



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

**2019-2020 School Year**

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

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

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

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

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

Date \_\_\_\_\_

**Please return this sheet to your child's teacher no later than August 30, 2019.  
Thanks.**

**Our**  
**Mission:**  
*Inspiring every  
student to value*



# **Nordonia Hills City School District Parent/Student Elementary Handbook**

**Ledgeview Elementary School  
Northfield Elementary School  
Rushwood Elementary School**

*The Parent/Student Handbook can be accessed online at [www.nordoniaschools.org](http://www.nordoniaschools.org)*

## **District Attendance Line 330.908.6160**

### **How to Reach Us...**

**Ms. Kristen Cottrell**, Principal, Ledgeview  
330.467.0583  
[Kristen.Cottrell@nordoniaschools.org](mailto:Kristen.Cottrell@nordoniaschools.org)

**Mr. Marc Kaminicki**, Principal, Northfield  
330.467.2010  
[Marc.Kaminicki@nordoniaschools.org](mailto:Marc.Kaminicki@nordoniaschools.org)

**Dr. Jacqueline O'Mara**, Principal, Rushwood  
330.467.0581  
[Jacqueline.O'Mara@nordoniaschools.org](mailto:Jacqueline.O'Mara@nordoniaschools.org)

**Dr. Joe Clark**, Superintendent  
330.467.0586

**Mrs. Karen Obratil**, Treasurer/CFO  
330.467.0589

**Mr. Todd Stuart**, Director of Curriculum  
330.467.0585

**Mr. Matt Gaugler**, Director of Business  
330.908.6207

**Carrie Hutchinson**, Director of Pupil Services  
330.908.6220

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## EQUAL EDUCATION OPPORTUNITY (Form 2260F8)

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

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

<b>Important District Dates</b>			
August 22, 2019	First Day of School	February 14, 2020	Teacher In Service Day- No School
September 2, 2019	Labor Day – No School	February 17, 2020	Presidents' Day - No School
September 30, 2019	In-Service – No School	March 13, 2020	Teacher In Service Day- No School
October 11, 2019	In-Service-No School	<b>March 24, 2020</b>	<b>End of 3<sup>rd</sup> Grading Period</b>
<b>October 25, 2019</b>	<b>End of 1<sup>st</sup> Grading Period</b>	April 6- April 13	Spring Break - No School
November 4, 2019	Parent/Teacher Conferences (5:00-8:00 pm)	April 14, 2020	Teacher Inservice-No School
	November 5, 2019 In-Service-No School	May 25, 2020	Memorial Day-No School
November 14, 2019	Parent/Teacher Conferences (5:00-8:00 pm)	<b>June 2, 2020</b>	<b>End of Grading 4<sup>th</sup> Grading Period</b>
Nov 27-Dec 2, 2019	Thanksgiving Break	<b>June 2, 2020</b>	<b>LAST DAY OF SCHOOL FOR STUDENTS—2 hour early dismissal</b>
December 3, 2019	School Resumes		
Dec. 23-Jan 3, 2020	Winter Break	June 3, 2020	Teacher Records Day
January 6, 2020	School Resumes		
January 16, 2020	<b>End of 2nd Grading Period</b>		<i><b>If there is a 2 Hour Weather Delay, school will begin at 11:00 am and doors will open at 10:40 am. The day will end as usual at 3:30 pm. There is no recess on a 2 hr delay day. AM Kindergarten is cancelled.</b></i>
January 17, 2020	Teacher Records Day- No school		
January 20, 2020	Martin Luther King Jr. Day-No School		

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**Daily K-4 Grade School Schedule**

Arrival 8:40-8:55

**School Begins 9:00**

**Dismissal 3:30**

Kindergarten Part-Time

Mon-Fri AM (9:00-11:45)

Mon-Fri PM (12:45-3:30)

**SCHOOL VISITATION**

Parents and children accompanied by their parents are always welcome to visit during the school day! However, we must follow the adopted Nordonias Hills Board Policy which states:

***No visitor shall enter a school building and remain on school property without first reporting to the Main Office.***

For the safety and security of your children, all visitors must use the buzzer at the front door. After being admitted, all visitors **MUST** sign in at the office and wear visitor pass. Visitors are requested to park in the parking lot and enter in the front of the building.

**You are welcome to have lunch with your child but cannot go outside or to the classroom during recess. You may bring food in for your child only during lunch.**

Our teachers welcome parent visitors into the classroom. To eliminate any possible disruption, you need to contact the school principal/classroom teacher 48 hours prior to the visit to arrange for the best observation/helping time. It is our hope that you always feel free to contact your child’s teacher when you have questions or concerns. Please call the office and leave a message or voice mail for the teacher to return your call at the earliest convenience. Except in extreme emergencies, teachers are not interrupted from the class.

**VOLUNTEERS**

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

**EMERGENCY AUTHORIZATION FORMS**

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

**ATTENDANCE**

The school day for all students begins promptly at **9:00 AM** so please make sure your child is at school by **8:55 AM**. Students are not to arrive **before 8:40 AM**. Supervision prior to that time is available through contracted child care services. **Students are tardy if they are not in their classrooms by 9:00 AM**. Upon

arriving to school tardy, students are to be signed in by an accompanying adult or present a signed note stating the date and reason for tardiness. Tardiness is recorded on attendance reports, reported on the students’ report cards, and becomes part of the student’s permanent record.

**School dismissal begins at 3:30 PM.** Parents must follow the school procedures for bringing students to school and picking them up from school.

Regular school attendance is an important factor in student achievement. Unsatisfactory academic achievement is often a result of frequent or prolonged pupil absence or repeated tardiness. Attendance at school is required by the laws of the State of Ohio under **House Bill 410**. To support academic success for all students, the Nordonias 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 parent/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, with or without a legitimate excuse:

- 30 or more hours of school (or approximately 5 days)
- 60 or more hours of school (or approximately 10 days)
- 90 or more hours of school (approx. 15 days)

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

- 42 hours (or approximately 7 days) without a

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legitimate excuse

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

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

Students absent from school may not return to school to participate in after-school or evening activities on the day of their absence.

**REPORTING ABSENCE - Parents are required to call the school district at 330-908-6160** and leave a message on the answering machine prior to 9:00 AM to comply with the provisions of the "Missing Children" Laws. Please call this number **each day** your child is absent and send a note upon your child's return.

**FAMILY VACATION** - The school recognizes that family vacations do not always coincide with the school calendar and, at times, students may be out of classes for this reason. **\*Absences from school due to vacation count toward the 60 hours threshold as outlined in HB410. It is requested that parents submit written notification to the principal to have their child released from school for family vacations at least five (5) days prior to leaving.** Work missed due to absence for vacations will be accumulated over the period by the teacher and given to the child upon return to school. Students will have the same number of days to turn in missed work as days absent.

#### **WHEN SHOULD YOU KEEP YOUR CHILD HOME FROM SCHOOL?**

Our goal in giving you these guidelines is to reduce the spread of communicable disease at school and to promote a healthy environment for the students attending school. They were created to help you in your decision-making process as to whether to send your child to school or to keep your child at home. Following is a list of common ailments a child may have. If your child is ill, you may want to discuss these problems with your child's pediatrician to determine if an office visit is needed.

**Fever:** If your child has a temperature of 100.0 degrees or over **without fever reducing medication**, they should remain at home. When a fever is accompanied by a sore throat, nausea, or rash, a contagious illness is suspected. Your child should remain at home until fever free for twenty-four hours without medication.

**Vomiting & Diarrhea:** With a single episode of vomiting or diarrhea your child should remain home. Children with watery diarrhea (loose runny stool or cannot go to the bathroom in time) should remain home for 24 hours. If diarrhea or vomiting is more than one occurrence or accompanied by a fever, keep your child home and consult your doctor.

**Rashes:** Rashes can be caused by many things, a few of which may be contagious. A sudden appearance of a rash over any part of the body with an unknown cause and accompanied by fever or other symptoms should be evaluated by the doctor. However, a rash caused by poison ivy/poison oak is not a reason to miss school. Consult with our school nurse to see if your child may remain in school or needs to be seen by the doctor.

**Pink Eye (Conjunctivitis):** If your child's eyes are mildly red and watery and no other symptoms are present, this may indicate irritation or allergy. However, if your child's eyes are markedly red (including under the eyelids) and accompanied by thick yellow or green drainage, your child may have pink eye or conjunctivitis. This condition can be caused by a virus, bacteria, or allergies - only a doctor can determine the cause. Bacterial conjunctivitis can be transmitted if a person rubs his/her infected eye and then touches another person or an object. If the uninfected person comes in contact with the bacteria and touches their eye the risk for contracting conjunctivitis increases. For this reason, your child should remain home until they have been on an antibiotic for a full 24 hours or symptoms are gone. After your child has been on an antibiotic for 24 hours, they may return to school.

**Sore Throat With Fever:** Sudden onset of a sore throat accompanied by a fever may indicate a need for a doctor visit. If the doctor diagnosis is strep throat, your child must remain home for 24 hours after antibiotic treatment has begun. Again, these guidelines are designed to assist in your decision-making process as to whether or not to send your child to school. Your doctor will assist you to determine if your child needs to be seen at an office visit.

#### **Injuries such as broken arms, legs, etc.**

If your child suffers from an injury such as a broken arm, leg, etc., please notify the building principal, so that we can discuss any supports which may be needed for your child to be successful in the classroom.

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

**CHANGE FROM STANDARD ROUTINE SCHOOL CLOSING** - Our district promotes student safety first, and non-interruption of their education second. Due to inclement weather or in the case of an emergency, the start of school may be canceled or delayed, or students may be dismissed before the end of the school day.

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**Please listen to the local radio and TV stations and do not call school to see if there is a change in the school schedule.**

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

2 **RADIO STATIONS** WGAR FM 99.5

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

In case of severe weather, PLEASE refrain from driving to school to get your child. In general, if schools are closed, all after school activities, including athletic events and practices, will be canceled.

The district may employ a **late start** due to adverse weather conditions or other emergencies. This means the school will begin exactly **two hours later** at 11:00 am. Bus routes would then be on a two-hour delay. There is no recess on a 2 hr delay day and AM Kindergarten is cancelled.

### **TRANSPORTATION**

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

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

### **CONFIDENTIALITY**

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

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

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

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days from the date of this notification that s/he will not permit distribution of any or all such information. **Ohio Revised Code 3319.321 states:**

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

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

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

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

### **ADMINISTRATION OF MEDICATION**

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

1. Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a

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written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (Form 5330-F1-Table II & III). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of liability of the District for the administration of the medication (Form 5330 F1-Table I).

2. Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F1.
3. Students shall be permitted to carry and use, as necessary, an epinephrine auto-injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian (Form 5330 F1).
2. Medication in original container (for prescriptions ask pharmacist for a separate container with a label, they will often divide the prescription for you.) And the label must include:
  - 1 Student's Name
  - 2 Medication Name
  - 3 Dosage of Medication
  - 4 Times or Intervals of Administration
4. New forms must be submitted at the beginning of each school year.
5. Students with specific health care needs should deliver written notice about such needs along with physician documentation, to the school office.

#### **CHILD ABUSE REPORTING**

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

#### **INTERNET**

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

#### **ACADEMIC FEES (Subject to Change)**

**Kdg. - \$51.80**  
**Gr. 1 - \$83.62**  
**Gr. 2 - \$78.93**  
**Gr. 3 ALL Students- \$50.98**  
**Grade 3 ELA \$24.04**  
**Grade 3 Gifted ELA \$29.87**

**Gr. 4 ALL Students - \$41.14**  
**Grade 4 ELA \$24.70**  
**Gifted Grade 3 ELA \$30.53**  
**Grade 4 Math--\$34.50**

**Academic fees** are charged to each student according to the schedule adopted by the Board of Education for certain supplemental materials and workbooks. A detailed list for fees at each grade is available upon request from the school. If you are financially unable to pay fees for this current school year, you must show, in writing, proof of one of the following: qualification for free and reduced lunch, welfare caseload number, AFDC number or income verification which meets government standards. Waiver forms are available in the office.

**Any accumulated balances will remain open until graduation.** Nonpayment can result in your child not being able to participate in the graduation ceremony or receiving their diploma. Textbooks, library books and other materials are issued to students free of charge and must be returned in good condition. Fines are charged for damage considered to be excessive or beyond normal wear. Students are responsible for all Board-owned materials issued to them and will be charged for lost or stolen items at replacement cost.

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

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

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

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

At the end of the year, the teacher will carefully evaluate the progress of each individual child. At that time, a determination is made to promote, retain, or assign the student for the coming year. Board Policy 5410: Assigns the principal the final responsibility for determining promotion/retention/placement of each student.

**Promotion** - For most students, promotion from year to year is the norm. Promotion is based on proficiency

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of the material set forth in the Graded Courses of Study. No conditional promotions exist.

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

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

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

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

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not liable for any loss or damage to personal valuables.

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

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

**State law requires all students have an emergency medical authorization form completed/signed by the parent or guardian on file in the school office.**

These drills are held periodically and are conducted for the safety of students. Drills are conducted as directed by the teacher. Students are not permitted to talk during drills. Safety depends on rapid and proper response to directions. False fire alarms are serious and can result in suspension and legal prosecution. In the event of any safety drill, all visitors and volunteers are advised to follow the directions of teachers.

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

Nordonias Hills participates in the free and reduced

priced lunch program. Students who may be eligible may pick up an application in the Main Office or parents may stop by or call the school for an application.

### **TREATS AT SCHOOL**

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

### **DRESS CODE**

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

- short shorts
- bike shorts or stretch shorts
- half shirts, net shirts or shirts which reveal the midriff
- clothes that reveal underwear
- hats or head coverings (indoors)

Acceptable- barrettes, headbands

Unacceptable- bandannas, sweat bands, hoods

- clothing with obscene, vulgar, violent, or suggestive statements or symbols.
- clothing that promotes or advertises alcohol or drugs.
- face paint
- spiked jewelry
- slippers, shoes with wheels

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

### **STUDENT CODE OF CONDUCT**

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

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

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

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

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

**HORSEPLAY:** Horseplay is defined as playfully hitting, touching, bumping, or having purposeful contact with another student. Horseplay also includes playfully taking things from other students (i.e. books, food, etc.). While horseplay is good natured at its root, horseplay often escalates and causes injury, ill feelings or fighting. In an effort to maintain a safe and orderly learning environment, horseplay is strictly forbidden. Students involved in horseplay will be subject to disciplinary action. Students must always remember to respect the space and property of others.

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

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

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

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

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

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

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

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

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

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

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

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

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

**GANGS, AND GANG ACTIVITIES:** Any student involved in gang membership, gang activities, and/or possessing or displaying gang insignias or paraphernalia will be strictly disciplined. For the purpose of this policy, a gang is an organization, association, or group of (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.

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

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

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

**SCHOOL BUS SAFE-RIDING RULES:**

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

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

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

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

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

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

**HARASSMENT, INTIMIDATION, BULLYING**

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

students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus. Further, any intentional written, verbal, or physical act (see definition below), including, but not limited to, one shown to be motivated by any characteristics of race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristics (see definition below), when the intentional written, verbal, or physical act:

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

may result in disciplinary action by the school.

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

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

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

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

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

"Social bullying" is harm to someone's group acceptance that includes, but not limited to: gossip,

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starting or spreading rumors, ignoring or excluding someone from a group, public ostracizing or humiliation, and posting slander or derogatory comments about someone.

**REPORT AND RESPONSE:** Any person who believes he or she has been subjected to harassment, intimidation, or bullying is strongly encouraged to report the incident by filing a report of the harassment to the building principal, counselor, teacher, staff member, or supervisor. The complaint will be promptly investigated. All school personnel should be prepared and willing to intervene immediately when they observe harassing, intimidating, and bullying behavior by a student or when a student reports the incident. The “first person on the scene” is the staff member who first intervenes or receives the report of harassment, intimidation, or bullying. The “another staff member” is one who follows through with the report. The “first person on the scene” is to intervene quickly to stop the incident and calmly separates the parties involved.

#### FIRST PERSON RESPONSES

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

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

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

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

#### OTHER STAFF MEMBER RESPONSES

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

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

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

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

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

#### Level 1

**DESCRIBE** the behavior observed in terms that are clear and direct to the student who bullied  
**RESPOND**- by pointing out the impact on others and remind the students of behavioral expectations  
**RESTORATION**- or “social learning intervention” (see below) or additional intervention may be needed to reinforce the message with the student who bullied

#### Level 2

For a student who has had a Level 1 intervention but the pattern of harassment, intimidation, or bullying has continued  
**DESCRIBE & RESPOND**- steps are repeated and **CONFRONT AND PROHIBIT** are added  
**CONFRONT**- the student about the behavior  
**PROHIBIT**- the behavior or set limits by telling the student the behavior is not allowed; imposing a school consequence; contacting the student’s parents, outlining the situation, consequences, social learning intervention, and further interventions as appropriate

#### Level 3

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

#### **REPORT AND REFER**

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

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

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

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

**HAZING:** 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

### **ADDITIONAL INFORMATION**

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

**FEDERAL PROGRAMS** Nordonia Hills City School District receives federal money to support a portion of

our elementary reading intervention program. In accordance with the Elementary and Secondary Education Act (ESEA) of 2001 or the No Child Left Behind Act, the District is required to notify all parents of their right to request information related to the qualifications of their child's teacher(s). This information is available through the District Office and can be requested at any time by interested parents.

**FERPA** The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are: to inspect and review the student's education records within 45 days of the day the school receives a request for access; to request the amendment of the student's education records that the parent or eligible student believes are accurate; and to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The release of a student's educational records is governed by FERPA and Section 3319.321 of the Ohio Revised Code. Both FERPA and Ohio law allow the release of "directory information" without prior consent. A complaint can be filed with the U.S. Department of Education concerning alleged failures by Nordonia Hills City Schools to comply with the requirements of FERPA.

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

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

**CHILD FIND** Child Find is the process of identifying, locating and evaluating children with disabilities who may be in need of special education and related

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services. If you know any child who may be in need of special services, ages 3-22 years old, please contact: Carrie Hutchinson, Director of Pupil Services; 9370 Olde Eight Road, Northfield, OH 44067, 330-467-0580.

**HOMELESS STUDENTS** Homeless students will be provided with a free and appropriate education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs with students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact Carrie Hutchinson, Director of Pupil Personnel.

### **Anaphylaxis Treatment Notification to Parents**

Dear Parent/Guardian,

On April 21, 2014, Governor Kasich signed new legislation authorizing school districts to obtain epinephrine autoinjectors for trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction at school (ORC 3313.7110 Procurement of epinephrine autoinjectors for public schools).

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Through our partnership with Akron Children's Hospital, School Health Services, Nordonia Hills City School District has adopted a policy for standing medical orders and protocol to provide life-saving epinephrine to students who are in need of such treatment.

This policy states that a licensed Registered Nurse or trained staff may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin. Upon administration, Emergency Medical Services (911) will be called immediately for further assistance and treatment.

**Nordonia Hills City School District's** process for the development of individualized health plans and allergy/anaphylaxis emergency action plans for every student with an identified allergy remains unchanged. Therefore, your school's nursing staff must be notified of all your child's previously known and/or any newly

discovered allergens. Each school year, please continue to indicate type of allergen on your child's student registration forms, and plan to meet with the school nursing staff to discuss further. All future notifications regarding this policy will be included in the **Nordonia Hills City School District** Policy & Procedure Manual and the Student Handbook; both available to view on the Nordonia Hills City School District website at [www.nordoniaschools.org](http://www.nordoniaschools.org).

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

The Google Chromebook and any accessories that have

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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:

- Parent/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 screen savers, 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 2019-2020

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.

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**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:** \_\_\_\_\_

## **Username/Password Page:**

**Source:**

**Username:**

<p style="text-align: center;"><b>Our</b></p> <p><b>Mission:</b> <i>Inspiring every student to value</i></p>
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**Password:**

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