

**NORDONIA HILLS CITY SCHOOLS
STUDENT/PARENT HANDBOOK CERTIFICATION
2020-2021 SCHOOL YEAR**

We, _____ and
Parent/Guardian

_____ have received and read the
Student

Nordonia Middle School Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

Parent/Guardian Signature

Student Signature

Date

Grade (Circle one) Grade 7 or Grade 8

Return this form to the student's team teacher who will forward it to the school office.





Nordonia Middle School

2020/2021

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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DO THINGS THE KNIGHT WAY, THE RIGHT WAY!

	ACCOUNTABILITY	INTEGRITY	LEADERSHIP
Hallway Transitions	<ul style="list-style-type: none">● Maintain proper traffic flow/pattern.● Go directly to destination using appropriate routes.● Have a pass.	<ul style="list-style-type: none">● Keep the hallway clean.● Respect others personal property and space.● Be where you're supposed to be.	<ul style="list-style-type: none">● Do what's right, even when no one is watching.● Use appropriate language and volume.● Encourage safety.
Restroom and Locker Rooms	<ul style="list-style-type: none">● Use facilities in a timely manner.● Have a pass.● Respect school property.	<ul style="list-style-type: none">● Keep the facilities clean.● Maintain privacy.● Use the restroom for its intended purpose.	<ul style="list-style-type: none">● Do what's right, even when no one is watching.● Inform staff of facility problems.
Cafeteria	<ul style="list-style-type: none">● Be patient while waiting.● Use appropriate volume and language.● Follow protocol for leaving the cafeteria.	<ul style="list-style-type: none">● Keep area clean.● Throw trash away.● Stay seated until dismissed.● Use good manners.	<ul style="list-style-type: none">● Include others.● Listen to staff.● Model expected conduct.
Assembly/ Events/ Off-Campus	<ul style="list-style-type: none">● Be a positive representative of your Team/School/Community.● Pay attention to the presenters.● Respect property/facilities.● Sit attentively and participate when appropriate.	<ul style="list-style-type: none">● Know the purpose of the event and model actions that fit.● Be mindful of other people's feelings.● Support your classmates.	<ul style="list-style-type: none">● Own your actions.● Be an active participant.● Encourage others.● Have proper sportsmanship.
Technology Use	<ul style="list-style-type: none">● Be respectful to your technology.● Bring expected technology to class daily.● Ensure your technology is charged.	<ul style="list-style-type: none">● Handle technology appropriately.● Only use programs and sites approved by teacher.● Use as learning tool.	<ul style="list-style-type: none">● Do what's right, even when no one is watching.● Help others navigate problems.● Practice digital citizenship
Classroom	<ul style="list-style-type: none">● Have materials ready.● Be prepared with all your required supplies.● Be on time.	<ul style="list-style-type: none">● Be respectful.● Leave your workspace clean.● Check Progress Book regularly.● Do your best.	<ul style="list-style-type: none">● Help peers.● Be an active listener.● Model expected conduct.● Own your actions.

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WELCOME TO NORDONIA MIDDLE 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 Middle School. A system of rules, regulations, policies, programs, and services, have been established to provide a positive and productive atmosphere in school. School experiences are designed to help you grow as a student, and provide a well-rounded educational experience.

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. Positive and open communication is imperative for students' success, and we welcome you to contact us at any time.

This handbook has been approved by the Nordonia Hills Board of Education and comprises the official regulations and procedures for the operation of Nordonia Middle School. We hope our students will come to appreciate the many opportunities provided at Nordonia Middle School. It is our goal to promote students 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.

Sincerely,

Mr. Bryan Seward, Principal –bryan.seward@nordoniaschools.org

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

Nordonia Middle School

HAVE A GREAT SCHOOL YEAR!

DISTRICT AND SCHOOL CONTACT INFORMATION

NORDONIA HILLS CITY SCHOOL DISTRICT

NORDONIA HILLS CITY SCHOOLS BOARD OF EDUCATION

Tammy Strong, President
Chad Lahrmer, Vice President
William Busse, Member
Judith Matlin, Member
Liz McKinley, Member

NORDONIA HILLS CITY SCHOOL DISTRICT

Board of Education Office: 330.467.0580
Dr. Joe Clark, Superintendent
Karen O'Bratil, Treasurer
Matt Gaugler, Business Manager

CIVIL RIGHTS COMPLIANCE OFFICER

Title VI/Title IX Coordinator 330.467.0587
Mike Russ, Technology Director 330-908-6629

NORDONIA MIDDLE SCHOOL ADMINISTRATION

Bryan Seward, Principal 330.908.6606
Dr. Shon Smith, Associate Principal 330.908.6607

GUIDANCE DEPARTMENT

Seventh-grade Counselor 330-908-6609
Theresa. Bonick
Eighth-grade Counselor 330-908-6608
Dr. Rachel Vitale
Emma Sacha, School Psychologist
330.908.6616
Dr. Deborah Wallace,
Community Intervention Coordinator

NORDONIA MIDDLE SCHOOL WEB PAGE

*A copy of this handbook can be accessed online at
http://www.nordoniaschools.org/nordonia-middleschool_home.aspx

MIDDLE SCHOOL MAIN OFFICE

330.467.0584
Celeste Olenik, Administrative Assistant
330.908.6605
Patti Belli, Administrative Assistant
330.908.6600
Middle School Clinic 330.908.6620
Andrea Rupp, Bookkeeper 330.908.6004
Middle School Attendance line 330.908.6160
Administrative Information for Students and
Parents
Attendance 330-908-6160

TRANSPORTATION

Erica Forman, Transportation Director
330-468-4710

ACADEMIC RESPONSIBILITIES

GRADING PROCEDURES

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

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

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

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

GRADING POLICY

We believe that the purpose of the report card is to communicate the student's level of achievement to parents, students, and others. In order to reflect the achievement of Ohio Academic Content Standards the student's grade should consist of those items directly reflecting their knowledge of material. Assessment of Achievement (Summative Assessment) will represent the majority of a student's grade. Assessment for learning (Formative Assessment) will make up the remainder of the students' grade. The ratio of Formative to Summative Assessment will be consistent throughout each content area and grade level.

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

Summative Assessment

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

Formative Assessment

- Items not directly reflecting student content mastery
- Any assignment that allows students to practice a skill/concept learned in class, prepares students for an upcoming lesson or offers an enrichment opportunity to challenge students' thinking.

REPORT CARDS

Report card grades will be available at the end of every grading period through Progress book. The first and fourth quarter report cards are mailed home. The second and third quarter report cards are viewable on Progress book only.

GRADES ON PROGRESS BOOK

Homework can be an important and creative method of intervention and/or enrichment. Teams and individual teachers will inform students regarding the role homework grades earned through Progress Book, a web-based grade book program and student information system that includes student grades, assigned homework, and general student progress. You will create student's Progress Book account information to you with unique username and password. You can locate directions for this procedure through the following link:

With the username and password, you can securely access your student's information that includes grades, attendance, and homework assignments. Progressbook is updated weekly by teachers and teams.

GOOGLE CLASSROOM

Google Classroom is located on all student's Chromebooks. This app provides a venue for students, parents, and teachers to view, create, distribute assignments. Students can access Google Classroom from any location. Please review the Nordon Hills City Schools Student Device Acceptable Use Policy at the end of this handbook.

TEAMING

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

STUDENT FEES, FINES AND TUITION

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

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

All athletic participation fees are due or payment arrangements made before the first athletic event of the individual sport. Eighth graders will not be permitted to participate in the class celebration and graduating seniors will not receive their diploma as long as there is an outstanding balance of student fees, fines or tuition.

Records will not be released for any student who withdraws from the District and who has not paid their fees or fines in full or returned Nordon Hills City Schools' property such as books, athletic and band uniforms, etc.

Returned checks are subject to a \$20 fee.

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

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

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

Make checks payable to: Nordon Hills Schools OR you can pay online through the EZ Pay link for Nordon Hills Middle School on the webpage at : <https://www.spsezpay.com/NordonHills/ezpay/Login.aspx>

CAFETERIA

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

DIRECTORY INFORMATION

The School District maintains many student records including both directory information and confidential information. Student records shall be maintained in accordance with Board of Education Policy and State/Federal laws and regulations. A full copy of District Policy is posted in the middle school main office and can be located on the school district board webpage. To view a copy, please view our online handbook posted on the middle school webpage.

The student record is the legal record for each student who is or has attended schools within the District. All information contained in the student record must be factual, verifiable and of a constructive nature. The Board shall collect, maintain and use only information necessary for legally mandated District functions.

Education Records, as defined in 34 C.F.R. 99.3 (Family Educational Rights and Privacy Act), means those records, files, documents, and other materials that are: (1) directly related to a student; and (2) maintained by the Board or by a party acting for the Board. "Record" means any information recorded in any way, including, but not limited to: handwriting; print; computer media; tape; film; microfilm and microfiche.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent(s) or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Directory information can be provided upon request to any individual, other than a forprofit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at <http://www.nordoniaschools.org/ferpa.aspx>.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Board of Education. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPR. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS (3.09)

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

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA (9.19)

NONDISCRIMINATION

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

COMPLAINT PROCEDURE

Section I

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

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

- Step 1** A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.2260 F8
- Step 2** If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- Step 3** If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
- Step 4** If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

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

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

ELECTRONIC DEVICES/ CELL PHONES/ PERSONAL TECHNOLOGY

Electronic devices/ cell phones/or personal technology are not allowed at the middle school during the school day. Every office and classroom is equipped with a telephone. Should student require parent communication, students can make a phone call from the main office with a pass from their classroom teacher.

When permitted teachers/ staff will allow students to use electronic devices at the middle school for instructional purposes. Electronic devices may be confiscated. These and any other personal items that interfere with classroom instruction may be confiscated by the supervising adult and submitted to the appropriate administrator.

Electronic devices/ cell phones/or personal technology brought to school by students are not the responsibility of the school if it is lost, missing, or stolen. Nordonia Middle School assumes no obligation for electronic devices/ cell phones/or personal technology that are lost, missing, or stolen at school. Parents, please use discretion as to electronic devices/ cell phones/or personal technology brought to school.

ELEVATOR

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

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year. Please check the Nordonia Schools website to input your form online.

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 a 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 that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

EXTRA-CURRICULAR ACTIVITIES (6.41)

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

ATHLETIC RULES, ELIGIBILITY, AND REGULATIONS

Student athletes are subject to the Nordonia Hills City Schools Athletic Code of Conduct, which is provided to each athlete at the start of each season.

EXTRA-CURRICULAR/ AFTER SCHOOL/CLUBS OR SOCIAL ACTIVITIES

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

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

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

FIRE, TORNADO, SAFETY DRILLS (6.36)

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of p.a. announcement and bell tones. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted at least once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

HAZING (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.

LATE-START DAYS AND DELAYS

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

LOCKERS

Every student will be assigned his/her own locker. 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 Team Leader. Students must make sure their lockers are secure. (Turn the dial to reset the combination, make sure the locker is secure by rechecking it, make sure the locker closes and works properly. If a student locker does not work properly, report it to the assistant principal or custodian immediately and request a repair.

Students will no longer be able to decorate lockers using tape.

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

Student lockers, desks, cabinets and similar property are the property of the Nordonia 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.

NORDONIA MIDDLE SCHOOL STRATEGIC PLAN

Our Mission: Inspiring every student to value learning, community, & excellence!

GOAL 1 INSTRUCTION AND LEARNING:

Nordonia Middle School will promote sound instruction, student accountability, and parental involvement throughout the learning process.

Strategies:

All NMS teachers will be evaluated with the Ohio Evaluation Teacher System.

NMS teachers will support district alignment of Common Core and New Learning Standards to Curriculum.

NMS teachers will create/revise Student Learning Objectives (SLOs) and common assessments for all content areas.

NMS teachers and students will use data to make instructional and learning decisions.

NMS teachers will implement innovative resources to support instruction and learning.

NMS teachers will provide resources to keep parents informed and involved in the learning process.

GOAL 2 RELATIONSHIPS:

Nordonia Middle School will establish and sustain rapport with the community.

Strategies:

NMS staff will effectively communicate school and classroom information to parents.

NMS staff will promote the visibility of students in the community.

NMS will develop and promote positive relationships among and between students and staff.

GOAL 3 OPERATIONS MANAGEMENT:

Nordonia Middle School Staff will serve as responsible stewards of community resources.

Strategy:

NMS staff will provide a safe, secure, and efficient educational environment.

SCHOOL DAY

Our Middle School day starts at 8:00 AM – and ends at 2:55 PM.

Students cannot arrive before 7:30 AM.

Students can report to the cafeteria or main office corridor at 7:30 AM.

Arrival time is 7:45 AM and students are permitted to their lockers at 7:45 AM -7:59 AM.

The warning bell sounds at 7:59 AM.

The school day for all students begins at 8:00 AM.

All students are expected to be in their first class and in their seats at 8:00 AM. Students are tardy if they are not in their assigned classrooms by 7:59 AM.

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

If students are not in their classes when the bell rings, they are considered tardy.

If students arrive at school after 8:00 AM, they must report to the office to sign in before going to class.

School dismissal begins at 2:55 PM. At 2:55 PM. Students will be dismissed from their 6th period class to gather belongings from their locker and to prepare for dismissal. Dismissal is made by announcement and students are dismissed by their 7th or last period teacher to bus or parent pick-ups between 2:55 PM. and 3:00 PM.

Parents must follow the school procedures for bringing students to school and picking them up from school.

SCHOOL DRESS CODE (6.23)

Nordonia Middle School students are expected to dress in a neat, clean and modest manner that enhances a positive school image. There are aspects of current popular styles and/or clothing trends not appropriate for the school setting. Clothing should not be worn with messages or graphics that promote or suggest profanity, gang affiliation, violence, substance abuse, or is considered to be suggestive, lewd or obscene. If a student is unsure about the appropriateness of the outfit, it should not be worn to school.

Any apparel that in the opinion of the Administration provides excessive visual exposure of inappropriate aspects of the body (i.e. cleavage, low pants), disrupts the classroom atmosphere, violates health and safety codes and/or is inappropriate for school wear is prohibited. Upon entering the building, students are expected to place all head coverings in their lockers. Students are not permitted to wear hats or head coverings of any type during the school day. Shoes or sandals must be worn at all times. Shorts are acceptable throughout the year provided they are no shorter than mid-thigh in length. Administration reserves the right to determine the appropriateness of appearance. Students who are in violation of the school dress code may be issued clothes to wear or, given the opportunity, to contact home for appropriate clothing for that day. Habitual violations of the dress code will result in disciplinary action. Parental cooperation regarding appropriate dress and grooming is greatly appreciated.

STUDENT ABSENCES AND EXCUSES (6.08)

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.

STUDENT ATTENDANCE POLICY (6.10)

STUDENT ATTENDANCE ACCOUNTING/MISSING CHILDREN (6.10)

The Board of Education believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. The primary responsibility for supervision of a student rests with the parent(s) or guardian(s). Parents or guardians of absent children shall call the school each day to report the absence within the first two (2) hours of the beginning of the school day that the student is absent. If a call is not received from the parent or guardian by the time indicated above, the principal or the principal's designee shall attempt to call home before the end of the school day. If this call is unsuccessful, then not later than one (1) day following the absence, the principal or the principal's designee shall send, by mail, to the parent or guardian a written notification of the child's absence. Parent(s), guardian(s), or other responsible person(s) shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency numbers.

EXTENDED ABSENCES

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

LATE ARRIVAL AND EARLY DISMISSAL (6.10 AND 6.11)

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

SCHOOL DAY AND LATE ARRIVALS

Students may arrive early and have breakfast in the cafeteria.

Our Middle School day starts at 8:00 AM – and ends at 2:55 PM.

The warning bell sounds at 7:59 AM.

All students are expected to be in their first class and in their seats at 8:00 AM.

If students are not in their class when the bell rings, they are considered tardy.

If students arrive at school after 8:00 AM, they must report to the office to sign in before going to class.

A ½ day attendance will be credited if students arrive after 10:25 AM.

At 2:55 PM students will be dismissed from classes to gather belongings from their locker and prepare for dismissal.

Dismissal is made by p.a. announcement and students are dismissed by their 7th or last period teachers to bus or parent pick-ups between 2:55 PM and 3:00 PM.

MEDICAL APPOINTMENTS

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

ADMINISTRATION OF MEDICATION

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

1. Permission form for medication (PRESCRIPTION DRUG AUTHORIZATION FORM,) fully completed and submitted to the Health Center personnel, including physician and parent/guardian signatures.
2. Medication must be in the ORIGINAL container with the following information on the label:

*Student Name

*Medication Name

*Medication Dosage

*Times or intervals of administration

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

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

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

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

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

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

SCHOOL CLOSINGS AND DELAYS (9.05)

Factors used in deciding to close schools are: current weather conditions, weather predictions, wind speed, and road conditions. Tune in to any local radio or TV station (listed in the Nordonias Hills City School District Calendar), check the Nordonias Hills City School District webpage (<http://nordoniaschools.org>), check for pre-recorded telephone messages delivered to the phone number on file, or call the district T.E.C number 330-908-6160. Parents and students are responsible for knowing about emergency closings and delays.

TRUANCY (6.09)

HABITUAL TRUANCY INTERVENTION STRATEGIES

The Board of Education, after consulting with the Summit County Juvenile Court, parents, guardians, or other persons having care of the students attending school in the District, and appropriate state and local agencies, has established this policy in order to provide guidance to employees in addressing and ameliorating student absences.

An "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer is required to investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent, guardian, or other person having care of the child in writing of the legal consequences of being truant. The notice must also inform the parent, guardian, or other person having care of the child that he/she shall cause the child's attendance at school immediately.

When it has been determined that a child has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school after being notified, the Superintendent may require the parent to attend a specified parental educational program established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the attendance of the child at school. Therefore, if directed by the Superintendent, the attendance officer must send notice requiring the child's parent to attend a parental education program.

HABITUAL TRUANCY

Upon the failure of the parent, guardian, or other person having care of the child to cause the child's attendance at school, if the child is deemed to be an habitual truant, the District is required, within ten days, to assign the student to an absence intervention team, as described in O.R.C. §3321.191(c). Further, the attendance officer shall file a complaint with the proper county juvenile court. If a complaint is filed, it shall allege that:

1. The child is unruly for being an habitual truant; and
2. The parent, guardian, or other person having care of the child has violated O.R.C. §3321.38.

Absence intervention strategies shall include all of the following actions, if applicable: Nordonias Hills City School District Board of Education 6.09 Policy Manual page 2 Chapter VI – Pupil Personnel

1. Providing a truancy intervention plan for any student who is excessively absent from school, as described in O.R.C. §3321.191(c);
2. Providing counseling for an habitual truant;
3. Requesting or requiring a parent or guardian, or other person having care of an habitual truant to attend parental involvement programs, including programs adopted under O.R.C. §3313.472 or 3313.633;
4. Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend truancy prevention mediation programs;
5. Notification of the registrar of motor vehicles under O.R.C. §3321.13;
6. Taking legal action pursuant to O.R.C. §§2919.222, 3321.20, or 3321.38.

NOTICE OF ABSENCES

In the event that a child of compulsory school age is absent with or without legitimate excuse from the school the child is supposed to attend for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven (7) days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy, as provided in this Policy.

ABSENCE INTERVENTION PLAN

If the absences of a student surpass the threshold for an habitual truant as set forth in this Policy, the student's principal or the Superintendent shall assign the student to an absence intervention team. Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication, as set forth below. Within seven (7) days after the development of the plan, the District shall make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

As part of the absence intervention plan, the District, in its discretion, may contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in O.R.C. §2151.27(G). If the District chooses to have student informally enrolled in an alternative to adjudication, the District shall develop a written policy regarding the use of, and selection process for, offering alternatives to adjudication to ensure fairness.

ABSENCE INTERVENTION TEAM

The Superintendent, or the Superintendent's designee, shall establish an absence intervention team for the District to be used by any schools of the District that do not establish their own absence intervention team. Membership of each absence intervention team may vary based on the needs of each individual student, but shall include a representative from the District, another representative from the District who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The principal may establish an absence intervention team or series of teams to be used in lieu of the District team established under this Policy. Membership of each absence intervention team may vary based on the needs of each individual student, but shall include a representative from the District, another representative from the District who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The Superintendent or principal shall select the members of an absence intervention team within seven (7) school days of the triggering event. The Superintendent or principal, within the same period of seven (7) school days, shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent, guardian, custodian, guardian ad litem, or temporary custodian on that team. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the representative of the District shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse, and the student's parent, guardian, custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the District shall do both of the following:

1. Investigate whether the failure to respond triggers mandatory reporting to the public children services agency for the county in which the child resides in the manner described in O.R.C. §2151.421; and
2. Instruct the absence intervention team to develop an intervention plan for the child notwithstanding the absence of the child's parent, guardian, custodian, guardian ad litem, or temporary custodian.

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the District may, in its discretion, assign one (1) school official to work with the child's parent, guardian, custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer. If the District selects this method, the plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year. In the alternative, the District may toll the time periods to accommodate for the summer months and reconvene the absence intervention process upon the first day of instruction of the next school year.

The District may consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families in reducing absences.

Beginning with the 2017–2018 school year, the District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

1. When a notice of extended absences is submitted to a parent, guardian, or custodian;
2. When a child of compulsory school age has been absent without legitimate excuse from the school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
3. When a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
4. When an absence intervention plan has been implemented for a child under this Policy.

Nothing in this policy shall be construed to limit the authority of the Superintendent or designee to develop or utilize other strategies to respond to student truancy.

LEGAL REFS: O.R.C. §§3321.19; 3321.191; 2151.011

VACATIONS DURING THE SCHOOL YEAR (6.08)

FAMILY VACATION - The school recognizes that family vacations do not always coincide with the school calendar and, at times, students may be out of classes for this reason. Absences from school due to vacation are excused. 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.

REGISTRATION AND WITHDRAWAL

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

VISITORS (9.02)

Parents and other community members wishing to visit Nordonia Middle School are always welcome, and will register in the Main Office to obtain visitor credentials. If a person wishes to confer with a staff member, s/he should schedule an appointment prior to coming to the school. Ten-minute parking is available between 8:15 am and 2:30 pm in front of the school. From 7:40 to 8:00 am and from 2:30 to 3:15pm, parking is prohibited in the front of the school. Thank you for helping ensure our students' safety by keeping the bus lane clear. Those visitors who will be in the building for more than 10 minutes, may park in the Main Parking lot by the Gymnasium. Student visitors are not permitted.

VOLUNTEERS (9.25)

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

SEARCH/SEIZURE (6.26)

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

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

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

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

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

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

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

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



EQUAL EDUCATION OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. (Form 2260B)

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.

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 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.

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 Superintendent, Joe Clark, 9370 Olde Eight Road, Northfield, OH 44067, 330-467-0580.

STUDENT CONDUCT CODE (6.18)

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

TYPES OF CONDUCT

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as “cyber-bullying”), such as the following:
 - 1. posting slurs on websites where students congregate or on web logs (personal on-line journals or diaries);
 - 2. sending abusive or threatening instant messages;
 - 3. using camera phones to take embarrassing photographs of students and posting them online/ or otherwise distributing them;
 - 4. using web sites to circulate gossip and rumors to other students; and,
 - 5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. violence within a dating relationship.

CODE OF STUDENT CONDUCT (6.18)

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 NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, 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 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, DEFACEMENT 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 starters 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.
 - 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.
- LEGAL REFS: O.R.C. §3313.661

DUE PROCESS RIGHTS (SUSPENSION AND EXPULSION) (6.17)

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

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within two (2) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

5. Notice of this suspension will also be sent to the:
 - (a) Superintendent;
 - (b) Board Treasurer;
 - (c) Student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

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

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

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

Appeal to the Court

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

B. Students subject to expulsion:

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

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

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

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

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

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

Appeal to the Court

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

- C. Students subject to emergency removal: Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy– Emergency Removal.
- D. Students subject to permanent exclusion: Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy– Permanent Exclusion of Nondisabled Students.
- E. Students subject to suspension from bus riding/transportation privileges: Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy - Suspension of Bus Riding/Transportation Privileges.

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

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

EXPULSION

The Superintendent of Schools may expel a student for a period of up to eighty (80) school days and in some cases for an entire year (use or possession of weapons at school, on school property or at school activities, inflicting serious physical harm to persons or property at school, on school property or at a school activity.) - Such an expulsion may continue into the following school year. Repeated and/or continued violation(s) of the rules and regulations contained in the Student Code of Conduct may result in expulsion.

HARASSMENT/BULLYING POLICY

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

“Harassment, Intimidation, or Bullying” means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, Intimidating, or Bullying” also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, Intimidating, or Bullying” also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the 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.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

“Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

RIGHTS AND RESPONSIBILITIES

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

OUT-OF-SCHOOL-SUSPENSION

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

PERMANENT EXCLUSION OF NONDISABLED STUDENTS

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

- A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordinance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
- B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
- C. complicity to commit any of the above offenses, regardless of where the complicity occurred

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

- A. rape, gross sexual imposition or felonious sexual penetration
- B. murder, manslaughter, felonious or aggravated assault
- C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

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

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

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

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

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

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

SCHOOL HEALTH SERVICES

ANAPHYLAXIS TREATMENT NOTIFICATION TO PARENTS

Dear Parent/Guardian,

On April 21, 2014, Governor Kasich signed new legislation authorizing school districts to obtain epinephrine auto injectors 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 auto injectors 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 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

IMMUNIZATION RECORDS (6.28)

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken-pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school district nurse.

SCHOOL BUS REGULATIONS (6.18)

EMERGENCY BUS PASS

ONE-DAY EMERGENCY BUS PASS • Buses will not make any extra/different stops. Requested stop location must be existing and there must be room on the bus. • To ensure safety of the student, bus pass must be signed by both the parent and the building principal/designee and presented to the driver when the student boards the bus. • Permanent transportation changes should be made through the transportation website or by calling 330-468-4710.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

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

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

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

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

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

State regulations governing students riding school buses will apply.

1. Upon entering the bus, the student shall be seated and shall stay seated until time to leave the bus. Students should conduct themselves on the bus as they would in the classroom. A reasonable amount of conversation is permissible. Students may be assigned seats.
2. Eating is not permitted on the bus.
3. Students causing damage of any type to the bus will be held liable for the cost of repairing the damage to the bus and will be denied the privilege of riding the bus to school until the bill is paid and/or for a designated period of time.
4. All students will load and unload from the buses only at their designated stop.
5. Students are to wait quietly off the road at the bus stop. There is to be no pushing or shoving in bus lines either loading or unloading from the bus.
6. The bus discipline plan shall be posted in each bus. All students shall be made aware of the rules and consequences that apply. If your child is involved in a discipline situation, the following action may be taken:
 - Warning
 - Change of Seat
 - Conference
 - Parent Contact
 - Detention
 - Bus Suspension
 - Suspension from School

TRANSPORTATION 330-468-4710

Students are expected to ride their assigned bus. Bus stops are approved by the Board of Education on an annual basis. The Transportation Supervisor must review subsequent, permanent changes, including day care arrangements. Proof of residency will be required for change of address.

Forms to request these changes are available in the school office and Transportation Department. Please allow one (1) week for processing changes. You will be notified when your request is approved or denied. Please notify the building principal in writing if you need to make other transportation arrangements in an emergency situation.

GUIDELINES FOR A SCHOOL DETENTION:

Students are expected to complete homework assignments while in detention. If a student has missing assignments, it is the expectation of teachers/administration that the work is also completed.

Students are dismissed and parents/guardians may pick up their child at the main office entrance.

GUIDELINES FOR STUDENTS PLACED IN THE CORRECTIVE LEARNING ENVIRONMENT:

This placement is held at Nordonia Middle School.

This assignment is minimally for one full school day (the Middle School time schedule 8:00 am-2:55 p.m.)

Students are expected to work on academics only and bring all necessary materials to complete their studies (paper, pencils, etc.)

Students are not permitted to talk.

No food or beverages are permitted.

If a student is removed for any reason, the student will be sent home and an Out of School Suspension will be assigned the following school day.

GUIDELINES FOR STUDENTS PLACE IN PHOENIX ALTERNATIVE LEARNING ENVIRONMENT (PALE):

This placement is held at Nordonia High School.

Thirteen (13) seats will be available on a daily basis

Duration of placement will range from a minimum of three (3) days to a maximum of ten (10).

Program Length: Monday through Friday, 7:10 a.m. – 2:10 p.m. Operational in accordance with the regular NHCS calendar.

GUIDELINES FOR STUDENTS ASSIGNED TO AN OUT OF SCHOOL SUSPENSION:

It is recommended that any student placed on an Out of School Suspension check Progressbook, Google Classroom, or contact his/her teacher(s) via telephone or email asking what he/she must do to keep up with studies throughout the suspension period. Credit will be given for work missed due to out-of-school suspension. Alternate assignments may be given for any classroom work that cannot be attended such as laboratories or skill sessions. Furthermore, any test, quiz, or project is expected to be taken upon returning to school. Arrangements should be made directly with individual teachers. Please remember that any time a student is suspended from school, he/she cannot participate in any school activities. Additionally, students are not permitted on school grounds, unless accompanied by his/her parent/guardian.



