unit in government

SB 311 allows school districts to adopt a policy exempting students who participate in athletics, band or cheerleading for two full seasons from the physical education requirement.

#### **MINIMUM/MAXIMUM COURSE LOAD:**

A full-time student must carry a minimum course load equivalent to six (6) credit bearing courses each semester. ALL noncredit offerings do not fulfill this requirement. A student may have no more than one study hall per semester. The maximum course load a student can take during the school day is seven (7) courses. Any deviation must have the approval of the building Principal. All classes are open to all students regardless of gender.

#### **GRADE PROMOTION REQUIREMENTS:**

4.5 credits needed for promotion to grade 10

9.5 credits needed for promotion to grade 11

14 credits needed for promotion to grade 12

#### **SCHEDULE CHANGES/DROPPING CLASSES:**

During the time between course registration (February) and the start of the school year (late August) students and parents may elect to change a student's schedule for the next school year.

After the start of the school year, course changes will only be made if:

1. There is a scheduling conflict that cannot be resolved.
2. Changes necessitated by failures.
3. Satisfactory completion of a course in summer school.
4. A technical error was made in the process of scheduling the student's request.

**SCHEDULE CHANGING AFTER THE SCHOOL YEAR HAS BEGUN IS NOT PERMITTED**

since a student's schedule is the result of careful planning by the student, his counselor, his teachers, and his parents, and critical staffing decisions are based on student course selections.

**COURSES DROPPED AFTER THE START OF SCHOOL WILL RESULT IN AN "F" PENALTY.**

If extraordinary circumstances exist, a student may petition to drop a class without academic penalty by applying through their Associate Principal. An "**Extraordinary Circumstance Class Withdrawal**" form must be completed. It is the responsibility of the student to secure the form, arrange to have the appropriate sections filled out by the appropriate people, and returned to their Associate Principal. Written statements by the student, the student's parent, the student's Guidance Counselor, the affected teacher, and the student's Associate Principal are included on the form. The petition will be presented to the Department Chairs for consideration.

**ADDITIONAL LEARNING PROGRAMS/OPTIONS:**

**ADVANCED PLACEMENT TESTING**

**All students enrolled in Advanced Placement courses are required to take the national exams given at Nordonia High School in May. College credit may be granted upon successful completion of these exams. The college which the student attends awards credit. Check with your individual college on their credit granting policies. Costs for each test given are approximately \$80 per test. You will receive a letter about these tests with the semester report card and be asked to send payment for the tests at that time.**

SPECIAL PROGRAMS: The following Special Programs are offered within the N.H.S. curriculum:

Cuyahoga Valley Career Center (CVCC)

Career Based Intervention (CBI)

Technology Work Experience (TWE)

A student is eligible for only one Special Program in a given year.

Exceptions must be approved in writing by the Principal.

**POST-SECONDARY ENROLLMENT OPTIONS:**

The Ohio State Board of Education has adopted a policy under which a student may enroll at a college on a full or part-time basis and complete courses for high school and college credit. The program eligibility includes grades 9-12, acceptance by college and other local criteria. Program options include enrollment in college courses for college credit, or for both high school/college credit. Guidelines have been established for financial arrangements for tuition, books, materials and fees, depending on the enrollment option selected. A student and their parent must attend a mandatory meeting in January and inform the High School Guidance Department by **March 30** of their intent to participate in the Post-Secondary Enrollment Option. Detailed information is available in the guidance office.

### **EDUCATIONAL OPTIONS:**

Educational Options refer to experiences which may be provided in accordance with board policy to supplement the regular school program scheduled for students. Such options may include:

CORRESPONDENCE COURSES, EDUCATIONAL TRAVEL, INDEPENDENT STUDY, MENTOR PROGRAMS, TUTORIAL PROGRAMS, EVENING SCHOOL PROGRAMS. The guidelines outlined below must be followed by a student seeking to utilize an Educational Option.

1. The student must need the proposed course to meet graduation requirements.
2. The proposed course may not replace a similar course taught simultaneously at Nordonia High School.
3. Written approval of the Principal, counselor and parent has been given prior to the student's enrollment in the educational program.
4. An instructional plan which adheres to state minimum standards has been submitted prior to pupil participation.
5. A maximum of six (6) credits may be applied toward the credits required for graduation. No more than four (4) of the six (6) credits may be applied toward the required courses for graduation.
6. A student must be a senior or fifth year student to receive permission to enroll in a course offered at an evening school program.

### **SUMMER SCHOOL:**

Summer school is designed for remedial purposes only. Any deviation from this must be approved by the building Principal **BEFORE** a student enrolls in summer school. A maximum of two (2) new credits per summer may be taken with a maximum of four (4) such units counting toward graduation.

### **EARLY GRADUATION:**

Students are discouraged from seeking early graduation. There are many advantages and opportunities for students to expand their academic and social development by completing four full years of high school. There are, however, circumstances where early graduation is desired to better enable a student to accomplish the necessary college educational requirements for their career goal. To this end, Early Graduation will be considered for approval, but it is not intended for the student who simply wants to graduate early.

- 1.) The student must submit an application by **March 1** of the sophomore year.
- 2.) A student/parent/Principal conference must be scheduled prior to **May 1** of the sophomore year. An educational plan detailing the request of early graduation and its relationship to the student's overall education will be completed and submitted prior to the conference. Assistance should be obtained from the guidance department in preparing the educational plan.
- 3.) The student must have earned the minimum 14 credits prior to the end of the sophomore year and have an accumulative G.P.A. of 3.5.

### **HOME INSTRUCTION:**

Home Instruction is provided for students at all levels of academic performance who are handicapped for a period of time. These handicaps may include, but are not limited to, illness, injury, post surgery recovery and/or complications with pregnancy. Parents should contact the student's Guidance Counselor as soon as possible if their student has an illness that could become lengthy. Home Instruction will be provided at a rate of one hour for every day out of school. If your child were out for 30 days and unable to receive instruction for 10 of those days, 30 hours of instruction would be provided in the remaining 20 days. Home Instruction is terminated as soon as the student returns to school.

## **TRANSFERRING TO ANOTHER SCHOOL:**

At least one week prior to withdrawing a student from Nordonia High School to attend another school, the parent/guardian should make an appointment with the guidance staff to complete the necessary withdrawal forms to insure a smooth transfer of student records.

## **WITHDRAWAL FROM SCHOOL:**

Ohio Revised Code 3321.01 requires that a child must attend school until eighteen (18) years of age or until he/she receives a diploma. A student may withdraw from school between the ages of 16 and 18 only if:

1. The student receives prior written approval from his counselor and Unit Principal.
2. The student receives an Age and Schooling Certificate issued by the Nordonia High School Guidance Department. DROPOUTS - O.R.C. 3321.13(B)(1)
3. Within two (2) weeks after withdrawal from school, the Superintendent, **MUST** notify the registrar and the Juvenile Judge of the **County**. All students under age 18 who drop out of school will have their driving license suspended.

## **RE-ENROLLMENT:**

A student withdrawing from school **MAY NOT RE-ENROLL** until the following semester without the building Principal's approval. Students wishing to re-enroll must do so by making an appointment with a counselor in the Guidance Office. Current documentation related to any change of address or custody changes must be available before any student may re-enroll.

**Eighteen year old students** who had withdrawn from school during a previous school year, or students who were previously expelled, must make an appointment with the building principal in order to establish conduct/attendance guidelines. This conference **MUST** take place before the student would be permitted to re-enroll.

## **TRANSCRIPTS AND RECORDS:**

A Transcript Release Form must be signed by a parent or student (if over 18). There is a \$2.00 fee for each transcript requested. Official transcripts will not be sent to students or parents, but only to institutions or organizations designated by the student. To review cumulative records, a parent or student (if over 18) must request the review in writing. The school has 45 days in which to reply to the request.

## **HOMEWORK REQUEST:**

Parents should call the Guidance Office at 330.468.4603 to request homework for students absent because of illness lasting more than two (2) days. Homework may be picked up the day following the request. **The minimum number of days given for make-up work is equal to the number of days the student was absent plus one additional day.** Students having had any non-illness related absence(s) which could have been anticipated, such as field trips, college visits, extra-curricular or co-curricular competitions etc., must have all assignments, projects, tests or quizzes ready to be handed in and/or completed on the day they return to school. For longer periods of absence, teachers will meet with the student's Guidance Counselor, and they will jointly determine how much additional time for completion will be granted. Teachers must be given a full 24 hours notice for all homework requests.

## **COLLEGE REPRESENTATIVES:**

Upperclassmen will be notified of the schedule of college/ technical school and military representatives visiting the Guidance area during the school year and may schedule time to visit with representatives through the Guidance Office. All students scheduled to meet with a representative must seek the permission of all teachers of classes to be missed. Students will not be permitted to attend an information session without teacher(s) permission and signatures.

## **WORK PERMITS (AGE AND SCHOOLING CERTIFICATES):**

State law requires that students under 18 must have a work permit for most jobs while school is in session. A work permit is not required for students over 16 years of age during summer vacation months. Students may obtain the proper forms from their Unit Guidance Secretary.

## **HONOR AND MERIT ROLL**

**Superior academic achievement** will be recognized in the following manner:

3.80 and above-**High Honor Roll**

3.60-3.79-**Honor Roll**

3.00-3.59-**Merit Roll**

## **IMC**

(Instructional Media Center)

## **MISSION STATEMENT**

The mission of today's library media program is to ensure that all members of the school community are effective users of ideas and information in all formats by providing resources and instruction fundamental to success in today's information and knowledge-based society.

Our school library links to the wider information network supporting the use of books and digital information sources, addressing academic content standards, complementing and enriching textbooks, and classroom instruction.

The library media program equips students with 21<sup>st</sup> century information literacy skills, fosters the imagination and promotes literacy through utilization of our popular fiction collection, and prepares students to become critical thinkers and live as responsible citizens.

## **HOURS**

Monday through Friday 7:00 AM – 2:45 PM

A student may use the IMC throughout the school day during study hall and lunch or with a pass from his/her classroom teacher, space permitting. The IMC is also available before and after school. The IMC is a place for research, study, reading, viewing and browsing books, newspapers and magazines. Many Internet-based research tools also are available for student use with a certified librarian providing instruction and assistance as needed. Use of IMC resources is an integral part the high school educational experience and, as such, has a direct impact on academic success.

## **KNIGHT READERS BOOK CLUB**

Students are invited to join the Knight Readers Book Discussion Club anytime throughout the school year. Books are chosen by the group and informal, after-school discussions are held every 4 to 6 weeks, often in local coffee shops. A members-only book discussion blog is available at: <http://nordoniaknightreaders.blogspot.com/>

## **INTERNET-BASED INSTRUCTIONAL RESOURCES**

The high school IMC has a multitude of powerful resources for student homework assignments, research papers and other information needs. The following list provides database descriptions and URLs for easy in-school and home access. Begin by opening the Nordonia Schools home page at:

**[www.nordoniaschools.org](http://www.nordoniaschools.org)**

Click on **IMC RESEARCH PORTAL** under **STUDENT LINKS** to easily access the following electronic databases. Databases are listed below by categories with usernames and passwords. Full descriptions follow this list. Databases and passwords are subject to change without notice. If you experience difficulty in utilizing these resources, please see Ms. Lang in the IMC. URLs are provided in case either the school home page ([www.nordoniaschools.org](http://www.nordoniaschools.org)) or IMC Research Portal (<http://www.galesites.com/k12/nshs/>) is down.

**DIRECT LINK TO THE IMC RESEARCH PORTAL:** <http://www.galesites.com/k12/nshs/>

**BOOKS:**

IMC CARD CATALOG – <http://sirsi.neonet.org/opac/NHD/NOIMC/>

Password not required

VIRTUAL REFERENCE LIBRARY (eBooks) – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=GVRL](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=GVRL)

Password: knights

**CONTEMPORARY ISSUES DATABASES:**

OPPOSING VIEWPOINTS – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=OVRC](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=OVRC)

Password: knights

POINTS OF VIEW – <http://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=s9910749&profile=pov>

Username: nordonia and password: knights

ISSUES: Understanding Controversy and Society – <http://issues.abc-clio.com>

Username: nordonia and password: knights

CQ RESEARCHER – <http://library.cqpress.com/cqresearcher/>

Username: nordonia and password: knights

**MAGAZINE & NEWSPAPER ARTICLE DATABASES:**

GENERAL REFERENCE CTR. GOLD – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=GRGM](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=GRGM)

Password: knights

STUDENT RESEARCH CENTER – [www.infohio.org/ER/secure/EBSCO.asp](http://www.infohio.org/ER/secure/EBSCO.asp)

Username: learn and password: infohio

S.I.R.S. RESEARCHER – <http://sks.sirs.com/HomeAccess.asp?OH0063>

Username: OH0063 and password: knights

NEWSBANK – [www.infohio.org/ER/secure/newsbank.asp](http://www.infohio.org/ER/secure/newsbank.asp)

Username: learn and password: infohio

**SCIENCE RESOURCES:**

GALE SCIENCE CENTER – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=SCIC](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=SCIC)

Password: knights

SCIENCE ONLINE – [www.infohio.org/ER/secure/scienceonline.asp](http://www.infohio.org/ER/secure/scienceonline.asp)

Username: learn and password: infohio

GRZIMEK'S ANIMALS ONLINE – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=GZAL](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=GZAL)

Password: knights

**LANGUAGE ARTS RESOURCES**

LITERARY REFERENCE CENTER – <http://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=s9910749&profile=lrc>

Username: nordonia and password: knights

LITERATURE RESOURCE CENTER – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=LitRC](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=LitRC)

Username: nordonia and password: knights

NOVELIST – <http://search.ebscohost.com/login.aspx?authtype=ip,uid&custid=s9910749&profile=novelist>

Username: nordonia and password: knights

**SOCIAL STUDIES RESOURCES**

COUNTRY REPORTS – [www.countryreports.org](http://www.countryreports.org)

Username: nordonia and password: knights

CULTUREGRAMS – <http://online.culturegrams.com>

Username: nordonia and password: knights

U.S. HISTORY IN CONTEXT – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=UHIC](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=UHIC)

Password: knights

WORLD HISTORY IN CONTEXT – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=WHIC](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=WHIC)

Password: knights

**BIOGRAPHY DATABASES:**

BIOGRAPHY IN CONTEXT – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=BIC1](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=BIC1)

Password: knights

BIOGRAPHY REFERENCE BANK – [www.infohio.org/ER/secure/biorefbank.asp](http://www.infohio.org/ER/secure/biorefbank.asp)

Username: nordonia and password: knights

**REFERENCE RESOURCES:**

VIRTUAL REFERENCE LIBRARY (eBooks) – [http://infotrac.galegroup.com/itweb/lnoca\\_nordonia?db=GVRL](http://infotrac.galegroup.com/itweb/lnoca_nordonia?db=GVRL)

Password: knights

OXFORD REFERENCE ONLINE – [www.infohio.org/ER/secure/oxref.asp](http://www.infohio.org/ER/secure/oxref.asp)

Username: learn and password: infohio

WORLDBOOK ENCYCLOPEDIA – [www.infohio.org/ER/secure/worldbook-advanced.asp](http://www.infohio.org/ER/secure/worldbook-advanced.asp)

Username: learn and password: infohio

### **MISCELLANEOUS DATABASES:**

LEARNING EXPRESS LIBRARY – [www.infohio.org/ER/secure/LearningExpress.asp](http://www.infohio.org/ER/secure/LearningExpress.asp)

Username: learn and password: infohio

ART COLLECTION – [www.infohio.org/ER/secure/AMICO.asp](http://www.infohio.org/ER/secure/AMICO.asp)

Username: learn and password: infohio

INFOhio DATABASES – [www.infohio.org](http://www.infohio.org)

Username: learn and password: infohio

OCIS (Ohio Career Information System) – [www.ocis.org/](http://www.ocis.org/)

Username: NordoniaHS and password: ohiois03

### **ALPHABETICAL LIST OF DATABASE DESCRIPTIONS:**

**ART COLLECTION** – An online fine arts image collection from earliest times to the present.

**BIOGRAPHY IN CONTEXT** – Nearly a million biographical entries spanning history and geography including articles, reference books, media clips and daily updated content.

**BIOGRAPHY REFERENCE BANK** – Biographical information on historical and contemporary figures of note from around the world.

**COUNTRY REPORTS** – Includes all things cultural from holiday customs, education and government to food, fashion, current events and more for all countries of the world. Country comparison graphs included.

**CQ RESEARCHER** – The *Congressional Quarterly Researcher* offers in-depth, non-biased coverage of significant national issues. Weekly updates provide timely information on controversial subjects.

**CULTUREGRAMS** – Cultural and historical overviews of countries of the world including statistics, maps, flags, recipes, images, famous citizens, etc.

**GRZIMEK'S ANIMALS ONLINE** – Overviews of over 4000 species including photos, maps, videos and audio clips covering habitat, behavior and more. Additional articles cover endangered species, biomes, evolution, etc.

**IMC CARD CATALOG** – Books, DVDs and other IMC materials can be located by author, title, subject, keyword, or format.

**INFOTRAC GENERAL REFERENCE CTR. GOLD** – Full text, subject-based access to articles from over 2000 magazines and journals. Includes reference books and encyclopedia articles.

**ISSUES: UNDERSTANDING CONTROVERSY AND SOCIETY** – Every controversial topic from academic plagiarism to zero tolerance is dissected and explored. Includes overview articles, support articles from reference books and magazines, primary source materials and media.

**LEARNING EXPRESS LIBRARY** – More than 100 programs to learn, practice and prepare for tests on a variety of subjects including computer skills, writing skills, AP test prep, math, vocabulary, resume writing and more. In Learning Express Library each user sets up her/his own account so results can be saved.

**LITERARY REFERENCE CENTER** – Full-text literary criticism, plot summaries, magazine articles and biographical information on all types of writers from all time periods and all nationalities.

**LITERATURE RESOURCE CENTER** – Includes up-to-date biographical information, full-text literary criticism and overviews on more than 130,000 writers in all disciplines, from all time periods and from around the world.

**NEWSBANK** – Ohio newspapers, including the *Plain Dealer* and the *Beacon Journal* are fully searchable. The database also includes in-depth coverage of ‘hot topic’ national and international news stories.

**NOVELIST** – NoveList provides subject access, reviews, annotations, and much more for thousands of fiction titles. Features include Author Read-alikes, Book Discussion Guides, BookTalks, Annotated Book Lists, Award Winner Lists and more.

**OCIS (Ohio Career Information System)** – OCIS includes accurate career and college data and financial aid information along with the latest national, Ohio and local labor market data and projections. Also includes information on job preparation, resume and cover letter creation, etc. Students can maintain an online portfolio.

**OPPOSING VIEWPOINTS** – A complete one-stop source for pro/con information on contemporary social issues. Includes viewpoint articles, topic overviews, statistics, primary documents, links to websites, and full-text magazine and newspaper articles.

**OXFORD REFERENCE ONLINE** – Over 100 dictionary databases including English and bilingual language dictionaries, reference books, thesauruses, quotations, maps, timelines, encyclopedia articles and subject reference books.

**POINTS OF VIEW** – A full-text database of articles presenting multiple perspectives of current issues. Each topic includes an overview, point (argument) and counterpoint (opposing argument), and critical thinking guide.

**SCIENCE IN CONTEXT** – Full-text magazines, academic journals, news articles, experiments, images, videos, audio files and links to vetted websites on hundreds of today's most significant science topics.

**SCIENCE ONLINE** – Includes information on topics in all the science fields. Includes a collection of images, videos and animations.

**S.I.R.S. RESEARCHER** – Keyword searchable and subject-based access to numerous magazine and journal articles. Very strong database for science, social studies, and contemporary issues.

**STUDENT RESEARCH CENTER** – An extensive array of full-text periodicals accessed via academic, business, career, medical, psychology, philosophy, and sociology databases.

**U.S. HISTORY IN CONTEXT** – A complete overview of U.S. history covering the most-studied events, issues and current information combining book & magazine articles, primary source documents and media clips.

**VIRTUAL REFERENCE LIBRARY (eBooks)** – Searchable eReference books covering science, biography, history, culture, law, medicine & literature.

**WORLD BOOK ENCYCLOPEDIA** – Encyclopedia articles, dictionary, subtopic guidance for broad topics, and excellent graphics, as well as French & Spanish versions.

**WORLD HISTORY IN CONTEXT** – An overview of world history covering the most-studied events, issues and current information combining book & magazine articles, primary source documents and media clips.

### **IMC GUIDELINES**

All rules cited in the student handbook are fully enforced in the Instructional Media Center at all times. In addition, to insure its optimal use, the following rules apply:

1. Mature and respectful behavior is expected at all times.
2. Food and beverages are not permitted at computer workstations.
3. All materials must be checked out at the circulation desk. Detentions and/or charges may result if materials are not properly checked out.
4. Materials must be returned on or before due date or renewed.

- a. Failure to return materials on time will result in overdue notices.
  - b. A detention notice will accompany the third overdue notice. This detention may be cancelled if the overdue items are returned the next school day.
  - c. Replacement costs and processing fees will be charged for lost or damaged materials.
  - d. All fees must be paid before a student is permitted to graduate.
5. Failure to comply with stated guidelines may result in the loss of IMC privileges and/or disciplinary action as deemed appropriate by IMC staff in consultation with the administration.

## **LOCKERS**

Every student will be assigned his/her own locker. They will retain this locker through graduation or for the duration of time they attend Nordonía High School. Students may use lockers before or after school, or during class changes. However, stopping at a locker for materials between classes is rarely an acceptable reason for being late to class. Students should plan to take with them materials for their morning classes before school begins, and for their afternoon classes at lunch time. **Do not share your combination and/or locker with anyone.** Students **MUST** use their assigned lockers and may not change lockers without the permission of the Main Office. Defective lockers should be reported immediately to your Unit Secretary.

**Students will no longer be able to decorate lockers using tape. Locker decoration kits** may be picked up at the bookstore **free of charge.** You may also tack decorations to the **display boards above the lockers.** Locker decorations must not interfere with the operation of the locking mechanism.

Nothing obscene, vulgar, or of a racially derogatory nature may be posted on or inside a locker.

All posters are to be displayed in the "Post It" areas and the display boards above the lockers. Any materials displayed outside these areas will be removed by the custodians.

**Student lockers, desks, cabinets and similar property are the property of the Nordonía Hills Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.**

**REMEMBER - STUDENTS ARE RESPONSIBLE FOR ALL BOARD OF EDUCATION MATERIALS (TEXTBOOKS, ETC.) WHICH ARE ISSUED TO THEM WHETHER LOST, DAMAGED, OR STOLEN.**

## **LOSS OF COMMENCEMENT PRIVILEGES**

**During the final six weeks of school, any senior who is suspended for damaging school property or contributes to, or displays, disruptive behavior, such as but not limited to, pulling fire alarms, making bomb threats, setting off smoke/stink bombs, food fights, assault and battery, etc. or any other disruptive behavior will forfeit his/her privilege of participation in the high school commencement ceremony.**

## **LOST AND FOUND**

Check at the front security desk for any lost items including clothing, books, notebooks, folders and other school materials or missing valuables.

## **LUNCH PERIOD**

All students must eat lunch in the cafeteria, whether they purchase or carry their lunch. Students may bring their lunch or they may purchase from a choice of a Class A balanced lunch, the ala carte selections or the salad bar. Prices are posted.

**Students should take pride in the cafeteria area and are responsible for clearing tables of trays, milk cartons and other items before leaving the cafeteria. Failure to do so may result in a student being required to assist in cafeteria cleanup and/or other disciplinary action. Lunch room conduct should conform to general rules of courteous behavior. Cutting in line, throwing food, and boisterous behavior are obviously not acceptable.**

**LUNCH PERIODS ARE CLOSED WHICH MEANS THAT STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL BUILDING OR SCHOOL GROUNDS DURING THEIR LUNCH PERIOD. STUDENTS WHO DO SO ARE CONSIDERED TRUANT** and are subject to disciplinary action in accordance with section 2314.031 B of the Student Code of Conduct. Students who drive to school carry additional responsibility. They are subject to loss of their driving privilege for violating this provision.

### **NATIONAL HONOR SOCIETY**

Membership in National Honor Society is limited to juniors and seniors who have attended Nordonia High School for at least two semesters and who have an accumulative grade point average of at least 3.50. Eligible students apply for membership by completing an Activities Information Form. Selection to National Honor Society is based on scholarship, service, character, and leadership. Final selection is made by a faculty committee after reviewing recommendations from the faculty. A formal induction ceremony is held each school year.

### **RACIAL/ETHNIC HARASSMENT**

**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.**

Nordonia Hills Board of Education policy 7500-7590 states, in part, that:

The Nordonia Hills City School District Board of Education actively endorses the principle and spirit of Equal Opportunity in Education and Employment. It is a policy of this Board to recruit, hire, train, pay, promote, discipline, provide benefits, and maintain all other conditions of employment in accordance with applicable federal, state and local law without regard to sex, color, race, national origin, religion, age or disability. Moreover, it is a policy of this Board not to tolerate verbal or physical conduct by any person who harasses, disrupts, or interferes with another's work or educational environment, or which creates an intimidating, offensive or hostile work or educational environment. This policy applies to the Board of Education, its administrative, teaching and non-teaching employees and students.

**The purpose of this policy is to specifically address racial/ethnic harassment.**

Each school district employee and student has a responsibility to maintain a workplace and educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited. For purposes of this policy, racial/ethnic harassment includes, but is not limited to, intimidation or persistent abuse of a Board employee, student, or parent, whether physically, orally or in writing.

**No** student, parent or employee shall, on the basis of his or her race or ethnicity, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

**No** person shall be disadvantaged or treated unfairly by the Board of Education or any of its personnel or students on the basis of race or ethnicity, whether intentionally or otherwise, in any activity at any level of the operations of the Nordonia Hills City School District.

For the purpose of this policy, racial/ethnic harassment may be any behavior, verbal or physical, which is imposed by an employee or student on an employee, student or parent, because of race or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcome and which causes or contributes to a racially/ethnically hostile environment.

A racial/ethnically hostile environment exists when acts of harassment are sufficiently numerous, severe, or pervasive to impair or alter an individual's school or workplace environment. The existence of a hostile environment is to be judged from the viewpoint of a reasonable person in the victim's situation under all of the existing circumstances.

The Board of Education does not condone nor will it tolerate racial/ethnic harassment of its employees or students. All employees and students will be subject to appropriate corrective and disciplinary action, for any confirmed and proven act of racial/ethnic harassment they commit in violation of this policy. This corrective action may involve a warning, assignment of detentions, Saturday detentions, parent conferences, meetings with the Title VI Coordinator, or suspension from school.

Racial/ethnic harassment may include, but is not limited to

- a. Racially/ethnically oriented verbal "kidding" or demeaning racial/ethnic innuendoes, teasing, jokes or remarks of a racial/ethnic nature.
- b. Writing graffiti and/or slogans depicting racial/ethnic slurs or racially/ethnically derogatory sentiments.
- c. Racially/ethnically motivated intimidation and/or physical violence or threats of physical violence.

**"Any person who believes he or she has been subject to harassment and desires to report the harassment must promptly report the alleged harassment to his or her building principal or supervisor"**. The complaint will then be promptly investigated. A complete copy of the policy is available in the school office.

**The Civil Rights Compliance Officers for the Nordonia Hills City School District are the Title VI and Title IX Coordinator and the Assistant Superintendent. The contact number is 330.467.0587.**

### **SATURDAY DETENTION**

Saturday Detention is an elective alternative to out-of-school suspension, which may be offered to students at the discretion of the administration. Saturday detentions are held from **8:00 to 11:00 a.m.** in the **Instructional Materials Center (IMC)** at the high school. Students may be scheduled for all or part of the three (3) hour period.

Students are to report to Saturday Detention by **7:50 a.m.** dressed for school and prepared to study with textbooks and all related materials. **NO ONE** will be admitted to Saturday Detention after 8:00 a.m.

Students are to be actively learning using school assignments at all times. No food, sleeping, dozing or use of any audio/recreational/leisure equipment is permitted at any time. Failure to follow the rules of Saturday Detention will result in the student being removed from the session and assigned out of school suspension time. Failure to report as assigned to Saturday Detention, without sufficient cause, will result in a minimum penalty of three (3) days out-of-school suspension.

**Students are not to be outside the school building at any time during the break.**

**Any student not reporting to an assigned before or after school detention will be immediately assigned to a minimum of a Saturday Detention.**

### **SCHOOL BUS REGULATIONS**

While on school buses, students are under the authority of, and directly responsible to the bus driver. State regulations governing students riding school buses apply at all times. The bus discipline plan is posted in each bus and shall be reviewed with students by the driver. It is important for students to understand that

they may be denied the right to ride a school bus if their behavior does not conform to the standards set by the State and by the Nordonía Hills Board of Education.

**The following rules apply to school buses:**

1. Students are to arrive at the bus stop no later than five minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and back from where the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Upon boarding a bus, the student must go directly to an available or assigned seat. **The bus driver has the right to assign a student an assigned bus seat to insure the safe transporting of all students.**
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe appropriate classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus, except as required for medical reasons.
9. Students must not use tobacco or any tobacco product on the bus.
10. Students must not have alcohol, drugs or “look-alike drugs” in their possession on the bus. Any required prescription medication must be in the original container with the original label.
11. Students must not throw or pass objects on, from or into the bus.
12. Students may carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned, unless they have parental and/or administrative authorization as documented by a completed “emergency bus pass” which is available in the main office.
14. Students must not put any part of their body out of the bus windows.

Any violation of school bus regulations will be reported to the Associate Principal's Office and dealt with by detention, Saturday Detention, denial of bus riding privilege and/or suspension from school.

**SCHOOL CLOSING**

When school is closed because of weather conditions or some other emergency situation, it will be announced over Akron and Cleveland radio and TV stations. Please do not call the school about closing; listen to or watch one of these stations:

Television Stations—3,5,8

Radio Stations—WTAM (1100 AM), WAKR (1590 AM), WQMX (94.9 FM), WGAR (99.5 FM)

**SEXUAL HARASSMENT**

Nordonía Hills Board of Education policy 7400-7440.13 states, in part, that:

The Nordonía Hills City Schools prohibit any form of sexual harassment. Further, it is Board policy that all employees and students have a right to work and study in an environment free of discrimination, which encompasses freedom from sexual harassment, as well as assurance that the educational setting is free of sexual harassment.

Equal Employment Opportunity Commission Guidelines Title VVI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 specify that all employees are entitled to a work environment free from sexual harassment and sexual intimidation.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment. (Congressional Federal Register, 1980 p. 74676)

The Board of Education does not condone nor will it tolerate sexual harassment of its employees or students. 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. This corrective action may involve a warning, assignment of detentions, Saturday detentions, parent conferences, or suspension from school.

**Any person who believes he or she has been subjected to harassment, and desires to report the harassment, must promptly report the alleged harassment to his or her building principal or supervisor.** The complaint will then be promptly investigated. A complete copy of the policy is available in the school office. The preceding is part of a comprehensive district policy which is available upon request.

### **STUDENT CODE OF CONDUCT**

In compliance with state law contained in Ohio Revised Code 3313.661 and Board of Education policy 5500, the Nordonia Hills Board of Education has adopted the following Code of Conduct providing guidelines and regulations for student conduct. The enforcement of this Code of Conduct provides students and teachers with the most favorable learning and teaching atmosphere.

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.

In addition, this Code of Conduct includes:

- 1.) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.
- 2.) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

**THE PRINCIPAL RESERVES THE RIGHT TO RULE ON ANY DISCIPLINE SITUATION THAT IS NOT SPECIFICALLY COVERED IN THIS HANDBOOK.**

The following is a list of some of the main areas of conduct which might lead to disciplinary action which may include depriving the student of certain privileges, verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, weekday detention, Saturday detention, community service, emergency removal, referral to law enforcement agencies, suspension, expulsion or exclusion.

## **1.) Harassment/Intimidation/Bullying:**

### **Bullying and Other Forms of Aggressive Behavior**

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student (s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

#### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and placed of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation

may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

For further information please reference District Policy 5517.01 available on the Nordon Hills City Schools website. <http://www.neola.com/nordoniahills-oh/search/policies/po5517.01.htm>.

“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.

## **2.) Assault/Battery/Assault on School Employee:**

### **DEFINITION OF TERMS RELATING TO THIS SECTION:**

**a.) Assault** - An unlawful threat to injure another person, whether by word or by deed, under circumstances calculated to produce fear and when one might reasonably expect that the threat could be carried out. This includes sexual assault or sexual harassment.

**b.) Physical Confrontation** - Any unauthorized physical contact with intent to do bodily harm upon another person. This includes fighting, hitting, and unauthorized touching. Students found guilty of assault or physical confrontation will be subject to a variety of penalties including, but not limited to, verbal or written reprimands, detentions, Saturday Detentions, out of school Suspensions up to ten (10) days, referral to the police and/or a recommendation to the Superintendent for expulsion. Students who have been determined to be involved in incidents of assault and/or physical confrontation will be strongly encouraged to participate in a regularly scheduled counseling program of conflict resolution.

**c.) Verbal Confrontation** – Any unauthorized verbal interaction directed toward another student, staff or third parties is strictly prohibited and will not be tolerated. The Board of Education will not tolerate any verbal comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation or which reflect inappropriate language. This policy applies to all activities in the District, including activities

on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

### **3.) BOMB THREATS, AND OTHER FALSE ALARMS AND REPORTS**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

### **4.) Cheating/Plagiarism/Unauthorized Copying and/or Use of Property of Another:**

Cheating is defined as giving or receiving any information on any kind of school assignment (homework, quizzes, tests, semester and final exams, etc.) designed to be completed by the individual student himself. Plagiarism is defined as the act of taking and passing off as one's own someone else's work or ideas.

**Cheating on, or plagiarizing, any assignment will result in a failing grade for that particular assignment, may result in a failing grade for the grading period in progress, and may jeopardize a senior's right to graduate. Disciplinary action may also result in accordance with the Student Code of Conduct.**

### **5.) Complicity:**

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in this Code of Conduct. (Example: Acting as a look out for smokers).

### **6.) Continuous Disruptive/ Insubordinate Behavior:**

Students who exhibit continuous disruptive/insubordinate behavior in any class, study hall or activity will receive appropriate intervention by their teacher in the form of corrective conferences, letters or phone calls to parents, referrals to the guidance center, or after school detentions. Should these measures fail to produce a positive change in conduct, the student will be referred to their Associate Principal who will assign a minimum of one Saturday Detention to the student. Additional referrals for the same or similar problems will result in increased disciplinary consequences. Should the student's behavior improve, severity of future penalties will be reduced accordingly.

### **7.) Damage to Property:**

A student shall not cause or attempt to cause damage to either school or private property on school premises or during school activities conducted on or off of school grounds.

- A. Vandalism: A student shall not attempt to act or act in the destruction or defacement of school or private property.
- B. Unauthorized possession: A student shall not attempt to act or act in the taking or acquiring of the property of others without their consent.
- C. Unauthorized Use of Fire: A student shall not be involved in the burning or attempted burning of any item on school property.

### **8.) Disruption of School:**

A student shall not cause any disruption of the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare, and safety of the student himself, other students, or staff.

- A. Distribution or Sale of Unauthorized Materials: A student shall not distribute, sell, or post unauthorized materials on school property.
- B. Excessive Displays of Affection: Students shall not engage in excessive displays of affection on school property.
- C. Loitering: A student shall not loiter or delay in any way that may cause disruption to some activity or function.  
**Unsupervised students remaining in the building and/or students waiting for pick-up after 2:30 p.m. may be assigned to an after-school study table until their ride arrives. Failure to do so when directed by any staff person will be considered insubordination. In such cases, the administration and/or police will be notified accordingly.**
- D. False Alarms: A student shall not give false alarm of fire, bomb, or other hazards.
- E. Prohibited Articles: Any object or article that in the judgment of the administration disrupts or interferes with the educational process or endangers the health, welfare, or safety of students or staff is prohibited. This includes, but is not limited to, radios of any kind, tape players, television sets, pagers and cellular telephones.
- F. Dress or appearance: A student shall not dress in an obscene or suggestive manner or in a fashion that disrupts the educational process. Pajama pants, see-through or mesh garments, spandex garments of any type, midriff blouses or shirts, skirts higher than mid-thigh, tank tops, undershirts of any type, clothing with obscene, vulgar, or suggestive statements or symbols, and any apparel that advertises or promotes drugs or alcohol are prohibited. Any hats or head coverings must be deposited in the student's locker upon arrival at school. Hats or head coverings of any type are not to be worn in the school while school is in session. Shoes or sandals must be worn at all times. Shorts are acceptable for school wear provided they are no shorter than mid-thigh in length.
- G. Running in the Hallways: Running in the halls creates a major safety hazard and is strictly prohibited.
- H. Gambling: Students shall not engage in or promote any kind of gambling including, but not limited to, sports betting pools, lotteries of any kind, games of chance, betting on card games, etc.

#### **9.) Extra-Curricular Activities:**

Participation in extra-curricular activities is a privilege, not a right. **Students participating in extra-curricular activities may be denied participation in accordance with the guidelines contained in the Athletic Rules and Regulations in addition to being penalized in accordance with guidelines contained in the Student Code of Conduct.**

#### **10.) Gangs and Gang Activity:**

It is the philosophy of the Nordonia Hills City Schools that all schools in the school system are declared "gang" free zones" or "gang neutral". Accordingly, students involved in gang membership, gang activities, and/or possessing or displaying gang insignias or paraphernalia will be strictly disciplined, suspended, and/or excluded.

**Definition** - A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and when their behavior, either individually or collectively, is disruptive, anti-social, or criminal.

Examples of prohibited gang-related behavior, activities, or identifiers are listed below:

- a.) Dress – As gang identifiers change, various aspects of dress, such as hats, pins, etc. may be determined to be "gang specific" and prohibited in school or at school-related activities.
- b.) Graffiti – Creation and/or application of graffiti to any school owned structure or property is strictly prohibited. Students who are found to be responsible for the application of graffiti to school property will be subject to the Student Code of Conduct as well as full payment of any cost related to removing said graffiti.

c.) Weapons - Any student found to be in possession of a dangerous weapon, "lookalike" weapon and/or object that is indistinguishable from a firearm, will be disciplined under the provisions of the Student Code of Conduct.

d.) Literature/Hand Signals - Students are prohibited from engaging in the distribution, possession, or circulation of gang related literature, alphabets, codes, etc. Similarly prohibited is student use of hand signals, that have been determined as gang related, as a means of communication.

**Students found to be in violation of any of the activities described prior or any other similarly related activities as determined by the administration, are subject to the full array of student discipline provisions including detention, suspension, expulsion, and/or exclusion from school.**

**11.) Hazing Policy:** It is the policy of the Nordonia Hills Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations shall plan, encourage or engage in hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

**12.) Insubordination:**

A student shall not refuse to comply with reasonable requests, orders, and directions of teachers, substitute teachers, educational aides, school bus drivers, administrators, or other authorized personnel during any period of time when the student is properly under the authority of school personnel.

**Insubordination includes but is not limited to:**

- A. Failing to serve a detention assigned by staff members or administration.
- B. Leaving school property during the school day for any reason without signing out through the appropriate Main Office.
- C. Cutting classes or being truant from school.
- D. Being repeatedly tardy to school or classes.
- E. Cheating/Plagiarism.
- F. Disrespect to school personnel.
- G. Failure to comply with reasonable instruction or directions.
- H. Repeatedly failing to comply with any of the items contained in this Code of Conduct.

**13.) Misconduct Directed at School Personnel/Property:**

Includes misconduct by a student that occurs off of property owned or controlled by the school district but that is connected to activities or incidents that have occurred on property owned or controlled by the school district. Includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

**14.) Misuse of Vehicles on School Property:**

A student shall not violate the prescribed rules and regulations for the use of vehicles on school property. Speeding and reckless operation on school grounds will result in revoking of driving privileges and suspension from school.

**15.) Truancy, Class Cutting, Out of Assigned Area:**

Being truant from school or cutting any class or study hall shall result in a student's suspension from school or assignment to Saturday Detention. Truant students forfeit the right to make up tests, quizzes, semester and final exams, class work or other assignments missed while truant. All truant days are considered

**UNEXCUSED** absences. When it has been determined that a general "cut" or "skip" day has taken place, it may be necessary for parents to come to the high school in person to verify student absence from school.

#### **16.) Narcotics, Alcoholic Beverages, Drugs and Paraphernalia:**

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 this student handbook, 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.

A student shall not use, sell, distribute, possess, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute counterfeit or look-alike drugs. Possession of any kind of drug paraphernalia is similarly prohibited. Non-alcoholic beverages (near-beer, etc.) are also prohibited.

**The Board of Education prohibits the use, possession, concealment or distribution of any drug, drug paraphernalia, alcohol or tobacco products on any Nordonia Hills City Schools property or district-sponsored event. It further establishes a drug free zone within 1000 feet of any school facility.**

#### **PENALTIES:**

**FIRST OFFENSE: TEN (10) DAY SUSPENSION FROM SCHOOL.**

**IF THE STUDENT CHOOSES TO SCHEDULE, ATTEND AND SUCCESSFULLY COMPLETE A FORMAL CHEMICAL DEPENDENCY ASSESSMENT, ADMINISTERED BY A CERTIFIED OR LICENSED CHEMICAL DEPENDENCY PROFESSIONAL (CCDCIII, LCDCII, LCDCIII OR LICDC) AND FOLLOW THE RECOMMENDATION(S) OF AN APPROVED AGENCY AND/OR INDIVIDUAL, SEVEN (7) DAYS OF THE SUSPENSION WILL BE HELD IN ESCROW. A THREE (3) DAY OUT OF SCHOOL SUSPENSION IS MANDATORY.**

**ANY SUBSEQUENT OFFENSE: TEN (10) DAY SUSPENSION FROM SCHOOL WITH RECOMMENDATION FOR EXPULSION. POSSIBLE POLICE REFERRAL.**

#### **17.) Profane, Obscene, or Vulgar Language/Gestures:**

A student shall not use profane, obscene, or vulgar language or gestures at school, on school buses, or while engaged in or present at any school sponsored event or activity. Racial remarks directed at a student by another student will be regarded and penalized in the same manner as assault. Racial symbols, comments, graffiti, etc., on or inside a student locker will be penalized in a similar manner. **Profanity directed at a staff member will result in a minimum penalty of a three (3) day suspension from school.**

#### **18.) School Buses:**

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

#### **19.) Terroristic Threat**

Threatening, 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.

**20.) Tobacco:**

A student shall not use or possess tobacco products of any kind in the school building, on school buses, or on school property at any time. Students who are found in possession of tobacco products (on their person, in their lockers and/or in their vehicles), who are found with a cigarette in their hand or mouth (whether lit or unlit), who are seen exhaling smoke or who are found using or in possession of tobacco products such as snuff or chewing tobacco, will be declared violators of this regulation.

Loitering in school lavatories for the purpose of using tobacco products is prohibited. Students declared to be loitering for this purpose will be subject to suspension from school.

**The Board of Education prohibits the use, possession, concealment or distribution of any drug, drug paraphernalia, alcohol or tobacco products on any Nordonia Hills City Schools property or district-sponsored event. It further establishes a drug free zone within 1000 feet of any school facility.**

**PENALTIES:**

**FIRST OFFENSE: TEN (10) DAY SUSPENSION FROM SCHOOL.**

**IF THE STUDENT CHOOSES TO PARTICIPATE IN A SMOKING CESSATION PROGRAM, THEY WILL BE ASSIGNED A SATURDAY DETENTION AND REQUIRED TO PARTICIPATE IN AND SUCCESSFULLY COMPLETE THE SMOKING CESSATION PROGRAM. THE TEN (10) DAY SUSPENSION WILL THEN BE HELD IN ESCROW, UPON SUCCESSFUL COMPLETION OF THE ABOVE.**

**ANY SUBSEQUENT OFFENSE: TEN (10) DAY SUSPENSION FROM SCHOOL WITH POSSIBLE RECOMMENDATION FOR EXPULSION**

**21.) Unauthorized Use of Fire:**

A student shall not endanger school property and/or any occupant(s) of the school building through any unauthorized use of fire.

**22.) Unauthorized Possession:**

A student shall not attempt to act or act in the taking or acquiring of the property of others without their consent.

**23.) Weapons and Dangerous Instruments:**

A student shall not possess, handle, transmit, or conceal any object capable of injuring himself or others. This includes explosives and pyrotechnic devices of any kind. Objects that look like real weapons or dangerous instruments, and/or objects indistinguishable from a firearm are also prohibited. **Under Ohio law, it is a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of a school.**

**STUDENT PHOTOGRAPHS**

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.

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.

Directory Information includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards received.

## **STUDENT RIGHTS/RESPONSIBILITIES**

**PREAMBLE:** It is our belief that students are entitled to basic civil liberties. It is the duty of the school to encourage the exercise of these liberties with the understanding that students have the obligation to develop a sense of responsibility and good citizenship.

### **1.) Clubs and Other Student Organizations:**

School clubs and other organizations must be chartered according to provisions established in the constitution of the student government. Each organization or club shall have a set of bylaws approved by the student government which shall:

- a.) not be in conflict with the constitution of the student government,
- b.) provide for a faculty sponsor/advisor,
- c.) provide for a roster of members to be filed with student government, and
- d.) set forth membership qualifications which do not exclude students based on race, color, creed, gender, religion or political belief.

**The student government has the authority to revoke the charter of any group or club violating any item above.**

### **2.) Distribution of Printed Material:**

Students must request authorization from the Principal to distribute on school property petitions, handouts, leaflets or any other literature written by or signed by students. To be considered for approval, the request must be submitted to the Principal two (2) days before the desired date of distribution and must include:

- a.) The source of the material
- b.) Two (2) copies of the material.

**The Principal may approve or disapprove the request.** If approval is granted, the time and place of distribution will be designated by the Principal.

### **3.) Distribution of Commercial Material:**

No commercial material of any kind may be distributed on school property unless authorized by the Principal or his designee. No group or individual may conduct an unauthorized fund-raiser.

### **4.) Equal Rights Opportunity, Title IX:**

The provisions of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 are guaranteed to all students. Alleged violations of these guarantees may be remedied by following the process posted in the Guidance Office.

### **5.) Leadership Council:**

Leadership Council is made up of students wishing to be part of the school community seeking to make Nordonia High School a great place to grow and learn, but is less formal than Student Council.

Requirements to participate include a 2.5 G.P.A. and a simple application procedure. Leadership Council meets twice monthly and has a variety of sub-councils working throughout the school year.

### **6.) Political/Symbolic Expression:**

Students are permitted to wear political buttons, armbands or badges of symbolic expression as long as such expression does not disrupt the educational process. Any expression determined by the Principal to be lewd, obscene, disruptive or suggestive is not permitted.

### **7.) School Communications:**

The administration, faculty, and students shall jointly establish regulations regarding the manner, time and place for using the communication facilities of the school. Access shall be available to student groups for announcements and statements to the student body through the P.A. system and designated bulletin boards.

### **8.) Student Council:**

The Nordonia High School Student Council is primarily a service organization. Its projects include sponsoring the visit by the Bloodmobile in the spring, hosting Senior Citizen's Day conducting class officer elections and sponsoring Homecoming. Membership is by application with a minimum 2.5 grade point requirement. Application to Student Council is made at the end of the school year with members serving the following year. Student Council is a regularly scheduled class for which a student may earn one-half credit per year.

### **9.) Student Government:**

Provision shall be made for the establishment of a student government with offices open to all qualified students. The student government will establish reasonable standards for candidates for office.

### **10.) School Newspaper:**

Provision shall be made for the establishment of a school newspaper according to these guidelines:

- a.) The faculty advisor will instruct and advise the newspaper staff on matters of style, grammar, format and suitability of material.
- b.) Final decisions as to the suitability of material shall rest with the Principal after consultation with the advisor and student editor.
- c.) Any material will be considered unsuitable that:
  - 1.) clearly advocates activity endangering the health and safety of students and/or school staff,
  - 2.) clearly advocates activity threatening to disrupt the educational process of the school,
  - 3.) is of a libel or obscene nature,
  - 4.) advocates violation of the law or school regulations, or
  - 5.) is false in the light of available facts.
- d.) School publications such as the school newspaper, literary magazine and yearbook are connected to the overall school program and subject to editorial control by the school's authorities.

### **11.) Teacher Critique:**

Any student under the supervision of a teacher may, if he/she desires, write a critique on the performance of that teacher and submit it to the teacher and/or Principal. The critique may include constructive criticism and possible solutions to problems as perceived by the student.

## **SUSPENSION/EXPULSION/EXCLUSION**

**OUT-OF-SCHOOL-SUSPENSION:** The building Principal 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 class work 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.

**Any combination of incidents of Out of School Suspension, PALE and incidents of Saturday Detention that total six (6) incidents will be considered gross insubordination and will result in a recommendation for expulsion.**

A student expelled during the **FIRST SEMESTER**, who returns to school second semester, will be rescheduled in the following manner:

1. The student will be withdrawn from all of his originally scheduled courses (both year and semester) and be withdrawn with an "F" grade for all year and first semester courses.
2. The student will be placed in semester courses. This will result in a limited schedule due to the scarcity of semester courses.
3. The student will be allowed a maximum of nine (9) absences for each course taken during the second semester.

A student expelled during the **THIRD or FOURTH grading period** will be withdrawn from his/her year and second semester courses, and will receive an "F" grade for all year and second semester courses. Any credits earned during the first semester will count toward the student's total accumulated credits needed for graduation.

**Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.**

A student suspended out of school or expelled from the **Cuyahoga Valley Career Center** will be considered suspended out of school or expelled from Nordonia. A student suspended out of school or expelled from Nordonia will be considered suspended out of school or expelled from the Cuyahoga Valley Career Center.

**Expulsion may result in the loss of credit for courses being taken at Nordonia High School, at the Cuyahoga Valley Career Center, or at any college or university, whether under the Secondary Post Enrollment Option or at the student's own expense.**

**EXCLUSION:** Exclusion refers to the permanent removal of a student from school. An excluded student may not attend any school in Ohio. Students may be recommended for exclusion from school for possession/use of deadly weapons or the distribution/sale of illegal drugs.

### **Due Process Rights (Suspension and Expulsion)**

If a student commits a violation of the student conduct code that may lead to an out of school suspension, he/she will be informed in writing of the reasons for the possible suspension. The student will have an opportunity to challenge the suspension at an informal hearing with the building administrator investigating the incident. If the investigation is going to result in a suspension, the school will attempt to contact the parent/guardian by phone regarding the consequence and a notice of the suspension will be sent within one day of the suspension to the legal guardian. A parent/guardian does have the right to appeal the suspension to the Assistant Superintendent or the Board of Education.

If the consequence for the student code violation is of such nature that the suspension will also include a recommendation to the Superintendent for expulsion (student exclusion from school for more than ten (10) days), the Superintendent will notify the parent/guardian in writing of the intended expulsion. The student, parent, or representative will have the opportunity to appear before the Superintendent or designee to challenge the proposed action or explain the reasons for the student's actions.

The above summaries are aligned with the Due Process Rights Policy outlined in the Nordonia Hills Schools Policy 5611.

### **Search and Seizure**

Administrators may search a student or his/her property (including vehicles, 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.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras on all school vehicles transporting students to and from regular and extracurricular activities.

### **TELEPHONES**

Students are not to use office phones without permission. If you absolutely must use a phone for an emergency situation, report to your teacher and secure a pass to do so.

**USING THE PHONE IS NEVER A VALID REASON FOR BEING LATE TO CLASS.**

### **TEXTBOOKS**

Textbooks, library books and certain 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. **Be sure your locker is secure; if your lock does not work properly, REPORT IT TO YOUR UNIT PRINCIPAL IMMEDIATELY AND ASK THAT IT BE REPAIRED.**

### **VIDEO SECURITY**

In accordance with Board policy 7440, video surveillance equipment may be utilized in appropriate public areas in and around the schools and other District facilities. Such equipment is utilized as part of a program for security of the school buildings, school grounds and school equipment.

### **VISITORS**

Parents and other community members wishing to visit Nordonia High School are always welcome and should register with the front entrance security on arrival to obtain visitor credentials. Visitor parking is provided directly in front of the building. **Student visitors are not permitted.** Students anticipating enrolling at Nordonia High School at some future date may make arrangements through the Guidance Office.

### **WEEKDAY DETENTIONS**

1. Two sessions will be held each weekday:
  - Morning session from **6:50 to 7:15 a.m.**
  - Afternoon session from **2:16 to 2:56 p.m.**
2. Tardiness is not an option. If you are not in the detention room on time you will be assigned a minimum of a Saturday Detention as a no show.

3. Students who are removed, or do not show, for weekday detention will be assigned a minimum of a Saturday Detention.
4. Students are responsible for obtaining assignments from their teachers and for having enough school work to do to cover the complete detention session.
5. **STUDENTS ARE TO BRING WITH THEM ALL MATERIALS** (textbooks, notebooks, paper, pens, pencils, etc.) necessary to complete their assignments. No one will be permitted to go to his or her locker. Recreational reading (magazines, etc.) is not appropriate material for admittance to weekday detention.
6. No eating, sleeping, audio/video equipment, or any type of recreational or leisure activities will be permitted.
7. Any violation of the above will result in immediate removal from the detention and the appropriate unit principal will assign a minimum of a Saturday Detention.

### **CUYAHOGA VALLEY CAREER CENTER STUDENT GUIDELINES**

Career Center students should understand that the Career Center school is an extension of Nordonia High School. Although many rules, regulations and policies are common to both schools, some are unique to one school or the other. It is **YOUR RESPONSIBILITY** to familiarize yourself with the rules and policies of each school. The following guidelines will help to answer some of the questions most frequently asked by Career Center students.

1. Students are generally not permitted to drive to the Career Center. If your vocational instructor sees the need for you to drive, he will issue you a driving permit.
2. If you miss the bus to the Career Center, see your Associate Principal's Secretary. You will be permitted to drive to the Career Center due to missing the bus **ONE TIME ONLY PER SEMESTER**. Any other "missed bus" situations will require your parent to pick you up and transport you to the Career Center.
3. If you have permission to drive, you are not allowed to take passengers unless your pass specifically states that you may.
4. Driving to the Career Center without permission and/or being an authorized passenger in a vehicle driven to the Career Center will result in disciplinary action at both schools.
5. Morning Career Center students will arrive back at NHS at approximately 11:30 a.m. and should enter the building immediately upon arrival. **NO ONE SHOULD GO TO THE PARKING AREA OR ANYWHERE ELSE WITHOUT PERMISSION IN WRITING. FAILURE TO ENTER THE BUILDING IMMEDIATELY UPON ARRIVAL WILL BE CONSIDERED GROUNDS FOR SUSPENSION FROM SCHOOL.**
6. Students who have been authorized to drive to and from the Career Center will be considered tardy to class if they arrive after the end of the passing period. Students will be considered absent from class if they miss more than half of the period.

7. Both morning and afternoon Career Center students must follow the Sign-out Procedure if any NHS time is missed due to appointments. Admission slips may be required for readmission to any class after an absence of any kind. These should be picked up in the Associate Principal's Office.
8. If you leave for an appointment from the Career Center, be sure to follow their Sign-out Procedure.
9. Students serving Out-of-school Suspensions are suspended from **BOTH** schools. Students assigned to In School Suspension at the Career Center will generally be permitted to attend Nordonia.
10. All CVCC students, when riding to or from the Career Center, are subject to the same bus regulations as all students. Violations of these bus regulations may result in denial of transportation to the Career Center and/or additional disciplinary action including denial of driving privileges. **Students will then be required to provide their own transportation to the Career Center, but will not be permitted to drive themselves.**

**NORDONIA HIGH SCHOOL**  
**EXTRA-CURRICULAR AND**  
**CO-CURRICULAR PROGRAMS**  
**CLUBS AND ORGANIZATIONS**

Academic Challenge Team  
 Choir Show Choir  
 Computer Club  
 Concert Band Jazz Band Pep Band  
 Marching Band Wind Ensemble  
 Drama Club  
 Leadership Council Student Council  
 Mock Trial  
 Multi-Cultural Club  
 National Honor Society  
 National Thespians  
 Newspaper  
 Peer Mediation  
 PASS Program  
 Project Love  
 Science Olympiad  
 Teen Institute  
 Weightlifting  
 Yearbook

**ATHLETIC TEAMS**

Boys' Baseball	Track (Boys' and Girls')	Wrestling	Girls' Softball
Girls' Volleyball	Basketball (Boys' and Girls')	Cheerleading	Football
Tennis (Boys' and Girls')	Cross Country (Boys' and Girls')	Soccer (Boys' and Girls')	
Swimming and Diving (Boys' and Girls')		Golf (Boys' and Girls')	
Ice Hockey	Bowling (Boys' and Girls')		

**STUDENT DISCIPLINE GUIDELINES**  
**QUICK REFERENCE**

**STUDENTS FOUND TO BE IN VIOLATION OF ANY OF THE ACTIVITIES DESCRIBED BELOW, OR ANY OTHER SIMILARY RELATED ACTIVITIES AS DETERMINED BY THE ADMINISTRATION, ARE SUBJECT TO THE FULL ARRAY OF STUDENT DISCIPLINE PROVISIONS INCLUDING DETENTION, SUSPENSION, EXPULSION AND/OR EXCLUSION FROM SCHOOL.**

**ASSAULT (PHYSICAL): 5 - 10 OSS, Parent Conference, Expulsion Recommendation, Police Contact**

**ASSAULT ON SCHOOL EMPLOYEE: 10 OSS, Expulsion, Police Contact**

**PHYSICAL CONFRONTATION:**

**FIRST OFFENSE: 5 OSS, Police Contact, Parent contact, Peer Mediation referral  
Subsequent Offense: 5 - 10 OSS, Possible Police Contact and/or Expulsion Recommendation**

**VERBAL CONFRONTATION: 3 - 10 OSS, Parent Conference, Expulsion Recommendation, Police Contact**

**CHEATING/PLAGIARISM/UNAUTHORIZED COPYING AND/OR USE OF PROPERTY OF ANOTHER:**

**First Offense: Loss of Credit on Assignment, Parent Contact, Saturday Detention  
Second Offense: Loss of Credit on Assignment, Parent Contact, 3 OSS  
Third Offense: Loss of Credit on Assignment, Parent Contact, 10 OSS**

**COMMUNICATION DEVICES/PERSONAL ELECTRONIC EQUIPMENT:**

**Confiscation, Parent Contact  
Saturday Detention/Return Item to Parent  
Confiscation/ 2 OSS, 4 OSS, 8 OSS, 10 OSS.**

**DISRUPTION OF CLASS/WEEKDAY DETENTION:**

**First Offense: 1-3 Saturday Detentions  
Second Offense: 1-3 OSS  
Third Offense: 5 OSS and removal from class**

**EXTORTION/INTIMIDATION:**

**5 OSS, Parent Conference  
10 OSS, Expulsion Recommendation**

**FAILURE TO FOLLOW REASONABLE DIRECTIVES:**

**1-3 Saturday Detentions/ 1 OSS  
3 OSS  
5 OSS**

**FAILURE TO REPORT TO OFFICE:**

**3 OSS 5 OSS 10 OSS Expulsion Recommendation**

**FALSE ALARMS (FIRE/911/BOMB): 10 OSS, Expulsion, Police Contact**

**FRADULENT SIGNATURES/IMPROPER USE OF PASSES/FORGERY/FALSE CALL IN:**

1-3 Saturday Detentions  
3 OSS, reduce to 1 OSS w/Parent Conference  
3 OSS  
10 OSS, Expulsion Recommendation

**GAMBLING/CARDS/DEVICES/DICE:**

Confiscation, Parent Contact  
Confiscation/3 OSS  
Confiscation/5 OSS  
Confiscation/10 OSS

**EMOTIONAL (BULLYING)/SEXUAL HARASSMENT:**

Parent Conference with Intent to Suspend  
3 OSS  
5 OSS  
10 OSS, Expulsion Recommendation

**INAPPROPRIATE DRESS/APPEARANCE:**

A call to parent/guardian should be made to secure appropriate clothing to change the apparel or style which is objectionable. The time missed from class is unexcused.  
Subsequent Infractions: Insubordination

**INSUBORDINATION/DISRESPECTFUL BEHAVIOR:**

1-3 Saturday Detentions  
1-3 OSS  
3-5 OSS  
5-10 OSS

**INTERFERENCE WITH AUTHORITY:**

3 OSS, 5 OSS, 10 OSS, Expulsion Recommendation

**MISCONDUCT DIRECTED AT SCHOOL PERSONNEL/PROPERTY:**

10 OSS/Expulsion Recommendation/Possible Police Contact

**NARCOTICS, ALCOHOLIC BEVERAGES, STIMULANT DRUGS:**

First Offense: 10 OSS, Agreement to a CCDCIII assessment and a Commitment to follow their recommendation; the student may then return to school after 3 days.

Subsequent Offenses: 10 OSS, Expulsion Recommendation, Police Contact.

**NOT ATTENDING SATURDAY DETENTION:** 3 OSS per missed detention.

**NOT ATTENDING WEEKDAY DETENTIONS:**

Receive 1 Saturday Detention for each missed weekday detention.

**PROFANITY, ABUSIVE LANGUAGE TO TEACHERS OR EMPLOYEES:**

3 OSS, 5 OSS, 10 OSS, Expulsion Recommendation

**PROFANITY, OBSCENE LANGUAGE & GESTURES:**

1-3 Saturday Detentions and/or 3 OSS, Parent Contact  
5 OSS, Parent Contact  
10 OSS, Parent Contact, Expulsion Recommendation

**RUNNING FROM EMPLOYEE, REFUSAL TO IDENTIFY SELF OR FALSELY IDENTIFYING SELF:** 3 OSS 5 OSS 10 OSS Expulsion Recommendation

**SEXUAL IMPOSITION/INAPPROPRIATE PHYSICAL CONTACT:**

5 OSS/PARENT CONFERENCE 10 OSS/EXPULSION RECOMMENDATION

**SCHOOL BUS/TRANSPORTATION PROBLEMS/BUS MISCONDUCT:**

WARNING 3 OSS OFF BUS 5 OSS OFF BUS 10 OSS OFF BUS OR  
FOR REMAINDER OF  
SEMESTER

**NOTE: DESTRUCTION OF PROPERTY, TOBACCO, FIGHTING, PROFANITY AND ABUSIVE LANGUAGE AND ASSAULT SHALL BE HANDLED ACCORDING TO REGULAR SCHOOL DISCIPLINARY PROCEDURE.**

**UNEXCUSED TARDINESS – CLASS AND SCHOOL:**

First Offense – Weekday Detention  
Second Offense – Letter to Parent/Guardian  
Third Offense – Saturday Detention (3 maximum per semester)  
Subsequent Offenses – 1-10 OSS

**TECHNOLOGY VIOLATIONS (COMPUTER PRIVILEGES)**

Depending upon the nature of the violation, consequences will range from revocation of computer privileges for a minimum of thirty school days and a Saturday Detention up to and/or including additional Saturday Detentions, 3 – 10 PALE program, 3 – 10 Out of School Suspension, Parent Contact, Police Contact, Recommendation for Expulsion.

**TOBACCO/USE OR POSSESSION:**

First Offense: 10 OSS, May be held in escrow with successful participation in and completion of the tobacco cessation program.  
Subsequent Offense: 10 OSS

**TRUANCY OUT OF SCHOOL ALL OR ANY PART OF DAY/TRUANCY IN SCHOOL (CLASS CUTTING, OUT OF ASSIGNED AREA):**

1 – 3 Saturday Detentions, Parent Contact  
3 – 10 days PALE program, Parent Contact  
Juvenile Court Contact

**UNAUTHORIZED POSSESSION/RECEIVING STOLEN PROPERTY/BREAKING AND ENTERING:** 3 OSS, Restitution if applicable

5 - 10 OSS, Restitution if applicable plus possible Expulsion Recommendation  
**NOTE: In all cases of unauthorized possession, the complainant (one whose property was taken) has the right to file charges against the offender.**

**UNAUTHORIZED USE OF FIRE:**

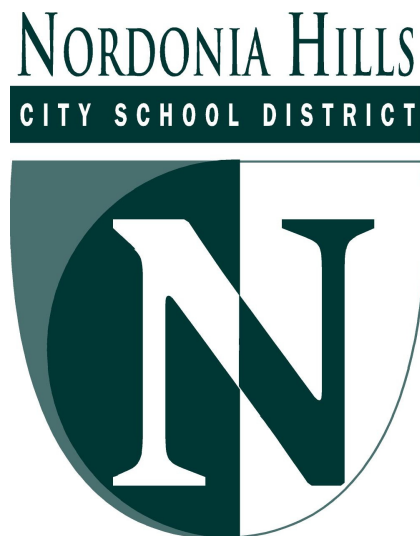
- Fire on school transportation – 10 OSS, Expulsion Recommendation, Police Contact
- Fire in building – 10 OSS, Expulsion, Police Contact
- Open Flame – 5-10 OSS, Expulsion
- Open Flame to Clothing or Hair – 10 OSS, Expulsion

**VANDALISM/INTENTIONAL DESTRUCTION OF PROPERTY:**

- 3 OSS/Restitution
  - 5 OSS/Restitution
  - 10 OSS/Restitution plus Expulsion Recommendation
- NOTE: Possible Police Contact at any step.

**WEAPONS & DANGEROUS INSTRUMENTS, “LOOK-ALIKE” WEAPONS AND/OR OBJECTS INDISTINGUISHABLE FROM A FIREARM:**

- 10 OSS, Confiscation, Expulsion Recommendation, Police Contact





**FIRST SEMESTER  
STUDENT HALL PASS RECORD  
NORDONIA HIGH SCHOOL  
2011-2012 SCHOOL YEAR**



**THIS PAGE MUST BE IN ORIGINAL PARENT/STUDENT HANDBOOK TO BE VALID.**

**STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_**

**DATE    TEACHER    PERIOD    DESTINATION    TIME OUT    TIME IN**

- 1.** \_\_\_\_\_
- 2.** \_\_\_\_\_
- 3.** \_\_\_\_\_
- 4.** \_\_\_\_\_
- 5.** \_\_\_\_\_
- 6.** \_\_\_\_\_
- 7.** \_\_\_\_\_
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**SECOND SEMESTER  
STUDENT HALL PASS RECORD  
NORDONIA HIGH SCHOOL  
2011-2012 SCHOOL YEAR**



**THIS PAGE MUST BE IN ORIGINAL PARENT/STUDENT HANDBOOK TO BE VALID.**

**STUDENT NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_

<b>DATE</b>	<b>TEACHER</b>	<b>PERIOD</b>	<b>DESTINATION</b>	<b>TIME OUT</b>	<b>TIME IN</b>
<b>1.</b>	_____	_____	_____	_____	_____
<b>2.</b>	_____	_____	_____	_____	_____
<b>3.</b>	_____	_____	_____	_____	_____
<b>4.</b>	_____	_____	_____	_____	_____
<b>5.</b>	_____	_____	_____	_____	_____
<b>6.</b>	_____	_____	_____	_____	_____
<b>7.</b>	_____	_____	_____	_____	_____
<b>8.</b>	_____	_____	_____	_____	_____
<b>9.</b>	_____	_____	_____	_____	_____
<b>10.</b>	_____	_____	_____	_____	_____
<b>11.</b>	_____	_____	_____	_____	_____
<b>12.</b>	_____	_____	_____	_____	_____
<b>13.</b>	_____	_____	_____	_____	_____
<b>14.</b>	_____	_____	_____	_____	_____
<b>15.</b>	_____	_____	_____	_____	_____
<b>16.</b>	_____	_____	_____	_____	_____
<b>17.</b>	_____	_____	_____	_____	_____
<b>18.</b>	_____	_____	_____	_____	_____
<b>19.</b>	_____	_____	_____	_____	_____
<b>20.</b>	_____	_____	_____	_____	_____

