

NORDONIA HILLS CITY SCHOOLS

STUDENT/PARENT HANDBOOK CERTIFICATION 2010-2011 SCHOOL YEAR

We, _____ and _____
Parent/Guardian Student

have received and read the _____. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

Parent/Guardian Signature

Student Signature

Date

This signed form is to be returned to the student's team teacher who will forward it to the school office.

WELCOME TO NORDONIA MIDDLE SCHOOL!

Dear Students and Parents,

We hope you're as excited about the upcoming school year as we are, and that you will be successful at NMS. School experiences are designed to help you academically, socially, and culturally for the challenges of today and tomorrow. We are looking forward to working with you and your parents to make a school-home partnership where the winner is always **you**. Along with an active involvement in school, you and your parents may wish to join PTSA. This well-respected association is a great way to become involved in your school. Be proud of NMS, and take care of it! If there is anything the administration and staff can do to help you, please ask.

About Your Handbook: The purpose of this handbook is to provide information to the students and parents of Nordonia Middle School. A system of rules, regulations, policies, programs and services have been established to provide a positive and productive atmosphere in school. Students are encouraged to ask teachers, counselors and administrators questions not answered in this handbook.

About Your Agenda Day Planner: As you move along in school, planning your day becomes more and more important. This planner, which is yours to keep, is called the Agenda. It will help to keep you organized. The Agenda is very useful. It's a daily calendar, and provides goal setting and study guide tips, important facts, and can be used as a communication link between school and home. It also contains the student/parent handbook and other important information regarding the school. You should treat your agenda as a textbook and carry it with you at all times.

We hope you enjoy and use this tool for success!

Sincerely,

Mr. Dave Wilson, *Principal*

Mr. David Wessel, *Associate Principal*

Nordonia Middle School

HAVE A GREAT SCHOOL YEAR!

SCHOOL AND DISTRICT CONTACT INFORMATION

NORDONIA HILLS CITY SCHOOL DISTRICT

Board of Education Office: 330.467.0580

J. Wayne Blankenship, Superintendent

CIVIL RIGHTS COMPLIANCE OFFICER (Form2260F8)

Joe Clark, Assistant Superintendent 330.467.0587

Title VI and Title IX Coordinator

NORDONIA MIDDLE SCHOOL ADMINISTRATION

Dave Wilson, Principal 330.467.0584

David Wessel, Associate Principal 330.467.0584

GUIDANCE DEPARTMENT

Eileen West, Grade 7 330.908.6609

Tonya Huml, Grade 8 330.908.6608

COMMUNITY INTERVENTION

Dr. Deborah Wallace, Coordinator 330.908.6020

PARENT ACCESS LINE 330.908.6160

MIDDLE SCHOOL HEALTH CLINIC 330.908.6620

BOARD OF EDUCATION MEMBERS

Dan Gallagher, Member
Greg Harris, Member
Betty Klingenberg, Member
Doug Masteller, Member
Kim Sethna, Member

MAIN OFFICE SECRETARY

Patti Belli 330.467.0584
Christine Olson 330.908.6605

ATTENDANCE (T.E.C.) 330.908.6160

ATHLETIC DEPARTMENT 330.908.6614

ACCOUNTS ACTIVITY COORDINATOR

Andrea Cortez, Bookkeeper 330.908.6004

SCHOOL WEB ADDRESS

www.nordoniaschools.org

*Note a copy of this handbook can be accessed on line at WWW.NORDONIASCHOOLS.ORG under the middle school homepage.

IMPORTANT DATES – 2010-2011

August 25, 2009	First Day of School
Sep. 6	Labor Day (School Closed)
Oct. 15	NEOEA Day (School Closed)
Oct. 18	Inservice Day (No Students)
Oct. 29	End of First Grading Period
Nov. 4 & 11	Evening Parent/Teacher Conferences
Nov. 12	Late Start
Nov. 24 & 29	Thanksgiving Break/Confer. Comp.
Dec. 22	Winter Break begins (School Closed)
Jan. 5, 2010	School Resumes
Jan. 17	Martin Luther King Jr. Day (School Closed)
Jan. 20	End of Second Grading Period
Jan. 21	Records Day (No Students)
Feb. 21	Presidents' Day (School Closed)
Feb. 22	Late Start
Mar. 4	PT Conferences (No Students)

Mar. 21	Late Start
Mar. 25	End of Third Grading Period
Mar. 28	Spring Break begins (School Closed)
Apr. 4	School Resumes
Apr.22	Good Friday
May 19	Late Start
May 30	Memorial Day (School Closed)
June 8	End of Fourth Grading Period, Last Day of School

ADMINISTRATIVE INFORMATION FOR STUDENTS AND PARENTS

ATTENDANCE 330-467-5985 OR 330-908-6160

The State of Ohio requires all children to be in school every day. As one would expect, good attendance and punctuality are very important to a successful school experience. Of course there will be occasions when a student gets ill or faces an emergency that may make it necessary to be absent. When that happens, the parent should call the school in the morning between 7:15 am and 8:00 am to report the absence. If the parent does not call, the school is required to call the parent. An excused absence is defined as illness, medical or legal appointment, death of a relative, observance of a religious holiday, or other emergency circumstances. Attendance letters stating absence dates will be sent to parents at five, 10, and 15 days of absence. Excessive absence will result in a student having to produce a doctor's note after each subsequent absence, and/or the administration making a court referral. Court referrals may also be made for excessive tardiness. **Students absent from school may not return to school to participate in after-school activities on the day of their absence.**

EXTENDED ABSENCES

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

FAMILY VACATION

The school recognizes that family vacations do not always coincide with the school calendar and that students may be out of classes for this reason. **Absences due to vacation are not excused.** Parents must submit a written request to the principal to have their child released from school for family vacations at least five (5) days prior to leaving. Work missed due to absence for vacations will be accumulated over the period by the teacher and given to the child upon return to school. Students will have the same number of days to turn in missed work as days absent.

DIRECTORY INFORMATION

Both custodial and non-custodial parents have the right to review their child's official student records and related information. A meeting to review records must be scheduled in advance. Except in the case of a court order or subpoena, records are not shared with other agencies without consent of the parent.

Each year the District will provide public notices to students and their parents of its intent to make

available, upon request, certain information known as “directory information.” The Board designates as student “directory information:” a student’s name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight (if a member of an athletic team), dates of attendance, date of graduation, awards received, honor rolls, scholarships and telephone numbers only for inclusion in school or PTO directories.

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

SCHOOL CLOSINGS

Factors used in deciding to close schools are: current weather conditions, weather predictions, wind speed, and road conditions. Tune in to any local radio or TV station (listed in the Nordonica Hills City School District Calendar) or call the district T.E.C number 330-908-6160.

If conditions demand an emergency closing during the school day, notice will be sent to local radio and TV stations as soon as the decision is made. Middle and High School will dismiss first. In the interest of safety in case of a tornado warning, parents are asked not to drive to school to pick up children.

LATE-START DAYS AND DELAYS

The District can employ a late start for weather-related or other emergencies.

This means the school day will begin exactly two hours later than the normal start time (unless otherwise indicated). Bus routes will also be on a two-hour delay schedule.

THE SCHOOL DAY AND LATE ARRIVALS

Our Middle School day is from 8:00 – 2:45. The warning bell sounds at 7:59 AM. All students are expected to be in their first class and in their seats at 8:00 AM. **If students are not in their classes when the bell rings, they are considered tardy.** If students arrive at school after 8:00 AM, they must report to the office to sign in before going to class. A ½ day attendance will be credited if students arrive after 10:25 AM.

MEDICAL APPOINTMENTS

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

ADMINISTRATION OF MEDICATION

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

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

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

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

ILLNESS AT SCHOOL

Any student who becomes ill at school must report to the Clinic. We will notify parents and arrangements may be made to have the student go home. Students will not be released to anyone other than the named persons on the emergency card. Students may not stay in restrooms instead of reporting to class, the clinic, or the office.

EMERGENCY AUTHORIZATION

The emergency authorization form that parents complete for each child gives us the authority to obtain emergency treatment in case of accident or serious illness. If there is any change in the information provided such as a change in employment, telephone number, or emergency contacts, please keep us informed.

REGISTRATION AND WITHDRAWAL

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

IMMUNIZATION RECORDS

Schools are required to ensure that all students' health records are complete. Children will not be admitted to school unless they meet the state law concerning immunizations.

VISITORS

Parents/Guardians are always welcome at the Middle School. All visitors are to report to the office upon entering the building and are to wear a Visitor's Badge while in the building. Students may not have friends who attend other schools visit the Middle School.

VOLUNTEERS

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

ELEVATOR

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

TRANSPORTATION 330-468-4710

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

BICYCLES

Students who ride bicycles to school must bring a lock and lock their bikes each day. Parents are requested to review safety rules regarding bicycles with their children. Students must obey the following rules to retain the privilege of riding their bikes to school. The school is not responsible for damage to or loss of students' bikes.

1. Only one person per bike.
2. Students must walk their bikes on school property.

3. Bikes must be properly parked in the bike rack.
4. Bikes must be locked.
5. Students are to take the safest and most direct route home.
6. Students may not ride to school in the dark.

CAFETERIA

The cafeteria is open to all students. Students may bring a lunch or purchase one (\$2.60). Milk may be purchased separately. Students who are eligible for free or reduced lunches may either pick up a form in the main office or have parents stop by or call the school for this form. Students are responsible for keeping their eating area clean and for returning trays. Students are expected to behave in a courteous manner and to follow the directions of lunch monitors. Cutting in line, throwing food, and/or excessive loudness are cause for removal from the cafeteria and may lead to further discipline.

FIRE, TORNADO, SAFETY DRILLS

These drills are held periodically and are conducted for the safety of students. Drills are conducted as directed by the teacher, and students are not permitted to talk during drills. Safety depends on rapid and proper response to directions. False fire alarms are serious and can result in suspension and legal prosecution.

FIELD TRIPS

During the school year, students may have the opportunity to attend various field trips. All school rules apply during these trips. Students must have a signed permission slip to participate. Students may be removed from field trips due to excessive office referrals. Any student who acts inappropriately on a field trip will lose the privilege of attending the next one. No student shall violate the Middle School Code of Conduct while participating in any school sponsored activity off school grounds. This includes all field trips.

SOCIAL ACTIVITIES

School social activities are held for currently enrolled students of Nordonia Middle School and only those students will be allowed to attend. **Dress Code and Student Behavior Code will be enforced.** Any student violating these codes will be removed and parents notified. The student will not be permitted to attend the next scheduled social activity. Any student wishing to leave early must have written parent permission and parent must pick up at the door. Students will not be admitted to the social activity twenty or more minutes after the scheduled starting time. Parents/guardians are expected to pick up their child promptly at the end of the social activity.

AFTER SCHOOL ACTIVITIES

Students may have the opportunity to participate in or attend after school activities during the school year. **Students who wish to be spectators at an event must leave for home at school dismissal time and not return to school until 4:00PM.** Students attending an event must report directly to the event no earlier than 4:00PM and remain there. **School and Dress Code rules are in effect.** Students must follow the directions of adults in charge of the activity or sport and directions given by any staff member. Students in sports are to be with a coach. Students are to leave school grounds immediately at the conclusion of the event or activity. Under no circumstances are students permitted to be in any area of the building or grounds other than the assigned area for the activity. *Students must conduct themselves properly at all times.* Students who fail to comply with rules and/or directives will be taken to the main office and a parent or guardian will be called. These students will not be permitted to attend future after school activities/events.

EXTRA-CURRICULAR ACTIVITIES

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

ACADEMIC RESPONSIBILITIES

GRADING PROCEDURES

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

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

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

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

GRADING POLICY

We believe that the purpose of the report card is to communicate the student's level of achievement to parents, students, and others. In order to reflect the achievement of Ohio Academic Content Standards the student's grade should consist of those items directly reflecting their knowledge of material. Assessments of achievement will represent 90% of the student's grade. Those items not directly correlated to achievement should count no more than 10% of a student's final grade.

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

Assessments of Achievement (90% of grade)

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

Items not directly reflecting student achievement (10% of grade)

- Any assignment that allows students to practice a skill/concept learned in class, prepares students for an upcoming lesson or offers an enrichment opportunity to challenge students' thinking. Items in this category may also include measures of student behavior such as class participation.
- These items may include but are not limited to homework, supply checks and participation grades.

REPORT CARDS

Report card grades will be available at the end of every grading period.

HOMEWORK AND GRADES ON PROGRESS BOOK

Homework can be an important and creative method of intervention and/or enrichment. Teams and individual teachers will inform students regarding the role homework will play in their classroom and also through Progress Book, a web-based grade book program and student information system that includes student grades, assigned homework, and general student progress.

Your student's Progress Book account information will be mailed to you in early September with unique username and password. With the username and password you can securely access your student's information at the below address.

<https://parentaccess.neonetda.org>

TEAMING

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

Student Fees, Fines and Tuition

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

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

All athletic participation fees are due or payment arrangements made **before** the first athletic event of the individual sport.

Eighth graders will not be permitted to participate in the class celebration and graduating seniors will not receive their diploma as long as there is an outstanding balance of student fees, fines or tuition.

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

Returned checks are subject to a \$20 fee.

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

If a student is on the Free and Reduced Lunch Program and all waiver forms have been completed, building academic fees along with any sports participation, club, band, etc. fees are also waived in full. If any fee has been paid in error, the fee shall be refunded to the parent/guardian. Tuition and fees/fines for lost books, IMC materials, sports and band uniforms, property damage, caps and gowns, etc. **cannot** be waived. If a student is eligible for the Free and Reduced Lunch Program in the current year and fees are waived but was not eligible in a prior year, only the current year's fees will be waived.

Make checks payable to: Nordonía Schools OR you can pay online through the Nordonía MS webpage at EZPAY.

SEARCH/SEIZURE

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

LOCKERS

1. **Lockers are school property and, as such, lockers and their contents may be searched at any time.**
2. All students will be issued a locker.
3. Locker use is not an excuse for tardiness to class.
4. Do not give others your combination.
5. Book bags are to be left in lockers.
6. Do not change lockers without permission.
7. Do not share lockers.

Students are to make sure their lockers are secure. If a student's lock does not work properly, REPORT IT TO THE ASSISTANT PRINCIPAL IMMEDIATELY AND ASK THAT IT BE REPAIRED.

STUDENT CONDUCT CODE

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

other school activities or programs.

RIGHTS AND RESPONSIBILITIES

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

Students attend Nordonía Hills City Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They, therefore, can act, speak or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries with it responsibilities for all concerned.

Each school principal is authorized to develop those rules and regulations necessary for the operation of each school which are not included in the system-wide rules and regulations. **A violation of a school rule or regulation may result in disciplinary action including, but not limited to, verbal warning; conference with student; time out; phone call to parent/guardian; conference with parent/guardian; after school detention (2:45PM-3:15PM); Wednesday detention (2:45 – 4:15PM); Saturday detention (8:00 - 10:00 AM); Opportunity Room placement; PALE placement; out-of-school suspension; police referral; and expulsion.**

OUT-OF-SCHOOL-SUSPENSION

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

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.

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 Assistant 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 above summaries are aligned with the Due Process Rights Policy outlined in the Nordonía Hills Schools Policy 5611.

SCHOOL DRESS CODE

Nordonía Middle School students are expected to dress in a neat, clean and modest manner that

enhances a positive school image. Any apparel that violates health and safety codes is prohibited. Clothing should not be worn with messages or graphics that promote or suggest profanity, gang affiliation, violence, substance abuse, or is considered to be suggestive, lewd or obscene. If a student is unsure about the appropriateness of the outfit, it should not be worn to school. Parental cooperation regarding appropriate dress and grooming is greatly appreciated.

The following restrictions apply to student dress:

Hats/head coverings- Upon entering the building, students are expected to remove all head coverings.

Acceptable- barrettes, clips, scrunchies, headbands

Unacceptable- hats, bandannas, sweat bands, scarves, hoods

Shoes- Students must wear shoes at all times.

Acceptable- tennis shoes, hard-soled shoes, sandals

Unacceptable- slippers

Tops- All tops must be long enough to tuck in. Tops must not be revealing (no cleavage or midriff). Sleeves must cover the shoulder, and armholes may not expose one's side or underwear. Outerwear (jackets and coats) must be stored in the locker upon arrival to school.

Acceptable- T-shirts, sweatshirts, sweaters, blouses, polo/dress shirts

Unacceptable- tank tops, spaghetti straps, mesh or sheer shirts, undershirts, muscle shirts

Bottoms- Pants, shorts or skirts must be secure above or at waist level. Shorts and skirts must be at least fingertip length, including slits.

Acceptable- jeans (no holes that expose skin), casual or dress slacks, shorts, sweatpants, skirts.

Unacceptable- pajamas, boxers, spandex, thin knit or sheer bottoms, pants with words or graphics on the backside, yoga, stretch, or other tight fitting pants.

Other/Misc.- Jewelry is not to be worn during physical education classes or when participating in after-school athletics. Any dress or grooming that has a distracting influence or is a possible safety hazard is not permitted.

Unacceptable- chains, spiked jewelry, face or body piercing, exposed tattoos, jewelry that is unsafe (large or sharp), sunglasses

Book bags, backpacks and carryalls may not be carried during the regular school day and must be stored in student lockers. Open drink containers or cups may not be carried into the school building.

Administration reserves the right to determine the appropriateness of appearance. Students who are in violation of the school dress code will be issued clothes to wear for that day. Clothing must be returned to school the next day properly laundered. Habitual violations of the dress code will result in disciplinary action.

SCHOOL REGULATIONS

EQUAL EDUCATION OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. (Form 2260F8)

RULE 1 TRUANCY/ABSENCES/TARDIES

Absences, Truancy: Students are expected to be in school each day. It is the intention of the Board of Education that the administrators intervene and address the attendance practice of any pupil who is habitually truant. Habitually truant students are those of compulsory school age who are absent without a valid excuse for five or more consecutive school days, seven or more school

days in a school month, or 12 or more school days in a school year. Truancy is the act of being absent from school, class, or school grounds illegally. This is an unexcused absence by law.

Late Arrivals: Students are expected to be in school each day on time. Excused Late Arrivals are: doctor's appointment; illness in the family. Unexcused Late Arrivals: missed the bus, overslept, walked to school. Each late arrival after three will result in a Wednesday detention. After a student accumulates seven late arrivals, a Saturday detention will be issued. Each late arrival after ten will result in an Opportunity Room placement. Late arrivals do not start over at the beginning of each nine week period. They are continuous throughout the school year. Excessive late arrivals may result in a court referral.

Dismissal Time: The dismissal bell rings at 2:45PM. Students must leave the school grounds at dismissal time except to stay with a teacher or participate in extra-curricular activities. No student may be in the hallways after 3:00PM except by permission of a staff member.

Tardy to Class: We consider school a student's job. As in the workplace, employees are expected to adhere to a schedule and to be at work every day and on time. While we understand that a number of things can occur that could delay a student's travel between classes, we also recognize the classroom disruption that occurs when someone is late to class. It is with these things in mind, that we established the following procedures. Students will be excused for three tardies to classes. Each tardy after three will result in a Wednesday detention. After a student accumulates seven tardies, a Saturday detention will be issued. Each tardy to class after 10 will result in a day in the Opportunity Room. Late arrivals do not start over at the beginning of each nine week period. Further progressive disciplinary action will be taken if the student continues to be tardy to class.

RULE 2 BEHAVIORAL PROBLEMS

Disruption of school: No student, by his or her written or spoken word, actions, dress, or appearance shall disrupt the educational process of the school, nor shall s/he engage in any activity or course of conduct that may be reasonably expected to disrupt the educational process.

Improper Language/Material: Profane, obscene, vulgar or abusive language, gestures, or pictures will not be used at school or at any school sponsored activity on or off school grounds. This includes written profanity.

Insubordination: A student shall not refuse to comply with requests or directives of any adult authorized personnel during any period of time when the student is under the authority of the school. Insubordination can also include words, deeds, gestures, or other nonverbal actions that display a fundamental disrespect for authorized personnel.

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

Complicity: A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate school rules.

RULE 3 FIGHTING/VIOLENCE/HARASSMENT/BULLYING

Fighting, Physical Violence: No student shall engage in any fight or other act of physical violence or force that causes or may cause harm to another person. No student shall engage in any act of harassment; threat of harm or hazing. Except for obvious cases of assault, both participants of a fight submit themselves to the various consequences of the code of conduct.

Horseplay: Horseplay is defined as playfully hitting, touching, bumping, or having purposeful contact with another student. Horseplay also includes playfully taking things from other students (i.e. books, food, etc.)

While horseplay is good natured at its root, horseplay often escalates and causes injury, ill feelings, or fighting.

In an effort to maintain a safe and orderly learning environment, horseplay is strictly forbidden. Students involved in horseplay will be subject to disciplinary action. Students must always remember to respect the space and property of others.

Extortion: Extortion is the threatening of bodily harm against another person for the purpose of gaining that person's personal property or money, and is prohibited.

Gangs and Gang Activities: Any student involved in gang membership, gang activities, and/or possessing or displaying gang insignia or paraphernalia will be strictly disciplined.

Racial/Ethnic/Sexual Harassment: The Board of Education does not condone nor will it tolerate racial/ethnic/sexual harassment of its employees or students. All employees and students will be subject to appropriate corrective and disciplinary action for any act of racial/ethnic/sexual harassment they commit in violation of this policy.

Bullying/Intimidation/Harassment: The Nordonia Hills City Schools prohibits any form of harassment, intimidation, and bullying (see definition below) at school or at any school-sponsored function. Further, it is Board policy that all employees and students have a right to work and study in a safe, civil, respectful, and inclusive learning environment.

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

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

"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 are 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 is 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 is 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 is 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 is 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.

"Cyber-bullying" is the use of text messaging, e-mail or other digital communication to send threatening or offensive content.

RULE 4 VANDALISM

Respect For School Property: Each student is expected to take responsibility for the care of all

school property. Be proud of the building and help to keep it clean and in good condition.

Damage To Property - Vandalism: No student shall cause damage or attempt to cause damage to either school or private property, on school premises or at any school function on or off school grounds.

Arson: No student shall unlawfully light a fire, attempt to unlawfully light a fire or unlawfully cause a fire to be started at school or at any school function, on or off school grounds.

RULE 5 THEFT

Internet Use Policy: 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. Anyone tampering or misusing a computer or any of its components will be denied computer access.

Theft: The unauthorized taking or unauthorized borrowing of property from the school or another person is prohibited. No student shall take or acquire the property of others without consent.

Cheating: No student shall copy another's homework, in-class work or answers. Students are to do their own work. No methods of cheating will be permitted. Students allowing others to copy their work are equally in violation. No method of cheating will be permitted, including computer tampering.

Forgery: No student shall sign any name to any document other than his/her own name.

RULE 6 USE/POSSESSION OF A GUN/DANGEROUS OBJECTS

No student shall bring, possess, give, throw, or hide away any dangerous objects capable of injuring himself/herself or others. Knives, matches, lighters, firecrackers, stones, snowballs, and other similar objects are included.

RULE 7 USE/POSSESSION OF A WEAPON OTHER THAN A GUN OR EXPLOSIVE

No student shall have, handle, transmit or conceal any weapon, look-alike weapon or other instrument capable of injuring him/herself or others.

RULE 8 USE/POSSESSION OF ANY EXPLOSIVE, INCENDIARY OR POISON GAS

No student shall have or use any explosive, incendiary or poisonous gases, stink bombs or smoke bombs.

DRUG, ALCOHOL, AND TOBACCO – DRUG FREE ZONE

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

RULE 9 USE/POSSESSION OF TOBACCO

No student shall have or use tobacco while s/he is in school, on school property, on the bus, or at any school function. No student shall be in possession of or use a lighter or matches.

RULE 10 USE/POSSESSION OF ALCOHOL

No student shall have, use, sell or be under the influence of alcohol or look-alike alcohol products

while s/he is at school, on school property, on the bus, or at any school function.

RULE 11 USE/POSSESSION OF OTHER DRUGS

Selling, using or possessing drugs, mood-altering chemicals or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind on school property or at school functions is prohibited. This includes bringing such items into the school for another person, to a school-sponsored activity, or having such items at one's desk or placing them in a locker or hiding place on school property.

RULE 12 SALE/DISTRIBUTION OF WEAPONS

Selling weapons or dangerous objects of any kind on school property or at school functions is prohibited. This includes bringing such items into the school for another person, to a school-sponsored activity, or having such items at one's desk or placing them in a locker or hiding place on school property

RULE 13 SALE/PURCHASE/DISTRIBUTION OF ALCOHOL AND OR OTHER DRUGS

Selling alcohol, of any kind on school property or at school functions is prohibited. This includes bringing such items into the school for another person, to a school-sponsored activity, or having such items at one's desk, accepting such items from another person, or placing them in a locker or hiding place on school property

RULE 14 FALSE ALARMS/BOMB THREATS

No student shall give a false alarm of fire, bomb or other emergency threat.

RULE 15 TERRORISTIC THREAT

No student shall threaten, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

RULE 16 OTHER

Excessive Display Of Affection: No student shall engage in excessive display of affection.

Leaving School Property: No student shall leave school during the school day for any reason without permission from the office.

Distribution and Sale of Unauthorized Materials: No student shall distribute or sell unauthorized materials on school property.

Communication Devices and Personal Electronic Equipment: While Nordon Middle 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, videotaping devices, cameras, personal electronic equipment (i.e. laser pointers, pagers, cellular phones, iPods, mp3, radios, CD players, headsets, televisions, electronic games, digital players, etc.) can pose a significant disruption to the educational process. In addition, these items are subject to unauthorized use and/or possession by others. **FROM THE TIME THE STUDENT ENTERS THE BUILDING UNTIL 3:00 P.M.** these and any other personal items that interfere with classroom instruction, will be confiscated by the supervising adult. These items should remain in the locker throughout the school day. It is up to the discretion of each bus driver to allow or not allow electronic devices on the bus. Good faith attempts will be made by staff to make arrangements for parents to pick up confiscated items; however, the school is not responsible for the security of confiscated items. Students who violate this rule will be subject to progressive discipline as follows.

First Offense: The device(s) will be confiscated immediately by the supervising staff person and given to the Associate Principal for follow-up. A student detention will be issued. The Associate Principal will meet with the student to review/sign detention form. Parent will be notified of the situation. All parties will be advised of disciplinary consequences for subsequent offenses. A copy of the form will be provided to student and the original kept with the Associate Principal.

Second Offense: The device(s) will be confiscated immediately by the supervising staff person and given to the Associate Principal for follow-up. The Associate Principal will meet with the student to review/sign referral form. Parent will be notified of the situation and will be required to pick up the device(s). The student will be assigned to Opportunity Room for a minimum of one school day.

Third Offense: The device(s) will be confiscated immediately by the supervising staff person and given to the Associate Principal for follow-up. The Associate Principal will meet with the student to review/sign original form. Parent will be notified of the situation and will be required to pick up the device(s). Student will be assigned 2 days out of school suspension.

Subsequent Offenses: Same protocol as the Third Offense, however, the **SUSPENSION TIME WILL BE DOUBLED** to a **MAXIMUM OF TEN DAYS OUT OF SCHOOL SUSPENSION.**

SCHOOL BUS REGULATIONS

While on the bus, the student is under the authority of and directly responsible to the bus driver. State regulations governing students riding school buses will apply.

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

EXTRA-CURRICULAR ACTIVITIES

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

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. (5610.05)

ATHLETIC RULES, ELIGIBILITY, AND REGULATIONS

A student in the 7th grade for the first time will be eligible for the first grading period regardless of previous academic achievement. There after, in order to be eligible, a student in the 7th grade or 8th grade must have received passing grades (D or better) in 75% of those subjects carried the

preceding grading period and must have maintained at least 1.5 grade point average for that grading period. It is a privilege, not a right, to participate in athletics at Nordonia Middle School. Thus, athletes must strive to achieve standards, which will uphold the integrity of Nordonia Middle School. Student athletes are subject to the Athletic Code of Conduct, which is given to each athlete at the start of each season. Throughout the athletic season, policies in the areas of chemical abuse and tobacco are in effect 24 hours a day, seven days a week throughout the calendar year with student athletes subject to the consequences as stated in the Athletic Code of Conduct. If a student athlete violates the Athletic Code of Conduct, denial of participation will occur in the next season that participation takes place.