

PARENT/STUDENT HANDBOOK 2019-2020



NORDONIA HIGH SCHOOL

8006 SOUTH BEDFORD ROAD

MACEDONIA, OHIO 44056

330.468.4601

This handbook is available online at:

<https://nordonia.esvbeta.com/Downloads/Student%20Handbook%202018-2019%20Final%20PDF.pdf>

This agenda belongs to:

Name _____

Address _____

City/Town _____

State _____ **Zip Code** _____

Phone _____

E-Mail Address _____

NOTE: HALL PASS PAGES ARE LOCATED ON PAGES 70-71 OF THIS HANDBOOK.

NORDONIA HILLS CITY SCHOOL DISTRICT

**Board of Education Office
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330.908.6200
Karen Obratil, Treasurer
330.467.0589**

BOARD OF EDUCATION MEMBERS

**Tammy Strong, President
Liz McKinley, Vice President
Nicholas Berchtold, Chad Lahrmer, Judith Matlin, Members**

NORDONIA HIGH SCHOOL ADMINISTRATION

**Casey Wright, Principal's Office 330.908.6016
Jessica Archer, Associate Principal Students' Last Names A-I 330.908.6014
Anthony Buckler, Associate Principal Students' Last Names J-R 330.908.6067
Carol Tonsing, Dean of Students' Last Names S-Z 330.908.6015**

TEACHER VOICEMAIL ACCESS LINE

330.908.6195

PRINCIPAL'S OFFICE ADMINISTRATIVE ASSISTANT

Eszti Pigniczky, 330.908.6012 Fax 330.468.1359

FRONT OFFICE ADMINISTRATIVE ASSISTANTS

**Call In Attendance Line 330.908.6160
Nicole Spadaro, Attendance 330.468.4601
Julie Kaczmarek, Discipline 330.468.4602
Fax 330.468.1359**

SCHOOL COUNSELING DEPARTMENT 330.468.4603

**Courtney Wenzel, Grade 9 330.908.6023
Staci Ross, Grade 10 330.908.6003
New Counselor, Grade 11 330.908.6022
Keith Terlonge, Grade 12 330.908.6024
Karen Volin, Administrative Assistant 330.908.6018
Meribeth Pannitto, Administrative Assistant 330.908.6010
Fax 330.908.6038**

COMMUNITY INTERVENTION

Deborah Wallace, Coordinator 330.908.6020

HIGH SCHOOL HEALTH CENTER

330.908.6004

ATHLETIC DEPARTMENT (Athletic Hotline 330.908.6160)

**Rob Eckenrode, Athletic Director 330.908.6001
Charmaine Bauerle, Athletics Administrative Assistant 330.908.6000**

SCHOOL PSYCHOLOGIST

Lauren Miller, 330.908.6008

SCHOOL FINANCES

Amy Strauss, 330.908.6036

PROBLEM SOLVERS

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

<u>PROBLEM</u>	<u>PROBLEM SOLVER</u>
Report Card (Grade) Questions	Classroom Teacher
Textbooks	Classroom Teacher
Personal Problems/Concerns	School Counselor
Class Schedule	School Counselor
School to Career Information	School Counselor
Vocational Programs Information	School Counselor
Standardized Tests, SAT, ACT	School Counselor
College Information/Visitation	School Counselor
Community Service Opportunities	Forms/Records Main Office
Voter Registration	Guidance Office
Work Permits	Guidance Office
Transportation Issues	Bus Garage
Discipline problem	Ms. Archer (A-I), Mr. Buckler (J-R) Mrs. Tonsing (S-Z)
Driving to School	Mr. Buckler, Associate Principal
Extended Absence from School	Ms. Archer (A-I), Mr. Buckler (J-R) Mrs. Tonsing (S-Z), School Counselors.
Lost and Found	Front Security Desk
Student Fees	Mrs. Strauss - Main Office
Use of Building	Principal's Office
Athletics	Athletic Director

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WELCOME TO NORDONIA HIGH SCHOOL
HOME OF THE KNIGHTS

Dear Students and Parents,

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

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

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

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

NORDONIA HIGH SCHOOL

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

The 2019-2020 student enrollment at Nordonia High School in grades 9 through 12 is approximately 1,200 students.

ALMA MATER

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

FIGHT SONG

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

IMPORTANT DATES – 2019/2020

August 22, 2019	First Day of School
Sept. 2	Labor Day (School Closed)
Sept. 20	Interim Report #1 on Progress Book
Sept. 28	Homecoming Dance
Sept. 30	Teacher In-service (No School for Students)
Oct. 11	Teacher In-service (No School for Students)
Oct. 25	End of First Grading Period (Report Cards on Progress Book Nov. 1)
Nov. 4 & 14	Evening Parent/Teacher Conferences
Nov. 5	Teacher In-service Election Day (No School for Students)
Nov. 26	Interim Report #2 on Progress Book
Nov. 27	Parent/Teacher Conferences (No School for Students)
Nov. 28-Dec. 1	Thanksgiving Recess
Dec. 2	Parent/Teacher Conferences (No School for Students)
Dec. 23	Winter Recess begins (School Closed)
Jan. 6, 2020	School Resumes
Jan. 13-16	First Semester Exams
Jan. 16	End of Second Grading Period (Report Cards on Progress Book Jan. 25)
Jan. 17	Teacher Records Day (No School for Students)
Jan. 20	Martin Luther King Jr. Day (School Closed)
Feb. 14	Teacher In-service (No School for Students)
Feb. 17	President’s Day (School Closed)
Feb. 21	Interim Report #3 on Progress Book
March 13	Teacher In-service (No School for Students)
March 24	End of Third Grading Period (Report Cards on Progress Book March 31)
April 6-April 13	Spring Break (School Closed)
April 10	Good Friday
April 14	Teacher In-service (No School for Students)
April 24	Interim Report #4 on Progress Book
May 2	Prom
May 21	NHS Graduation
May 25	Memorial Day (School Closed)
May 28-June 2	Underclassmen – Semester & Final Exams
June 2	End of Fourth Grading Period, Last Day of School (Report Cards on Progress Book June 9)

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

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

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

ACADEMIC AWARDS

1. NORDONIA HIGH SCHOOL ACADEMIC AWARD

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

2. PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE

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

3. GRADUATE OF DISTINCTION

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

4. GRADUATE OF MERIT

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

5. PRINCIPAL'S AWARD

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

6. SUPERINTENDENT’S AWARD

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

ACADEMIC ETHICS

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

Plagiarism

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

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

Plagiarism includes the following:

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

Cheating

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

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

Cheating includes the following:

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

Alternatives to cheating and plagiarism:

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

The following behaviors promote true student achievement:

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

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

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

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

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

ASSEMBLY PROGRAMS

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

ATHLETIC RULES AND REGULATIONS

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

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

AREAS OF PARTICIPATION DENIAL:

1. CHEMICAL ABUSE (Alcohol and Drugs)

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

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

FIRST VIOLATION: The student athlete will be denied participation for the remainder of the season. However, if the athlete chooses to schedule, attend and successfully complete a formal chemical dependency assessment, administered by a certified or licensed chemical dependency professional (LCDCII, LCDCIII or LICDC) and follow the recommendation(s) of an approved agency and/or individual, then the athlete may return after three (3) athletic days* and must sit out 20% of the regular season and/or post season contests. If there are fewer than 20% remaining in the season, the penalty will carry over into the next season of participation. Example: The infraction occurs during the basketball season. The penalty would be 20% of 20 contests or 4 contests. If only 2 contests (10% of the season) remain in the season, the remaining 10% would be based on the number of contests in the next season of participation.

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

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

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

2. TOBACCO/NICOTINE/VAPE PRODUCTS

An athlete shall not smoke or possess tobacco/nicotine products, e-cigarettes/vapes or related paraphernalia, of any kind at any time.

FIRST VIOLATION: The student athlete will be denied participation for the remainder of the season. If the athlete chooses to schedule and complete the tobacco/nicotine education and cessation program with the school's community intervention counselor, the denial of participation will be reduced to three (3) athletic days* and 20% of the contests. If there are fewer than 20% of the contests remaining in the season, the penalty will carry over

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

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

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

3. ATTENDANCE

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

(Second unexcused absence)

Penalty: Minimum-Administrative and coach's discretion

Maximum-5 athletic days* and one contest

(Third unexcused absence)

Penalty: Minimum-Administrative and coach's discretion

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

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

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

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

Miss 1 or 2 contests..... Sit out one contest upon return

Miss 3 or more contests..... Sit out two contests upon return

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

4. INSUBORDINATION

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

Penalty: Minimum-Administrative and coach's discretion

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

5. PROFANITY OR VULGAR DISPLAYS

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

Penalty: Minimum-Administrative and coach's discretion

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

6. UNSPORTSMANLIKE CONDUCT

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

Penalty: Minimum-Administrative and coach's discretion

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

7. DESTRUCTION OF PROPERTY

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

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

Penalty: Minimum-Administrative Discretion

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

VIOLATION OF STUDENT CODE OF CONDUCT

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

PROCEDURES FOR DENIAL OF PARTICIPATION

- 1.) The Athletic Director issues an ATHLETIC INTENT TO DENY PARTICIPATION statement to the athlete. An informal hearing follows. The coach may be present.**
- 2.) After the intent has been issued and signed by the athlete, the Athletic Director will have the building Principal sign the Intent and give a copy to the athlete. The parents of the athlete will be informed by phone as soon as possible. The athlete and his/her parents/guardians should be informed that they have twenty-four (24) hours, from the time of the hearing (excluding time school is not in session), to appeal the denial of participation. The appeal request should be directed to the Athletic Director.**
- 3.) The Athletic Director should convene the appeals board within forty-eight (48) hours, (two work days), after receiving a request for an appeal.**
- 4.) The number of members and composition of the appeals board is determined by the building Principal. The appeals board will hear statements from both parties, ask questions and subsequently make a recommendation to the building Principal. The Principal may either follow the recommendation of the appeals board or deny it.**
- 5.) Should the violation occur either before the school year begins, or during a recess period, a designated administrator will act as the appeal officer. There is no appeal within the school system beyond the appeals board.**

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

RELEASING/ACCEPTING STUDENT ATHLETES

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

ELIGIBILITY FOR PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ATHLETICS

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

Grades 9-12 Guidelines:

- 1. Must achieve a 1.5 grade point average at the end of each nine week grading period and meet the requirements of the Ohio High School Athletic Association for scholarship eligibility.
(Students who achieve less than a 1.5 GPA at the end of a grading period but are above a 1.0 GPA may be permitted to participate provided they engage in a structured academic intervention program approved by the Superintendent and monitored by the building Principal.)**
- 2. All students, including incoming ninth grade students, must be passing a minimum of FIVE one credit courses, or the equivalent, during the immediately preceding nine week grading period. Summer school classes cannot be included for consideration relative to athletic eligibility.**
- 3. Incoming 9th grade students’ grade point average will be first established at the end of the first grading period.**
- 4. The eligibility, or ineligibility, of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Summer school classes cannot be used to substitute for grades in the preceding nine week grading period.**

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

ATTENDANCE

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

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

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

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

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

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

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

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

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

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

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

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

A. STUDENT ABSENCES

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

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

- A. Personal illness (a written physician's statement verifying the illness may be required)
Students who are ill are expected to be home unless seeking medical attention. The Principal may require a medical document from an attending physician. A medical document will only be accepted up to ten days after the absence. The note must include the student's name and the date(s) of day(s) impacted by the illness.
- B. An illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- C. Quarantine of the home: The absence of a child under this condition is limited to the length of quarantine as determined by the appropriate health officials.
- D. Death in the family: The absence arising from this condition limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious holiday: Children of any religious faith shall be excused if their absence was for the purpose of observing a religious holiday consistent with their creed or belief.
- G. Such good cause as may be acceptable to the Superintendent: Any emergency or set of circumstances which in the judgment of the building principal constitutes a good and sufficient cause for absence from school.

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

B. REPORTING ABSENCES/TARDINESS TO SCHOOL

It is the responsibility of the parent/guardian to report all absence from school to the Attendance Office on the day of the absence. Please contact the Attendance phone line by 8:00 AM on the day of the absence. The message should include the name of the parent/guardian reporting the student absent, the student's first and last names, the reason for the absence, i.e. personal illness, religious holiday, death in the family, etc.

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

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

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

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

C. DEFINITION OF STUDENT ABSENCE

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

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

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

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

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

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

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

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

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

College Visitation and Career Experiences

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

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

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

E. MAKE-UP WORK FOR ABSENCES/SUSPENSION.

For any absences, other than suspension, it is the responsibility of the student to request their assignments immediately upon their return. The minimum number of days given for make-up work is equal to the number of days the student was absent plus one additional day. A teacher may allow more time if it is deemed necessary. Students and teachers should make specific plans for all make-up work following absences in order to avoid misunderstandings or misinterpretation of this section.

Credit will be given for work missed due to out-of-school suspension. It is the student's responsibility to contact the teachers, while on the suspension, to request assignments. The student is to take all necessary books and materials home prior to the suspension and all completed assignments are to be handed in at the beginning of the class period on the first day that the student is permitted to return to school. Credit will not be given for such work other than under these circumstances.

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

F. STUDENT TARDINESS AND TRUANCY

Plan to arrive to school by 7:10 a.m. The first warning tone sounds at 7:15 a.m. Classes begin at 7:20 a.m. Students arriving to first period class after the **7:20** a.m. tone must report to the attendance office to get an "Admit Slip" to be admitted to class. Students arriving unexcused tardy will receive a weekday or a Saturday detention. Tardiness can be excused by parents/guardians with a written note or a phone call to the attendance line. Assigned detentions will then be cancelled.

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

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

Leaving school during the day is not encouraged since any class missed counts as an absence from school. Every effort should be made to schedule appointments during non-school hours. Students leaving school during the school day should bring to the attendance office before **7:15 a.m.**, a note signed by their parent/guardian indicating the type of appointment, the time of the appointment, the time requested for dismissal and the name and phone number of the person with whom they have the appointment. The student will be given an “Admit Slip” to show their teachers, so that they may leave at the designated time. Upon return to school, the student should sign in at the Attendance office.

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

H. RETURNING TO SCHOOL AFTER AN EXCUSED ABSENCE

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

I. SCHOOL RELATED ABSENCES

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

BOOKSTORE

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

HEALTH CENTER/FIRSTAID/PRESCRIPTION DRUGS

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

Prescription drugs may be administered to students by school personnel only under guidelines contained in state law and Board of Education policy. If a student is under a doctor's care and takes prescription drugs during school hours, the drug(s) should be left with the school nurse or health assistant. She will dispense the medication at the prescribed times only if the **PRESCRIPTION DRUG AUTHORIZATION** form is on file.

All school personnel are without authority to dispense medication of **ANY KIND** without parent/physician consent in writing. Students may take over the counter medication **ONLY** if a Medication Authorization form is on file with parent and physician consent in writing. Health Center Phone Number is **330.908.6004**.

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

1. Permission form for medication (PRESCRIPTION DRUG AUTHORIZATION FORM), fully completed and submitted to the Health Center personnel, including physician and parent/guardian signatures.

2. Medication must be in the ORIGINAL container with the following information on the label:

***Student Name**

***Medication Name**

***Medication Dosage**

***Times or intervals of administration**

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

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

4. Anaphylaxis Treatment Notification to Parents

Dear Parent/Guardian,

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

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Through our partnership with Akron Children's Hospital, School Health Services, the 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.

The 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 Schools website at "www.nordoniaschools.org".

ALCOHOL, TOBACCO, OTHER DRUG PREVENTION PROGRAM

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

COMPUTERS/NETWORK/INTERNET

Nordonia Hills City Schools Student Device Acceptable Use Policy

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

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

- Parent/guardians and students should be aware that although internet access will be filtered outside of school, usage should still be closely monitored.
- The District has the right to randomly inspect any Chromebook, application, or peripheral device on any or all Chromebooks on a regular basis. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
- Each Chromebook is assigned to an individual student. Students should never "swap" or "share" their laptop with another student, friend, or sibling. Chromebooks are district property and should not be used for personal use by anyone.
- Keep your login and password private; use by anyone other than yourself creates a security risk to your files. If you forget your password or wish to change it, please see your teacher.
- Students must have their Chromebooks with them at school. Students should bring the Chromebook to school fully charged.
- Use of the computer for anything other than teacher directed or approved activities prohibited during instructional time is prohibited. This includes, but is not limited to, internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited. District policy will be followed.
- Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.

- Computers are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes as directed by the teacher.
- Students will not use the laptop for illegal purposes. Students will not deliberately use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel, as well as local, state, or federal authorities.
- Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Laptop Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP's.

Date: _____

Parent Name: _____ Student Name: _____

Parent Signature: _____ Student Signature: _____

**STUDENT/PARENT CHROMEBOOK LOAN AGREEMENT
2019-2020**

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

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

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

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

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

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

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

Student Signature _____ Date: _____
Parent Signature _____ Date: _____

NOTE: INTERNET ACCESS IS AVAILABLE IN ALL BUILDINGS TO ALL STUDENTS, STAFF AND COMMUNITY MEMBERS. HOWEVER, PER DISTRICT POLICY, ALL USERS MUST SIGN THE "ACCEPTABLE USE POLICY" AND ADHERE TO ITS REQUIREMENTS. THESE SIGNED POLICIES MUST BE ON FILE IN THE MAIN OFFICE IN EACH BUILDING. A LIST OF NAMES OF STUDENTS, STAFF OR COMMUNITY MEMBERS WHO ARE BEING DENIED ACCESS FOR ANY REASON WILL ALSO BE AVAILABLE IN THE MAIN OFFICE.

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

- 1) Trust means that students will carry out school tasks directly and honestly. It means that students know that they may not copy the software from the machines; copy, destroy, or damage another student's files or messages; or attempt unauthorized access to files or networks in or out of the building. It means that students will not transmit or produce threatening or offensive messages on the computer or network.
- 2) Courtesy means that students will keep the work station and the school's equipment in good condition for use by other students. It means that students will print documents only after careful review of the work on the screen and that students will not waste paper or printing time on careless or unnecessary items. It means if other students are waiting for access to computers, students will complete work as quickly as possible.
- 3) Respect means that students will obey the direction of teachers; that students will use the equipment for educational work unless given specific permission from a teacher; students will ask for help if unable to do an operation on the computer or if there is a problem with the equipment. Students will not eat or drink at any work station. It means that students will respect copyright law by not doing any unauthorized copying. It means that students will follow any sign-up and usage rules for the area in which they are working.

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

COMMUNICATION DEVICES AND PERSONAL ELECTRONIC EQUIPMENT

While Nordonia High School recognizes that rapidly changing technology, and our ability to access it, has become an integral part of our lives, its use during the regular hours of school operation via communication devices, video-taping devices, cameras, personal electronic equipment (i.e. cellular phones, radios, CD players, headsets, televisions, electronic games, digital players) can pose a significant disruption to the educational process. In addition these items are subject to unauthorized use and/or possession by others. These and any other personal items that interfere with classroom instruction, will be confiscated by the supervising adult and submitted to the appropriate unit principal. Consequences will be as designated by the Communication Devices/Personal Electronic Equipment policy.

DANCE EXPECTATIONS

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

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

DIRECTORY INFORMATION

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

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within ten (10) days from the date of this notification the s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purpose.

Any parent or student who believes that the School District has failed to comply with the *Family Education Rights and Privacy Act*, may file a complaint directly with the Family Education Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201.

DRESS CODE

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

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

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

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

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

DRIVING AND PARKING REGULATIONS

The Nordonia Hills Board of Education provides transportation for all pupils as required by the laws of the State of Ohio. Thus, driving to school is a privilege for which the student must accept responsibility. **Please note that all fees for the prior school year must be paid in full to purchase a parking permit.**

WHEN A STUDENT FROM THE HIGH SCHOOL IS STOPPED BY THE MACEDONIA POLICE FOR A TRAFFIC VIOLATION, GOING TO OR COMING HOME FROM SCHOOL, WHEN FEASIBLE, A WRITTEN WARNING MAY BE ISSUED IN LIEU OF A CITATION. THESE

WRITTEN WARNINGS WILL BE FORWARDED TO THE CHIEF SO THEY CAN BE GIVEN TO THE HIGH SCHOOL ADMINISTRATION, SO THE STUDENT'S PARKING PASS MAY BE PULLED. THIS DOES NOT INCLUDE TRAFFIC CRASHES WHERE A CITATION, IF WARRANTED, WILL BE ISSUED.

PARKING REGULATIONS:

a.) Students desiring to drive to school must register their vehicles (cars, motorcycles, trucks, etc.) in the student unit office and obtain an NHS parking permit. State of Ohio vehicle registration and driver's license must be presented when picking up the permit. The cost for registration is **\$20.00**. Parking permit applications are now available **ONLY** on-line. You can find the link on the high school website. Fill it out completely, making sure to have parental approval. Once the form is completed (submitted), go to the high school Main Office to pay the fee and to receive the parking sticker. If you have any questions, please call 330-468-4601.

b.) **All students parking on school property should have minimum insurance coverage since the school, by state law, is not liable for and will not assume responsibility for theft or damage to vehicles.**

c.) **Parking permits must be displayed on the driver's side lower corner of the front windshield. Students are responsible for the security of their permit. Replacement permits will not be issued.**

d.) **Parking permits are not transferable between individuals. The permit may be used only by the student purchasing the permit and in the vehicle(s) listed on that student's parking application.**

e.) **Vehicles must be parked in designated student lots only.** The area directly in front of the building and the strip at the south end of the building are **faculty parking lots and are off limits to students.** The lot across South Bedford Road is not to be used during school hours.

f.) Students who violate traffic laws, recklessly operate and/or speed on school property, on their way to school or on their way from school will receive the following consequences:

First Offense - Loss of driving/parking privilege for up to thirty (30) school days.

Second Offense - Loss of driving/parking privilege for the remainder of the school year.

Students who drive to school while their driving/parking privilege is under suspension may face suspension from school and the towing of their vehicle at the owner's expense.

g.) **Vehicles must be locked at all times.** Students are not permitted to be in the parking lot, and are not permitted to sit in vehicles, before, during, or after school. Violation of these rules will result in the loss of driving/parking privileges for a period of time to be determined by the administration.

h.) Parking permits may be **revoked** for up to thirty (30) school days for students who:

- 1.) Attain four unexcused late arrivals to school
- 2.) Are unexcused absent more than seven (7) days in any given semester
- 3.) Are suspended for any reason a second time out of school

i.) School buses must always be given the right-of-way.

j.) Student vehicles are subject to search if there is a reasonable suspicion that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.

k.) Any accident involving vehicles on school property must be reported to the school office. Police reports will be filed for all accidents. Failure to report any accident may result in the permanent loss of a student's driving/parking privilege.

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

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



FEES, FINES AND TUITION

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

2019-2020 School Fees Grades 9-12

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

- **EZ Pay www.spsezpay.com**
- **Mail to the building**
- **Drop off at the building**
- **Pay at Orientation or Open House**

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

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

Waivers will be approved for the following:

- **Qualification of free lunch program - Attach letter from Food Services**
- **Welfare case load number - Must show proof**
- **AFDC number - Must show proof**

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

Student(s) Name _____ Grade _____

Course	Full Fee	Reduced Fee	Course	Full Fee	Reduced Fee
All Students – Planner	\$ 7.00	\$ 3.50	French I CP & Honors	\$18.70	\$ 9.35
All Students – Naviance	\$ 7.86	\$ 3.93	French II CP & Honors	\$19.00	\$ 8.00
Photography I, II and III	\$25.00	\$12.50	Biology & Honors Biology	\$25.00	\$12.50
Painting and Pastels/Adv.	\$15.00	\$ 7.50	AP Biology	\$25.00	\$12.50
AP Drawing	\$10.00	\$ 5.00	Physical Science & Honors Physics	\$25.00	\$12.50
Ceramics and Sculpture/Adv.	\$15.00	\$ 7.50	AP Physics	\$25.00	\$12.50
Printmaking	\$20.00	\$10.00	Environmental Science	\$31.75	\$15.88
Foundations 2D/3D Concepts	\$15.00	\$ 7.50	Chemistry/Honors Chemistry	\$31.75	\$15.88
AP Studio 2D	\$15.00	\$ 7.50	AP Chemistry	\$42.70	\$21.35
Jewelry and Enameling	\$20.00	\$10.00	CCP Chemistry I and II	\$22.00	\$11.00
AP Language & Composition	\$10.00	\$ 5.00	Forensics	\$22.25	\$11.13
AP Literature & Composition	\$10.00	\$ 5.00	Engineering and Design	\$ 5.50	\$ 2.75
English Honors 11	\$12.50	\$ 6.25	Human Anatomy & Physiology	\$15.00	\$ 7.50
Foods with Flair	\$30.00	\$15.00	AP US History	\$19.00	\$ 9.50
Gourmet Foods	\$40.00	\$20.00	AP World History	\$ 5.00	\$ 2.50
Spanish II CP and Honors	\$18.00	\$ 9.00	Economics CP and Honors	\$ 1.00	\$ 0.50
Spanish III CP and Honors	\$18.00	\$ 9.00	Government CP and Honors	\$ 1.00	\$ 0.50
AP Spanish	\$28.50	\$ 14.25	AP Seminar	\$142.00	\$ 86.00
German I	\$16.75	\$ 8.37	AP Research	\$142.00	\$ 86.00
German II & III Honors	\$10.75	\$ 5.37	AP Test Fee – (AP Govt. & AP Physics each require two tests.)	\$ 94.00	\$ 53.00
			TOTAL AMOUNT DUE	\$	\$

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

Rationale for Course Fees:

Art Foundations - 2D Concepts, 3D Concepts and Crafts: Paint, paper, glue, pastels, clay, brushes, tape, glue guns, matte board, tag board, scissors, rubber cement, exacto knives, block print ink/lino block, blending stumps, markers, etc.

Painting and Pastels: Paint, brushes, pastels, canvas board, watercolor paper, etc.

Drawing and Illustration/Advanced: Paper, pens, pencils, graphite, ink, colored pencils, markers, blending stumps, charcoal, conte crayons, etc.

Ceramics and Sculpture/Advanced: Clay, glazes, paint, brushes, misc. sculpture material (foam, plaster, etc.)

Photography I, II, III: Ink cartridges, photo paper, batteries, matte board, spray glue, exacto knives, dark room supplies, etc.

Printmaking: Block print ink, linoleum, matte board, glue, gesso, carving wood, mixed media materials, spray bottles, fabric, brayers, gouges, bench hooks, etc.

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

Studio Art and Portfolio: Paper, drawing pencils, charcoal, kneaded erasers, watercolor paper, colored pencils, matte board, tape, glue, portfolio folders, paint, scissors, exacto knives, rulers, etc.

Foods with Flair and Gourmet Foods: Consumable items and ingredients for recipes which encompass several categories. Proteins to be purchased will be beef, chicken, pork (bacon or ham) and eggs. Vegetables purchased are bell peppers, tomatoes, chilies, onions and lettuce. Fruits purchased are apples. Staple items used are flour, sugar, baking soda and baking powder, powdered sugar, pastas and canned goods. Miscellaneous items such as plastic storage bags, paper bags, dressings, cooking spray, foil, saran wrap, wax paper, toothpicks, dish soap, laundry detergent and cleaning supplies.

AP Language and Composition & AP Literature and Composition: Supplemental books

English Honors 11: Supplemental books

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

Biology courses: Lab materials, insect specimens, dissection specimens, live materials for slide preparation, enzyme lab kits, diffusion lab kits, microscope slides and preparation materials, chemicals.

Environmental Science/Chemistry: Lab materials, chemical compounds, metal samples, glassware, safety goggles, dropper bottles, food items for testing, gloves, pH paper, indicators, wood splints and chromatography kits. AP Chemistry purchases a chemical equations handbook. Environmental Science uses water testing kits.

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

Engineering and Design: Lab materials, balsa wood, tape, glue, waxed paper, contact cement and masking tape. Due to the nature of many projects, students will need to supply some simple materials based on their individual designs.

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

World Languages: Workbooks for all classes and levels.

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

Government and Economics: Primary documents

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

Naviance: Naviance provides tools that help with college and career planning, goal setting and more from a single portal, supported and monitored by educators and parents. Some of the tools include: SuperMatch College Search, Scholarship Match, Career Assessment, Resume' Builder, Learning Style Inventory, and Test Prep ACT. Guidance can send college application documents electronically negating the \$3 per application transcript fee. PrepMe ACT is a personalized, adaptive learning solution that allows students to focus on skills needed to maximize their ACT score. Individualized test prep and skill-building tools according to their individual needs can negate the need to spend large amounts of money on other test prep programs.

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

If you are financially unable to pay student fees for the current school year, you can waive the fee by completing a waiver form which is available in the main office of each building and must show proof of one of the following: qualification for Free Lunch Program or Reduced Lunch Program; welfare case load number; AFDC number or income verification which meets government guidelines. If a student is on the Free Lunch Program and all waiver forms have been completed, building academic fees are waived in full. Sports participation, Club, Band and Choir fees are reduced. If any fee has been paid in error, the fee shall be refunded to the parent/guardian. Tuition and fees/fines for lost books, IMC materials, sports and band uniforms, property damage, caps and gowns, etc. **cannot** be waived. Students receiving reduced-priced lunches, and having all necessary forms completed accordingly, will pay 50% of academic fees and 75% of sports participation, Club, Band and Choir fees.

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

Full payment of fees, fines and tuition for the current school year is due prior to the last day of school. Any unpaid balance will carry to the next school year. Building secretaries will insure that all outstanding student accounts and other documents are transferred by August to the next building if the student is going to a new location within the District. Delinquent accounts may be referred to the Treasurer's Office.

Graduating seniors **will not** receive their diploma and official school records as long as there is an outstanding balance of student fees.

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

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

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

In addition, an **Athletic Participation Fee** will be charged for each athlete per sport. The amount of this fee is \$230.00 payable before the first athletic event of the season.

Textbooks, Library Books and other materials issued to students free of charge are to be returned in good condition reflecting a year of appropriate use. Fines are charged for such items that are not returned, have excessive damage or need to be rebound. **Textbook Rebind Fees** range from \$9.70 to \$10.70 (There is a \$1.00 surcharge for less than ten copies of a single title.)

FINAL/SEMESTER EXAMS

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

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

FIRE AND TORNADO DRILLS

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

A DESIGNATED SIREN will signal a tornado drill. Instructions regarding tornado drills will be given over the P.A. system immediately following the signal.

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

FOOD AND BEVERAGE POLICY

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

GRADING PROCEDURES

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

NINE-WEEK GRADES:

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

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

SEMESTER GRADE DETERMINATION:

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

Semester Course (Ex. Interior Design)

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

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

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

TOTAL = 403

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

FINAL GRADE YEARLONG COURSES:

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

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

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

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

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

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

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

TOTAL=816

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

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

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

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

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

GRADE REPORTING/PROGRESS REPORTS REPORT CARDS:

Report cards are issued approximately one week after the close of each grading period. The number appearing under the section labeled ABSENT and TARDY reflects the total number of full days the student has missed school and has been tardy, or arrived late, to school during the reported grading period.

Individual class absences for each course a student is taking appears next to the letter grade issued for each course. This number includes all absences, excused or unexcused, and therefore might not be the same for each class because of appointments which might not result in a full day of absence. School-related absences are not included in a student's absence totals.

INTERIM/PROGRESS REPORTS:

Parents may request periodic progress reports in addition to regularly scheduled interim progress reports. Because of the sheer volume of students, the maximum number of formal progress reports provided will be four per semester. To initiate this request, please contact your student's counselor at 330.468.4603. The

counselor will contact your student's teachers so that arrangements can be made between the teachers and parent to exchange information about the student's progress in the class. Teachers will provide feedback when requested.

HONORS LEVEL COURSES:

Honors level courses will now receive a weighted grade.

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

Honors Courses:

Honors English 9, 10, 11

Honors Geometry, Honors Algebra II, Honors Pre-Calculus and Honors Calculus

Honors Biology, Honors Physics and Honors Chemistry

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

Honors German II and III.

Honors Spanish II, III, and IV

Honors French II, III, and IV

Advanced Placement Courses

Advanced Placement (AP) courses offered at Nordon High School are on a 5.0 weight for GPA calculations (5.0 grade points for an “A”, 4.0 grade points for a “B”, etc.). Nordon currently offers 22 AP course to students in grades 9-12. These include:

AP Biology

AP Calculus AB

AP Calculus BC

AP Chemistry

AP English Language Composition

AP English Literature

AP Music Theory

AP Physics I

AP Physics II

AP Psychology

AP Statistics

AP U.S. Government and Politics

AP U.S. History

AP World History

AP Capstone Program (AP Seminar and AP Research courses)

AP Spanish Language and Culture

AP German Language and Culture

AP Economics

AP Studio Art

AP Computer Science

AP Drawing

College Credit Plus Courses

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

GRADE POINT AVERAGE CALCULATION:

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

NINE WEEK GRADE POINT AVERAGE:

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

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

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

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

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

EXAMPLE:

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

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

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

FINAL YEAR GRADE POINT AVERAGE:

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

EXAMPLE:

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

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

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

CUMULATIVE GRADE POINT AVERAGE AND CLASS RANK:

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

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

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

NORDONIA HIGH SCHOOL COUNSELING PROGRAM

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



Naviance Student

1. What is Naviance? Naviance Student is a mobile-responsive site that employs intuitive tools that personalize and simplify the college and career planning process.
2. What is Naviance Student? Naviance Student makes it easier than ever for you to answer the questions that will shape your future: Who am I? What do I want to be? How will I get there? and How will I succeed? Naviance Student is the student-parent interactive side of Naviance. To simplify things, you will often hear us refer to Naviance Student, simply as Naviance.
3. What are the main features of Naviance Student? The **Home Page** allows you to navigate to the various tools in Naviance and it also is where you can access messages, important updates, resource links, to-do tasks, and your favorites. There are also four tabs in the website that host the main tools: **College, Career, About Me and Planner**. Additionally, school counselors will send out **emails** through Naviance to parents and students. This is our main form of communication regarding a variety of topics.
4. How do I access Naviance? Students and parents will create separate Naviance accounts at the beginning of the students' 9th grade year. The student username/password is always the same as their log-in used to log on to school computers/chromebooks. Parents must use an email address as their username. Parent accounts

give them the opportunity to view their students' accounts, but not access to completing tasks within Naviance. Parents will be able to view what their children are completing in Naviance throughout their high school career. The website to access Naviance is <http://student.naviance.com/nordonia> (the link can be found on the guidance website, IMC Research Portal, and on your Progress Book homepage).

5. What are we supposed to be doing with Naviance? The Nordonia High School Counseling Department meets with each grade level twice a year to work on lessons in Naviance. Below is a list of tools that will be utilized during the counseling lessons conducted each year.

Learning Style Inventory	SuperMatch College Search
Success Plan	ACT Test Prep
Career Cluster Finder	Roadtrip Nation
Career Interest Profiler	Resume Builder
Strengths Explorer	College/Career Database

6. What should I be doing in Naviance on a regular basis? Students should be accessing Naviance on a regular basis to take the activities done during lessons more in depth to help narrow down a career pathway and develop post-secondary plans. This process involves time and research outside of the classroom. Naviance is a “one-stop shop” for college and career readiness and exploration. To utilize Naviance students are encouraged to keep up with the following:
- a. **About Me**- this feature/tab is where students create a profile, enter standardized test scores, develop a resume and can keep a journal to house documents such as recommendation letters, essays, certificates, and track community service. Grade point average is also listed here.
 - b. **College**- This feature/tab allows you to compare hundreds of colleges, compare yourself to their admissions standards, narrow down colleges based on your individual preferences and track your applications senior year.
 - c. **Careers**- this feature/tab allows you to take career assessments, watch career videos, research salaries, career clusters, programs of study and so much more. This tab will also link you to colleges that offer the major related to the career of your choice.
 - d. **My Planner**- This feature/tab allows students to create and maintain a to-do list, set goals, and plan for the future.
 - e. **Homepage**- Log into Naviance on a regular basis. From the homepage you will be able to see announcements posted by your counselor including information about community service opportunities, internship opportunities, resources for ACT/SAT test prep and NCAA eligibility along with a variety of other resources for each grade level.
7. What should parents be doing in Naviance? Parents are able to see what their child is completing and doing in Naviance from their parent account. It is recommended that they review the career assessments, learning style inventory, and college match results over the course of their child's high school career. Naviance should be a conversational tool to help with the college/career readiness journey in high school. Additionally, there are many resources for parents to utilize regarding scholarships and planning for college. Also, parents should be encouraging their children to use Naviance often and to get as much as they can out of this resource while they are in high school.

CAREERS/COLLEGE WEBSITES

CAREERS

Ohio Means Jobs – www.ohiomeansjobs.com

Explore It: Types of jobs, positions, industries.

Plan it: Education, training, skills.

Fund it: Budgeting tools, scholarships, info.

Find it: Jobs, resumes, applications.

Occupational Outlook Handbook - www.bls.gov/oco

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

Career One Stop – www.careeronestop.org

COLLEGES

Big Future– <http://bigfuture.collegeboard.org>

Explore your interests and take the time to find a college that will put you on the path to a bright future.

America’s Best Colleges – www.usnews.com/best-colleges

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

Virtual Campus Tours - www.campustours.com

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

My Majors - www.MyMajors.com

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

COLLEGE ADMISSIONS TESTS

ACT - www.actstudent.org / SAT - www.collegeboard.org

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

FINANCIAL AID

FAFSA - www.fafsa.ed.gov

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

Tuition Funding Sources - www.tuitionfundingsources.com

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

School Soup – www.schoolsoup.com

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

Scholarships - www.scholarships.com

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

FastWeb – www.fastweb.com

Scholarships just for you based on your strengths, interests and skills. Discover the perfect school for your interests and budget. Resources to help you with tough financial aid decisions. Guidance to help you prepare for a promising future.

Raise.Me – www.raise.me

1. Add Your Achievements-Add your course grades, clubs, sports, volunteer activities, and more to your portfolio. 2. Earn Scholarships-For each achievement, you’ll get scholarships from different colleges, which you can redeem when you attend that college. 3. Discover Colleges-Learn about and follow different colleges from across the country to find schools that are the best fit for you.

GRADUATION REQUIREMENTS AND DIPLOMA CRITERIA

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

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

<u>AREA</u>	<u>CREDITS</u>	<u>REQUIRED COURSEWORK</u>
English	4	Grades 9, 10, 11, 12
Math	4	Grades 9, 10, 11, 12
Science	3	Biology or Honors Biology, Grade 9 Physical Science or Honors Physics, Grade 10 Environmental Science, Chemistry or Honors Chemistry, Grade 11
Social Studies	3	World History Grade 9 U.S. History Grade 10 American Government Grade 11 Economics Grade 11.
Health	1/2	Grade 9
Physical Education	1/2	Grades 9 and 10

Fine Arts 1

Elective 5
Credits

2. Students in the Class of 2020 and beyond - Students complete one of three pathways to fulfill the State of Ohio testing portion of the graduation requirements.

- Students will earn points toward graduation on seven end-of-course exams (English 9, English 10, Algebra I, Geometry, Biology, US History, and American Government).

Students will receive points according to the scale below:

- ◆ Advanced Level = 5 points
- ◆ Accelerated Level = 4 points
- ◆ Proficient Level = 3 points
- ◆ Basic Level = 2 points
- ◆ Limited Level = 1 point

If a student reaches 18 graduation points overall, he/she has fulfilled the State of Ohio testing portion of the graduation requirements. Of these overall points, a student must earn at least 4 points between the math exams, 4 points between the English exams, and 6 points between the science and social studies exams.

If a student earned high school credit for a tested course before July 1, 2014, the student automatically earns 3 points. If a student receives automatic points, he/she does not have to take the exam, unless that student chooses to take it.

Students in certain courses can take a substitute exam, such as an Advanced Placement (AP) exam, instead of the state's end-of-course exam. AP exams may be substitute tests for the following courses: US History, Biology and American Government.

- Students can also meet the State of Ohio testing requirements for graduation if they earn a remediation-free score on a national college admission test.
- A composite score of 13 on the WorkKeys and an approved industry recognized credential.
- Alternate pathways were approved for the class of 2020. See your school counselor for more information.

3. 20 hours of Community Service

Refer to the Program of Studies Booklet for a complete listing/ description of courses offered. ONLY THOSE STUDENTS WHO HAVE COMPLETED THESE SPECIFIED GRADUATION REQUIREMENTS WILL BE PERMITTED TO PARTICIPATE IN THE COMMENCEMENT EXERCISES.

STATE OF OHIO DIPLOMA RECOGNITION

Nordonia High School students in the class of 2020 may choose to pursue the Academic, or Career Tech honors diploma under the previously established criteria or the revised criteria. They also may choose to pursue the STEM, Arts, or Social Science and Civic Engagement honors diploma.

Students in the class of 2021 and beyond must meet the revised criteria to earn an honors diploma.

DIPLOMA WITH HONORS

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

Comparison of Diplomas with Honors Criteria <i>Students need to fulfill all but one criterion for any of the following Diplomas with Honors</i>		
Subject	High School Academic Diploma with Honors Graduating Classes 2020 and Beyond	Career-Technical Diploma with Honors for Graduating Classes 2020 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	4 units, including two units of advanced sciences
Social Studies	4 units	4 units
Foreign Language	3 units, including at least 2 units in each language studied	Not counted toward requirements
Fine Arts	1 unit	Not counted toward requirements
Career-Technical	Not counted toward requirements, and may not be used to meet requirements	Now counted in Electives
Electives	Not counted toward requirements	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	Not applicable	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including: ½ unit physical education** ½ unit health
 ½ unit in American history ½ unit in government

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

OHIO SEAL OF BILITERACY:

The Ohio Seal of Biliteracy is an award conferred on graduating high school seniors who can demonstrate a high level of proficiency in English and at least one world (foreign) language, which includes modern languages, classical languages, American Sign Language and native American languages.

MINIMUM/MAXIMUM COURSE LOAD:

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

GRADE PROMOTION REQUIREMENTS:

3.75 credits needed for promotion to grade 10

8.5 credits needed for promotion to grade 11

12 credits needed for promotion to grade 12

SCHEDULE CHANGES/DROPPING CLASSES:

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

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

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

SCHEDULE CHANGING AFTER THE SCHOOL YEAR HAS BEGUN IS NOT PERMITTED

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

COURSES DROPPED AFTER THE START OF SCHOOL WILL RESULT IN A "WF"

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

ADVANCED PLACEMENT TESTING

All students enrolled in Advanced Placement courses are required to take the national exams given at Nordonia High School in May. College credit may be granted upon successful completion of these exams. The college which the student attends awards credit. Check with your individual college on their credit granting policies. Costs for each test given are approximately \$94.00 - \$142.00 per test. If your student is participating in the AP Capstone Diploma program in 2019-2020, the fee for the AP Seminar and AP Research Exams is \$142.00 each. You will receive a letter about these tests with the semester report card and be asked to send payment for the tests at that time.

COLLEGE CREDIT PLUS:

College Credit Plus replaces Ohio's Post-Secondary Enrollment Options Program and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. The program permits college-ready students, grades 7-12, who qualify for college admission and receive state funding to participate. The bill establishes guidelines and procedures for enrolling 7-12 grade students in the program. The postsecondary institutions to which this option program applies are state-assisted colleges or universities. The legislation requires school districts to inform students and their parents of this program on an annual basis. Interested students and their parents must attend a mandatory presentation every school year in February and inform the High School Counseling Department by April 1 of their intent to participate in the College Credit Plus program. Detailed information is available in the School Counseling Office.

A student is placed on **CCP Probation** when the student: Has earned lower than a cumulative 2.0 GPA in college courses, or withdraws from two or more courses in same term.

When on CCP Probation, the student: May enroll in no more than one college course. May not enroll in the college course in the same subject area in which student previously earned D or F. Student remains on probation until student has improved cumulative college GPA to 2.0 or higher.

A student is placed on **CCP Dismissal** when the student has met the definition of CCP Probation for two consecutive college terms. Once a student is dismissed from the CCP program, the student may not enroll in college courses for the following college term. After one college term on dismissal, the student may request a secondary school and the secondary shall determine whether the student may continue on dismissal, move to probation, or participate without restrictions per the school's adopted policy. A student who has been dismissed from the CCP program has the right to appeal to status. Students/parents, secondary schools, and colleges/universities must review entire rule for details related to course restrictions and dis-enrollments, policy development, counseling sessions, advising. Actions required by a secondary school must be taken by the parent of the homeschooled student. See rule for details on compliance, funding, and payment responsibilities. This rule does not alter, supersede, or affect any college/university policy/procedure on academic probation or dismissal. Rule takes effect summer term of 2018-2019 academic year. Rule will be reviewed on bi-annual basis.

CREDIT FLEXIBILITY

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

SUMMER SCHOOL:

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

EARLY GRADUATION:

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

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

HOME INSTRUCTION:

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

TRANSFERRING TO ANOTHER SCHOOL:

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

WITHDRAWAL FROM SCHOOL:

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

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

RE-ENROLLMENT:

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

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

TRANSCRIPTS AND RECORDS:

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

HOMEWORK REQUEST:

Parents should call the main office (330.468.4601) to request homework for students absent because of illness lasting more than two (2) days. Homework may be picked up the day following the request. **The minimum number of days given for make-up work is equal to the number of days the student was absent plus one additional day.** Students having had any non-illness related absence(s) which could have been anticipated, such as field trips, college visits, extra-curricular or co-curricular competitions etc., must have all assignments, projects, tests or quizzes ready to be handed in and/or completed on the day they return to school. For longer periods of absence, teachers will meet with the student's School Counselor, and they will jointly determine how much additional time for completion will be granted. Teachers must be given a full 24 hour notice for all homework requests.

COLLEGE REPRESENTATIVES:

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

WORK PERMITS (AGE AND SCHOOLING CERTIFICATES):

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

HAZING POLICY: Board of Education Policy Manual 6.22

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

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student, or other, organization that causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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

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

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

LEGAL REFS: O.R.C. §§2307.44; 2903.31

Adopted: November 23, 2015

HONOR AND MERIT ROLL

Superior academic achievement will be recognized in the following manner:

3.80 and above-**High Honor Roll**

3.60-3.79-**Honor Roll**

3.00-3.59-**Merit Roll**

IMC (Instructional Media Center)

MISSION STATEMENT

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

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

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

HOURS

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

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

Other services for students located in the IMC include:

- Help with Nordonnia Google accounts (set up and troubleshooting)
- Assistance with Chromebook (loaners and troubleshooting)
- Logging onto the school computers
- Checking out classroom textbooks (English, Social Studies, and Math) for at-home use
- Logging into the school wireless Internet system with electronic devices
- Proofreading and citation assistance for research assignments and other school projects

KNIGHT READERS BOOK CLUB

Students are invited to join the Knight Readers Book Discussion Club anytime throughout the school year. Books and genres are chosen by the group and informal, after-school discussions are held every 4-6 weeks.

VIRTUAL INSTRUCTIONAL RESOURCES

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

www.nordoniaschools.org

Click on **Students > IMC Research Portal** to easily access the following electronic databases. Databases are listed below by categories Databases and passwords are subject to change without notice. If you experience difficulty in utilizing these resources, please see the librarian in the IMC. To ease the use of our resources, we have created a uniform username and password to access our virtual resources.

Username/password to use all of our resources:

Username: nordonia Password: knights

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

QR Code for IMC Research Portal:



Search BOOKS in our Online catalog: Download the Bookmyne App to access our catalog via any smart device!

DATABASE DESCRIPTIONS:

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

EBSCOHOST - The most used database in colleges across the country and contains thousands of full-text articles from authoritative and academic journals and magazines. Click on Grades 9-12 tab for correct search features.

GALE VIRTUAL REFERENCE LIBRARY (eBooks) - Searchable electronic reference books covering science, biography, history, culture, law, medicine & literature. To access, enter password: knights.

IMC ONLINE CATALOG - Books, DVDs and other IMC materials can be located by author, title, subject, keyword, or format, including eBooks.

OPPOSING VIEWPOINTS - A complete resource for pro/con information on contemporary social issues. Includes viewpoint articles, topic overviews, statistics, primary documents, links to websites, and full-text magazine and newspaper articles. To access, enter password: knights.

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

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

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

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

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

WORLD HISTORY IN CONTEXT - An overview of world history covering the most-studied events, issues and current information combining book & magazine articles, primary source documents and media clips. To access, enter password: knights.

IMC GUIDELINES

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

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

6. Failure to comply with stated guidelines may result in the loss of IMC privileges and/or disciplinary action as deemed appropriate by IMC staff in consultation with the administration.

LOCKERS

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

Students will no longer be able to decorate lockers using tape. Locker decoration kits may be picked up at the bookstore **free of charge.** You may also tack decorations to the **display boards above the lockers.** Locker decorations must not interfere with the operation of the locking mechanism. Nothing obscene, vulgar, or of a racially derogatory nature may be posted on or inside a locker. All posters are to be displayed in the "Post It" areas and the display boards above the lockers. Any materials displayed outside these areas will be removed by the custodians.

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

LOSS OF COMMENCEMENT PRIVILEGES

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

LOST AND FOUND

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

LUNCH PERIOD

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

Students should take pride in the cafeteria area and are responsible for clearing tables of trays, milk cartons and other items before leaving the cafeteria. Failure to do so may result in a student being

required to assist in cafeteria cleanup and/or other disciplinary action. Lunch room conduct should conform to general rules of courteous behavior. Cutting in line, throwing food, and boisterous behavior are obviously not acceptable.

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

NATIONAL HONOR SOCIETY

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

NORDONIA HIGH SCHOOL (LONGWOOD YMCA) PHOENIX ALTERNATIVE LEARNING ENVIRONMENT (PALE)

STUDENT RESPONSIBILITIES:

- Dress appropriately for physical activity (wear appropriate shoes.)
- Actively participate in discussion groups, physical activity, academic work and restitution activities.
- Complete all work assigned by teachers. If academic work is completed, work assigned by PALE staff must be completed.
- Follow staff directives and be respectful of self and others.
- Examine choices I made that resulted in my assignment to PALE.

ADMINISTRATION RESPONSIBILITIES:

- Assign PALE as an educational alternative to school suspension.
- Explain the rules and regulations of the PALE program to students and parents.
- Allow students to begin with a clean slate after their completion of a PALE assignment, if all their work is completed.
- Assist the student to make better choices in the future.

PALE STAFF:

- Assist all students with academic assignments.
- Provide a structured environment where students can work safely.
- Facilitate physical activity, discussion groups and restitution activities.
- Make PALE a productive educational setting.
- Help students explore alternative choices that will not result in school suspension.

RACIAL/ETHNIC HARASSMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

SATURDAY DETENTION

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

Students are to report to Saturday Detention by **7:50 a.m.** dressed for school and prepared to study with textbooks and all related materials. **NO ONE** will be admitted to Saturday Detention after 8:00 a.m. Students are to be actively learning using school assignments at all times. No food, sleeping, dozing or use of any audio/recreational/leisure equipment is permitted at any time. Failure to follow the rules of Saturday Detention will result in the student being removed from the session and assigned out of school suspension time. Failure to report as assigned to Saturday Detention, without sufficient cause, will result in a minimum penalty of three (3) days out-of-school suspension.

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

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

SCHOOL BUS REGULATIONS

While on school buses, students are under the authority of, and directly responsible to the bus driver. State regulations governing students riding school buses apply at all times. The bus discipline plan is posted in each bus and shall be reviewed with students by the driver. It is important for students to understand that they may be denied the right to ride a school bus if their behavior does not conform to the standards set by the State and by the Nordonia Hills Board of Education.

Conduct on the Bus:

The school bus is an extension of the classroom and conduct should be similar.

- Go directly to an assigned or available seat so the bus may safely resume motion, remain seated and keep all aisles and exits clear.
- The driver has the authority and responsibility to maintain control of the pupils and assign seats.

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

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

The following rules apply to school buses:

1. Students are to arrive at the bus stop no later than five minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and back from where the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Upon boarding a bus, the student must go directly to an available or assigned seat. **The bus driver has the right to assign a student an assigned bus seat to insure the safe transporting of all students.**
5. Students must remain seated, keeping aisles and exits clear.
6. Students must observe appropriate classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profane language.
8. Students must refrain from eating and drinking on the bus, except as required for medical reasons.
9. Students must not use tobacco or any tobacco product, or e-cigarette or related paraphernalia, on the bus.
10. Students must not have alcohol, drugs or “look-alike drugs” in their possession on the bus. Any required prescription medication must be in the original container with the original label.
11. Students must not throw or pass objects on, from or into the bus.

12. Students may carry on the bus only objects that can be held in their laps.
13. Students must leave or board the bus at locations to which they have been assigned, unless they have parental and/or administrative authorization as documented by a completed “emergency bus pass” which is available in the main office.
14. Students must not put any part of their body out of the bus windows.

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

SCHOOL CLOSING

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

Television Stations—3, 5, 8, 19

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

SEXUAL HARASSMENT

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

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

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

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

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

The Board of Education does not condone nor will it tolerate sexual harassment of its employees or students. All employees and students will be subject to appropriate corrective and disciplinary action, for any confirmed and proven act of sexual harassment they commit in violation of this policy. This corrective action may involve a warning, assignment of detentions, Saturday detentions, parent conferences, or suspension from school. **Any person who believes he or she has been subjected to harassment, and desires to report the harassment,**

must promptly report the alleged harassment to his or her building principal or supervisor. The complaint will then be promptly investigated. A complete copy of the policy is available in the school office. The preceding is part of a comprehensive district policy which is available upon request.

STUDENT CODE OF CONDUCT

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, BATTERY/ASSAULT ON SCHOOL EMPLOYEE or threat thereof to any school personnel, other student, or visitor

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

B. FALSE ALARMS - including fire and/or bomb threats.

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

C. ALCOHOLIC BEVERAGES OR LOW ALCOHOL BEER - 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.

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

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

SUBSEQUENT OFFENSE(S): SHALL BE SUBJECT TO A TEN (10) DAY SUSPENSION FROM SCHOOL WITH A RECOMMENDATION FOR EXPULSION AND/OR POLICE REFERRAL.

ANY STUDENT INVOLVED WITH SELLING, DISTRIBUTING, OR OFFERING TO SELL AND/OR DISTRIBUTE ALCOHOL, ILLEGAL DRUGS, NARCOTICS OR COUNTERFEIT "LOOK ALIKE" DRUGS SHALL BE SUBJECT TO A TEN (10) DAY SUSPENSION FROM SCHOOL WITH A RECOMMENDATION FOR EXPULSION AND/OR POLICE REFERRAL.

D. NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE - 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.

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

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

SUBSEQUENT OFFENSE(S): SHALL BE SUBJECT TO A TEN (10) DAY SUSPENSION FROM SCHOOL WITH A RECOMMENDATION FOR EXPULSION AND/OR POLICE REFERRAL.

ANY STUDENT INVOLVED WITH SELLING, DISTRIBUTING, OR OFFERING TO SELL AND/OR DISTRIBUTE ALCOHOL, ILLEGAL DRUGS, NARCOTICS OR COUNTERFEIT "LOOK ALIKE" DRUGS SHALL BE SUBJECT TO A TEN (10) DAY SUSPENSION FROM SCHOOL WITH A RECOMMENDATION FOR EXPULSION AND/OR POLICE REFERRAL.

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 (UNAUTHORIZED USE OF FIRE), 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 may 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.
FIRST OFFENSE: TEN (10) DAY SUSPENSION FROM SCHOOL.
IF THE STUDENT CHOOSES TO PARTICIPATE IN A TOBACCO/NICOTINE/VAPE EDUCATION AND CESSATION PROGRAM, THEY WILL BE ASSIGNED A SATURDAY DETENTION AND REQUIRED TO PARTICIPATE IN AND SUCCESSFULLY COMPLETE THE TOBACCO/NICOTINE/VAPE EDUCATION AND CESSATION PROGRAM. THE TEN (10) DAY SUSPENSION WILL THEN BE HELD IN ESCROW, UPON SUCCESSFUL COMPLETION OF THE ABOVE.
SECOND OFFENSE: TEN (10) DAY SUSPENSION FROM SCHOOL.
IF THE STUDENT CHOOSES TO SCHEDULE, ATTEND AND SUCCESSFULLY COMPLETE A FORMAL CHEMICAL DEPENDENCY ASSESSMENT, ADMINISTERED BY A CERTIFIED OR LICENSED CHEMICAL DEPENDENCY PROFESSIONAL (LCDCII, LCDCIII OR LICDC) AND TO FOLLOW THE RECOMMENDATIONS OF THE DESIGNATED AGENCY, SEVEN (7) DAYS OF THE SUSPENSION WILL BE HELD IN ESCROW. A THREE (3) DAY OUT OF SCHOOL SUSPENSION IS MANDATORY. ANY SUBSEQUENT OFFENSE: TEN (10) DAY SUSPENSION FROM SCHOOL WITH POSSIBLE RECOMMENDATION FOR EXPULSION.
- 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. ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES - Being under the influence of alcoholic beverages or mind altering substances while on school property; (including buses) or at any school sponsored activities. PENALTIES:

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

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

SUBSEQUENT OFFENSE(S): SHALL BE SUBJECT TO A TEN (10) DAY SUSPENSION FROM SCHOOL WITH A RECOMMENDATION FOR EXPULSION AND/OR POLICE REFERRAL.

ANY STUDENT INVOLVED WITH SELLING, DISTRIBUTING, OR OFFERING TO SELL AND/OR DISTRIBUTE ALCOHOL, ILLEGAL DRUGS, NARCOTICS OR COUNTERFEIT "LOOK ALIKE" DRUGS SHALL BE SUBJECT TO A TEN (10) DAY SUSPENSION FROM SCHOOL WITH A RECOMMENDATION FOR EXPULSION AND/OR POLICE REFERRAL.

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.

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

Verbal Confrontation – Any unauthorized verbal interaction directed toward another student, staff or third parties is strictly prohibited and will not be tolerated. The Board of Education will not tolerate any verbal comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation or which reflect inappropriate language. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

U. EXTORTION - 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.

Cheating is defined as giving or receiving any information on any kind of school assignment (homework, quizzes, tests, semester and final exams, etc.) designed to be completed by the individual student himself.

Z. PLAGIARISM.

Plagiarism is defined as the act of taking and passing off as one's own someone else's work or ideas. Cheating on, or plagiarizing, any assignment will result in a failing grade for that particular assignment, may result in a failing grade for the grading period in progress, and may jeopardize a senior's right to graduate.

AA. TRESPASSING OR LOITERING.

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

Bullying and Other Forms of Aggressive Behavior

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

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

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

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student (s) more than once and the behavior both causes mental and

physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

Complaints

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

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

For further information please reference the Board of Education Policy manual, Chapter IX, 9.09 available on the Nordonia Hills City Schools website.

“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.

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

CC. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the “Gun-Free Schools Act of 1994.” At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including a starter’s gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the “Gun Free Schools Act of 1994” changes, then the definition set forth in this policy shall automatically change to conform to it.

DD. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.

EE. Leaving school property or assigned area prior to specified dismissal time without official permission.

FF. Open displays of affection between members of the same or opposite sex.

GG. Unauthorized throwing of any object including, but not limited to, snowballs.

HH. Commission of an immoral act.

II. Failure to pay tuition or other approved charges.

JJ. Violation of state student mandates, including, but not limited to, required immunization.

KK. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities. LL. Violation of school policies pertaining to dress and appearance.

- 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. LEGAL REFS: O.R.C. §3313.661 Adopted: February 22, 2016
- 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.

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

STUDENT PHOTOGRAPHS

Ohio Revised Code 3319.321 states:

No person shall release, or permit access to, the names or other personally identifiable information concerning and students attending a public school to any person or group for use in a profit-making plan or activity.

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

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

STUDENT RIGHTS/RESPONSIBILITIES

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

1.) Clubs and Other Student Organizations:

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

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

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

2.) Distribution of Printed Material:

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

a.) The source of the material

b.) Two (2) copies of the material.

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

3.) Distribution of Commercial Material:

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

4.) Equal Rights Opportunity, Title IX:

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

5.) Leadership Council:

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

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

6.) Political/Symbolic Expression:

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

7.) School Communications:

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

8.) Student Council:

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

9.) Student Government:

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

10.) School Newspaper:

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

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

11.) Teacher Critique:

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

SUSPENSION/EXPULSION/EXCLUSION

OUT-OF-SCHOOL-SUSPENSION: The building Principal has the authority to suspend a student from school for a period of up to ten (10) school days. It is the student's responsibility to make up all class work during his/her absence.

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

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

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

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

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

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. A student suspended out of school or expelled from the **Cuyahoga Valley Career Center** will be considered suspended out of school or expelled from Nardonía. A student suspended out of school or expelled from Nardonía will be considered suspended out of school or expelled from the Cuyahoga Valley Career Center. **Expulsion may result in the loss of credit for courses being taken at Nardonía High School, at the Cuyahoga Valley Career Center, or at any college or university, whether under the Secondary Post Enrollment Option or at the student's own expense.**

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

Due Process Rights (Suspension and Expulsion)

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

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

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

Search and Seizure

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

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

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

TELEPHONES

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

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

TEXTBOOKS

Textbooks, library books and certain other materials are issued to students free of charge and must be returned in good condition. Fines are charged for damage considered to be excessive or beyond normal wear. Students are responsible for all Board-owned materials issued to them and will be charged for lost or stolen items at replacement cost. **Be sure your locker is secure; if your lock does not work properly, REPORT IT TO YOUR UNIT PRINCIPAL IMMEDIATELY AND ASK THAT IT BE REPAIRED.**

VIDEO SECURITY

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

VISITORS

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

WEEKDAY DETENTIONS

1. Two sessions will be held each weekday:
 - Morning session from **6:50 to 7:15 a.m.**
 - Afternoon session from **2:16 to 2:56 p.m.**Tardiness is not an option. If you are not in the detention room on time, when the tone sounds, you will be assigned a minimum of a Saturday Detention as a no show.
2. Students who are removed, or do not show, for weekday detention will be assigned a minimum of a Saturday Detention.
3. Students are responsible for obtaining assignments from their teachers and for having enough school work to do to cover the complete detention session.
4. **STUDENTS ARE TO BRING WITH THEM ALL MATERIALS** (Textbooks, notebooks, paper, pens, pencils, etc.) necessary to complete their assignments. No one will be permitted to go to his or her locker. Recreational reading (magazines, etc.) is not appropriate material for admittance to weekday detention.
5. No eating, sleeping, audio/video equipment, or any type of recreational or leisure activities will be permitted.
6. Any violation of the above will result in immediate removal from the detention and the appropriate unit principal will assign a minimum of a Saturday Detention.

CUYAHOGA VALLEY CAREER CENTER STUDENT GUIDELINES

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

1. Students are generally not permitted to drive to the Career Center. If your vocational instructor sees the need for you to drive, he will issue you a driving permit.
2. If you miss the bus to the Career Center, see your Associate Principal's Secretary. You will be permitted to drive to the Career Center due to missing the bus **ONE TIME ONLY PER**

SEMESTER. Any other "missed bus" situations will require your parent to pick you up and transport you to the Career Center.

3. If you have permission to drive, you are not allowed to take passengers unless your pass specifically states that you may.
4. Driving to the Career Center without permission and/or being an authorized passenger in a vehicle driven to the Career Center will result in disciplinary action at both schools.
5. Morning Career Center students will arrive back at NHS at approximately 11:30 a.m. and should enter the building immediately upon arrival. **NO ONE SHOULD GO TO THE PARKING AREA OR ANYWHERE ELSE WITHOUT PERMISSION IN WRITING. FAILURE TO ENTER THE BUILDING IMMEDIATELY UPON ARRIVAL WILL BE CONSIDERED GROUNDS FOR SUSPENSION FROM SCHOOL.**
6. Students who have been authorized to drive to and from the Career Center will be considered tardy to class if they arrive after the end of the passing period. Students will be considered absent from class if they miss more than half of the period.
7. Both morning and afternoon Career Center students must follow the Sign-out Procedure if any NHS time is missed due to appointments. Admission slips may be required for readmission to any class after an absence of any kind. These should be picked up in the Associate Principal's Office.
8. If you leave for an appointment from the Career Center, be sure to follow their Sign-out Procedure.
9. Students serving Out-of-school Suspensions are suspended from **BOTH** schools. Students assigned to In School Suspension at the Career Center will generally be permitted to attend Nordonia.
10. All CVCC students, when riding to or from the Career Center, are subject to the same bus regulations as all students. Violations of these bus regulations may result in denial of transportation to the Career Center and/or additional disciplinary action including denial of driving privileges. **Students will then be required to provide their own transportation to the Career Center, but will not be permitted to drive themselves.**

NORDONIA HIGH SCHOOL

EXTRA-CURRICULAR AND CO-CURRICULAR PROGRAMS CLUBS AND ORGANIZATIONS

Women's Chorus Men's Chorus
Symphonic Chorale Synergy
Girls Who Code
Concert Band Jazz Band Pep Band
Marching Band Wind Ensemble
Date Knights (Teen Dating Violence Prevention Ambassadors)
Drama Club Math Team
Student Council
Knights of the Round Table (Digital Journalism and Sports Broadcasting)
Knight Readers
Mock Trial
Multi-Cultural Club
National Honor Society
National Thespians
Science Olympiad
Youth to Youth (Y2Y) Varsity N Club
Weightlifting
Winter Guard and Winter Drumline
Yearbook

ATHLETIC TEAMS

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



**FIRST SEMESTER
STUDENT HALL PASS RECORD
NORDONIA HIGH SCHOOL
2019-2020 SCHOOL YEAR**

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

STUDENT NAME _____ **GRADE** _____

DATE TEACHER PERIOD DESTINATION TIME OUT TIME IN

1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
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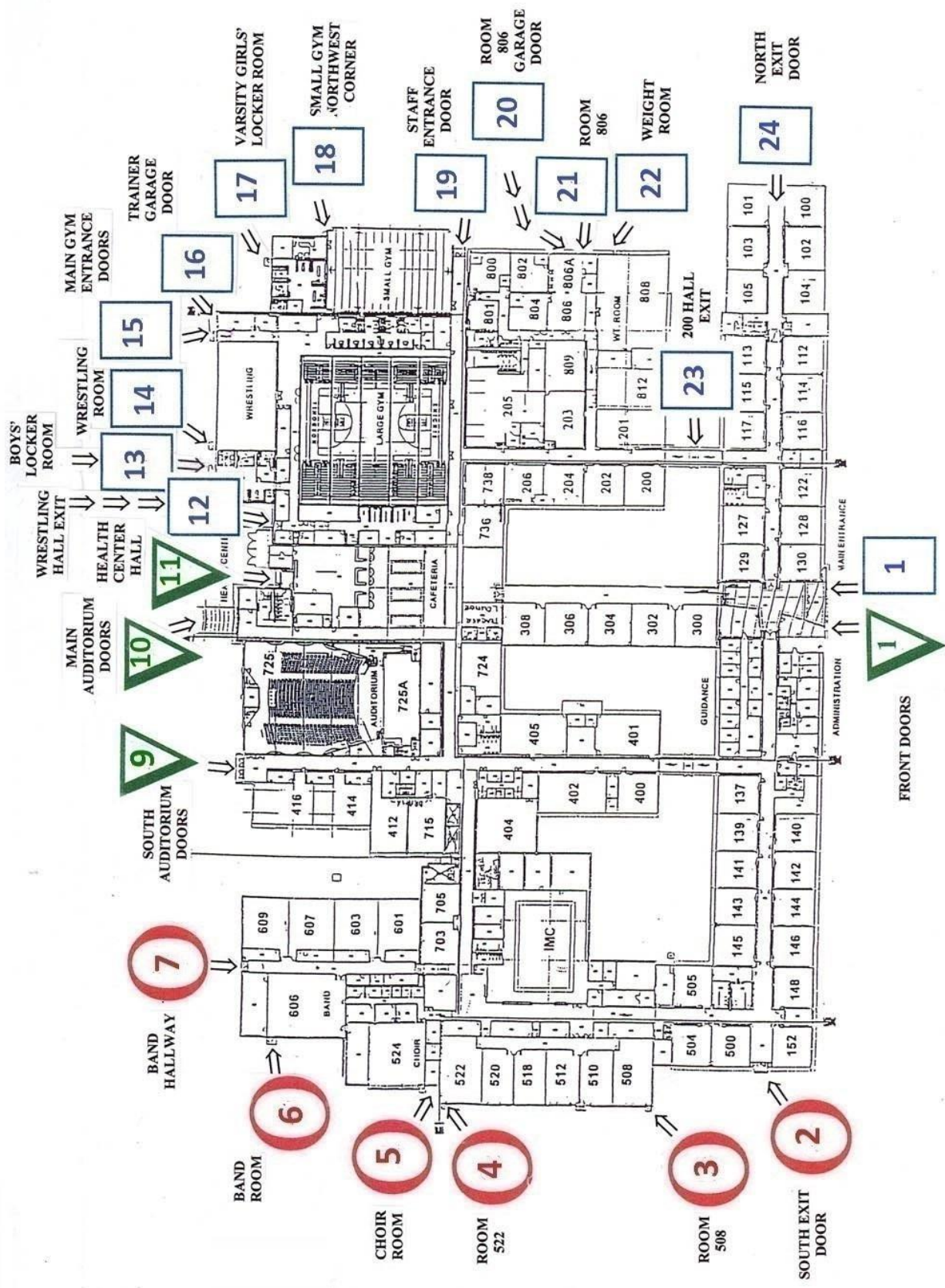
**SECOND SEMESTER
STUDENT HALL PASS RECORD
NORDONIA HIGH SCHOOL
2019-2020 SCHOOL YEAR**

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

STUDENT NAME _____ **GRADE** _____

DATE TEACHER PERIOD DESTINATION TIME OUT TIME IN

1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
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		UUA } Leu	UCA } Ser	UAA Stop	UGA Stop					G
		UUG } Leu	UCG } Ser	UAG Stop	UGG Trp					
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		CUA } Leu	CCA } Pro	CAA } Gln	CGA } Arg					G
		CUG } Leu	CCG } Pro	CAG } Gln	CGG } Arg					
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		AUA } Met	ACA } Thr	AAA } Lys	AGA } Arg					G
		AUG } Met	ACG } Thr	AAG } Lys	AGG } Arg					
	G	GUU } Val	GCU } Ala	GAU } Asp	GGU } Gly	U	C			
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