

# Lee Eaton Intermediate

STUDENT/PARENT HANDBOOK 2025-2026



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Northfield, Ohio 44067  
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[www.nordoniaschools.org](http://www.nordoniaschools.org)

## **Our Mission:**

*Inspiring every student to value learning, community & EXCELLENCE*

# **Nordonia Hills City School District Parent/Student Lee Eaton Handbook**

*Handbooks can be accessed online at [www.nordoniaschools.org](http://www.nordoniaschools.org) under each school's home page.*

**Nordonia Hills City School District  
Board of Education Office  
Casey Wright, Superintendent  
330.908.6200  
Kyle Kiffer, Treasurer  
330.467.0589**

**MAIN OFFICE: 330.467.0582**

**Lee Eaton Intermediate School Administration  
Bryan Rudowsky, Principal 330.908.6404  
, Associate Principal 330.908.6414**

**Principal's Office Administrative Assistant  
Beth McCabe, 330.908.6410 Fax 330.468.5218  
Front Office Administrative Assistant  
Call In Attendance Line 330.908.6160  
Valerie Rice, 330.467.0582**

**School Counseling Department  
Tonya Huml, 330.908.6452  
Danielle Ricchino, 330.908.6413**

**Clinic - Ashley Blaylock, 330.908.6405**

**School Psychologist - Lauren Miller, 330.908.6403**

**School Finances - Beth McCabe, 330.908.6410**

**Director of Curriculum - Carol Tonsing, 330.467.0585**

**Director of Business - Todd Stuart, 330.467.0588**

**Director of Pupil Services - Carrie Hutchinson, 330.468.4600**

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

### **EQUAL EDUCATION OPPORTUNITY** (Form 2260F8)

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

### **EQUITY STATEMENT** (Board Policy 9.13)

There is no place for racism, harassment, or discrimination in the Nordonia Hills Cith School District. The Board fully embraces the diversity of its workforce, community, and student body, and is committed to providing an environment which recognizes and respects the equality of all people. The Board is dedicated to meeting the educational, physical, social, and emotional needs of all students, so that they may enter the world as responsible, caring, and contributing members of society. The Board's goal is to enhance learning and remove barriers that inhibit students from reaching their highest potential, including racism. The Board will not tolerate racism, in any form, which occurs within the context of the school environment, or which disrupts the operations of the District.

Each student has a responsibility to maintain an educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

### **IMPORTANT DISTRICT DATES**

First Days of School Soft Start Schedule:

**Tuesday, August 21st:** First day of school for students with last names **A-K**

**Wednesday, August 22nd:** First day of school for students with last names **L-Z**

**Monday, August 25th:** All students **A-Z** in attendance

8/21/25 - First Day of School	1/16 - Records Day - No School
9/1/25 - Labor Day - No School	1/19 Martin Luther King Jr. Day - No School
9/22/25 - Teacher Inservice - No School	2/13 Teacher Inservice - No School
10/10/25 - Teacher Inservice - NEOEA Day No School	2/16 President's Day - No School
10/24/25 - End of Quarter 1	3/19 End of Quarter 3
11/3/25 - Evening Conferences	3/20 Teacher Inservice- No School
11/4/25 - Teacher Inservice - No School	3/23 - 3/27 Spring Break
11/13/25 - Evening Conferences	4/3 Good Friday - No School
11/26 - 12/1 Thanksgiving Break	4/6 Teacher Inservice - No School
12/22 - 1/2 - Winter Break	5/25 Memorial Day - No School
1/5 School Resumes	6/2 Last Day of School - Early Dismissal
1/15 End of Quarter 2	6/3 Teacher Records Day - No School

***If there is a 2 Hour Weather Delay, school will begin at 9:25 am and doors will open at 9:00 am.  
The day will end as usual at 2:10 pm.***

### **Daily School Schedule**

Arrival 7:00 – 7:20

**School Begins 7:25**

Dismissal 2:10

### **SCHOOL HOURS**

The school day for all students begins promptly at 7:20 AM. Students are not to arrive before 7:00 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 student report cards. Repeated tardiness will result in school consequences.

**Student drop off/pick-up (non-bus riders).** Students being picked up and/or dropped off by their parents will use the east parking lot before and after school.

### **SCHOOL VISITATION (9.02)**

Parents and children accompanied by their parents are always welcome to visit during the school day; however, all guests must follow the adopted Nordon Hills Board Policy 9.02 which states:

**No visitor shall enter a school building and remain on school property without first reporting to the Main 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, provide your driver's license and **wear the visitor badge**. Visitors are requested to park in the parking lot and enter through the Main Entrance.

Due to the limited space in the cafeteria and safety concerns students cannot have visitors eat lunch with them in the cafeteria. However parents/guardians may sign their child out and take them out to lunch away from school grounds. Students must be signed out and signed back in within their designated lunch/intramural period (approximately a 40 minute time span)

Our teachers welcome parent visitors into the classroom. To eliminate any possible disruption, any parent wishing to visit a school/classroom which his or her child attends may do so only by making prior arrangements with the building principal. All arrangements must be made in advance. 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 Nordon Hills Schools must complete the Nordon Hills City Schools Volunteer Release form. (3120.09)

### **EMERGENCY AUTHORIZATION FORMS**

The school must be able to contact you if there is an emergency involving your child. The

emergency authorization form that you complete for each of your children gives us the authority to obtain emergency treatment in case of an accident or serious illness. Please notify the office if there is any change in the information provided such as a change in address, employment, telephone numbers, emergency contacts or custody changes. All forms must be completed by the start of the school year.

State law requires all students have an emergency medical authorization completed and signed by the parent or guardian on file in the school office. An EMA form must be completed and on file for students to participate in non-academic/off-site school activities.

### **ONLINE FORMS**

The deadline for all online forms to be submitted will be posted and communicated each school year. Students whose forms have not been completed and submitted by the posted deadline will not have access to the computer after that date and may not participate in some activities.

### **REGISTRATION**

Students who are new to the district may be registered at the Board of Education by appointment. The phone number is 330-467-0580. To register a student, the parent or guardian must complete the proper forms and provide the following at the time of registration: Forms are available online.

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

### **WITHDRAWAL (Board Policy 6.12)**

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 so that transportation and student records can be changed.

### **Student Absences and Excuses (Board Policy 6.08)**

Absences for the following reasons shall be considered as excused:

- A. Personal illness.
- B. Serious illness or death of a family member.
- C. Funeral.
- D. Medical, behavioral, and dental appointments that cannot be arranged during non-school hours.
- E. Unusual or emergency situations at home.
- F. Religious holidays and activities consistent with the truly held religious beliefs of the child or his/her family.
- G. Authorized school-sponsored activities.
- H. Approved college visits.
- I. Acts of God.
- J. Quarantine.
- K. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity

approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.

- L. At the Superintendent's discretion, a visit with a parent/legal guardian who's an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
- M. Pre-enlistment reporting to military enlistment processing station, with verification of the date and time of the reporting from the military authority.
- N. Family vacations, with approval from the District Superintendent/designee

An absence for any reason other than those listed above shall be classified as unexcused. All excuses from parents, as well as other documents pertaining to a student's enrollment, attendance, and withdrawal from the District, shall become a part of the official attendance record and shall be maintained regardless of format or condition. A student shall have the opportunity to make up school work missed due to an excused absence; however, it shall be the responsibility of the student to initiate a make-up procedure and schedule with his or her teacher(s). All make-up work shall be completed within a reasonable time following the excused absence. A student shall receive full credit for school work made up pursuant to an excused absence. The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness. A student must be in attendance at school for half of the school day in order to participate in any school-sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

#### **STUDENT ATTENDANCE ACCOUNTING/MISSING CHILDREN (Board Policy 6.10)**

The Board of Education believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. The primary responsibility for supervision of a student rests with the parent(s) or guardian(s).

Parents or guardians of absent children shall call the school each day to report the absence within the first two (2) hours of the beginning of the school day that the student is absent. Within 120 minutes after the beginning of each school day, the attendance officer, attendance officer's assistant for each individual school building, or other person the attendance officer designates to take attendance for each school building shall make at least one attempt to contact the parent, guardian, or other person having care of any student who was absent without legitimate excuse from the school the student is required to attend as of the beginning of that school day.

An attempt to contact a student's parent, guardian, or other person having care of the student shall be made through one of the following methods:

1. A telephone call placed in person;
2. An automated telephone call via a system that includes verification that each call was actually placed, and either the call was answered by its intended recipient or voice mail message was left by the automated system relaying

the required information;

3. A notification sent through the school's automated student information system;
4. A text-based communication sent to the parent's, guardian's, or other person's electronic wireless communications device;
5. A notification sent to the electronic mail address of the parent, guardian, or other person;
6. A visit, in person, to the student's residence of record;
7. Any other notification procedure established by the Superintendent.

If the parent, guardian, or other person having care of a student initiates a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, no attempt to contact such person need be made.

Parent(s), guardian(s), or other responsible person(s) shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency numbers.

## **ATTENDANCE**

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 under House Bill 410**. To support academic success for all students, the Nordonia Hills City School District will partner with students and their families to identify and reduce barriers to regular school attendance. Our district will utilize a continuum of strategies to reduce student absence including, but not limited to:

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

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

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

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

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

We will provide your child with attendance intervention

strategies when he/she misses 42 hours (or approximately 7 days) without a legitimate excuse.

\*An Absence Intervention Team will meet with you and your child when he/she misses, with or without a legitimate excuse 60 or more hours of school (or approximately 10 days)

The following conditions constitute reasons for excused absence from school:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Observance of religious holidays
- Family vacation, even with advanced notification, is required to be reported.
- The school has final discretion if an absence is excused or unexcused.

Students who arrive at school after 8:00 AM and leave before 2:10 PM will be considered as a partial absence. We ask for your cooperation in helping your child establish the habit of good attendance.

Students absent from school may not return to school to participate in after-school or evening activities on the day of their absence.

### **REPORTING ABSENCES (6.10)**

**Parents are required to call the school at 330-908-6160 and leave a message on the attendance line 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 will require additional documentation such as a doctor's note. All absences after 10:00 will be registered as unexcused unless proper documentation is provided.

### **LATE ARRIVALS**

Students are expected to be in school each day on time. Excused Late Arrivals include: Doctor's appointment, illness, family emergency. Unexcused Late Arrivals include: missed the bus, overslept or walked to school. Late arrivals are counted in hours absent from school.

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.

### **EARLY DISMISSAL (6.11)**

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 (please bring a photo ID). 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.

### **WHEN SHOULD YOU KEEP YOUR CHILD HOME FROM SCHOOL?**

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



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

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

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

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

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

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

**INJURIES SUCH AS BROKEN ARMS, LEGS:** If your child suffers from an injury such as a broken arm, leg, etc. Please notify the building principal, so that we can discuss any support which may be needed for your child to be successful in the classroom.

#### **HEAD LICE (9.24)**

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff. The District practices a policy of "no live lice".

#### **IMMUNIZATION (6.28)**

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

## **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 6.32 :

1. Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (Form 5330-F1-Table II & III). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of liability of the District for the administration of the medication (Form 5330 F1-Table I).
2. Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F1.
3. Students shall be permitted to carry and use, as necessary, an epinephrine auto-injector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian (Form 5330 F1).
4. Medication in the original container (for prescriptions ask the pharmacist for a separate container with a label, they will often divide the prescription for you.) And the label must include:
  - A. Student's Name
  - B. Medication Name
  - C. Dosage of Medication
  - D. Times or Intervals of Administration
5. New forms must be submitted at the beginning of each school year.
6. Students with specific health care needs should deliver written notice about such needs along with physician documentation, to the school office.

## **MAKEUP WORK**

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

## **FAMILY VACATION**

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

**Absences from school due to vacation count towards the 60 hours threshold as outlined in HB410.**

**CHANGE FROM STANDARD ROUTINE SCHOOL CLOSING:** Our district promotes student safety first and non-interruption of their education second. Due to inclement weather or in the case of an

emergency, the start of school may be canceled or delayed, or students may be dismissed before the end of the school day. Notice will be sent to local radio and TV stations as soon as the decision is made. Also families will receive an outbound call by the Superintendent or his designee regarding pick-up procedures. Please listen to the local radio and TV stations and do not call school to see if there is a change in the school schedule.

**1 TV CHANNELS 3, 5, 8, 19, 23, 43**  
**2 RADIO STATIONS WGAR FM 99.5**

All children who normally ride the bus will be bussed to their regular destination. No student will leave the school unless school personnel know who they are going with, and where they are going.

In case of severe weather, PLEASE refrain from driving to school to get your child. In general, if schools are closed, all after school activities, including athletic events and practices, will be canceled.

The district may employ a late start due to adverse weather conditions or other emergencies. This means the school will begin exactly two hours later at 9:25 am. Bus routes would then be on a two-hour delay.

### **TRANSPORTATION**

#### **330-468-4710 - Transportation**

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

### **CONFIDENTIALITY**

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

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

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

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the School in writing within 10 days from the date of this notification that he/she will not permit distribution of any or all such information. Ohio Revised Code 3319.321 states: No person shall release, or permit access to, the names or other personally identifiable information concerning and students attending a public school to any person or group for use in a profit-making plan or activity. Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act, may file a complaint directly with the Family Education Rights and Privacy Act Office, Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201.

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

### **CHILD CUSTODY**

State law requires parents to provide the school with a copy of the most recent custody papers issued by the court. In the case of court appointed custody, the parent in custody as defined in statute ORC 3313.64, shall inform the school of any limitations in the right of the non-custodial parent. If such notification has not been given, the school presumes that the student may be released into the care of the other parent. Both custodial and non-custodial parents have the right to review their child's official student records and related information. A meeting to review records must be scheduled in advance.

### **CHILD ABUSE REPORTING (Board Policy 6.35)**

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

### **Student EMail, Internet and Computer Use (Board Policy 6.46)**

#### **Terms and Conditions:**

**1) Acceptable Use** – The purpose of the District computer account is to support educational research in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work and communications. If the student has any doubt about whether a contemplated activity is for educational purposes, he or she may consult with the person(s) designated by the school to assist the student in deciding if a use is appropriate. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities or product advertisement is not acceptable.

**Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will determine what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. Administrators may deny, revoke or suspend the use of an account. Faculty and staff of the District may also request the appropriate administrator to deny, revoke, or suspend specific user accounts.

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

## **Nordonia Hills City Schools Student Device Acceptable Use Policy**

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

- Parents/guardians may be given the child's login name and password so that they can supervise the student's use of the computer.
- Parent/guardians and students should be aware that although internet access will be filtered outside of school, usage should still be closely monitored.
- The District has the right to randomly inspect any Chromebook, application, or peripheral device on any or all Chromebooks on a regular basis. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student's access to them.
- Each Chromebook is assigned to an individual student. Students should never "swap" or "share" their laptop with another student, friend, or sibling. Chromebooks are district property and should not be used for personal use by anyone.
- Keep your login and password private; use by anyone other than yourself creates a security risk to your files. If you forget your password or wish to change it, please see your teacher.
- Students must have their Chromebooks with them at school. Students should bring the Chromebook to school fully charged.
- Use of the computer for anything other than teacher directed or approved activities prohibited during instructional time is prohibited. This includes, but is not limited to, internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited. District policy will be followed.
- Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
- Computers are not to be used to take pictures or videos without the consent of all persons being photographed. Taking photos or video at school should only be done for instructional purposes as directed by the teacher.
- Students will not use the laptop for illegal purposes. Students will not deliberately use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate district personnel, as well as local, state, or federal authorities.
- Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Laptop Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP's.

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

District.

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

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

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

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

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

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

### **ELECTRONIC DEVICES/ CELL PHONES/ PERSONAL TECHNOLOGY Board Policy 6.51**

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

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

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

### **ACADEMIC FEES**

Academic fees are subject to change each year. Academic fees are posted on your student account which can be viewed through Progress Book and notifications will be sent.

Academic fees are charged to each student according to the schedule adopted by the Board of Education for certain supplemental materials and workbooks. A detailed list for fees at each grade is available upon request from the school. If you are financially unable to pay fees for this current school year, you must show, in writing, proof of one of the following: qualification for free and reduced lunch, welfare caseload number, AFDC number or income verification which meets government standards. Waiver forms are available in the office. Any accumulated balances will remain open until graduation. Nonpayment can result in your child not being able to participate in the graduation ceremony or receiving their diploma.

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

**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 each student is placed on an academic learning team. On an academic team the core teachers' work in conjunction with an Intervention Specialist. Besides the core classes, students have Encore classes: Music, Art, Physical Education and Design and Modeling. 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 intramurals 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.

**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. The student's marks can be found on Progress Book (See below 7.26). Marks received will indicate your child's academic progress, work habits and social skills.

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

**HOMEWORK AND PROGRESS BOOK (7.26):** The Board of Education believes that homework is an important part of the educational process and

that it is valid if it has the following objectives:

- A. To promote growth in self-responsibility and self-direction in learning;
- B. To direct students toward good work habits;
- C. To enrich and extend school research experiences;
- D. To bring students into contact with out-of-school learning resources;
- E. To help children learn to budget time; and
- F. To provide essential practice in developing skills.

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 ProgressBook,

a web based grade book program and student information system that includes student grades, assigned homework, and general student progress. Each new student and parent will be issued a key code. Parents may create their own username and password and include an email address as part of the process. Parents will work through ProgressBook to have information sent directly to their email address.

**STUDENT/PARENT HANDBOOK:** Another important tool in communication is this Student Planner 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.

**PROMOTION/RETENTION/ASSIGNMENT (Board Policy 7.4):** At the end of the year, the teacher will carefully evaluate the progress of each individual child. At that time, a determination is made to promote, retain, or assign the student for the coming year. Board Policy 5410: Assigns the principal the final responsibility for determining promotion/retention/placement of each student.

- **Promotion:** For most students, promotion from year to year is the norm. Promotion is based on proficiency of the material set forth in the Graded Courses of Study. No conditional promotions exist.
- **Assignment:** The assigned students are those who do not demonstrate proficiency of subject matter as determined by the Graded Course of Study, are determined to be over age physically and/or emotionally for the current grade level, who are working to their level of potential ability, or may not benefit from another year in the same grade.
- **Retention:** Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Student Intervention Team with the concurrence of the building administrator.
- **Acceleration:** Occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enroll in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. Provided the student's teacher(s) recommends it and the building administrator and parent(s) concur, the student will be permitted to skip a grade level, take a subject at a higher grade level, or skip a course in the usual and customary academic sequence.

#### **COMMUNICATION DEVICES AND PERSONAL ELECTRONIC EQUIPMENT (6.51)**

While Nordonias Schools recognize that rapidly changing technology, and our ability to access it, has become an integral part of our lives, its use during the regular hours of school operation, 7:00am – 2:30pm, 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. These, and any other personal items that are out, in use, or interfere with classroom instruction, will be confiscated and turned into the main office. In addition, students will not be permitted to use personal technology devices for any reason in unstructured settings such as the cafeteria, intramurals, restrooms, and in the hallways. A violation of this provision of the handbook will result in the following disciplinary action.

**\*\*\*First-time offenders** will have the device confiscated, a phone call will be made home, and the student will receive the device back at the end of the day.

**\*\*\*Second-time offenders** will have the device confiscated, will be assigned an after school detention, and the device will need to be picked up by a parent/guardian.

**\*\*\*Any third-time offenders** will have the device confiscated, parents/guardians will be required to pick up the device, and further disciplinary action will be taken by the administration.



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

Please be advised that taking pictures, audio or video-recording any student or staff member without permission is prohibited at any time on school property, school transportation, or any school functions.

### **STUDENT VALUABLES**

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

### **LOST AND FOUND**

The lost and found area is in the **main** office. Unclaimed items will be given to charity at the close of each semester.

### **CARE OF PROPERTY**

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Code of Conduct.

### **LOCKERS**

1. Lockers are school property and, as such, lockers and their contents may be searched at any time.
2. No personal locks are allowed on the lockers.
3. All students will be issued a locker.
4. Locker use is not an excuse for tardiness to class.
5. Do not give others permission to use your locker.
6. Book bags are to be left in lockers.
7. Do not change lockers without permission. 8. Do not share lockers.

Students are to make sure their lockers are secure. If a student's locker does not work properly, report it to the principal immediately and ask that it be repaired.

**FIRE, TORNADO AND SAFETY DRILLS (6.36)** Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

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

### **MEAL SERVICE, FREE AND REDUCED PRICED MEALS (6.25)**

Nordonia Hills participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students through our on-line forms. If a student does not receive an application form and believes s/he is eligible, contact the office at 330-467-0588.

The application can be found on-line at <http://www.nordoniaschools.org/LunchMenu.aspx>

### **TREATS AT SCHOOL**

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

### **SCHOOL DRESS CODE (6.23)**

Lee Eaton Elementary 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.

Any apparel that in the opinion of the Administration provides excessive visual exposure of inappropriate aspects of the body (i.e. cleavage, low pants), disrupts the classroom atmosphere, has a distracting influence, violates health and safety codes and/or is inappropriate for school wear is prohibited. Upon entering the building, students are expected to place all head coverings in their lockers. Students are not permitted to wear hats or head coverings of any type during the school day. Shoes or sandals must be worn at all times. Shorts are acceptable provided they are no shorter than mid-thigh in length.

Administration reserves the right to determine the appropriateness of appearance. Students who are in violation of the school dress code may be issued clothes to wear or, given the opportunity, to contact home for appropriate clothing for that day. Habitual violations of the dress code will result in disciplinary action. Parental cooperation regarding appropriate dress and grooming is greatly appreciated.

Lee Eaton students do go outside for intramurals at times. It is the students' and parents' responsibility to make sure they are dressed appropriately for the weather.

District issued Chromebook cases may be carried during the day. Open drink containers or cups may not be carried into the school building.

### **CODE OF STUDENT CONDUCT (Board Policy 6.18)**

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

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel. Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, and

referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

**A. ASSAULT, ASSAULT AND BATTERY** or threat thereof to any school personnel, other student, or visitor.

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

**C. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER**, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.

**D. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE**, including, but not limited to marijuana, as well as any counterfeit or “look alike” controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. Nordon Hills City School District Board of Education 6.18 Policy Manual page 2 Chapter VI Pupil Personnel

**E. DISRUPTION OF SCHOOL** by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of the same to incite others toward acts of disruption.

**F. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.**

**G. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS** capable of inflicting bodily injury or disrupting the operation of the schools.

**H. POSSESSION, USE, OR THREATENED USE OF WEAPONS**, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

**I. REPEATED OFFENSES OR FLAGRANT VIOLATIONS** of any school rules or accepted standards of school behavior.

**J. VIOLATION OF FEDERAL OR STATE STATUTES** on school premises or involving school activities.

**K. VIOLATION OF TERMS OF SUSPENSION EXPULSION, OR OTHER FORMS OF DISCIPLINE.**

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

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

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

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

**P. TRUANCY** from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.

**Q. REPEATED TARDINESS to class or school.** Nordon Hills City School District Board of Education 6.18 Policy Manual page 3 Chapter VI – Pupil Personnel

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

**S. THEFT OR UNAUTHORIZED POSSESSION** of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.

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

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

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

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

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

**Y. CHEATING.**

**Z. PLAGIARISM.**

**AA. TRESPASSING OR LOITERING.**

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

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

this policy shall automatically change to conform to it.

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

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

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

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

**HH. Commission of an immoral act.**

**II. Failure to pay tuition or other approved charges.**

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

**KK. Loitering, littering, or causing a disturbance** on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.

**LL. Violation of school policies pertaining to dress and appearance.**

**MM. Misuse of school property.**

**NN. Violation of school policy prohibiting pocket pagers and other electronic communications devices.**

**OO. The Superintendent may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.**

**PP. Those acts or violations listed in the permanent exclusion portion** of the Board policy on student disciplinary procedures.

**QQ. Violation of policies governing internet usage.**

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**SS. Collusion, complicity, or aiding and abetting** anyone in the commission of conduct prohibited by Board policy, or state or federal law.

***TT. Any attempts to engage in conduct prohibited by this policy.***

***UU. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.***

**VV. Gang membership and/or gang activity.** For purposes of this policy, a gang is an organization, association, or group of three (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity.

**WW. Violation of any Executive Orders or laws, or policies, rules, regulations or directives** concerning social distancing, hand washing, wearing of masks, or other health and safety protocols generated by the District in response to the COVID-19 pandemic.

**XX. Use of slurs, epithets, or other derogatory expressions or depictions,** commonly understood to convey contempt, hatred, or mockery of a person based on such person's age, ancestry, color, disability, ethnicity, gender, gender identity or expression, national origin, race, religion, sex, sexual orientation, or based upon membership in any protected class under federal law.

**CONDUCT ON THE SCHOOL BUS (Board Policy 6.18)**

Students are expected to ride their assigned bus. Only in an emergency may a student ride a different bus than their assigned bus with a bus pass issued in the office. A student not qualifying for busing will not be allowed to ride a 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.

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

**SCHOOL BUS SAFE-RIDING RULES:**

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

administrative authorization to do otherwise.

14. Pupils must not put their head or arms out of the bus windows.

### **CAFETERIA AND PLAYGROUND**

All students must be respectful of Student Supervisors and follow school rules during lunch and intramurals. Students may purchase school lunches. Menus can be found on the Nordonia web page. 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.

#### **CAFETERIA RULES:**

##### **Use your Manners, Stay Seated, and Clean Your Area**

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 talk quietly to others at their table.
4. Students are to remain seated until dismissed.
5. Prior to dismissal, students are to check and pick up anything dropped on the floor.
6. Students will wash their table before they leave
7. Students are responsible for placing trays, silverware, paper, and garbage in the proper receptacles.

#### **PLAYGROUND RULES:**

##### **Play FAST: (Fair, Attentive, Safe, and Together)**

1. Stay on designated paved areas or playgrounds 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 the 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/ Students Supervisors. 9. Parents/visitors are not permitted on the playground at lunch time or intramural time.

#### **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 are not permitted to use classroom computers during indoor recess unless the classroom teacher is in the room.
3. Schoolwork is to be completed in the confines of the classroom unless the classroom teacher is directly supervising.
4. Objects are not to be thrown in the classroom.

5. Students are to keep all body parts to themselves.
6. Students are to respect the directions of the Educational Assistants, Student Supervisors on duty.
7. Parents/visitors are not permitted in classrooms or hallways during lunch or intramural time unless on a volunteer basis and approved by the Principal.

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

### **BICYCLES**

Students and parents use safe judgment when deciding to ride your bicycle to school. 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:

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.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.  
Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **FIELD TRIPS (Board Policy 7.21)**

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 Nordon Hills Code of Discipline while participating in any school sponsored activity off school grounds. This would include all field trips.

### **SOCIAL ACTIVITIES (Board Policy 7.17)**

School social activities are held for currently enrolled students of Lee Eaton 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 parental permission and the 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.

### **EXTRA CURRICULAR ACTIVITIES (Board Policy 7.17)**

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

Participants in extra-curricular activities and clubs must follow rules and regulations established for that activity (general school rules/regulations).

### **BULLYING/INTIMIDATION/HARASSMENT (Board Policy 9.29)**

The Nordon 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.

### **RACIAL/ETHNIC/SEXUAL HARASSMENT (Board Policy 9.29 and 9.13)**

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.

### **Search and Seizure (Board Policy 6.26)**

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 of 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.

### **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 After School Detentions 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.

### **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**

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

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

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

### **INTERROGATION OF STUDENTS (Board Policy 6.26)**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property. Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning. If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and he/she (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning. If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia, clothing, banners; audio and video materials. All items must meet school guidelines. Material cannot be displayed if it: is obscene to minors, libelous, or pervasively indecent or vulgar; advertises any product or service not permitted to minors by law; intends to be insulting or harassing; intends to incite fighting; or presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

## **TRESPASSING**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

## **ADDITIONAL INFORMATION**

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

**FEDERAL PROGRAMS:** 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 Director of Pupil Services, Carrie Hutchinson, 9370 Olde Eight Road, Northfield, OH 44067, 330-468-4600.

**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 aids for effective communication in programs and services of the Nordonia Hills City School District are invited to make their needs and preferences known to the ADA/AA Compliance Coordinator. Questions, concerns, complaints, or requests for additional information regarding ADA/AA may be forwarded to the Nordonia Hills City School District's ADA/AA Compliance Coordinator: Carrie Hutchinson, Director of Pupil Services; 9370 Olde Eight Road, Northfield, OH 44067, 330-468-4600.

**CHILD FIND:** Child Find is the process of identifying, locating and evaluating children with disabilities who may be in need of special education and related services. If you know any child who may be in need of special services, ages 3-22 years old, please contact: Carrie Hutchinson, Director of Pupil Services; 9370 Olde Eight Road, Northfield, OH 44067, 330-468-4600.

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

### **Anaphylaxis Treatment Notification to Parents**

Dear Parent/Guardian,

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

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Through our partnership with Akron Children's Hospital, School Health Services, **Nordonia Hills City School District** has adopted a policy for standing medical orders and protocol to provide life-saving epinephrine to students who are in need of such treatment.

This policy states that a licensed Registered Nurse or trained staff may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin. Upon administration, Emergency Medical Services (911) will be called immediately for further assistance and treatment.

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

**Positive Behavior Intervention System (P.B.I.S.)** PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

**HAZING (Board Policy 6.22)**

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

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

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

This policy shall be distributed to all students and District employees. Failure to follow this policy could result in discipline and subject the violator to civil and criminal penalties.

**Parent/Student Lee Eaton Handbook Certification 2024-2025 School Year**

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