



Parent/Student Elementary Handbook Certification

2016-2017 School Year



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

We, _____ and _____
Parent/Guardian Student

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

Parent/Guardian Signature _____

Student Signature _____

Date _____

Please return this sheet to your child's teacher no later than August 31, 2016.

Thank you!



Nordonia Hills City School District Parent/Student Elementary Handbook

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

Handbook can be accessed online at www.nordoniaschools.org under each school's home page.

The Education Connection (TEC) is a telephone based communication system featuring interactive voice mail, outbound calling, and attendance lines. One number keeps you connected to your child's school:

330.908.6160

How to Reach Us...

Mrs. Staci Albanese, Principal, Northfield
330.467.2010
staci.albanese@nordoniaschools.org

Dr. Jacqueline O'Mara, Principal, Rushwood
330.467.0581
jacqueline.o'mara@nordoniaschools.org

Dr. Joe Clark, Superintendent
330.467.0586

Mrs. Karen Obratil, Treasurer
330.467.0589

Mr. Todd Stuart, Director of Curriculum
330.467.0585

Mr. Tom Hartman, Director of Business
330.908.6207

Carrie Hutchinson, Director of Pupil Services
330.908.6220

EQUAL EDUCATION OPPORTUNITY (Form 2260F8)

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

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

**NORDONIA HILLS CITY SCHOOLS
Important Dates**

August 25, 2016	First Day of School	March 9, 2017	Parent/Teacher Conferences No School
September 5, 2016	Labor Day – No School	March 10, 2017	In-Service-No School
September 16, 2016	In-Service – No School	March 24, 2017	End Of 3rd Grading Period
October 21, 2016	In-Service-No School	March 27-31, 2017	Spring Break - No School
October 28, 2016	End of 1st Grading Period	April 14, 2017	Good Friday- No School
November 3, 2016	Parent/Teacher Conferences (5:00-8:00 pm)	May 2, 2017	In-Service-No School
November 8, 2016	In-Service-No School	May 29, 2017	Memorial Day-No School
November 10, 2016	Parent/Teacher Conferences (5:00-8:00 pm)	June 6, 2017	End of Grading 4th Grading Period
Nov 23-28, 2016	Thanksgiving Break	June 6, 2017	LAST DAY OF SCHOOL FOR STUDENTS—2 hour early dismissal
November 29, 2016	School Resumes	June 7, 2017	Teacher Records Day
Dec. 21-Jan 3, 2017	Winter Break	<i>If there is a 2 Hour Weather Delay, school will begin at 10:45 am and doors will open at 10:30 am. The day will end as usual at 3:15 pm.</i>	
January 4, 2017	School Resumes	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Our Mission: <i>Inspiring every student to value learning, community and EXCELLENCE.</i></p> </div>	
January 16, 2017	Martin Luther King Day- No school		
January 19, 2017	End of 2nd Grading Period		
January 20, 2017	Teacher Records Day- No School		
February 17, 2017	Teacher In Service Day- No School		
February 20, 2017	Presidents' Day - No School		

Daily K-4 Grade School Schedule

Arrival 8:25-8:40

School Begins 8:45

Dismissal 3:15

Kindergarten Part-Time –

M/Th & Wed. PM (12:30-3:15) OR

T/Fri & Wed AM (8:45-11:30)

SCHOOL VISITATION

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

No visitor shall enter a school building and remain on school property without first reporting to the Principal's office.

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

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

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

VOLUNTEERS

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

EMERGENCY AUTHORIZATION FORMS

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

ATTENDANCE

The school day for all students begins promptly at **8:45 AM** so please make sure your child is at school by **8:40 AM**. Students are not to arrive **before 8:30 AM**. Supervision prior to that time is available through contracted Day Care services. **Students are tardy if they are not in their classrooms by 8:45 AM**. Upon arriving to school tardy, students are to be signed in by

an accompanying adult or present a signed note stating the date and reason for tardiness. Tardiness is recorded on attendance reports, reported on the students' report cards, and becomes part of the student's permanent record.

School dismissal begins at 3:15 PM. Parents must follow the school procedures for bringing students to school and picking them up from school.

Regular school attendance is an important factor in student achievement. Unsatisfactory academic achievement is often a result of frequent or prolonged pupil absence or repeated tardiness. Attendance at school is required by the laws of the State of Ohio. The State Code classifies absence from school as excused or unexcused (truancy). When a student accrues five tardies, this will then translate to one day unexcused absence (or truancy). The State Code classifies absence from school as excused or unexcused (truancy). **Family vacation, even with advanced notification, is required to be reported. It is considered as an excused absence.** The school has final discretion if an absence is excused or unexcused. The following conditions constitute reasons for excused absence from school:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observance of religious holidays

Students who arrive at school after 10:00 AM will be considered absent for one half day. Students who leave school before 2:00 PM will also be counted absent for a half-day. We ask for your cooperation in helping your child establish the habit of good attendance. **Students absent from school may not return to school to participate in after-school or evening activities on the day of their absence.**

REPORTING ABSENCE - Parents are required to call the school district at 330-908-6160 and leave a message on the answering machine prior to 8:45 AM to comply with the provisions of the "Missing Children" Laws. Please call this number **EACH day** your child is absent and send a note upon your child's return.

WHEN SHOULD YOU KEEP YOUR CHILD HOME FROM SCHOOL?

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

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

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

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

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

Sore Throat With Fever: Sudden onset of a sore throat accompanied by a fever may indicate a need for a doctor visit. If the doctor diagnosis strep throat, your child must remain home for 24 hours after antibiotic treatment has begun.

Again, these guidelines are designed to assist in your decision-making process as to whether or not to send your child to school. Your doctor will assist you to determine if your child needs to be seen at an office visit.

INJURIES SUCH AS BROKEN ARMS, LEGS-

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

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

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.

CHANGE FROM STANDARD ROUTINE SCHOOL CLOSING - Our district promotes student safety first, and non-interruption of their education second. Due to inclement weather or in the case of an emergency, the start of school may be canceled or delayed, or students may be dismissed before the end of the school day. **Please listen to the local radio and TV stations and do not call school to see if there is a change in the school schedule.**

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

2 **RADIO STATIONS** WGAR FM 99.5

All children who normally ride the bus will be bused to their regular destination. No student will leave the school unless school personnel know who they are going with, and where they are going. In case of severe weather, PLEASE refrain from driving to school to get your child. In general, if schools are closed, all after school activities, including athletic events and practices, will be canceled.

The district may employ a **late start** due to adverse weather conditions or other emergencies. This means the school will begin exactly **two hours later** at 10:45 am. Bus routes would then be on a two-hour delay.

TRANSPORTATION

330-468-4710 - Transportation

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

CONFIDENTIALITY

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

DIRECTORY INFORMATION (8330 F9)

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

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

No person shall release, or permit access to, the names or other personally identifiable information concerning and students attending a public school to

any person or group for use in a profit-making plan or activity. Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act, may file a complaint directly with the Family Education Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201.

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

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

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

ADMINISTRATION OF MEDICATION

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

1. Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (Form 5330-F1-Table II & III). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of liability of the District for the administration of the medication (Form 5330 F1-Table I).
2. Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F1.
3. Students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian (Form 5330 F1).
4. Medication in original container (for prescriptions ask pharmacist for a separate container with a label, they will often divide the prescription for you.) And the label must include:

- 1 Student's Name
- 2 Medication Name
- 3 Dosage of Medication
- 4 Times or Intervals of Administration

4. New forms must be submitted at the beginning of each school year.

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

CHILD ABUSE REPORTING

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

INTERNET

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

ACADEMIC FEES (Subject to Change)

Kdg. - \$50.67

Gr. 1 - \$57.97

Gr. 2 - \$43.73

Gr. 3 - \$54.76

Gr. 4 - \$87.44

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

Any accumulative balances will remain open until graduation. Nonpayment can result in your child not being able to participate in the graduation ceremony or receiving their diploma.

Textbooks, library books and other materials are issued to students free of charge and must be returned in good condition. Fines are charged for damage considered to be excessive or beyond normal wear. Students are responsible for all Board-owned materials issued to them and will be charged for lost or stolen items at replacement cost.

GRADING AND REPORTING TO PARENTS

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

periods. There will be a form for your signature. Please return the form to confirm you have received the mid-period report.

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

PROMOTION/RETENTION/ASSIGNMENT

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

Promotion - For most students, promotion from year to year is the norm. Promotion is based on proficiency of the material set forth in the Graded Courses of Study. No conditional promotions exist.

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

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

COMMUNICATION DEVICES AND PERSONAL ELECTRONIC EQUIPMENT

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

STUDENT VALUABLES

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

FIRE, TORNADO AND SAFETY DRILLS

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

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

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

FREE AND REDUCED PRICED MEALS

Nordonia Hills participates in the free and reduced priced lunch program. Students who may be eligible may pick up an application in the main office or parents may stop by or call the school for an application.

TREATS AT SCHOOL

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

DRESS CODE

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

- short shorts (must be mid-thigh)
- mini-skirts
- bike shorts or stretch shorts
- spaghetti straps
- half shirts, net shirts or shirts which reveal the midriff
- clothes that reveal underwear
- hats or head coverings (indoors)

Acceptable- barrettes, headbands

Unacceptable- bandannas, sweat bands, hoods

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

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

CODE OF STUDENT CONDUCT

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

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel. Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, and 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. Nordonia Hills City School District Board of Education 6.18 Policy Manual page 2 Chapter VI – Pupil Personnel

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, DEFAACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.

M. TOBACCO/NICOTINE. A student shall not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.

N. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.

O. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.

P. TRUANCY from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization. Q. REPEATED TARDINESS to class or school. Nordonia Hills City School District Board of Education 6.18 Policy Manual page 3 Chapter VI – Pupil Personnel

R. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.

S. THEFT OR UNAUTHORIZED POSSESSION of

school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.

T. FIGHTING OR VERBAL OR PHYSICAL CONFRONTATION among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.

U. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.

V. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.

W. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.

X. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

Y. CHEATING.

Z. PLAGIARISM.

AA. TRESPASSING OR LOITERING.

BB. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.

CC. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the “Gun-Free Schools Act of 1994.” At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including a starter’s gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Nordonia Hills City School District Board of Education 6.18 Policy Manual page 4 Chapter VI – Pupil Personnel 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 specify 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. Nordonia Hills City School District Board of Education 6.18 Policy Manual page 5 Chapter VI – Pupil Personnel

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.

CONDUCT ON THE SCHOOL BUS:

Violation of the following rules may result in the loss of

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

SCHOOL BUS SAFE-RIDING RULES:

1. Pupils shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Pupils must wait in the location clear of traffic and away from the bus stop.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus.
11. Pupils must not throw or pass objects that can be held in their laps.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental or administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.

CAFETERIA AND PLAYGROUND: All students must be respectful of Student Supervisors and follow school rules during lunch and recess.

HARASSMENT:

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

RACIAL/ETHNIC HARASSMENT:

The Board of Education does not permit nor will it tolerate racial/ethnic harassment of its employees or students. Racial and Ethnic Harassment includes, but is not limited to any physical, written or verbal intimidation or abuse of a Board employee, student, or parent based on their race or ethnic background. All employees and students will be subject to appropriate corrective and disciplinary action, for any confirmed

and proven act of racial/ethnic harassment they may commit in violation of this policy.

SEXUAL HARASSMENT:

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

HARRASSMENT, INTIMIDATION, BULLYING

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

Further, any intentional written, verbal, or physical act (see definition below), including, but not limited to, one shown to be motivated by any characteristics of race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristics (see definition below), when the intentional written, verbal, or physical act:

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

may result in disciplinary action by the school.

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

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

cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

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

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

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

"Social bullying" is harm to someone's group acceptance that includes, but not limited to: gossip, starting or spreading rumors, ignoring or excluding someone from a group, public ostracizing or humiliation, and posting slander or derogatory comments about someone.

REPORT AND RESPONSE: Any person who believes he or she has been subjected to harassment, intimidation, or bullying is strongly encouraged to report the incident by filing a report of the harassment to the building principal, counselor, teacher, staff member, or supervisor. The complaint will be promptly investigated.

All school personnel should be prepared and willing to intervene immediately when they observe harassing, intimidating, and bullying behavior by a student or when a student reports the incident. The "first person on the scene" is the staff member who first intervenes or receives the report of harassment, intimidation, or bullying. The "another staff member" is one who follows through with the report.

The "first person on the scene" is to intervene quickly to stop the incident and calmly separates the parties involved.

FIRST PERSON RESPONSES

The Student was Harassed, Intimidated, and Bullied

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

The Student who Harassed, Intimidated, and Bullied

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

OTHER STAFF MEMBER RESPONSES

The Student was Harassed, Intimidated, and Bullied

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

The Student who Harassed, Intimidated, and Bullied

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

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

Level 1

DESCRIBE the behavior observed in terms that are clear and direct to the student who bullied

RESPOND- by pointing out the impact on others and remind the students of behavioral expectations

RESTORATION- or "social learning intervention" (see below) or additional intervention may be needed to reinforce the message with the student who bullied

Level 2

For a student who has had a Level 1 intervention but the pattern of harassment, intimidation, or bullying has continued

DESCRIBE & RESPOND- steps are repeated and CONFRONT AND PROHIBIT are added

CONFRONT- the student about the behavior

PROHIBIT- the behavior or set limits by telling the student the behavior is not allowed; imposing a school consequence; contacting the student's parents, outlining the situation, consequences, social learning intervention, and further interventions as appropriate

Level 3

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

REPORT AND REFER

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

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

- 1 Take action to make reparation for any harm done
- 2 Reconcile with the student she or he harassed, intimidated, or bullied
- 3 Learn and practice pro-social behavior and reduce aggression
- 4

SEARCH/SEIZURE

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

ADDITIONAL INFORMATION

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

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

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

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

AMERICANS WITH DISABILITIES ACT AMENDMENT ACT

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

CHILD FIND Child Find is the process of identifying, locating and evaluating children with disabilities who may be in need of special education and related services. If you know any child who may be in need of special services, ages 3-22 years old, please contact: Carrie Hutchinson, Director of Pupil Services; 9370 Olde Eight Road, Northfield, OH 44067, 330-467-0580.

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

Anaphylaxis Treatment Notification to Parents

Dear Parent/Guardian,

On April 21, 2014, Governor Kasich signed new legislation authorizing school districts to obtain epinephrine 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's process for the development of individualized health plans and allergy/anaphylaxis emergency action plans for every student with an identified allergy remains unchanged. Therefore, your school's nursing staff must be notified of all your child's previously known and/or any newly discovered allergens. Each school year, please continue to indicate type of allergen on your child's student registration forms, and plan to meet with the school nursing staff to discuss further. All future notifications regarding this policy will be included in the **Nordonia Hills City School District Policy & Procedure Manual** and the **Student Handbook**; both available to view on the **Nordonia Hills City School District** website at www.nordoniaschools.org.

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