

**LEE EATON ELEMENTARY**  
**"HOME OF THE SQUIRES"**

**STUDENT/PARENT HANDBOOK 2011-2012**



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Northfield, Ohio 44067  
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*The mission of Lee Eaton Elementary, in partnership with home and community, is to provide a safe learning environment that promotes the education and development of every student while challenging them to become lifelong learners.*

**Welcome to the Lee Eaton Elementary School!**

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Dear Lee Eaton Families,

The faculty and staff wish to welcome the students and extend an invitation to the parents to visit our school, attend student programs, and become an active member in the PTA and volunteer programs.

The purpose of this handbook is to provide information to the students and parents of Lee Eaton Elementary 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. Additionally, an electronic version of this handbook may be found on Lee Eaton's web page, at [www.nordoniaschools.org/LeeEaton/](http://www.nordoniaschools.org/LeeEaton/)

As you move along in school, planning your day becomes more and more important. This planner, which is yours to keep, is called the Student/Parent Handbook. It will help to keep you organized. The Student/Parent Handbook 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 other important information regarding the school. You should treat your Student/Parent Handbook as a textbook, and carry it with you at all times.

We hope you enjoy and use this tool for success!

<i>SCHOOL AND DISTRICT CONTACT INFORMATION</i>	
<u>NORDONIA HILLS CITY SCHOOL DISTRICT</u> Board of Education Office: 330.467.0580 J. Wayne Blankenship, Superintendent	<u>BOARD OF EDUCATION MEMBERS</u> Doug Masteller, President Greg Harris, Vice President Dan Gallagher Betty Klingenberg Kim Sethna
<u>LEE EATON SCHOOL ADMINISTRATION</u> Principal 330.467.0582	<u>SECRETARY</u> Janice Bittner 330.467.0582 330-908-6160, Attendance
<u>GUIDANCE DEPARTMENT</u> Theresa Bonick, School Counselor 330.467.0582	<u>CIVIL RIGHTS COMPLIANCE OFFICER</u> Assistant Superintendent 330.467.0587 Title 6/Title 9 Coordinator 330.467.0587

**EQUAL EDUCATION OPPORTUNITY(2260)**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.

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

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

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

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

#### **Americans with Disabilities Act Amendment Act**

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

**Child Find:** Child Find is the process of identifying, locating and evaluating children with disabilities who may be in need of special education and related services. If you know any child who may be in need of special services, ages 3-22 years old, please contact: Margo Gibson-Costello, Director of Pupil Services; 9370 Olde Eight Road, Northfield, OH 44067, 330-467-058

**NORDONIA HILLS CITY SCHOOLS  
2011-2012 Lee Eaton School Calendar**

Mon. 8/22	5 <sup>th</sup> Grade Open House
Wed. 8/24	First Day of School
Mon. 8/29	6 <sup>th</sup> Grade Parent Info Night
Mon. 9/5	Labor Day – <u>No School</u>
Thurs. 9/8	Picture Day
Wed. 9/21	Magazine Sale Kick-Off (Turn in days -9/28 & 10/5)
Fri. 10/14	NEOEA Day – <u>No School</u>
Mon. 10/17	Inservice Day – <u>No School</u>
Fri. 10/28	END OF 1 <sup>ST</sup> REPORTING PERIOD
Thurs. 11/3	Parent/Teacher Conferences
Thurs. 11/10	Parent/Teacher Conferences
Wed. 11/11	<u>2 HR. LATE START</u>
Wed. 11/23	Thanksgiving Holiday Begins
Tues. 11/29	School Resumes
Wed. 12/21	Winter Break Begins
Wed. 1/4	School Resumes
Mon. 1/9	5 <sup>th</sup> Grade Family Living Parent Meeting (7:00 pm)
Mon. 1/16	Martin Luther King Day – <u>NO SCHOOL</u>
Thurs. 1/19	END OF 2 <sup>ND</sup> REPORTING PERIOD
Fri. 1/20	Semester Records Day – <u>NO SCHOOL</u>
Mon. 2/20	Presidents' Day – <u>NO SCHOOL</u>
Tues. 2/21	<u>2 HR. LATE START</u>
Fri. 3/2	Conference Day – <u>NO SCHOOL</u>
Mon. 3/19	<u>2 HR. LATE START</u>
Fri. 3/23	END OF 3 <sup>RD</sup> REPORTING PERIOD
Fri. 4/6	Spring Break Begins
Mon. 4/16	School Resumes
Thurs. 5/17	<u>2 HR. LATE START</u>
Mon. 5/28	Memorial Day – <u>NO SCHOOL</u>
Tues. 6/6	END OF 4 <sup>TH</sup> REPORTING PERIOD and LAST DAY OF PUPIL ATTENDANCE

## **TEAM STRUCTURE AT LEE EATON**

The concept of teamwork plays a vital role in the success of any organization and in the individual life of each student. At Lee Eaton Elementary each student is placed on an academic learning team. On an academic team the core teachers work in conjunction with an Intervention Specialist. The students have specials classes: music, art, and physical education on a five day rotation with five days of art, then five days of physical education, and then five days of music. This schedule allows units of learning to be taught holistically in these areas. Students attend lunch in the cafeteria each day with their academic team by hallway and then go to recess with the same students as well. We feel this schedule helps our students to have a vital connection with a homeroom class teacher and retain the closeness needed, but also allows for flexibility and movement to promote the independence that students develop during this stage of their life.

## **SCHOOL HOURS**

The school day for all students begins promptly at **7:25 AM** with homeroom. **Students are not to arrive before 7:10 AM** and will not be admitted into the building before that time. Supervision is not available until that time.

**Students are tardy if they are not in their classrooms by 7:25 AM.** Upon arriving at school tardy, students are to be signed in by an accompanying adult or present a signed note stating the date and reason for tardiness. Tardiness is recorded on attendance reports and reported on the students' report cards. Repeated tardiness will result in school detentions. When a student accrues five tardies, this will then translate to one day unexcused absence (or truancy).

School dismissal begins at **2:10 PM**. Walkers, bike riders, and students being picked up by their parents will be dismissed at the bell. Bus riders will be called as the buses arrive. All students are expected to leave the building as they are called. Parents must use the east parking lot, to drop off or pick up their children before and after school

<b>7:10 AM</b>	<b>Building opens</b>
<b>7:25 AM</b>	<b>School begins</b>
<b>2:10 PM</b>	<b>School ends</b>

## **ATTENDANCE POLICY & PROCEDURES**

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

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

Attendance letters stating absence dates will be sent to parents at 5, 10, and 15 days of absence. Habitual and/or Chronic absence, truancy, and tardiness to school may result in a referral to Juvenile Court. **Students absent from school may not return to school to participate in after-school or evening activities on the day of their absence. Students who arrive at school after 8:25 AM will be considered absent for one half day. Students who leave school before 1:10 PM will also be counted absent for a half-day. We ask for your cooperation in helping your child establish the habit of good attendance.**

**REPORTING ABSENCE - Parents are required to call the school at 330-908-6160 and leave a message on the answering machine prior to 8:00 AM** to comply with the provisions of the "Missing Children" Laws. By calling this number EACH day your child is absent, you will improve communication between home and school and will protect your child. Additionally, students shall bring to school a written explanation signed by his/her parent/guardian. After 10 days of absence, school personnel may require additional documentation such as a doctor's note.

**MAKEUP WORK -** If a student is absent for two consecutive days, you should contact the teacher for makeup work. You may also request makeup work when you call in your child's absence. Please request assignments by **10:00 am** in the morning for pick up at the end of the day. It is the responsibility of the student to complete and return work after being absent. Students will have the same number of days to turn in missed work as days absent. Homework will be available after 2:15 on the shelf in the front lobby.

**FAMILY VACATION -** The school recognizes that family vacations do not always coincide with the school calendar and, at 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.** Parents are to communicate with the teacher to obtain school work prior to vacation. Due to the nature of learning, some school work, quizzes, or tests may need to be accumulated over the period by the teacher and given to the child upon return to school. Students will have the same number of days to turn in missed work as days absent.

## **REGISTRATION AND WITHDRAWAL**

**REGISTRATION –** Students who are new to the district may be registered at the Board of Education by appointment. The phone number is 330-468-4600. To register a student, the parent or guardian must complete the proper forms and provide the following at the time of registration:

- **Birth Certificate**
- **Immunization Records**
- **Most Current Custody Papers**
- **Proof of Residency**
- **Withdrawal Notice from previous school**

**WITHDRAWAL –** When students are to be withdrawn from the district, the appropriate forms are to be completed by the parent or guardian in the school office. Records will be sent when requested by the student's new school.

**MOVING WITHIN THE DISTRICT** - When current students move within the district, a new proof of residence must be provided to the Board of Education or building secretary so that transportation and mailing lists can be changed.

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

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

1. Permission form for medication completely filled out with physician and parent-guardian signatures.
2. Medication in original container (for prescriptions ask pharmacist for a separate container with a label, they will often divide the prescription for you.) And the label must include:
  - Students Name
  - Medication Name
  - Dosage of Medication
  - Times or Intervals of Administration
3. New forms must be submitted at the beginning of each school year.

### **TEXTBOOKS AND FEES**

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.

Fees are charged according to the schedule adopted by the Nordon Hills City School Board of Education for certain supplemental materials and workbooks including art supplies and agenda books.

If you are financially unable to pay student fees for this current school year, you must show in writing proof on one of the following: qualification of free lunch or reduced meals (reduced fees) program; welfare case load number; AFDC number or income verification which meets government guidelines. Waiver forms are available in the office.

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.

### **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 permanent changes, including day care arrangements. Proof of residency will be required for change of address. Forms to request these changes

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

### **CONDUCT ON THE SCHOOL BUS**

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

### **SCHOOL BUS SAFE RIDING RULES -**

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

**SKATEBOARDS, ROLLERBLADES, etc.** – Are not permitted on school property.

**BICYCLES – Students may not ride bicycles between December – February due to weather and safety.** Parents are requested to review safety rules regarding bicycles with their children. Students who ride their bicycles to school must have written parental permission. This permission will be kept on file in the office. Students must obey the following rules to retain the privilege of riding their bikes to school:

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. It is recommended that students wear helmets.

\*The school is not responsible for damage to or loss of students' bikes.

### **CHANGE FROM STANDARD ROUTINE**

**SCHOOL CLOSING** - Because of inclement weather or in the case of an emergency, the start of school may be canceled, delayed or students may be dismissed before the end of the school day. **Please listen to the local radio and TV stations and do not call school to see if there is a change in the school schedule.**

<i>WTAM 1100 AM</i>	<i>MIX 106.5 FM</i>
<i>WHLO 640 AM</i>	<i>WGAR 99.5 FM</i>
<i>KISS 96.5 FM</i>	<i>WCPC 90.3 FM</i>
<i>WMJI 105.7 FM</i>	<i>WKDD 98.1 FM</i>
<i>WCLV 104.9 FM</i>	<i>WMMS 100.7 FM</i>
<i>WCRF 103.3 FM</i>	

*Television Channels 3, 5, 8, 19, 23, & 43*

### **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.

If schools are closed, all after school activities including athletic events and practices will be canceled.

### **EMERGENCY CLOSING DURING THE SCHOOL DAY**

Notice will be sent to local radio and TV stations as soon as the decision is made. Also families will receive an outbound call on\_by the Superintendent or his designee. The high school and middle school will dismiss first and will be bused to their regular destination. **All children who normally ride the bus will be bused to their regular destination.** Parents of walkers will be contacted in the event of an emergency closing at the end of the school day. Parents should discuss with their children where they should go or what they should do in this kind of situation. **No student will leave the school unless school personnel know who they are going with, and where they are going.** In case of a tornado warning (meaning a tornado has been sighted), PLEASE refrain from driving to school to get your child.

**EARLY PICK UP** - In the event that students need to leave school early, please understand that they will only be released to parents, guardians, or other adults who have been authorized to do so by parents or guardians. Prior written or verbal notice is required if children are to be released to someone other than the parent or guardian. Children must be picked up and signed out at the office. Students will be called to the office. Please do not go to the child's classroom.

**CONFIDENTIALITY** - Information concerning individual students is considered confidential and shared only with those school personnel who have reasonable need for the information.

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

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, telephone numbers only for inclusion in school or PTA directories.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days from the date of this notification that she/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.

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

**CHILD ABUSE REPORTING** – School personnel are required by law to report suspected child abuse or neglect, which may also include medical/educational neglect, to the Summit County Children Services Board and cooperate with law enforcement officials.

**SCHOOL VISITATION** - Parents and children accompanied by their parents, are always welcome to visit Lee Eaton during the school day! However, we must follow the adopted Nordon Hills Board Policy which states:

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

For the safety and security of your children, all visitors must use the buzzer at the front door.

After being admitted, all visitors **MUST** sign in at the office and **wear visitor badges**. Visitors are requested to park in the parking lot and enter in the front of the building.

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

### **VOLUNTEERS -**

Parents/Guardians who would like to volunteer at Lee Eaton Elementary School must complete the Nordon Hills City Schools Volunteer Release form. (3120.09) The form is available on our school website.

**EXTRA-CURRICULAR ACTIVITIES (5610.05)**

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.

**GRADING AND REPORTING TO PARENTS**

**REPORT CARDS** - A vital part of the Lee Eaton educational program is the home/school communication concerning the child's progress in school. Each nine-week reporting period, parents are updated on the progress of students through the use of a report card. Marks received will indicate your child's academic progress, work habits and social skills.

**HOMEWORK AND PROGRESS BOOK -**

Homework can be an important practice for 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. Grade 5 student's Progress Book account information will be sent to you in early September with unique username and password. With the username and password you can securely access your student's Progress Book information through our school district website at: [www.nordoniaschools.org](http://www.nordoniaschools.org)

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

**PROMOTION/RETENTION/ASSIGNMENT** - At the end of the year, the teacher will carefully evaluate the progress of each individual child. At that time, a determination is made to promote, retain, or assign the student for the coming year.

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

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

**Retention** - There is no exact criteria that defines retention. However, teachers and school support staff use information from a retention rating scale and other data to make a professional determination in partnership with families. The decision to retain is based upon what will be beneficial to the student.

**STUDENT/PARENT HANDBOOK** - Another important tool in communication is this Student/Parent Handbook book. Students should list assignments each day. Parents should check these assignments and initial the book each day. This will keep parents informed about work and will reinforce the student's responsibility for writing down and completing assignments on a daily basis. This planner can also be a tool for sending notes to and from school.

**FREE AND REDUCED PRICED MEALS -**

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

**FIRE, TORNADO AND SAFETY DRILLS** - These drills are held periodically and are conducted for the safety of students. 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.

**GENERAL SCHOOL RULES**

1. Students are to be in approved areas of the building.
2. Gum / candy is not permitted at school.
3. Students must be polite and courteous to all staff members and fellow students.
4. Students must behave in a safe, quiet and orderly fashion.
5. Students must think before acting.
6. Students ARE responsible for their actions and MUST accept consequences for their behavior.
7. Students must respect the rights and properties of others.
8. Swearing, vulgar language, obscene gestures, vandalism, stealing, cheating and blatant disrespect will NOT be tolerated.
9. Students must follow directions.

**COMMUNICATION DEVICES AND PERSONAL ELECTRONIC EQUIPMENT**

- While Nordonia 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 can pose a serious disruption to the educational process. Therefore, **paggers, cellular phones, cameras, radios, CD players, laser pointers, mp3/iPod players, headsets, televisions, tape recorders, and electronic games** are not to be in the possession of any student during the regular hours of school. These, and any other personal items that interfere with classroom instruction, will be confiscated and held until arrangements are made with parents to pick them up. A violation of this provision of the handbook may result in disciplinary action.

*\*Teachers or administrators may grant permission to possess these items for special class activities.*

**INTERNET**

Internet access is available in all buildings to all students, staff and community members. However, per District policy, all users must sign the "Acceptable Use Policy" and adhere to its requirements. These signed policies must be on file in the office in each building. ***If a student is found to be in violation of the policy, he/she may lose internet and computer privileges.***

### DRESS CODE

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

- miniskirts (must be mid-thigh)
- short shorts (must be mid-thigh)
- bike shorts or stretch shorts
- shorts may not be worn between December-February
- sleeveless shirts, tank tops, spaghetti straps
- half shirts, net shirts or shirts which reveal the midriff
- revealing clothes
- hats or head scarves (indoors)
- Clothing with obscene, vulgar, violent or suggestive statements or symbols.
- Articles of clothing that are written on, other than by its original design, are not permitted to be worn in school.
- clothing that promotes or advertises alcohol or drugs.
- face paint or unnatural hair colors
- spiked jewelry
- flip-flops, slippers, beach shoes, shoes with wheels
- pajamas or pajama type clothing
- torn, ripped, or frayed clothing
- If a student is unsure about the appropriateness of the outfit then it should not be worn to school
- Any dress or grooming that has a distracting influence is not permitted.
- Parental cooperation regarding appropriate dress and grooming is greatly appreciated.

**\*\*\* Administration reserves the right to determine the appropriateness of appearance/clothing.**

### CAFETERIA

Students may purchase school lunches. Menus can be found on the Nordon Hills web page ***Students are not permitted to bring "energy drinks" to school due to the health concerns involved. Students are encouraged to bring water, juice or milk as a lunch beverage.*** All students eat their lunches in the cafeteria and are expected to conduct themselves in a quiet, mannerly fashion. The following rules have been developed so that lunch is a pleasant experience.

1. Students will enter the cafeteria in a quiet, orderly manner.
2. Students will use good manners and courteous behavior during lunch.
3. Students may choose their tables each grading period provided they follow the rules.
4. Students may talk quietly to others at their table.
5. Students are to remain seated until dismissed.
6. Prior to dismissal, students are to check and pick up anything dropped on the floor.
7. Students are responsible for placing trays, silverware, paper, and garbage in the proper receptacles.

\*\* Students will be assigned to wash tables each day.

### PLAYGROUND RULES

1. Stay on designated paved area or playground as directed.
2. Use equipment safely and properly. Leave dirt, stones, sticks, snow, etc. on the ground.
3. Rough play will not be permitted. (No fighting, tackling, or knocking down fellow students.)
4. No throwing of objects not meant to be thrown.
5. Students must have permission to come back into building.
6. When instructed, students are to stay quiet and form a line in order to enter the building.
7. Any activity which an adult on duty determines to be unsafe will be discontinued immediately.
8. Students must follow the directions of the educational assistants.

### INDOOR RECESS RULES

On inclement days, students will be indoors for recess. Quiet games and activities may be brought from home for use during indoor recess. Generally speaking, these rules are in effect:

1. Students must be seated and be participating in a quiet activity in their homerooms.
2. Students must ask permission from an adult on duty.
3. Students are not permitted to use classroom computers during indoor recess unless the classroom teacher is in the room.
4. Schoolwork is to be completed in the confines of the classroom unless the classroom teacher is directly supervising.
5. Objects are not to be thrown in the classroom.
6. Students are to keep all body parts to themselves.
7. Students are to respect the directions of the educational assistants on duty.

### STUDENT CODE OF CONDUCT

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

Although not all acts of misconduct can be itemized, the following is an enumeration of the main areas of misconduct which will lead to disciplinary actions. These actions may take the form of loss of student privileges, in-school detention, parent conferences, emergency removal, Saturday school, suspension, after-school detention or expulsion.

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

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

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

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

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

**DRUG, ALCOHOL AND TOBACCO (5530)**

In accordance with the Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a 'look-a-like' controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by the 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/guardians should contact the school principal or counseling office whenever such help is needed.

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

**INSUBORDINATION** - No student shall refuse to comply with a reasonable request or follow the directions of teachers, bus drivers, student teachers, substitute teachers, teachers' aides, educational assistants, principal, associate principal, administrative assistants, cafeteria worker, custodian or other authorized personnel during the period of time when the student is properly under the authority of school personnel.

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

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

**THREAT**- No student shall in any manner verbally, in writing, or otherwise threaten any member of the staff or student body.

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

**BOMB THREATS AND OTHER FALSE ALARMS** - 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.

**REPEATED TRUANCY & TARDINESS** - No student shall be truant or repeatedly tardy to school. Truancy and chronic tardiness is a violation of Ohio Law ("unruliness"). If necessary, notice to Juvenile Court and/or the local police department will be made.

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

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

**LEAVING SCHOOL PROPERTY** - No student shall leave school during the school day for any reason without permission from the school office. Leaving school grounds without permission will be referred to as truancy.

**GANGS, AND GANG ACTIVITIES** - Any student involved in gang membership, gang activities, and/or possessing or displaying gang insignias or paraphernalia will be strictly disciplined.

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

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

**RACIAL/ETHNIC/SEXUAL HARASSMENT -**

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

**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.

**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 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.

"Cyber Bullying" is the use of text messaging, email or other digital communication to send threatening or offensive content.

**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. Credit will be given for work missed due to out-of-school suspension; students will have the same number of days to turn in missed work as days missed due to the suspension.

**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 and incidents of Wednesday and Saturday Detention that total six (6) incidents may be considered gross insubordination and may result in a recommendation for expulsion.**

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.

Expulsion may result in the loss of credit for courses being taken at Lee Eaton Elementary School.

**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 (5611) -**

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

**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 Nordonia Hills Schools Policy 5611.

#### **SEARCH AND SEIZURE (5771) -**

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.

### **STUDENT DISCIPLINE GUIDELINES QUICK REFERENCE**

STUDENTS FOUND TO BE IN VIOLATION OF ANY OF THE ACTIVITIES DESCRIBED BELOW, OR ANY OTHER SIMILARY RELATED ACTIVITIES AS DETERMINED BY THE ADMINISTRATION, ARE SUBJECT TO THE FULL ARRAY OF STUDENT DISCIPLINE PROVISIONS INCLUDING: LOSS OF RECESS, WRITING ASSIGNMENTS, WEDNESDAY DETENTION, SATURDAY DETENTION (HELD AT NORDONIA MIDDLE SCHOOL), OPPORTUNITY ROOM ASSIGNMENT(HELD AT NORDONIA MIDDLE SCHOOL), OUT OF SCHOOL SUSPENSION (OSS), EXPULSION AND/OR EXCLUSION FROM SCHOOL.

#### **BULLYING and / or HARASSMENT:**

First Offense: Meeting with Principal / Associate Principal. Parent Contact.

Second Offense: Wednesday Detention./Saturday Detention Parent Contact

Third and Subsequent Offenses: Opportunity Room Assignment (held at Middle School) or Out of School Suspension (OSS), Expulsion recommendation.

#### **CHEATING/PLAGIARISM/UNAUTHORIZED COPYING AND/OR USE OF PROPERTY OF ANOTHER:**

First Offense: Loss of Credit on Assignment, Parent Contact, Wednesday Detention

Second Offense: Loss of Credit on Assignment, Parent Contact, Saturday Detention.

Third Offense: Loss of Credit on Assignment, Parent Contact, Opportunity Room Assignment

Subsequent Offenses: OSS

#### **COMMUNICATION DEVICES/PERSONAL ELECTRONIC EQUIPMENT:**

First Offense: Confiscation. Parent must pick up device from office.

Second Offense: Wednesday Detention/Return Item to Parent.

#### **DISRUPTION OF CLASS: (Incident Referral protocol-after three incidents in classroom, student name is given to the Principal/Associate Principal)**

First Offense: Meeting with Administrator, Parent Contact

Second Offense: Wednesday Detention

Third Offense: Saturday Detention

Subsequent Offenses: Opportunity Room followed by OSS

#### **FAILURE TO FOLLOW REASONABLE DIRECTIVES: (Incident Referral protocol-after three incidents in classroom, student name is given to the Principal/Associate Principal)**

1-3 Wednesday Detentions/ 1-3 Saturday Detentions

#### **FALSE ALARMS (FIRE/911/BOMB):**

**Automatic-** 10 OSS, Expulsion, Police Contact

#### **FRADULENT SIGNATURES/IMPROPER USE OF PASSES/FORGERY:**

1-3 Wednesday Detentions/ 1-3 Saturday Detentions/Opportunity Room/OSS

#### **INAPPROPRIATE DRESS/APPEARANCE:**

A call to parent should be made and the student sent home to correct or change the apparel or style which is objectionable. The time missed from school is unexcused. Subsequent Infractions: Insubordination.

#### **INSUBORDINATION/DISRESPECTFUL BEHAVIOR:**

1-3 Wednesday Detentions / 1-3 Saturday Detentions/ Opportunity Room Assignment/ OSS

**NARCOTICS, ALCOHOLIC BEVERAGES, STIMULANTS DRUGS:**

First Offense: 10 days OSS, Agreement to a CCDCIII Assessment and a commitment to follow their recommendations; the student may then return to school after 3 days.

Subsequent Offenses: 10 days OSS, Expulsion Recommendation, Police Contact.

**PHYSICAL VIOLENCE:**

First Offense: 2 days OSS, Parent Contact

Second Offense: 4 days OSS, Parent Contact

Third Offense: 10 days OSS, Parent Contact. Expulsion recommendation

**PROFANITY, OBSCENE LANGUAGE & GESTURES:**

First Offense: Saturday Detention

Second Offense: Opportunity Room assignment

Subsequent Offenses: OSS

**RECESS / PLAYGROUND VIOLATIONS:**

Students are to follow recess (indoor/outdoor) rules. Students in violation of rules may lose recess privileges. For repeated misconduct, students may be referred to the office and it will be handled as Insubordination.

**HORSEPLAY**

First Offense: Meeting with Principal / Associate Principal, Parent Contact.

Second Offense: Wednesday Detention./Saturday Detention Parent Contact

Third and Subsequent Offenses: Opportunity Room Assignment (held at Middle School) or Out of School Suspension (OSS), Expulsion recommendation.

**SCHOOL BUS/TRANSPORTATION PROBLEMS/BUS MISCONDUCT:**

First Offense: Warning; note sent home to parent

Second Offense: Wednesday Detention

Third Offense: Saturday Detention or 2 day removal from bus

Subsequent Offenses: 2 Saturday Detentions or 4 day removal from bus; ultimately loss of riding privileges

**UNEXCUSED TARDINESS TO SCHOOL:** No student shall be truant or repeatedly tardy to school. Truancy and chronic tardiness is a violation of Ohio Law ('unruliness'). A referral to the local police department may be made as well as to Juvenile Court.

**TECHNOLOGY VIOLATIONS (COMPUTER PRIVILEGES)** Depending upon the nature of the violation, consequences will range from revocation of computer privileges for a minimum of thirty school days and a Wednesday Detention up to and/or including Saturday Detentions, 3 – 10 day assignment to the Opportunity Room, 3 – 10 OSS

**THEFT:** Any issue of theft may result in the following actions: Saturday Detention, Opportunity Room Assignment, and / or Out of School Suspension. If necessary, a referral to the local police department will be made.

**THREATS:** No student shall in any manner verbally, in writing, or otherwise, make threats to members of staff or the student body. Any incident relating to threatening actions will be reviewed by administration for disciplinary actions.

**TOBACCO/USE OR POSSESSION:**

First Offense: 10 OSS, May be held in escrow with successful participation in and completion of the tobacco cessation program and assignment to Saturday Detention.

Subsequent Offense: 10 OSS

**TRUANCY OUT OF SCHOOL ALL OR ANY PART OF DAY:**

First Offense: 1 – 3 Saturday Detentions, Parent Contact

Second Offense: 3 days Opportunity Room Assignment

Subsequent Offenses: OSS, Parent Contact, Juvenile Court Contact

**UNAUTHORIZED POSSESSION/RECEIVING STOLEN PROPERTY/BREAKING AND ENTERING:**

First Offense: 3 days Opportunity Room Assignment, Restitution if applicable

Second Offense: 3 days OSS, Restitution if applicable

Third Offense: 5 days OSS, Restitution if applicable, plus Expulsion Recommendation

NOTE: In all cases of theft, the complainant (one whose property was taken) has the right to file charges against the offender.

**UNAUTHORIZED USE OF FIRE:**

Fire on school transportation – 10 OSS, Expulsion Recommendation, Police Contact

Fire in building – 10 OSS, Expulsion, Police Contact

Open Flame – 5-10 OSS, Expulsion; Open Flame to Clothing or Hair – 10 OSS, Expulsion

**VANDALISM/INTENTIONAL DESTRUCTION OF PROPERTY:**

First Offense: 3 days Opportunity Room Assignment, Restitution

Second Offense: 2 days OSS, Restitution

Third Offense: 5 days OSS, Restitution, Expulsion Recommendation

**Note: Possible Police Contact at any step.**

**WEAPONS & DANGEROUS INSTRUMENTS, "LOOK -A-LIKE" WEAPONS AND/OR OBJECTS INDISTINGUISHABLE FROM A FIREARM: First Offense: 10 days OSS, Expulsion Recommendation, Police Contact.**

**Guidelines for Wednesday Detentions:**

- 1) Detentions run from 2:30-4:30pm.
- 2) Wednesday Detentions are held at Lee Eaton Elementary School under the direct supervision of a member of the teaching staff.
- 3) Students are expected to complete homework assignments while in detention. If a student has missing assignments, it is the expectation of teachers/administration that the work is also completed.
- 4) At 4:30pm, students are dismissed and parents/guardians may pick up their child at the main office entrance.

**Guidelines for Saturday Detentions:**

- 1) Detentions run from 8:00-10:00 am.
- 2) Saturday Detentions are held at Nordonia Middle School and students are to report directly to the cafeteria. Students must adhere to NMS guidelines:
  - a. Students will receive one restroom break during detention.
  - b. Students must bring school related work.
  - c. Students may not talk.
  - d. Students may not bring food/or beverages.
  - e. Students may not receive visitors.
  - f. Student will not be dismissed early.
  - g. Student must follow the NMS dress code (i.e. no pajamas).

**Guidelines for students placed in the Opportunity Room:**

- 1) This placement is held at Nordonia Middle School.
- 2) This assignment is minimally for one full school day (the Middle School time schedule)
- 3) Bussing may be provided to and from the Middle School (in most cases) unless a parent prefers to drive his/her child. Lee Eaton's staff will work with transportation to provide arrangements.
- 4) Packing a lunch is recommended, however, lunches can be purchased at the Middle School.
- 5) Students are expected to work on academics, only, during the day. Students are expected to bring all necessary materials to complete their studies (paper, pencils, etc)
- 6) Students are not permitted to talk.
- 7) No food or beverages are permitted.
- 8) If a student is removed for any reason, the student will be sent home and an Out of School Suspension will be assigned the following school day.

**Guidelines for students assigned to an Out of School Suspension:**

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





*Nordia Hills City Schools*

**2011-2012  
Student/Parent Handbook Certification**



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

*Have received and read Lee Eaton's Student/Parent Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. Furthermore, we declare that our child lives with their legal custodian and agree to inform the school of any changes in address / phone number.*

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

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

\_\_\_\_\_  
*Date*