



## Nordonia High School

South Bedford Rd  
Macedonia, Ohio 44056  
330.468.4601

This handbook is available online at:

<https://www.nordoniaschools.org/StudentHandbook.aspx>

Nordonia Hills City School District  
Board of Education Office  
Casey Wright, Superintendent  
330.908.6200  
Kyle Kiffer, Treasurer  
330.467.0589

Board Of Education Members  
Chad Lahrmer, President  
Amy Vajdich, Vice President  
Liz McKinley, Matt Kearney, Jason Tidmore, Members

## Office Personnel

Nordonia High School Administration  
Louise Teringo, Principal's Office 330.908.6016  
Jessica Archer, Associate Principal Students' Last Names A-I 330.908.6014  
Tony Buckler, Associate Principal Students' Last Names J-R 330.908.6015  
Jeff Fox, Dean of Students' Last Names S-Z 330.908.6123

Teacher Voicemail Access Line  
330.908.6195

Principal's Office Administrative Assistant  
Eszti Pigniczky, 330.908.6012 Fax 330.468.1359

Front Office Administrative Assistants  
Call In Attendance Line 330.908.6160  
Nicole Spadaro, Attendance 330.468.4601  
Julie Kaczmarek, Discipline 330.468.4602  
Fax 330.468.1359

School Counseling Department 330.468.4603  
Nicole Seward , Grade 12 330.908.6022  
Staci Ross, Grade 11 330.908.6003  
Kathy Sandberg, Grade 10 330.908.6023  
Anthony Rock, Grade 9 330.908.6024  
Karen Volin, Administrative Assistant 330.908.6018  
Karen Ebert, Administrative Assistant 330.908.6010  
Fax 330.908.6038

High School Health Center 330.908.6004

Athletic Department (Athletic Hotline 330.908.6160)  
Rob Eckenrode, Athletic Director 330.908.6001  
Sally Krempasky, Athletics Administrative Assistant 330.908.6000

School Psychologist  
Lauren Miller, 330.908.6008

School Finances  
Amy Strauss, 330.908.6036

<b>Office Personnel</b>	<b>2</b>
<b>WELCOME TO NORDONIA HIGH SCHOOL</b>	<b>8</b>
<b>PROBLEM SOLVERS</b>	<b>9</b>
<b>Attendance Policy</b>	<b>10</b>
Regular Bell Schedule	10
Student Absence	10
Reporting Absences/Tardiness	12
Pre-Arranged/Vacation Absence from School	13
College Visitation and Career Experiences	13
Make-Up Work For Absences/Suspension.	13
Leaving School During The Day For An Appointment / Early Dismissal	14
School Related Absences	14
Withdrawal From School	14
Re-Enrollment:	14
School Closing	15
Driving Reminders	15
Winter Weather Information	15
Two-Hour Delay	15
<b>ACADEMICS</b>	<b>16</b>
Academic Ethics	16
Academic Awards	17
Honor and Merit Roll	18
National Honor Society	18
Courses and Scheduling	18
Honors/AP/CCP level courses:	19
Minimum/Maximum Course Load:	19
Schedule Changes/Dropping Classes:	19
Credit Flexibility	20
Testing	20
Advanced Placement Testing	20
College Credit Plus:	20
Final/Semester Exams	21
Grading Procedures	21
	3

Semester Grade Determination:	21
Final grade yearlong courses:	22
Grade Reporting/Progress Reports Report Cards:	22
Interim/Progress Reports:	22
Grade Point Average Calculation:	23
Nine Week Grade Point Average:	23
Final Year Grade Point Average:	24
Cumulative Grade Point Average And Class Rank:	24
Transcripts and Records:	25
Transferring to Another School:	25
Homework Request:	25
Summer School:	25
Home Instruction:	25
School Fees	26
Textbooks	28
Early Graduation:	28
Graduation Requirements And Diploma Criteria	29
Diploma with honors	31
Loss Of Commencement Privileges	33
Cuyahoga Valley Career Center Student Guidelines	33
Nordonia High School Counseling Program	34
Alcohol, Tobacco, Other Drug Prevention Program	35
Work Permits (age and schooling certificates):	35
College Representatives:	35
<b>TECHNOLOGY</b>	<b>35</b>
Nordonia Hills City Schools Student Device Acceptable Use Policy	35
Student/Parent Chromebook Loan Agreement	36
Communication Devices And Personal Electronic Equipment	38
IMC (Instructional Media Center)	38
<b>EXPECTATIONS FOR STUDENTS</b>	<b>41</b>
Student Rights/Responsibilities	41
Dance Expectations	43
Student Photographs	43
Video Security	43

Dress Code	44
Transportation	44
Driving and Parking Regulations	44
Parking Regulations:	44
School Bus Regulations	46
Hazing Policy:	47
Harassment, Intimidation, And Bullying	47
Racial/Ethnic Harassment	52
Sexual Harassment	55
Code of Student Conduct	55
Search and Seizure	58
Disciplinary Action	59
Weekday Detentions	59
Saturday Detention	59
Nordonia High School (Longwood Ymca) Phoenix Alternative Learning Environment (Pale)	59
Suspension/Expulsion/Exclusion	60
<b>ATHLETIC RULES AND REGULATIONS</b>	<b>68</b>
Areas of Participation Denial:	68
Procedures For Denial Of Participation	70
Other Athlete Expectations	71
Eligibility For Participation In Interscholastic Extracurricular Athletics	72
Extra-Curricular And Co-Curricular Programs Clubs And Organizations	72
Athletic Teams	73
<b>MISCELLANEOUS</b>	<b>73</b>
Health Center/First Aid/Prescription Drugs	73
Directory Information	75
Lockers	76
Fire and Tornado Drills	76
Food And Beverage Policy	77
Lost And Found	77
Visitors	77

# 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 has 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 is a comprehensive high school chartered by the Department of Education of the State of Ohio. Our academic program is characterized by rigorous and diversified programs of instruction reflecting the instructional excellence of our certificated staff.

The 2023-2024 student enrollment at Nordonia High School in grades 9 through 12 is approximately 1,200 students.

There is no place for racism, harassment, or discrimination in the Nordonia Hills City School District. The Board fully embraces the diversity of its workforce, community, and student body, and is committed to providing an environment which recognizes and respects the equality of all people. The Board is dedicated to meeting the educational, physical, social, and emotional needs of all students, so that they may enter the world as responsible, caring, and contributing members of society. The Board's goal is to enhance learning and remove barriers that inhibit students from reaching their highest potential, including racism. The Board will not tolerate racism, in any form, which occurs within the context of the school environment, or which disrupts the operations of the District.

Each student has a responsibility to maintain an educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

## 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.

# PROBLEM SOLVERS

Please refer to page 2 of this handbook for specific phone numbers. Thank you!

<u>Problem</u>	<u>Problem Solver</u>
Report Card(Grade) Questions	Classroom Teacher
Textbooks	Classroom Teacher
Personal Problems/Concerns	School Counselor
Class Schedule	School Counselor
School to Career Information	School Counselor
Vocational Programs Information	School Counselor
Standardized Tests, SAT, ACT	School Counselor
College Information/Visitation	School Counselor
Community Service Opportunities	Forms/Records Main Office
Voter Registration	Support Services Office
Work Permits	Support Services Office
Transportation Issues	Bus Garage
Discipline Problems	Ms. Archer (A-I), Mr. Buckler (J-R), Mr. Fox (S-Z)

Driving to School	Mr. Buckler, Associate Principal
Extended Absence from School	Ms. Archer (A-I), Mr. Buckler (J-R), Mr. Fox (S-Z) School Counselors
Lost and Found	Front Security Desk
Student Fees	Mrs. Strauss - Main Office
Use of Building	Principal's Office
Athletics	Athletic Director
Technology Issues	IMC
Progressbook Issues	Counselor

## Attendance Policy

### Regular Bell Schedule

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 bathrooms, if needed.

Warning Tone	7:15am		4b lunch	10:41-11:06am (25)
1 <sup>st</sup> period	7:20-8:05am (45)		4c lunch	11:10-11:35am (25)
2 <sup>nd</sup> period	8:09-8:54am (45)		5a lunch	11:39-12:04pm (25)
Advisory	8:58-9:19am (21)		5b lunch	12:08-12:33pm (25)
3 <sup>rd</sup> period	9:23-10:08am (45)		6 <sup>th</sup> period	12:37-1:22pm (45)
4a lunch	10:12-10:37am (25)		7 <sup>th</sup> period	1:26-2:11pm (45)

### 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.

Lunchroom 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 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.



## Student Absence

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 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.

Regular school attendance is an important part of student academic success. Excessive absences interfere with student progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the Nordon Hills City School District will partner with students and their families to identify and reduce barriers to regular school attendance.

Our district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- **Notification of student absence to the parent or guardian at 5, 10, and 15 absences;**
- **Development and implementation of an absence intervention plan, which may include supportive services for students and families;**
- **Counseling;**
- **Parent education and parenting programs;**
- **Mediation;**
- **Intervention programs available through juvenile authorities; and**
- **Referral for truancy, if applicable.**

The district truancy plan outlined above is in accordance with Ohio House Bill 410, which passed in December 2016 and became effective starting with the 2017-2018 school year.

It is important to note that all time out of school – including time missed for coming in late and early dismissals – is included in student attendance. Parents/guardians can assist by scheduling appointments before or after school, during weekend hours, or on teacher in-service days so that students can avoid reaching the new absence limits. It is important for parents/guardians to report absences to the school office, and more specifically, to the attendance phone line, each day. Submitting doctor's notes and other documentation is also imperative.

Under state law, we are required to send you notification when your child misses without a legitimate excuse:

- 30 or more hours of school (or approximately 5 days)
- 42 or more hours of school (or approximately 10 days)
- 72 or more hours of school (or approximately 15 days)

We will provide your child with attendance intervention strategies when he/she misses:

- 42 hours (or approximately 7 days) without a legitimate excuse

An Absence Intervention Team will meet with you and your child when he/she misses, with or without a legitimate excuse:

- 42 or more hours of school (or approximately 10 days)

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:

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
- L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
- M. Family vacations, with approval from the District Superintendent/designee. An absence for any reason other than those listed above shall be classified as unexcused. All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the District, shall become a part of the official attendance record and shall be maintained regardless of format or condition.

A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within a reasonable time following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence. The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.

A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

### Reporting Absences/Tardiness

It is the responsibility of the parent/guardian to report all absences from school to the Attendance Office on the day of the absence. Please contact the Attendance phone line by 8:00 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.

Students deemed as “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 absences and /or tardiness may result in loss of on school grounds parking privileges.

### Student Tardiness and Truancy

Plan to arrive at 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 may receive a weekday or a Saturday detention. Tardiness can be excused by parents/guardians with a written note or a phone call to the attendance line. Assigned detentions will then be canceled.

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

### 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 and/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.

### 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 submit 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 NHS Support Services..
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

### Make-Up Work For Absences/Suspension.

For any absences, 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 upon the students' return unless otherwise noted by the teacher.

Any questions or requests for make-up work may be directed to an administrative assistant in the main office (330.468.4601).

### 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 school. 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.

### 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. may receive a Weekday Detention or a Saturday Detention.

### 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

### 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 Nordon High School Support Services 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 dropout 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 the school counselor. 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 can re-enroll.

### 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, 19

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

### Driving Reminders

- We encourage all students to make driving safety their top priority during inclement weather.
- Students should take whatever time is needed to arrive at school safely without consequence.
- Parents' decision to keep their kids home from school due to inclement weather will be respected and the absence will be noted as 'Excused by Parent: Weather' if the parent calls into attendance.

### Winter Weather Information

- If there is a Snow Day for Nordon Hills City School District, all schools and all buses are canceled.
- CVCC AM and PM buses will not run, even if CVCC remains open.
- Athletic contests are based on the weather at the time of the event.

### Two-Hour Delay

- If there is a two-hour delay for Nordon Hills City School District, school will start at 9:20 a.m.
- Students will be notified via ALL CALL what designated period to report to; it will be 1st, 2nd, or 3rd, based on schedule rotation.
- CVCC AM Session (Juniors) is canceled.
- CVCC PM Session (Seniors) will run as normal.

NORDONIA HIGH SCHOOL		
DELAYED START		
9:20 – 9:54	DESIGNATED PERIOD (1st, 2nd, OR 3rd)	
	9:59 – 10:25	4A (LUNCH)
	10:29 – 10:55	4B (LUNCH)
	10:59 – 11:25	4C (LUNCH)
	11:29 – 11:55	5A (LUNCH)
	11:59 – 12:25	5B (LUNCH)
	12:30 – 1:18	SIXTH PERIOD

# ACADEMICS


## 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.

1. 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:

- a. 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
- b. presenting the work of tutors, parents, siblings, or friends as your own
- c. submitting purchased papers as your own
- d. submitting papers from the Internet written by someone else as your own
- e. supporting plagiarism by providing your work to others, whether you believe it will be copied or not

2. 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 extracurricular 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, 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

### 3. Alternatives to cheating and plagiarism:

No student needs to cheat or plagiarize. Nordon 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.

### 4. 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.

### Artificial Intelligence

- Artificial Intelligence programs are not a replacement for creativity, originality, and critical thinking. However, in specific circumstances with permission from the instructor, as well as with proper citations, AI programs may be used as a tool. Using Artificial Intelligence without attribution or without express permission from the instructor, the use of artificial intelligence is academic dishonesty and violates the student handbook.

### Academic Awards

- Nordon High School Academic 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 credits.

- 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.

- President's Award For Educational Excellence

This award recognizes academic success in the classroom. To be eligible, students must meet requirements, including grade point average or, school-set criteria and choice of state tests or teacher recommendations. Students at each award level (elementary, middle, or high school) must meet the requirements in Category A and either 1 or 2 of Category C. If a school does not have letter grades, a student must meet the requirements in Category B and either 1 or 2 of Category C.

1. **Grade Point Average:** Students are to earn a grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade. Note: Elementary schools are not to include K-3 in their computations.
2. **School Criteria/Standards:** Standards for the award are to be established by each school that reflect a 90 percent level or higher on the traditional grading scale. This category enables school personnel to use new assessment and evaluation tools in developing award criteria at their school and apply the criteria fairly to all students. The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment. They may also require student essays and outstanding attendance, but these activities must bear some relationship to the academic performance of a student.
3. **In addition to A or B,** schools are to include one or more of the following criteria to determine their selected students:
  1. State Tests and Nationally-Normed Achievement Tests: High achievement in reading or math on state tests or nationally-normed tests. The school may consider college admissions examinations for seniors, for example the SAT or ACT.
  2. — OR —



Recommendations from a Teacher Plus One Other Staff Member: One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum. This judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects. The second recommendation from a school staff member may address, for example: involvement in community service or co-curricular activities including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts.

- Graduate Of Distinction

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

- Graduate Of Merit

A student who has attained a 3.35-3.74 cumulative grade point for eight (8) semesters will be recognized at commencement as a Graduate of Merit.

- Superintendent's Award

Superintendent's Awards are presented to the top 10% of the senior class relative to their grade point average after seven semesters of high school.

### Honor and Merit Roll

Superior academic achievement each quarter, 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

### National Honor Society

Membership in National Honor Society is limited to juniors and seniors who have attended Nordon High School for a minimum of one semester and who have an accumulative grade point average of at least 3.70. Eligible students apply for membership. Selection to the National Honor Society is based on scholarship, service, character, and leadership. Final selection is made by a faculty committee after reviewing applications and recommendations anonymously. A formal induction ceremony is held in the fall each school year. Inducted members participate in multiple service projects while maintaining academic excellence.

### Courses and Scheduling

#### Honors/AP/CCP level courses:

Honors Courses: Honors level courses will receive a weighted grade.

Honors courses will receive 0.5 weight toward the GPA (4.5 points for an "A", 3.5 points for a "B", etc).

Honors English 9, 10, 11

Honors Geometry, Honors Algebra II, Honors Precalculus and Honors Calculus

Honors Biology, Honors Physics and Honors Chemistry

Honors World History, Honors U.S. History, Honors Government and Honors Economics

Honors German II and III.  
Honors Spanish II, III, and IV  
Honors French II, III, and IV  
Honors Biotechnology I and II

Advanced Placement Courses: Advanced Placement (AP) courses offered at Nordonía High School are on a 5.0 weight for GPA calculations (5.0 grade points for an “A”, 4.0 grade points for a “B”, etc.). Nordonía currently offers AP courses to students in grades 9-12.

AP Biology	AP World History
AP Calculus AB	AP Macroeconomics
AP Calculus BC	AP Microeconomics
AP Chemistry	AP Capstone Program (AP Seminar and AP Research courses)
AP Computer Science Principles	AP English Language and Comp.
AP Computer Science A	AP English Literature and Comp.
AP Psychology	AP German Language and Culture
AP Statistics	AP Spanish Language and Culture
AP Physics I	AP 2D Art and Design
AP Physics II	AP 3D Art and Design
AP Comparative. Government and Politics	AP Drawing
AP U.S. Government and Politics	AP Environmental Science
AP U.S. History	

College Credit Plus Courses: Students participating in College Credit Plus (CCP) will earn transcript credit for college and high school concurrently. Courses taken through CCP will be given the same weight as the highest advanced course in the same subject area as the high school course.

### Minimum/Maximum Course Load:

A full-time student must carry a minimum course load equivalent to six (6) credit bearing courses each semester. ALL non credit 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.

### 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 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, school counselor, teachers, and parents, and critical staffing decisions are based on student course selection, courses dropped after the start of school will result in a "WF" (Withdrawal Fail). 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 return to their Associate Principal. Written statements by the student, the student's parent, the student's School 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.

### Credit Flexibility

Credit Flexibility is any alternative coursework, assessment or performance that demonstrates proficiency needed to be awarded equivalent graduation credit as approved by the school district. Approved credit awarded through this policy will be posted on the student's transcript and counted as required graduation credit in the related subject area or as an elective. The State of Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject and allow tailoring of learning time and/or conditions. More detailed information and the application can be found on the High School website.

### Advanced Placement Testing

All students enrolled in Advanced Placement courses are required to take the national exams given at Nordon 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 \$97.00 - \$145.00 per test. If your student is participating in the AP Capstone Diploma program in 2023-2024, the fee for the AP Seminar and AP Research Exams is \$145.00 each. Additional fees may be accrued due to late testing orders and test cancellation. 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. Fees are subject to change.

### College Credit Plus:

College Credit Plus replaces Ohio's Post-Secondary Enrollment Options Program and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. The program permits college-ready students, grades 7-12, who qualify for college admission and receive state funding to participate. The bill establishes guidelines and procedures for enrolling 7-12 grade students in the program. The postsecondary institutions to which this option program applies are state-assisted colleges or universities. The legislation requires school districts to inform students and their parents of this program on an annual basis. Interested students and their parents must attend a mandatory presentation every school year in January and inform the NHS Support Services Department by late March of their intent to participate in the College Credit Plus program. Detailed information is available in the NHS Support Services Office.

A student is placed on **CCP Probation** when the student: Has earned lower than a cumulative 2.0 GPA in college courses, or withdraws from two or more courses in the same term. When on CCP Probation, the student: May enroll in no more than one college course. May not enroll in the college course in the same subject area in which a student previously earned D or F. Students remain on probation until the student has improved cumulative college GPA to 2.0 or higher.

A student is placed on **CCP Dismissal** when the student has met the definition of CCP Probation for two consecutive college terms. Once a student is dismissed from the CCP program, the student may not enroll in college courses for the following college term. After one college term on dismissal, the student may request a secondary school and the secondary shall determine whether the student may continue on dismissal, move to

probation, or participate without restrictions per the school's adopted policy. A student who has been dismissed from the CCP program has the right to appeal to status. Students/parents, secondary schools, and colleges/universities must review the entire rule for details related to course restrictions and dis-enrollments, policy development, counseling sessions, advising. Actions required by a secondary school must be taken by the parent of the homeschooled student. See rule for details on compliance, funding, and payment responsibilities. This rule does not alter, supersede, or affect any college/university policy/procedure on academic probation or dismissal. The Rules take effect summer term of 2018-2019 academic year. Rules will be reviewed on bi-annual basis.

## Final/Semester Exams

Generally all students are required to take and complete semester and final exams in all subjects. A committee 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 may 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 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.

## 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:  $\frac{403}{5} = 80.6 = 81\% = B$

### 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:  $\frac{816}{10} = 81.6 = 82\% = B$

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/ 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:

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 school 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=2, F=0). Students who are in A.P. courses are required to take the appropriate advanced placement test.

Note\* Nine week grades for CCP courses differ from the example below. Contact your school counselor for information on GPA calculations for CCP courses.

#### **Example:**

Subject	True Credit Value	Course Length	Grade/Quality Points	X	9wk Credit Value	Quality 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 (NA)	NA	NA	NA
AP Calculus	1.000	Year	A (5)	X	1.000	5.000
Foods With Flair	.500	Sem	A+ (4)	X	1.000	4.000
				Total	5.500	20.000

$$\text{Nine Week Grade Point Average} = \frac{\text{Total Quality Points}}{\text{Total Credit Value}} = \frac{20}{5.5} = 3.636$$

### 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:**

<b>Subject</b>	<b>Course Length</b>	<b>True Credit Value</b>	<b>X</b>	<b>Grade/ Quality Points</b>	<b>Quality Points</b>
AP English	Year	1.000	X	B+ (4)	4.000
American History	Year	1.000	X	C- (2)	2.000
Psychology	Sem	.500	X	B (3)	1.500
Physical Education	Sem	.250	X	A (4)	1.000
Chemistry Assistant	Year	NA	NA	P (NA)	NA
AP Calculus	Year	1.000	X	A (5)	5.000
Foods With Flair	Sem	.500	X	A+ (4)	2.000
	Total credits	4.250		Total Quality Points	15.500

$$\text{Final Year Grade Point Average (GPA)} = \frac{\text{Total Quality Points}}{\text{Total True Credit Value Attempted}} = \frac{15.5}{4.250} = 3.647$$

### \*\*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 cumulative grade-point average computed at the completion of eight (8) semesters. The final cumulative 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.

\*Beginning with the class of 2026, class rank will no longer be issued or reported on transcripts.

### Grade Promotion Requirements:

3.75 credits needed for promotion to grade 10

8.5 credits needed for promotion to grade 11

12 credits needed for promotion to grade 12

### Transcripts and Records:

A Transcript Request must be completed by a parent or student (if over 18). Alumni of NHS may request a transcript by completing the online transcript request form located on the NHS Support Services page.

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.

### Transferring to Another School:

At least one week prior to withdrawing a student from Nordon High School to attend another school, the parent/guardian should make an appointment with the Support Services staff to complete the necessary withdrawal forms to insure a smooth transfer of student records. At this time, school fees will be collected and district technology will be returned.

### Homework Request:

Parents should call the main office (330.468.4601) 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 School Counselor, and they will jointly determine how much additional time for completion will be granted. Teachers must be given a full 24 hour notice for all homework requests.

### Summer School:

Summer school is designed for remedial purposes. Any deviation from this must be submitted to the School Counselor via the Credit Flex application process before a student enrolls in summer courses.

### 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 School 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.

### School Fees

#### **2024-2025 School Fees**

#### **Grades 9-12**

Fee payments will be accepted when school begins and may be paid in one of the following methods:

- Payschoolscentral.com
- Mail to the building



- Drop off at the building
- Pay at Orientation or Open House

Students who are approved for free lunches as defined by Federal guidelines will have academic fees waived and pay 50% of the fee charge for athletics and activities. Students who are approved for reduced lunches as defined by Federal guidelines will pay 50% of the academic fee charges and 75% of the fee charge for athletics and activities. Forms are available in the main office and online.

**\*PLEASE PUT A CHECK MARK IN THE "YES" BOX ON PART 5 OF THE FORM SO A WAIVER MAY BE APPLIED TO FEES AS WELL.**

Waivers will be approved for the following:

- Qualification of free lunch program
- Welfare caseload number - must show proof
- Attach letter from Food Services
- AFDC number - must show proof

**All checks payable to: Nordonia Hills City Schools. Please include the student(s) name(s) on the memo line and write a separate check for athletic payments. Payment will be applied to outstanding fees from previous years first.**

Student(s) Name \_\_\_\_\_ Grade \_\_\_\_\_

Course	Full Fee	Reduced Fee	Course	Full Fee	Reduced Fee
Art I & II	15.00	\$ 7.50	Biology & Honors Biology	\$32.00	\$16.00
Photography I, II, & III	\$25.00	\$12.50	AP Biology	\$32.00	\$16.00
Painting I & II	\$15.00	\$ 7.50	Physical Sci & Honors Physics	\$30.00	\$15.00
Drawing I & II	\$10.00	\$ 5.00	AP Physics	\$32.00	\$16.00
Ceramics I & II	\$15.00	\$ 7.50	Environmental Science	\$32.00	\$16.00
Jewelry I & II	\$20.00	\$10.00	AP Environmental Science	\$40.00	\$20.00
AP Studio Art	\$15.00	\$ 7.50	Chemistry/Honors Chemistry	\$34.00	\$17.00
Adaptive Art	\$15.00	\$ 7.50	AP Chemistry	\$42.00	\$21.00
Foods with Flair	\$35.00	\$17.50	Forensics	\$30.00	\$15.00
Gourmet Foods	\$35.00	\$17.50	Human Anatomy & Physiology	\$15.00	\$ 7.50
The Science of Cooking	\$35.00	\$17.50	Digital Fabrication I & II	\$40.00	\$20.00
Careers in Design	\$24.00	\$12.00	Remotely Piloted Aerial Vehicles	\$20.00	\$10.00
AP Literature & Composition	\$22.00	\$11.00	Honors Biotechnology I & II	\$40.00	\$20.00
AP English Language	\$30.00	\$15.00	Innovation Lab Technicians	\$40.00	\$20.00
Writing for Wellness	\$ 3.00	\$ 1.50	US History	\$23.00	\$11.50
Pre AP	\$ 7.00	\$ 3.50	Government CP & Honors	\$ 1.00	\$ 0.50
German I & II CP	\$17.50	\$ 8.75	Economics CP & Honors	\$ 1.00	\$ 0.50
German II Honors	\$17.50	\$ 8.75	*AP Seminar	\$146.00	\$101.00
French I & II CP	\$20.50	\$10.25	*AP Research	\$146.00	\$101.00
French II & III Honors	\$20.50	\$10.25	*AP Test Fee	\$98.00	\$53.00
Spanish IV Honors	\$12.00	\$ 6.00	(AP Govt./Physics/Econ take 2 tests each)		
			*Subject to change		
			TOTAL AMOUNT DUE	\$	\$

Athletics & Activities	Full Fee	Reduced Fee	Free Fee
Grade 9-12 Athletics (per sport)	\$280.00	\$210.00	\$140.00
Grade 9-12 Band*	\$180.00	\$135.00	\$ 90.00
Grade 9-12 Choir*	\$ 90.00	\$ 67.50	\$ 45.00
Color Guard	\$150.00	\$112.50	\$ 75.00
Winter Guard	\$180.00	\$135.00	\$ 90.00
*includes all band/choir courses			
TOTAL AMOUNT DUE	\$	\$	\$

## **Rationale for Course Fees:**

Art I & II: Paint, paper, glue, pastels, clay, brushes, tape, glue guns, matte board, tagboard, scissors, rubber cement, Exacto knives, block print ink/lino block, blending stumps, markers, etc.

Painting I & II: Paint, brushes, pastels, canvas board, watercolor paper, etc.

Drawing I & II: Paper, pens, pencils, graphite, ink, colored pencils, markers, blending stumps, charcoal, Conte crayons, etc.

Ceramics I & II: Clay, glazes, paint, brushes, misc. sculpture material (foam, plaster, etc.)

Photography I, II, III: Ink cartridges, photo paper, batteries, matte board, spray glue, Exacto knives, darkroom supplies, etc.

Jewelry I & II: Beads, wire, wire cutters, pliers, masking tape, copper sheeting, saw blades, pre-cut metal shapes, jewelry thread, resin, tweezers, firing racks, metal cleaner, enameling pigments, patinas, etc.

AP Art & Design: Paper, drawing pencils, charcoal, kneaded erasers, watercolor paper, colored pencils, matte board, tape, glue, portfolio folders, paint, scissors, Exacto knives, rulers, etc.

Adaptive Art: Special adaptive tools, paints, markers, crayons, glue, stamps, ink, paper, tag board.

Community Art & Design: sketchbooks, drawing pencils and tools, colored pencils, charcoal, pen and ink, tape, tag board, crescent board

Science of Cooking: food purchases and kitchen tools.

Foods with Flair and Gourmet Foods: Consumable items and ingredients for recipes that 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, pasta, and canned goods. Miscellaneous items such as plastic storage bags, paper bags, dressings, cooking spray, foil, saran wrap, wax paper, toothpicks, dish soap, laundry detergent, and cleaning supplies.

AP Literature and Composition: Supplemental books

Physical Science/Physics: 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: Lab materials, insect specimens, dissection specimens, live materials for slide preparation, enzyme lab kits, diffusion lab kits, microscope slides and preparation materials, chemicals.

Environmental Science/Chemistry: 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 equation handbook. Environmental Science uses water testing kits.

Forensics/Biotechnology: Course manual and lab materials including microscope slides, trace evidence samples, simulated blood, dehydrated DNA, enzymes and solutions.

Digital Fabrication: Raw materials for projects: vinyl, wood, metal, 3-D printing plastic and ink.

Remotely Piloted Vehicles: For repair of drones, extra parts and supplies for drone obstacle courses.

Engineering and Design: Lab materials, balsa wood, tape, glue, waxed 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.

Human Anatomy and Physiology: Specimens for dissection laboratory at the end of the semester.

World Languages: Practice workbooks.

AP US History/AP World History: Study workbooks and online access.

Government and Economics: Primary documents

Choir: Music, piano tuning/moving, equipment, accompanist

SchoolLinks: SchoolLinks is a college and career platform to educate and prepare your students on life after graduation

### 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.

### 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. In order to request an early graduation, a completed application must be submitted by the predetermined deadlines. Please contact your school counselor to obtain the Early Graduation Application and Graduation Plan. It is the responsibility of the student applying for an early graduation to ensure they have completed all of the requirements for the application process.

- a. Application for an early May graduation must be received a year in advance, which is by May 1st of the previous calendar year (sophomore year).
- b. Applications for an early January graduation must be received a year in advance, which is by January 1st of the previous calendar year (junior year).
- c. Special considerations MAY be made beyond these deadlines, but limitations will occur regarding the graduation activities due to deadlines for seniors with graduation planning. Please discuss these limitations with your administrator and school counselor.
- d. Failure to complete all requirements for graduation by the graduation date requested immediately revokes application approval.

## Graduation Requirements And Diploma Criteria

To qualify for graduation from Nordon High School, students must meet the following minimum requirements:

1. Shall have earned 21 or more credits in the required courses as indicated:

<b><u>AREA</u></b>	<b><u>CREDITS</u></b>	<b><u>REQUIRED COURSEWORK</u></b>
English	4	Grades 9, 10, 11, 12
Math	4	Grades 9, 10, 11, 12
Science	3	Biology or Honors Biology, Grade 9 Physical Science or Honors Physics, Grade 10 Environmental Science, Chemistry or Honors Chemistry, Grade 11
Social Studies	3	World History Grade 9 U.S. History Grade 10 American Government Grade 11 ½ credit of Social Studies Elective: Can be completed Grade 9 10 11 12
Health	1/2	Grade 9
Physical Education	1/2	Grades 9 and 10
Financial Literacy	1	Grade 11
Fine Arts	1	
Elective Credits	4.5 <del>5</del>	

2. In July 2019, State law introduced new, permanent graduation requirements that are available for the classes of 2021 and beyond.

The new requirements are comprised of three key components:

- a) Course Completion – students will satisfy Ohio’s curriculum requirements and any additional local requirements.
- b) Competency Demonstration – students will demonstrate competency (score of 684) in the foundational areas of English and Math, as evident by earning a competency score on the ELA 2 EOC and ALG 1 EOC, or through alternative demonstration. Alternative demonstrations include:
  - i. College Credit Plus Math or English credit in the subject area not passed.
  - ii. Career Experience and Technical Skill – complete two demonstrations to show competency, at least one of which is foundational.
    - Foundational – WebXams, Industry Cert, or Pre-Apprenticeship Program
    - Supporting – Complete 250 hours experience, WorkKeys, or OhioMeansJobs Readiness Seal
  - iii. Military Readiness –meeting the requirements to enlist in the military
  - iv. Earn a remediation free score on the ACT or SAT in the area not passed (English/Reading and/or Math)

- c) Readiness Demonstration – students will demonstrate readiness for their post-high school paths by earning two (2) diploma seals, at least one of which must be state issued:

<b>State-Defined Diploma Seal*</b>	<b>Requirements</b>
Ohio Means Jobs Readiness Seal	<p><b>Meet the <u>requirements and criteria</u> established for the readiness seal, including demonstration of work-readiness and professional competencies.</b></p> <ul style="list-style-type: none"> <li>● Motivated high school students must demonstrate certain professional skills required for success in the workplace. Students work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work or the community.</li> </ul>
State Seal of Biliteracy	<p><b>Meet the <u>requirements and criteria</u>, including proficiency requirements on assessments in a world language and English.</b></p> <ul style="list-style-type: none"> <li>● Current 11th or 12th grader</li> <li>● Score 700+ on the ELA II End-of-Course Exam (AIR)</li> <li>● Satisfy one of the foreign language proficiency requirements</li> </ul>
Industry-Recognized Credential Seal	<p><b>Earn an approved <u>industry-recognized credential</u> that is aligned to a job considered in demand in this state and its regions.</b></p> <ul style="list-style-type: none"> <li>● Eligible for several CVCC Programs</li> <li>● Obtain a state-issued license for practice in a vocation that requires an examination</li> </ul>
College-Ready Seal	<p><b>Earn remediation-free scores on ACT or SAT.</b></p> <p><b><u>Current remediation-free scores:</u></b></p> <p><b>SAT:</b></p> <ul style="list-style-type: none"> <li>● Evidence-based Reading/Writing 480+</li> <li>● Math: 530+</li> </ul> <p><b>ACT:</b></p> <ul style="list-style-type: none"> <li>● ELA: 18+,</li> <li>● Reading 22+</li> <li>● Math: 22+</li> </ul>
Military Enlistment Seal	<p><b>Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces; or Participate in an approved JROTC program.</b></p> <p>To show evidence of enlistment, a student will:</p>

	<ul style="list-style-type: none"> <li>● Provide to the district or school a signed copy of the Department of Defense Form Enlistment/Reenlistment (DD Form 4) enlistment contract.</li> </ul>
Citizenship Seal	<p><b>A student needs to satisfy one of the following requirements in BOTH American History and American Government:</b></p> <ul style="list-style-type: none"> <li>● Earn a score of 700+ on the End-of-Course exams</li> <li>● Earn a “B” or higher in the course.</li> <li>● Earn a score of 2+ score on the corresponding AP exams.</li> <li>● Earn a final course grade that is equivalent to a “B” or higher in an appropriate College Credit Plus course (history of the Americas or western civilization and US OR American political system).</li> <li>● Students can mix and match options from American History and American Government categories to earn this seal.</li> </ul>
Science Seal	<p><b>A student needs to satisfy one of the following requirements:</b></p> <ul style="list-style-type: none"> <li>● Earn a score of 700+ on the biology End-of-Course exam</li> <li>● Earn a “B” or higher grade in any of the following advanced science courses: Chemistry, Environmental Science, Astronomy, Forensics, Engineering and Design, Anatomy, and Biotechnology (1.0 credit - 0.5 credits must be combined)</li> <li>● Earn a 2+ on either of the following exams: AP Bio, AP Chem, AP Physics, and AP Physics 2</li> <li>● Earn a “B” or higher in an appropriate class taken through the College Credit Plus program</li> </ul>
Honors Diploma Seal	<p><b>Earn One of the following <u>Honors Diplomas</u>:</b></p> <ul style="list-style-type: none"> <li>● Academic Honor Diploma</li> <li>● Career-Tech Honors Diploma</li> <li>● STEM Honors Diploma</li> <li>● Arts Honors Diploma</li> <li>● Social Science and Civic Engagement Honors Diploma</li> </ul>
Technology Seal	<p><b>A student needs to satisfy one of the following requirements:</b></p> <ul style="list-style-type: none"> <li>● Earn a score of 2+ on the AP Computer Science A or AP Computer Science Principles exam</li> <li>● Earn a final course grade that is equivalent to a “B” or higher in an appropriate College Credit Plus technology course</li> <li>● Complete a technology course that meets criteria established by the Ohio Dept. of Education</li> </ul>

<b>Locally Defined Diploma Seals*</b>	<b>Requirements</b>
Community Service Seal (locally defined)	<b>20 Hours of Community Service:</b> <ul style="list-style-type: none"> <li>Five (5) hours of community service for each year enrolled at Nordon High School</li> </ul>
Fine and Performing Arts Seal (locally defined)	<b>Four (4) points to be accumulated at the following rate:</b> <ul style="list-style-type: none"> <li>0.5 credit class = 1 point</li> <li>Participation in a NHS drama, choir, or music production = 1 point</li> </ul>
Certified Student Engagement Seal (locally defined)	<b>Four (4) points to be accumulated at the following rate:</b> <ul style="list-style-type: none"> <li>Ea. season of a sport = 1 point</li> <li>Participation in a fine arts performance = 1 point</li> <li>Ea. semester of band/choir = 1 point</li> <li>Ea. semester of NHS class officer, leadership position = 1 point</li> <li>Ea. semester of a NHS extracurricular activity = 1 point</li> </ul>

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.

### Diploma with honors

Criterion	Ohio Diploma	Academic Honors Diploma	Career Tech Honors Diploma
<b>Math</b>	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
<b>Science</b>	3 units	4 units, including two units of advanced science	4 units, including two units of advanced science
<b>Social Studies</b>	3 units	4 units	4 units
<b>World Languages</b>	N/A	3 units of one world language, or no less than 2 units of each of two world	2 units of one world language studied

		languages studied	
<b>Fine Arts</b>	2 Semesters	1 unit	N/A
<b>Electives</b>	5 units	N/A	4 units of Career-Technical minimum
<b>GPA</b>	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale
<b>ACT/SAT/WorkKeys</b>	N/A	27 ACT/1280 SAT	27 ACT/1280 SAT WorkKeys (6 Reading for Information & 6 Applied Mathematics)
<b>Field Experience</b>	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
<b>Portfolio</b>	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field of experience or a topic related to the student's area of focus that is reviewed and validated by external experts
<b>Additional Assessments</b>	N/A	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

<b>Criterion</b>	<b>STEM Honors Diploma</b>	<b>Arts Honors Diploma (includes dance, drama/theatre, music and visual art)</b>	<b>Social Science &amp; Civic Engagement Honors Diploma</b>
<b>Math</b>	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
<b>Science</b>	5 units, including two units of advanced science	3 units, including one unit of advanced science	3 units, including one unit of advanced science
<b>Social Studies</b>	3 units	3 units	5 units
<b>World Languages</b>	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
<b>Fine Arts</b>	1 unit	4 units	1 unit
<b>Electives</b>	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
<b>GPA</b>	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale



<b>ACT/SAT/WorkKeys</b>	27 ACT/1280 SAT	27 ACT/1280 SAT	27 ACT/1280 SAT
<b>Field Experiences</b>	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
<b>Portfolio</b>	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts
<b>Additional Assessments</b>	N/A	N/A	N/A

### 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.

### Cuyahoga Valley Career Center Student Guidelines

Career Center students should understand that the Career Center is an extension of Nordon 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 parents 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 may be considered grounds for suspension from school.
6. Students who have been authorized to drive to and from the Career Center may be

considered tardy to class if they arrive after the end of the passing period. Students may 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.

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 Counseling Program

The School Counseling Program at Nordonia High strives to provide a comprehensive counseling program aligned with the American School Counseling Association's National Model (ASCA). The school counselors at Nordonia High School address the academic and developmental needs of all students, not just those in need, by collaborating with students, parents, school staff and the community. Through the school counseling program our counselors design, implement, and maintain school counseling programs aligned with the educational mission and philosophies of the Nordonia Hills School District. These programs are aimed at helping students develop competencies in academic achievement, personal and social development, and career planning. The counseling program curriculum is delivered through various methods including individual counseling, small group counseling, large group programming, and classroom settings. School counselors help students create an academic plan for their education and to prepare for successful careers after graduation. Through exposure to the comprehensive counseling curriculum, School Counselors help students develop the necessary skills, such as organizational, time-management, and study skills. They also help students overcome obstacles that may form barriers to learning by helping students respond to issues which commonly occur during the developmental stages of adolescence. School counselors collaborate with administrators and other educators to ensure that the school counseling program helps fulfill the mission of the school by setting annual goals and putting mechanisms in place to facilitate the successful and effective delivery of the school counseling program. School counselors hold their program accountable for student achievement by monitoring student progress to ensure that the school counseling program meets its desired goals and objectives. School counselors collect, analyze, and present statistics about grades, test scores, attendance and disciplinary records, and other information to make data-based and data-driven decisions about the school counseling program. School counselors are an integral part of the whole school community working to help children, teachers and other school personnel and parents. (Information Adapted from Who Are School Counselors? ACA, ASCA, and NEA 2008)

## Alcohol, Tobacco, Other Drug Prevention Program

This program is coordinated for grades kindergarten through 12<sup>th</sup> grade. Comments, concerns or questions about alcohol/tobacco/vape or other drug abuse should be directed to the Alcohol, Tobacco and Other Drug Prevention Office which is located in the NHS Support Services Office at **1.330.908.6020**.

### 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 the Support Services Office Secretary.

### College Representatives:

Upperclassmen will be notified of the schedule of college/ technical school and military representatives visiting NHS Support Services during the school year and may schedule time to visit with representatives through the school counselor. 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.

## **TECHNOLOGY**

### Nordonia Hills City Schools Student Device Acceptable Use Policy

The Google Chromebook and any accessories that have been issued to students are the property of the Nordonia Hills City School District. The Chromebook is on loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

Parents/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.

Parent/guardians and students should be aware that although internet access will be filtered outside of school, usage should still be closely monitored.

- The District has the right to randomly inspect any Chromebook, application, or peripheral device on any or all Chromebooks on a regular basis. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
- Each Chromebook is assigned to an individual student. Students should never "swap" or "share" their laptop with another student, friend, or sibling. Chromebooks are district property and should not be used for personal use by anyone.
- Keep your login and password private; use by anyone other than yourself creates a security risk to your files. If you forget your password or wish to change it, please see your teacher.

- Students must have their Chromebooks with them at school. Students should bring the Chromebook to school fully charged.
- Use of the computer for anything other than teacher directed or approved activities prohibited during instructional time is prohibited. This includes, but is not limited to, internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures are prohibited. District policy will be followed.
- Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
- Computers are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes as directed by the teacher.
- Students will not use the laptop for illegal purposes. Students will not deliberately use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel, as well as local, state, or federal authorities.
- Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Laptop Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP's.

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

### Student/Parent Chromebook Loan Agreement

**2024-2025**

In this agreement, “You” and “your” means the parent/guardian and student enrolled in Nordonia Hills City School District. The “property” is a Chromebook owned by Nordonia Hills City School District.

**Terms:** You will comply at all time with the Nordonia Hills City School District’s Student Network and Internet Acceptable Use and Safety Agreement, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property.

**Title:** Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Student Network and Internet Acceptable Use and Safety Agreement.

**Loss or Damage:** If the computer is damaged due to a malicious act or through negligence, the student shall be responsible for the full cost of repair. District will take responsibility for actually making the repairs and replacements. If the computer is destroyed beyond repair due to a malicious act or through negligence, the student shall be responsible for the full cost of replacement. If the computer is lost or stolen as a result of student negligence the student shall be responsible for the full cost of replacement. Loss or theft of the property must be reported to the District by the next school day after the occurrence. You may lose privileges of taking them off campus.

**Repossession:** If you do not timely and fully comply with all terms of this Agreement and the Student Network and Internet Acceptable Use and Safety Agreement, including the timely return of the property, the District shall be entitled to declare you in default and repossess the property, or if unable to repossess the property, charge you the replacement cost.

**Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District.

**Appropriation:** Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

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 Nordon High School continues to move 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 workstation and the school's equipment in good condition For use by other students. 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. 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

For purposes of this policy, electronic communication devices (“ECDs”) means any device that is powered by batteries or electricity and that is capable of receiving or transmitting communications from or to another ECD or person. A student has no expectation of privacy in the use of an ECD on District property.

Students are prohibited from using ECDs during instructional time, whether occurring on or off of Board property, unless otherwise authorized by the student’s teacher or an administrator. Use of ECDs during instructional time shall be limited to educational/instructional purposes only.

Students are permitted to use ECDs outside of instructional time, such as before school, after school, during lunch break, during after-school activities if permitted by the supervisor, and between classes. A student’s use of ECDs may be restricted during any of the aforementioned times if requested by a teacher or administrator. Use of ECDs must comply with state and federal law, Board Policy, and the Student Code of Conduct.

Students are permitted to use ECDs on their school buses or other District-supplied transportation, unless prohibited by the driver, or the teacher, coach, advisor, or other supervisor of the students receiving transportation.

No student shall use an ECD to record images, video or audio of another student or staff member without the express permission of the person being recorded. ECDs shall not be used to record images, video, or audio at any time or place on District property where a reasonable expectation of privacy exists, such as in locker rooms, bathrooms, shower facilities, or any other place where persons may be found in a state of undress.

Students are prohibited from using ECDs to facilitate academic dishonesty by way of recording and/or transmitting test materials or information.

Violations of this policy will result in the ECD being confiscated. A confiscated ECD will only be returned to the student’s parent or guardian at the end of the school day. A student who violates this policy may also be subject to discipline, including suspension and/or expulsion, and/or may have the privilege of using an ECD suspended or revoked.

If, in the judgment of the student’s building administrator, a violation of this policy potentially constitutes an illegal act, the ECD may be provided to law enforcement. As with any other item of personal property, students are solely responsible for the safety and security of their own ECDs.

### IMC (Instructional Media Center)

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 information literacy skills, fosters the imagination, promotes literacy through utilization of our popular fiction collection, helps support research and curriculum through

local and state-purchased digital resources, and prepares students to become critical thinkers and live as responsible citizens.

1. Hours: Monday through Friday 7:00 a.m. – 2:45 p.m.

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. Scheduled content classes within the IMC space always take priority to study hall classes. The IMC is also available before and after school. The IMC is a place for research, study, reading, viewing and browsing books, 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 of the high school educational experience and has a direct impact on academic success.

Other services for students located in the IMC include:

- Help with Nordonia Google accounts (set up and troubleshooting)
- Assistance with Chromebook (loaners and troubleshooting)
- Logging onto the school computers
- Proofreading and citation assistance for research assignments and other school projects

2. Knight Readers Book Club Students are invited to join the Knight Readers Book Discussion Club anytime throughout the school year. Books and genres are chosen by the group and informal, after-school discussions are held every 4-6 weeks. Schedules are available in the IMC with the dates and times of meetings.

3. Virtual Instructional Resources: The high school IMC has a multitude of powerful resources for student homework assignments, research projects, and other information needs. As part of helping students to be college and career ready, we promote our virtual library resources in order to better prepare students to locate the most credible and current research information. We recommend using authoritative, reliable, and current resources instead of a general search engine, in order to cite the best information for school assignments. We have many databases students can access at home, school, or any computer with Internet access (including tablets and smartphones). Begin by opening the Nordonia Schools home page at:

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

Click on **Students > IMC Research Portal** to easily access the following electronic databases.

Databases are listed below by categories Databases and passwords are subject to change without notice. If you experience difficulty in utilizing these resources, please see the librarian in the IMC. To ease the use of our resources, we have created a uniform username and password to access our virtual resources.

- Username/password to use all of our resources:
- Username: nordonia Password: knights
- Direct Link To The Imc Research Portal: <http://www.galesites.com/k12/nshs/>
- Search Books in our online catalog. Download the Bookmyne App to access our catalog via any smart device!



- QR Code for IMC Research Portal:

II. General Database Descriptions (these are subject to change):

- a. Ebscohost - The most used database in colleges across the country and contains thousands of full-text articles from authoritative and academic journals and magazines. Click on Grades 9-12 tab for correct search features.
- b. Gale Virtual Reference LIBRARY (eBooks) - Searchable electronic reference books covering science, biography, history, culture, law, medicine & literature. To access, enter password: knights.
- c. IMC Online Catalog - Books, DVDs and other IMC materials can be located by author, title, subject, keyword, or format, including eBooks.
- d. Opposing Viewpoints - A complete resource 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. To access, enter password: knights.
- e. 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.
- f. 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. To access, enter password: knights.
- g. Science Online - Includes information on topics in all the science fields. Includes a collection of images, videos and animations.
- h. 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. To access, enter password: knights.
- i. World Book Encyclopedia - Encyclopedia articles, dictionary, subtopic guidance for broad topics, and excellent graphics, as well as French & Spanish versions.
- j. 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. To access, enter password: knights.

### III. IMC Guidelines

All rules cited in the student handbook are fully enforced in the Instructional Media Center at all times. IMC study hall privileges may be suspended for failure to comply with school rules. In addition, to insure its optimal use, the following rules apply:

- a. Mature and respectful behavior is expected at all times.
- b. Food and beverages are not permitted at computer workstations.
- c. Electronic devices are permitted for educational purposes only.
- d. All materials must be checked out at the circulation desk. Detentions and/or charges may result if materials are not properly checked out.
- e. Materials must be returned on or before due date or renewed
  - i. Failure to return materials on time will result in overdue notices.
  - ii. A detention notice will accompany the third overdue notice. This detention may be canceled if the overdue items are returned the next school day.
  - iii. Replacement costs and processing fees will be charged for lost or damaged materials.
  - iv. All fees must be paid before a student is permitted to graduate.
- f. 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.



# EXPECTATIONS FOR STUDENTS

## 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 Support Services Department.

### 5. Leadership Council:

The 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 the 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, 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:
  - i. Clearly advocates activity endangering the health and safety of students and/or school staff,
  - ii. Clearly advocates activity threatening to disrupt the educational process of the school,
  - iii. Is of a libel or obscene nature,
  - iv. Advocates violation of the law or school regulations, or
  - v. 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.

### 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.

### 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.

### 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.

### Dress Code

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- a. present a hazard to the health or safety of the student himself/herself or to others in the school;
- b. materially interfere with school work, create disorder, or disrupt the educational program;
- c. cause excessive wear or damage to school property;

- d. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- a. designate the principal as the arbiter of student dress and grooming in his/her building;
- b. may invite the participation of staff, parents, and students in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;
- c. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- d. ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality. Students who violate the foregoing rules will not be admitted to class and may be suspended from school. LEGAL REFS: O.R.C. §§3313.20, 3313.60, 3313.661, 3313.665.

## Transportation

### Driving and Parking Regulations

The Nordon 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. Please note that all fees for the prior school year must be paid in full to purchase a parking permit.

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 pass may be pulled. This does not include traffic crashes where a citation, if warranted, will be issued.

### Parking Regulations:

- 1) 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 **\$30.00**. Parking permit applications are now available ONLY on-line. You can find the link on the high school website. Fill it out completely, making sure to have parental approval. Once the form is completed (submitted), go to the high school Main Office to pay the fee and to receive the parking sticker. If you have any questions, please call 330-468-4601.
- 2) 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.
- 3) 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.
- 4) 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.

- 5) 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.
- 6) Students who violate traffic laws, recklessly operate and/or speed on school property, on their way to school or on their way from school may receive a consequence.
  - i. 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.
- 7) 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.
- 8) Parking permits may be revoked for up to thirty (30) school days for students who:
  - i. Attain four unexcused late arrivals to school
  - ii. Are unexcused absence more than seven (7) days in any given semester
  - iii. Are suspended for any reason a second time out of school
- 9) School buses must always be given the right-of-way.
- 10) 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.
- 11) 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.
- 12) Failure to comply with instructions, directions or reasonable requests of school security employees, or other school personnel, is considered insubordination and may result in loss of driving/parking privileges and/or suspension.
- 13) The Board of Education does not assume liability for loss arising from damage or theft from vehicles parked on Board of Education property.

### 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 Nordon Hills Board of Education.

1. Conduct on the Bus:
  - a. The school bus is an extension of the classroom and conduct should be similar.
  - b. Go directly to an assigned or available seat so the bus may safely resume motion, remain seated and keep all aisles and exits clear.
  - c. The driver has the authority and responsibility to maintain control of the pupils and assign seats.

- d. Cell phones, chrome books and additional electronics shall not be used in a distracting manner. The bus driver has the authority to direct students to discontinue use at any time. Photographing and recording is strictly prohibited.
- e. Profanity or obscene language will not be tolerated.
- f. Eating, drinking, lighting matches, smoking, spitting or littering on the bus floor with any material is not permitted. Windows may be opened with permission from your driver. Do not extend any part of your body or any other objects out of a bus window at any time. Close your windows as instructed by your driver. It is prohibited by law to throw any object from a motor vehicle.
- g. Any conduct that distracts the attention of the driver or that endangers lives is not permitted. Examples of this conduct are: throwing objects, wrestling, scuffling, fighting, grabbing clothing, books or other objects and passing them around the bus.
- h. No tobacco, alcohol or drugs are permitted on the school bus.
- i. No inflated balloons will be permitted on the school bus.
- j. No weapons or firearms are permitted on a school bus.
- k. No flammable gas or liquids are permitted on the school bus.
- l. No glass containers shall be transported on the school bus.
- m. No animals except those needed for Special Needs assistance.
- n. All balls must be transported in an enclosed carrier and/or bag.
- o. Any items to be transported on the school bus must be able to be in the seat with the student.
- p. Absolute quiet must be observed while stopped at, and crossing, all railroad tracks.
- q. Continued or serious misconduct or refusal to obey a driver shall be sufficient reason for referring a student to their school principal.

Note: Parents/Guardians of students doing damage to a school bus may be billed for repair costs.

2. The following rules apply to school buses:

- A. Students are to arrive at the bus stop no later than five minutes before the bus is scheduled to arrive.
- B. Students must wait in a location clear of traffic and back from where the bus stops.
- C. Behavior at the school bus stop must not threaten the life, limb or property of any individual.
- D. 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.
- E. Students must remain seated, keeping aisles and exits clear.
- F. Students must observe appropriate classroom conduct and obey the driver promptly and respectfully.
- G. Students must not use profane language.
- H. Students must refrain from eating and drinking on the bus, except as required for medical reasons.
- I. Students must not use tobacco or any tobacco product, or e-cigarette or related paraphernalia, on the bus.
- J. 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.
- K. Students must not throw or pass objects on, from or into the bus.
- L. Students may carry on the bus only objects that can be held in their laps.
- M. 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.
- N. Students must not put any part of their body out of the bus windows.

Any violation of school bus regulations may 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.

## Hazing Policy:

### Board of Education Policy Manual 6.22

Hazing activities are prohibited. No administrator, faculty member, or other employee shall encourage, permit, condone, or tolerate hazing. No student shall plan, encourage, or engage in any 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.

All District employees are required to be alert to possible situations, circumstances or events which might include hazing. If an employee discovers that hazing has, will or might occur, the students involved shall be informed that hazing is prohibited and shall be directed not to engage in hazing. All hazing incidents shall be reported immediately to the Superintendent.

This policy shall be distributed to all students and District employees.

Failure to follow this policy could result in discipline and subject the violator to civil and criminal penalties.

LEGAL REFS: O.R.C. §§2307.44; 2903.31 Adopted: November 23, 2015

## Harassment, Intimidation, And Bullying

Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

- a. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;
  - b. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
  - c. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
  - d. School administrators shall investigate and document any written or oral reports;
  - e. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.
1. Definition of Harassment, Intimidation, or Bullying In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:
    - a. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
      - i. Causes mental or physical harm to the other student; and

- ii. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
- b. Violence within a dating relationship. “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

2. Conduct Constituting Harassment, Intimidation, or Bullying Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student.

Examples of such conduct include, but are not limited to:

- a. Physical violence and/or attacks.
- b. Taunts, name-calling, and put-downs.
- c. Threats and intimidation (through words and/or gestures).
- d. Extortion or stealing of money and/or possessions.
- e. Exclusion from the peer group or spreading rumors.
- f. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - i. Posting slurs on Websites where students congregate on Web logs (personal online journals or diaries);
  - ii. Sending abusive or threatening instant messages;
  - iii. Using camera phones to take embarrassing photographs of students and posting them online;
  - iv. Using Web sites to circulate gossip and rumors to other students;
  - v. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
- g. Violence within a dating relationship.

3. Complaint Process

a. Formal Complaints

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, 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 and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

b. Informal Complaints

Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including



person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such a written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

#### 4. Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

#### 5. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

#### 6. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused’s rights, the complainant’s right to an environment free of harassment, intimidation, or bullying, and the Board of Education’s interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

#### 7. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant’s parents. A copy of the report shall also be sent to the Superintendent or his/her designee.

- b. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- c. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

## 8. Retaliation is Prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

## 9. Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" as defined above will generally warrant disciplinary action against the perpetrator of such harassment, intimidation, or bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

## 10. Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

## 11. Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

## 12. Strategies for Protecting Victims or Other Persons From New or Additional Acts

- a. Supervise and discipline offending students fairly and consistently;
- b. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- c. Maintain contact with parents and guardians of all involved parties;
- d. Provide counseling for the victim if assessed that it is needed;

- e. Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- f. Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- g. If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- a. Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- b. Planned professional development programs addressing bully/targeted individuals' problems;
- c. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- d. Use of peers to help ameliorate the plight of victims and include them in group activities;
- e. Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- f. Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- g. An attitude that promotes communication, friendship, assertiveness skills, and character education;
- h. Modeling by staff of positive, respectful, and supportive behavior toward students;
- i. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- j. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- k. Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

LEGAL REFS: O.R.C. §§3313.666; 3313.667 Adopted: November 23, 2015

### Racial/Ethnic Harassment

There is no place for racism, harassment, or discrimination in the Nordon Hills City School District. The Board fully embraces the diversity of its workforce, community, and student body, and is committed to providing an environment which recognizes and respects the equality of all people. The Board is dedicated to meeting the educational, physical, social, and emotional needs of all students, so that they may enter the world as responsible, caring, and contributing members of society. The Board's goal is to enhance learning and remove barriers that inhibit students from reaching their highest potential, including racism. The Board will not tolerate racism, in any form, which occurs within the context of the school environment, or which disrupts the operations of the District.

Each student has a responsibility to maintain an educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

### Racial/Ethnic/National Origin Harassment and Discrimination

No student shall, on the basis of his or her race, gender, sexual orientation, age, ethnicity, national origin, handicap, or other protected group under Board policy be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any educational 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, ethnicity, or national origin, whether intentionally or otherwise, in any activity at any level of the operations of the District.

### Racial/Ethnic/National Origin Harassment

Racial/ethnic/national origin harassment may be any behavior, verbal or physical, which is imposed by an employee or student on a student because of race, national origin, or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcomed and which causes or contributes to a racially/ethnically/national origin based hostile environment.

Such a hostile environment exists when acts of harassment are sufficiently numerous, severe, or pervasive to impair or alter an individual's school 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.

Such harassment may include, but is not limited to:

1. Racial/ethnic/national origin oriented verbal "kidding" or demeaning racial/ethnic innuendos, teasing, jokes or remarks of a racial/ethnic nature.

2. Writing graffiti and/or slogans depicting racial/ethnic slurs or racially/ethnically derogatory sentiments.
3. Racial/ethnic/national origin motivated intimidation and/or physical violence or threats of physical violence.

### Racial/Ethnic/National Origin Discrimination

It is unlawful to discriminate against a student because of his/her race, ethnicity, or national origin.

### Investigation of Harassment and/or Discrimination

In order to prevent, deter, or correct such a hostile environment or concern about such discrimination, it is the responsibility of the administrative personnel to investigate any charges of racial/ethnic/national origin harassment or discrimination when brought to their attention and take appropriate corrective action.

#### 1. Complaint Procedure

- a. The student desiring to file a harassment/discrimination complaint must present the complaint, in writing, to the Title VI Coordinator. If the student verbally complains to a staff member regarding such harassment, the staff member is required to report the complaint to the Coordinator. The Coordinator or his/her designee shall investigate the matter unless otherwise designated by the Board.
- b. If the Coordinator is the employee alleged to have engaged in the harassment/discrimination, the complaint shall be sent directly to the Superintendent. The Coordinator will either conduct the investigation set out below, or appoint an investigator in his/her place.
- c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

#### 2. Investigation

- a. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment/discrimination, and the Board's interest in a prompt and fair investigation.
- b. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- c. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment/discrimination has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment/discrimination has occurred.

### 3. Post-Investigation Procedures

- a. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond 45 school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment/discrimination, was found not to have engaged in harassment/discrimination, or whether the investigation was inconclusive. The report shall be issued to the complainant or to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- b. A finding of no harassment/discrimination or inconclusive evidence shall end the investigation.
- c. If harassment/discrimination is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment/discrimination is eliminated for the victim and other individuals affected by the harassment/discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.

### 4. Discipline

If harassment/discrimination is found to have occurred, the person who engaged in such harassment/discrimination may be disciplined, up to and including suspension or expulsion of students. The discipline must be reasonably calculated to end the harassment/discrimination, up to and including suspension or expulsion of students. Any discipline must include a directive that the student or employee not engage in such harassment/discrimination in the future.

The Superintendent shall appoint the Title VI Coordinator for Non-Discrimination for the District.

School employees will be notified at least annually of their responsibility to report all instances of possible racial/ethnic/national origin discrimination or harassment of which they become aware and to whom such a report shall be made.

It is Board policy that all reports of such harassment will be thoroughly investigated, and violations of this policy will be treated as serious disciplinary infractions. No student shall be subjected to retaliation for any good faith report of harassment/discrimination or participating in an investigation about harassment/discrimination under this policy. Limited disclosure may be necessary to complete a thorough investigation.

## Sexual Harassment

Sexually offensive speech and conduct are wholly inappropriate to the operation of the District and will not be tolerated. This policy or a version which provides students adequate notice of the prohibition against sexual harassment, the conduct that constitutes sexual harassment, and the complaint procedure for reporting sexual harassment shall be included in the student handbooks.

It shall be a violation of this policy for any member of the District staff to harass a student through conduct or communications of a sexual nature as defined below or to have romantic or sexual relations with a student. Retaliation in any form against those persons alleging that sexual harassment has occurred or participating in the investigation of the complaint is also prohibited. It shall also be a violation of this policy for students or third parties (i.e., visiting speaker, or visiting athletic team) to harass other students through conduct or communications of a sexual nature as defined below.

Any teacher, counselor or administrator who receives a report, verbally or in writing, from any person regarding sexual harassment of a student or employee must forward that report to the building principal or Title IX Coordinator(s) within one school day or within a reasonable period of time if there is a good cause for the delay. Any building principal receiving a report of sexual harassment shall promptly notify the Title IX Coordinator(s).

The District's designated and authorized Title IX Coordinators are:

Shon Smith, Director of Student Services  
9370 Olde Eight Road  
Northfield OH 44067  
330-467-0580  
shon.smith@nordoniaschools.org

The designated/authorized Title IX Coordinators and their contact information shall be made known to all applicants for admission and employment, students, parents or legal guardians of students, employees, and all of the District's employee unions. Further, the District shall prominently display on its website the contact information for the Title IX Coordinators.

No person designated by the District to serve as a Title IX Coordinator, investigator, decision maker, or any person designated by the District to facilitate an informal resolution process, shall have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

## Code of Student Conduct

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and 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 and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- A. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
- B. FALSE ALARMS - including fire and/or bomb threats.
- C. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
- D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any substance containing betel nut or NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, hemp and hemp products, as defined in R.C. 928.01, as well as any counterfeit or “look alike” controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student
- E. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of the same to incite others toward acts of disruption.
- F. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.
- G. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
- H. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
- I. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
- J. VIOLATION OF FEDERAL OR STATE STATUTES on school premises or involving school activities.
- K. VIOLATION OF TERMS OF SUSPENSION EXPULSION, OR OTHER FORMS OF DISCIPLINE.
- L. DAMAGE, DESTRUCTION, DEFAACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
- M. TOBACCO/NICOTINE. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
- N. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.



- O. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
- P. TRUANCY from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
- Q. REPEATED TARDINESS to class or school.
- R. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.
- S. THEFT OR UNAUTHORIZED POSSESSION of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
- T. FIGHTING OR VERBAL OR PHYSICAL CONFRONTATION among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
- U. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.
- V. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.
- W. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
- X. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- Y. CHEATING.
- Z. PLAGIARISM.
- AA. TRESPASSING OR LOITERING.
- BB. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.
- CC. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.
- DD. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
- EE. Leaving school property or assigned area prior to specified dismissal time without official permission.
- FF. Open displays of affection between members of the same or opposite sex.
- GG. Unauthorized throwing of any object including, but not limited to, snowballs.
- HH. Commission of an immoral act.
- II. Failure to pay tuition or other approved charges.

- JJ. Violation of state student mandates, including, but not limited to, required immunization.
- KK. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities. Being out of assigned area is loitering.
- LL. Violation of school policies pertaining to dress and appearance.
- MM. Misuse of school property.
- NN. Violation of school policy prohibiting pocket pagers and other electronic communications devices.
- OO. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
- PP. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- QQ. Violation of policies governing internet usage.
- RR. Driving in an unsafe manner.
- SS. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.
- TT. Any attempts to engage in conduct prohibited by this policy.
- UU. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- VV. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.
- WW. Violation of any Executive Orders or laws, or policies, rules, regulations or directives concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the District in response to the COVID-19 pandemic
- XX. Use of slurs, epithets, or other derogatory expressions or depictions, commonly understood to convey contempt, hatred, or mockery of a person based on such person's age, ancestry, color, disability, ethnicity, gender, gender identity or expression, national origin, race religion, sex, sexual orientation, or based upon membership in any protected class under federal law.

The principal reserves the right to rule on any discipline situation that is not specifically covered in this handbook.

### 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.

## Disciplinary Action

### 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.**
  - Tardiness is not an option. If you are not in the detention room on time, when the tone sounds, you will be assigned a minimum of a Saturday Detention as a no show.
2. Students who are removed, or do not show, for weekday detention will be assigned a minimum of a Saturday Detention.
3. Students are responsible for obtaining assignments from their teachers and for having enough school work to do to cover the complete detention session.
4. 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.
5. No eating, sleeping, audio/video equipment, or any type of recreational or leisure activities will be permitted.
6. 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.

### 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.** 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.

## Nordonia High School (Longwood Ymca) Phoenix Alternative Learning Environment (Pale)

1. Student Responsibilities:

- Dress appropriately for physical activity (wear appropriate shoes.)
  - Actively participate in discussion groups, physical activity, academic work and restitution activities.
  - Complete all work assigned by teachers. If academic work is completed, work assigned by PALE staff must be completed.
  - Follow staff directives and be respectful of self and others.
  - Examine choices I made that resulted in my assignment to PALE.
2. Administration Responsibilities:
- Assign PALE as an educational alternative to school suspension.
  - Explain the rules and regulations of the PALE program to students and parents.
  - Allow students to begin with a clean slate after their completion of a PALE assignment, if all their work is completed.
  - Assist the student to make better choices in the future.
3. Pale Staff:
- Assist all students with academic assignments.
  - Provide a structured environment where students can work safely.
  - Facilitate physical activity, discussion groups and restitution activities.
  - Make PALE a productive educational setting.
  - Help students explore alternative choices that will not result in school suspension.

### Suspension/Expulsion/Exclusion

(Expulsion, Suspension, Emergency Removal, Permanent Exclusion, and Alternate Discipline)

During the time of suspension, expulsion, or removal, the student (if he/she is 18 years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal.

A suspension or expulsion shall result in the student's total removal from the education program. Credit will not be given for work which is missed due to out-of-school suspension and which is not completed by the student per Paragraph C.11. below. For an in-school suspension, credit will be given for all classroom assignments that can be completed during the in-school suspension, or as homework if the student collects the assignments.

Teachers, school bus drivers, and other employees of this Board of Education having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline.

A student who is suspended or expelled from the Joint Vocational School District may be temporarily denied admission for the remaining period of the suspension or expulsion after being offered the opportunity for a hearing.

The District may deny credit for post-secondary courses, any portion of which were taken during the period of an expulsion imposed by the Superintendent or Board.

#### A. Definitions

1. Suspension is defined as the denial to a student for a period of at least one but not more than ten school days of permission to attend school and to take part in any school function.
2. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten school days but not exceeding the greater of 80 school days, or one year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. §3313.66(F).
3. Emergency Removal is defined as the denial of permission to be on school premises or at curricular activities to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.
4. Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled, or participate in an extracurricular activity in which he/she has been involved, for a period of less than one school day.
5. Permanent Exclusion means the prohibition of a student forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.
6. In-School Suspension means a suspension served in a supervised learning environment within a school setting in the District.

#### B. Expulsion

1. The Superintendent is the only school administrator who may expel a student.
2. Whenever an incident occurs that may lead to an expulsion, the principal may suspend a student prior to the expulsion hearing.
3. The Superintendent shall give the student and his/her parent, guardian, or custodian written notice of the intention to expel the student and provide the student and his/her parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:
  - i. The reason(s) for the intended expulsion.
  - ii. Notification of the right of the student and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the student's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.
  - iii. The date, time and place to appear must not be earlier than three nor later than five school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained 18 years of age, the right accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardians his/her refusal will be noted in the presence of a witness.

- iv. If the proposed expulsion is based on a violation listed in O.R.C. §3313.662(A) and the student is 16 years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.
4. The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing.
5. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story.
6. The student may waive his/her right to a hearing. This waiver is to be in writing and signed by both students and parents. Additionally, the student can waive the hearing by not appearing or by his/her representative not appearing at the scheduled hearing.
7. If the Superintendent decides to expel, within one school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the student and the Treasurer of the Board of the action to expel in writing. If at the time an expulsion is imposed there are fewer school days remaining in the school year in which the incident that gives rise to the expulsion takes place than the number of days the student is to be expelled, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:
  - i. The reason(s) for the expulsion.
  - ii. Notification of the right of the student, parent, guardian, or custodian to appeal to the Board or its designee within 14 days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than 14 days after the date of the notice of expulsion.
  - iii. The right of representation at the appeal.
  - iv. The right to be granted a hearing before the Board or its designee and request the hearing be held in executive session.
  - v. Notification that the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F) if the student is 16 years of age or older.
  - vi. Notification that the Superintendent may seek the student's permanent exclusion if the expulsion is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was 16 years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
  - vii. If the Superintendent expels a student for more than 20 school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.
8. An appeal of the expulsion must be made within 14 days of receipt of the notice of expulsion.
9. A student or his/her parent, guardian, or custodian may appeal the expulsion to the Board or its designee. The student or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the student, parent, guardian, custodian or representative.
10. A verbatim record shall be made of the hearing.

11. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion.
12. The action of the Board or its designee on the expulsion must be in a public meeting.
13. The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision.
14. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
15. The Superintendent, at his/her discretion, may require/allow a student to perform community (including the District) services in conjunction with or in place of an expulsion. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the expulsion into the following school year. This provision does not apply to students expelled for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.
16. The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the schools for any reason after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had he/she still been enrolled in the school, the Superintendent shall impose the expulsion for the same length of time as a student who has not withdrawn from school.

### C. Suspension

- The Superintendent, principal, assistant principal, or Superintendent's designee are the only school administrators who may suspend a student.

Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense.

- Prior to suspension or a hearing, the Superintendent or principal must give the student written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. §3313.662(A) and the student is 16 years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the student if he/she is convicted or adjudicated a delinquent child for the violation.
  - i. The student shall be provided an opportunity to appear at an informal hearing before the Superintendent, principal, assistant principal, or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend.
  - ii. Whenever a student has attained 18 years of age the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness.
  - iii. The principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
- If the administrator decides to suspend, within one school day of the decision to suspend, the Superintendent, principal, assistant principal, or Superintendent's designee must notify the parent, guardian, or custodian of the student of the action to suspend in writing. If at the time an out of school suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent shall not apply any remaining part or all of the period of the suspension to the following school year. The Superintendent may instead require the student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin the student's

community service or alternative consequence during the first full week day of summer break. The District, in its discretion, may develop an appropriate list of alternative consequences. In the event that a student fails to complete community service or the assigned alternative consequence, the District may determine the next course of action, which shall not include requiring the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

A notice of suspension must include:

- i. The reason(s) for the suspension.
  - ii. The duration of the suspension
  - iii. Notification of the right of the student, parent, guardian, or custodian to appeal to the Board or its designee within ten (10) days after the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than ten (10) days after the date of the notice of suspension
  - iv. The right of representation at the appeal
  - v. The right to be granted a hearing before the Board or its designee and request the hearing be held in executive session
  - vi. Notification that the Superintendent may seek the student's permanent exclusion if the suspension is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was 16 years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
- A verbatim record of the appeal hearing shall be made.
  - The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the suspension.
  - The action of the Board or its designee on the suspension must be in a public meeting.
  - The Treasurer or the Board's designee shall promptly notify the student, parent, guardian, custodian, or representative in writing of the decision.
  - The decision of the Board or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
  - The Superintendent, at his/her discretion, may require/allow a student to perform community (including the District) services in conjunction with or in place of a suspension. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the suspension into the following school year.
  - Parameters for Completing and Grading Assignments Missed Due to Suspension
    - i. A student who has been suspended from school shall have the opportunity to do both of the following:
      - Complete any classroom assignments missed because of the suspension; and
      - Receive at least partial credit for a completed assignment.
    - ii. A student's grade may be reduced on account of the student's suspension. However, a student shall not receive a failing grade on a completed assignment solely on account of the student's suspension.



## C. Emergency Removal

### 1. By Teacher

- i. If a student's presence poses a continuing danger to persons or property or an ongoing threat
- ii. of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a student from curricular activities under his/her supervision, but not from the premises.
- iii. During school hours the student must be sent to the office.
- iv. If a teacher makes an emergency removal, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.
- v. If the emergency removal exceeds one school day then a due process hearing must be held on the next school day after removal is ordered.
  - a) Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing.
  - b) The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
  - c) The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- vi. If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given.
- vii. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

### 2. By Administrator

- i. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal may remove a student from the school premises.
- ii. If it is intended that the student be removed for more than one school day, a due process hearing must be held on the next school day after the removal is ordered.
  1. Written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable prior to the hearing.
  2. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
  3. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- iii. In an emergency removal a student can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.

- iv. Less than One (1) School Day Removal In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or school premises for less than one school day and is not subject to suspension or expulsion, the due process requirements of this policy do not apply.

## **F. Permanent Exclusion**

1. A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was 16 years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:
  - i. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm into a school safety zone;
  - ii. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of a board of education;
  - iii. O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of a board of education;
  - v. O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of a board of education; e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of a board of education, if the victim at the time of the commission of the act was an employee of that board of education:
    - 1) O.R.C. §2903.01, aggravated murder;
    - 2) O.R.C. §2903.02, murder;
    - 3) O.R.C. §2903.03, voluntary manslaughter;
    - 4) O.R.C. §2903.04, involuntary manslaughter;
    - 5) O.R.C. §2903.11, felonious assault;
    - 6) O.R.C. §2903.12, aggravated assault;
    - 7) O.R.C. §2907.02, rape;
    - 8) O.R.C. §2907.05, gross sexual imposition; or
    - 9) former O.R.C. §2907.12, felonious sexual penetration.
  - v. Complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of a board of education.
2. If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was 16 years of age or older or was adjudicated a delinquent child for the commission, when he/she was 16 years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board a request that the student be permanently excluded from public school attendance in accordance with O.R.C. §3313.662.

**G. Disabled Students**

It shall be the policy of this Board that a child with a disability shall be disciplined only in accordance with state and federal law.

**H. Corporal Punishment** The use of corporal punishment as a means of discipline is prohibited in the District. This policy shall not prohibit the use of force or restraint in accordance with O.R.C. §3319.41(C).

**I. Posting a copy of this policy, together with the Code of Student Conduct, shall be posted in a central location in each school in the District and made available to students upon request.**

**J. Student Handbooks** Disciplinary procedures and codes of conduct may be developed by building administrators, appear in their respective handbooks, and be approved by the Board.

**K. Student Seeking Admission From Another Ohio District** After a hearing, the Superintendent may temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or suspended from another Ohio district and the period of the expulsion or suspension has not expired. A student who is temporarily denied admission shall be admitted once the period of the suspension or expulsion has expired.

**L. Student Seeking Admission From an Out-of-State School District** After a hearing, the Superintendent may also temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or otherwise removed for disciplinary reasons from a public school in another state and the period of the expulsion or removal has not expired. A student who is temporarily denied admission shall be admitted upon either:

1. The expiration of the expulsion or removal period imposed by the out-of-state district; or
2. The expiration of a period of time established by the Superintendent that begins with the date of expulsion or removal from the out-of-state school, but that is no greater than the period of the expulsion that the student would have received had the student committed the offense while the student was enrolled in this District.

**M. Community Service in Conjunction With or in Place of a Suspension or Expulsion** The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion imposed pursuant to this Board Policy and O.R.C. §3313.66, except for an expulsion imposed pursuant to O.R.C. §3313.66(B)(2) for bringing a firearm to school or any other property owned or controlled by the Board. The community service requirement may be imposed by the Superintendent under the following guidelines:

1. The organization operating the community service program must be approved by the Board for student participation.
2. The community service requirement may be imposed beyond the end of the school year in lieu of applying an expulsion into the following school year.

**N. In-School Suspension** If a student is issued an in-school suspension, the student shall be permitted to complete any classroom assignments missed because of the in-school suspension. Furthermore, the Superintendent or principal shall ensure the student is serving the in-school suspension in a supervised learning environment. LEGAL REFS: O.R.C. §§3313.66; 3313.661; 3313.613; 3313.668

# **ATHLETIC RULES AND REGULATIONS**

It is a privilege, not a right, to participate in athletics at Nordon High School. Thus, athletes must strive to achieve standards, which will uphold the integrity of Nordon 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, sell, conceal, buy, transport, be under the influence of, or smell of alcoholic beverages or controlled substances, nor shall he/she possess drug paraphernalia. This includes marijuana, hemp and hemp products, hallucinogens, and other controlled substances. An athlete shall not use, possess, sell, conceal, buy, transport, or be under the influence of, 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 controlled substances. An athlete shall not use, sell, conceal, buy, transport, or be under the influence of performance enhancing drugs, including but not limited to anabolic steroids.

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

- i. **First Violation:** The athlete will be denied participation for the remainder of the season. However, if the athlete chooses to schedule, attend and successfully complete SASSI by Nordon's Community Intervention Coordinator and follow the recommendations, then the athlete may return to practice and the team after three (3) athletic days. In addition to this suspension, the athlete will be denied participation in a total of 20% of the regular season contests. If there are fewer than 20% remaining in the season, the penalty will carry over into any post season games and then into the next season of participation. Example: The infraction occurs during the basketball season. The penalty would be 20% of 22 contests or 4 contests. If only 2 contests (10% of the season) remain, the remaining 10% would be based on the number of contests in the next season of participation
- ii. **Second Violation:** The athlete will be denied participation for the remainder of the season. If the athlete chooses to schedule, attend and successfully complete an assessment by a Certified Chemical Dependency Counselor level III(CCDCIII) at his/her sole expense, and follow the recommendations of an approved agency and/or individual, then the athlete may return to practice and the team after three (3) athletic days. In addition, the athlete's season long suspension will be reduced to 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 any post season contests and then into the next season of participation. (See the example above) The athlete will be required to attend a follow up appointment with the previous agency of assessment.
- iii. **Third Violation:** The 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/Nicotine/Vape Products

An athlete shall not possess, use, transmit, buy, conceal, or be under the influence of any tobacco product, any alternative nicotine product or device including electronic, vapor or other substitute forms of cigarettes, regardless of the substance contained therein, or any other tobacco or nicotine products.

- i. First Violation: The athlete will be denied participation for the remainder of the season. If the athlete chooses to schedule and complete the tobacco/nicotine cessation program with the school's community intervention counselor, the suspension will be reduced to three (3) athletic days. In addition to this suspension, the athlete will be denied participation in a total of 20% of the regular season contests. If there are fewer than 20% of the contests remaining in the season, the penalty will carry over into any post season contests and then into the next season of participation. . Example: The infraction occurs during basketball season. The penalty would be 20% of 22 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
- ii. Second Violation: Second Violation: The athlete will be denied participation for the remainder of the season. If the athlete chooses to schedule, attend and successfully complete an assessment by a Certified Chemical Dependency Counselor level III(CCDCIII) at his/her sole expense, and follow the recommendations of an approved agency and/or individual, then the athlete may return to practice and the team after three (3) athletic days. In addition, the athlete's season long suspension will be reduced to 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 any post season contests and then into the next season of participation. (See the example above) The athlete will 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.

## 3. Attendance

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

- (Second unexcused absence)

Penalty: Minimum-Administrative discretion

Maximum-5 days of practice and one contest

- (Third unexcused absence)

Penalty: Minimum-Administrative discretion

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

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 or Athletic Director.

## 4. 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.

#### 5. 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 discretion

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

#### 6. Profanity Or Vulgar Displays

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

Penalty: Minimum-Administrative discretion

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

#### 7. Unsportsmanlike Conduct

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

Penalty: Minimum-Administrative discretion

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

#### 8. Destruction Of Property

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

- a. Vandalism: An athlete shall not attempt to deface public or private property.
- b. Theft: An athlete shall not take and/or acquire the property of others without their consent

Penalty: Minimum-Administrative Discretion

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

#### 9. 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 as well as disciplinary consequences in accordance with Board Policy.

### Procedures For Denial Of Participation

1. The Superintendent, Principal, Associate Principal, or other authorized personnel employed by the District to supervise or coach the student activity program issues an athletic intent to deny participation statement to the athlete, which includes the reason(s) for the intended denial. An informal hearing follows. The coach may or may not be present.
2. After the Intent has been issued, the parents of the athlete will be informed that they have twenty four hours from the time of notification, to appeal the denial. The appeal request must be directed to the student's building principal.
3. If an appeal is made, the principal shall hold a meeting with the student/parent to allow him/her to challenge the reasons for the intended denial.
4. Following the meeting, the principal shall issue a written decision regarding the denial. The decision of the Principal shall be final and is not appealable.

Special notice: any student athlete who quits 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.

## Other Athlete Expectations

### 1. Reasonable Conduct

The Nordonia Athletic Department recognizes that the safety and welfare of individual athletes and teams are a priority. Athletes are expected to behave appropriately during school and extracurricular activities. Detrimental actions include, but are not limited to, insubordination, repeated absenteeism, fighting, sexual misconduct, negative/apathetic attitude, unsportsmanlike conduct, lying and inappropriate language or gestures.

Recognizing the varying degrees of severity, the type of misconduct, and an athlete's previous record of conduct, each situation will be considered individually. The coach and/or athletic director will determine appropriate consequences, which may include denial of participation or dismissal from the team. In all cases, a written record of the incident will be filed with the Athletic Director

### 2. Releasing/Accepting Student Athletes

Athletes wishing to attend Nordonia Hills City Schools from outside the School District boundaries must make an 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.

### 3. Academic Eligibility

Academic eligibility is a prerequisite to participation in any team or individual activity. Students who are determined to be ineligible at the onset of the season will not be able to participate in any games or contests. If a student becomes academically eligible after a grading period and the sports season is already in progress, the student may become a member of a team based on the coach's recommendation.

### 4. Equipment

An athlete must return school equipment in the condition it was received, with reasonable wear and tear, within 5 school days of the last contest. Athletes must reimburse the Nordonia Board of Education for lost or damaged equipment prior to receiving any athletic awards. An athlete must fulfill obligations from a previous season before he/she will be permitted to begin participation in any other athletic activities.

Any student athlete who quits a team during the course of the season is responsible for all uniforms and/or equipment issued to him/her. The uniforms 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 uniforms 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.

5. Attendance An athlete is expected to attend all team activities unless excused by the coach prior to the absence. Unexcused absences will result in the disciplinary action described in the Code of Conduct. Extended excused absences may result in the loss of playing time. The coach will keep a written record of excused and

unexcused absences and inform the parent and Athletic Director when the athlete's actions result in denial of participation.

## 6. Compliance

An athlete must comply with the rules of the Suburban League, the Ohio High School Athletic Association, and the Nordon Board of Education approved Student Code of Conduct.

### 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 nine week 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. All students, including incoming ninth grade students, must be passing a minimum of FIVE one credit courses, or the equivalent, during the immediately preceding nine week grading period.  
Summer school classes cannot be included for consideration relative to athletic eligibility.
3. Incoming 9th grade students' grade point average will be first established at the end of the first grading period.
4. 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. Summer school classes cannot be used to substitute for grades in the preceding nine week grading period.

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.

### Extra-Curricular And Co-Curricular Programs Clubs And Organizations

Women's Chorus

Men's Chorus

Symphonic Chorale

Synergy

Girls Who Code

Concert Band

Jazz Band

Pep Band

Marching Band

Wind Ensemble

Date Knights (Teen Dating Violence Prevention Ambassadors)

Drama Club

Math Team

Student Council



Knights of the Round Table (Digital Journalism and Sports Broadcasting)  
 Knight Readers  
 Mock Trial  
 Multicultural Club  
 National Honor Society  
 National Thespians  
 Science Olympiad

Youth to Youth (Y2Y)  
 Varsity N Club  
 Weightlifting  
 Winter Guard  
 Winter Drumline  
 Yearbook

## Athletic Teams

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Volleyball (Girls')	Basketball (Boys' & Girls')	Baseball (Boys')
Cheerleading	Wrestling (Boys' & Girls')	Track (Boys' & Girls')
Football	Cheerleading	Softball (Girls')
Tennis (Girls')	Swim & Dive (Boys' & Girls')	Tennis (Boys')
Cross Country (Boys' & Girls')	Ice Hockey	
Soccer (Boys' & Girls')	Bowling (Boys' & Girls')	
Golf (Boys' & Girls')	Gymnastics (Girls')	

# MISCELLANEOUS

## Health Center/First Aid/Prescription Drugs

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. Insofar as it is possible, provisions should be made for such medication to be given by the parent prior to or following the school day. When possible, parents should plan to bring and administer medication. Those students old enough to understand and follow directions for taking their medication should be responsible for the same under supervision. If this is not possible, the dispensation of medication during the school day will be done in accordance with the following:

- Persons hereinafter designated by the Board of Education shall be authorized, when acting in situations other than those governed by O.R.C. §§2305.23, 2305.231, and 3313.712, to administer to a student a drug prescribed by a prescriber for the student in accordance with this policy. Only Board employees who are licensed health professionals, or have completed an appropriate drug administration training program conducted by a licensed health professional and considered appropriate by the Board, may administer to a student a drug prescribed for the student. Except as otherwise required by federal law, no employee of this Board shall use the following procedures to administer drugs to a student:
  - Injection.
  - Catheterization.
  - Any other special procedures.
- The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensing of medications. However, nothing in this policy shall be construed to require a person employed by this Board to administer a drug to a student if such person objects, on the basis of religious convictions, to administering the drug.

3. No drug prescribed for a student shall be administered pursuant to this policy or federal law, which includes but is not limited to the Individuals with Disabilities Education Act, until the following occur:
  - a. The school nurse or other person(s) designated by the building principal receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.
  - b. The school nurse or other person(s) designated by the building principal receives a written statement, signed by the prescriber who prescribed the drug, that includes all of the following information:
    - i. The name and address of the student;
    - ii. The school and class in which the student is enrolled;
    - iii. The name of the drug and the dosage to be administered;
    - iv. The time or intervals at which each dosage of the drug is to be administered;
    - v. The date the administration of the drug is to begin;
    - vi. The date the administration of the drug is to cease;
    - vii. Any severe adverse reactions that should be reported to the prescriber and one or more telephone numbers at which the prescriber can be reached in an emergency;
    - viii. Special instructions for administration of the drug, including sterile conditions and storage.
  - c. The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber of the drug to the school nurse or other person(s) designated by the principal if any of the information previously provided by the prescriber pursuant to division (C)(2) of this policy changes.
  - d. The school nurse or other designated person(s) must receive a copy of all statements and revisions of any statement required by division (C)(1) and (2) of this policy;
  - e. The drug is received by the school nurse or other designated person(s) authorized to administer the drug to the student for which the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. The parent is required to bring all medication to school; and
  - f. Any other procedures required by the Board are followed.
4. If a prescribed drug is administered to a student, the school nurse or other person(s) designated by the principal shall acquire and retain copies of the written requests and statements required by this policy, and shall ensure that by the next school day following the receipt of any such statement a copy is given to the person authorized to administer drugs to the student for whom the statement has been received and the original is kept on file in the building where the student attends school.
5. The school nurse or a person designated by the principal, or designee shall establish a location in each school building for the storage of drugs to be administered under this policy. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
6. No person who has been authorized by the Board to administer a drug in accordance with this policy and who has a copy of the most recent statement required by this policy given to him in accordance with this policy prior to administering the drug is liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.
7. This policy may be changed, modified, or revised by action of the Board.
8. Nothing in this policy affects the application of O.R.C. §§2305.23, 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.
9. All dental disease prevention programs sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which

are conducted in accordance with the rules and regulations of the Ohio Department of Health, are exempt from all requirements of this policy. This policy does not apply to or otherwise regulate the conduct of such dental disease programs sponsored by the Ohio Department of Health.

10. In an emergency situation, such as an asthma attack or severe allergic reaction (anaphylaxis), those individuals authorized and in-serviced to administer drugs shall administer the appropriate medication in accordance with the written instructions on file and Board policy.
11. Other oral medication, such as aspirin, will not be administered to children under any circumstances by school personnel, unless indicated by the parent on the emergency medical form, grades five through twelve.
12. The District retains the discretion to reject requests for administration of medication.
13. A copy of this policy may be provided to parents upon their request for administration of medication in the schools.
14. In the case of over the counter drugs, the same procedures as outlined in the above policy are to be followed with the exception of those procedures referring to the prescriber's permission and procedures. In the case of over the counter drugs, the parent is responsible for complying with all procedures in lieu of the prescriber and assumes liability for the above. Written authorization or instructions from a health care provider is not required to apply non prescription topical ointments designed to prevent sunburn, or for a student to self-apply, on school property or at a school-sponsored event. The school nurse shall apply sunscreen to a student upon request.
15. For purposes of this policy, the term "prescriber" includes only the following:
  - a. A dentist licensed under O.R.C. Chapter 4715;
  - b. A clinical nurse specialist, certified nurse-midwife, or certified nurse practitioner who holds a certificate to prescribe issued under O.R.C. §4723.48;
  - c. An optometrist licensed under O.R.C. Chapter 4725 to practice optometry under a therapeutic pharmaceutical agents certificate; or
  - d. A physician authorized under O.R.C. Chapter 4731 to practice medicine and surgery, osteopathic medicine and surgery, or podiatry.
  - e. A physician assistant who holds a certificate to prescribe issued under O.R.C. Chapter 4730.

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.

### 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.

### 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 a front office administrative assistant.

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.

### 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.

A designated siren 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. 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 fundraising activities.
3. Teachers have the discretion to utilize food/drink in the classroom as it relates to curricular instruction.
4. No food of any kind is to be used in the decorating of lockers.

### 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.

### Visitors

Parents and other community members wishing to visit Nordonía 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 Nordonía High School at some future date may make arrangements through Support Services.