



**North Olmsted High School**  
**2025 – 2026**  
**Student Handbook - Code of Conduct**

**NAME:** \_\_\_\_\_

## **Alma Mater**

Here's to our North Olmsted High School May your  
banner wave

Proud of thee and all you stand for Now and  
ever more.

Loyalty to our school we will ever have, Hold on  
high our school's great colors,

Orange and the Black

## **School Colors**

Orange and Black

## **Mascot**

Eagle

## Student/Parent Handbook

North Olmsted High School

27301 Butternut Ridge Rd.

North Olmsted, Ohio 44070

(440) 588-5800

<http://www.northolmstedschools.org>

### **Administration**

**440 588-5800**

Mr. Jim Koontz – Principal

**440 588-5802**

Ms. Noelle Ostrowski – Asst. Principal - Grades 9 & 11

**440 588-5806**

Mr. Karl Roshong - Asst. Principal - Grades 10 & 12

**440 588-5805**

Mr. Brett Koch– Athletic Director

**440 588-5824**

### **Counseling Office**

**440 588-5815**

Mrs. Margie McMullen – School Counselor - A - G - Grades 9-11

**X5820**

Ms. Wendy Walland – School Counselor - H- O - Grades 9-11

**X5818**

Mrs. Tricia Calloway – School Counselor - P - Z - Grades 9-11

**X5819**

Ms. Kristy LaBella – School Counselor - 12<sup>th</sup> Grade

**X5817**

Officer Jon Frantz – Resource Officer

**440 588-5821**

Attendance

**440 588-5801**

## **Crisis Numbers**

Children and Family Services	<b>216 696-5437</b>
Child Abuse 24 hour hotline	<b>216 696-5437</b>
North Olmsted Police Department	<b>440 777-1234</b>
North Olmsted Human Services	<b>440 777-8000</b>
Victims Resource Center Rape Crisis Hotline	<b>440 777-7244</b>
Equal Employment Compliance Office	<b>440 778-5333</b>
Suicide and Crisis Hotline	<b>988</b>

Ohioans who are experiencing a mental health or addiction crisis, and their family members, can call, text, or chat the 988 Suicide & Crisis Lifeline to reach a trained specialist who can offer help and support.

The easy-to-remember, three-digit number provides 24/7, free and confidential support to Ohioans in a behavioral health crisis. 988 is a direct connection to compassionate, accessible care and support for anyone experiencing mental health-related distress.

## **NOHS Numbers**

Main Office	<b>440 588-5800</b>
Attendance Office	<b>440 588-5801</b>
Principal's Office	<b>440 588-5800</b>
Counseling Office	<b>440 588-5815</b>
Athletic Office	<b>440 588-5823</b>
Bursar's Office	<b>440-588-5814</b>

## **PURPOSE OF HANDBOOK**

The purpose of this handbook is to provide information to help you be successful this school year. As with any large organization of people, a system of rules, regulations, policies, programs and services have been established to provide a positive and productive culture in our school. Both students and parents are urged to become familiar with the contents of the Student/Parent Handbook.

We believe students at North Olmsted High School model common sense, cooperation, leadership, and high standards of personal behavior. While the handbook clearly outlines our expectations for you based on these beliefs, real success by students can only be achieved through a willingness to live up to these expectations. As in real life, the actions you choose to take will result in direct consequences. We stand committed in helping all students live up to their responsibility to our school community.

We as faculty and staff members of North Olmsted High School, extend a warm welcome and anticipate another great school year.

## **NORTH OLMSTED HIGH SCHOOL MISSION STATEMENT**

To best provide for the future of all our students, we pledge ourselves to providing an environment wherein each student feels safe to fully develop his or her talents, skills, knowledge, and sense of responsibility. This mission of North Olmsted High School will inspire the students of today to become the leaders of tomorrow.

## **THE RIGHTS AND RESPONSIBILITIES OF NORTH OLMSTED STUDENTS RIGHTS**

All students have the right to:

1. A meaningful education.
2. Wear distinctive insignia unless the manner of expression interferes with the orderly operation of the school program or trespasses on the rights of others or widely disturbs other students.  
Symbolic and actual freedom of expression and verbal expression of their personal opinions. Such verbal opinions shall not interfere with the freedom of others. The use of profane or obscene language and threats of harm to persons or property are prohibited.
3. Inspect their tests, grades and school records, under the supervision of a counselor, teacher, or administrator
4. Be protected from unreasonable seizures and searches.
5. Attend school without fear of intimidation.
6. Consultation with teachers, counselors and administrators.
7. Inform the school administration that an instructor is consistently late to class or displays behavior that is unprofessional or inappropriate.
8. Anonymity when giving information regarding wrongdoing by staff or student.
9. Free election of their peers in student government; moreover, all students have the rights to seek and hold office.
10. Present petitions, complaints or grievances to school authorities and as well the right to receive prompt authoritative replies from school authorities regarding the disposition of their petitions, complaints or grievances.
11. Be informed of their rights and responsibilities.
12. Appeal through their teacher, counselor, and principal on a decision affecting their school life.

## **RESPONSIBILITIES**

Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in adhering to legitimate rules and regulations. Responsibility is inherent in the exercise of every right. It is impossible to list all student responsibilities, but it must be emphasized that the absence of responsibility means a weakening of rights.

Students have the responsibility to:

1. Attend school and make a diligent effort to successfully complete the course of study developed by the student and his parents.
2. Report to classes on time with the necessary materials, be prepared with lessons, and have a positive attitude toward learning.
3. Be aware of and adhere to school regulations and respect the authority of school officials who enforce the rules. This responsibility extends to a student's conduct to and from school as well as in the buildings.
4. Develop tolerance for verbal and written viewpoints and opinions of others and to recognize the right of other individuals to form different points of view.
5. Provide information in disciplinary cases should he/she be asked and have knowledge of importance in such a case.
6. Present themselves according to the dress code of the school.
7. Respect the school property as well as the property of others.
8. Accept the consequences for any wrong act they may commit, subject to the right of appeal as set forth elsewhere in this policy.
9. Respect the authority of all employees of the North Olmsted City Schools.
10. Assist in maintaining cleanliness of all buildings and properties in North Olmsted City Schools.

## **ACADEMICS/COUNSELING OFFICE**

### **ACADEMIC**

### **GRADUATION REQUIREMENTS**

To graduate from NOHS the student must earn 21 total credits including these required courses:

English	4 credits
Math	4 credits
Social Studies	4 credits
Science	3 credits
(Must include Life Science & Physical Science)	
Health	.50 credit
Physical Education - or fulfill the PE waiver	.50 credit
Financial Literacy	.50 Credit

(Effective Class of 2026 and beyond)

\*SITES students must earn 4 credits of Social Studies not including the Service Learning Credit

\*Social Studies credits must include ½ credit of US History, ½ credit Government, ½ credit of World History

Students must earn 1 art credit or complete a program through Polaris Career Center

**ALL FEES to be PAID to RECEIVE Transcripts**

School fees may be collected by the District as a prerequisite for transcripts and student's participation in any curricular or extra-curricular program of the District. Students eligible under the USDA Free or Reduced Meal Program or families facing serious financial difficulties may request to have academic fees waived. In accordance with R.C. 3313.642, failure to pay fees and fines may result in the withholding of grades and credit.

### **SCHOOL COUNSELING OFFICE**

The counselors are available for student problems relating to personal/social issues, scheduling, graduation requirements, college entrance testing and interpretation, and career information. Students are to make appointments to meet with their counselor before school, study hall, lunchtime or after school. Students must sign in for themselves. A student may not sign in or out for another student. To help in maintaining accurate attendance records, students must sign in upon arrival and out when leaving the office. Any exceptions require a pass from the classroom teacher. When making an appointment before school or during lunch students should allow enough time so they will not be late to class. Passes will not be given. There is a counselor available from 7:25 a.m. to 3:25 p.m. To contact the School Counseling Office, call 588-5815.

### **ACADEMIC CREDIT**

Credit is awarded upon the satisfactory completion of the course. Credit for semester courses is awarded at the end of the semester. Partial credit is not awarded. To receive academic credit, all class requirements must be satisfactorily completed.

### **END OF COURSE EXAMS**

All students take Ohio State Tests

\*Algebra & Geometry \*Biology \*U.S. History \*English II \*Government

In addition, students must meet all graduation requirements based on graduation requirements based on graduation year as determined by the Ohio Department of Education.

### **STANDARDIZED RULES FOR EXAMS**

1. If a student misses an exam due to legitimate absence, arrangements should be made as soon as possible with the respective teachers to take the exam/exams missed.
2. Students arriving late for an exam should report immediately to the Attendance Office.
3. No planned absences will be accepted during exam days.
4. If school is closed for any reason during our exam schedule, the following procedure will go into effect: the week will be extended to equal the number of days missed. For example, if Wednesday is the first day of exams and school is closed, then Wednesday's exams would be taken the first day back to school.
5. Students are to remain in the exam room for the entire session. If finished early, students may study or read quietly.
6. Underclassmen may come and go as their exam schedule dictates during Semester or Final exams; however, there is to be no loitering in or around the building.
7. The Middle School grounds are off limits to high school students.
8. A student with no exam scheduled during a particular period or day need not attend. The student will not be counted as absent.
9. Restroom needs are to be taken care of prior to entering the room. Students will not be excused from the exam room unless the teacher determines it an emergency.
10. Students are required to bring school-issued computers on test dates.

### **SENIOR FINAL EXAM RULES**

1. Seniors exempted from final exams are not exempted from special projects.

2. Senior exams are given on a regular day. Seniors who need to take a final exam need to be in attendance for the testing period only.
3. Seniors in mixed classes -will take their exams on an alternative site.
4. AM and PM Polaris students need to be in attendance at NOHS only on the day their class exams are given. They should report to Polaris at their scheduled time on the other exam day.

### **SCHEDULE CHANGES**

North Olmsted High School encourages all students to take as many courses as possible so that each student can be exposed to a wide variety of different educational experiences. Students are required to take a minimum number of academic credits each school year, as defined in the Course Selection Guide. The student course load includes both required and elective courses, and can include classes at NOHS, Polaris Career Center, or other educational options such as Credit College Plus Program. Students schedule their classes with the support of teachers, counselors, administrators, and parents during the registration period. Much time is taken to make certain the decisions made during the registration period are in the best academic interest of the student. Students are urged to choose their class schedule carefully and thoughtfully, and to seek assistance as needed.

Students may NOT move from one course to the SAME course with a different teacher. Students may not specify their teachers; just as teachers may not hand pick their students. Student schedules are assigned randomly by the computer, as space is available. Students are given opportunities to review and make changes in their schedules before they are submitted. The student schedule becomes official once it is entered and accepted into the Master Scheduling System. Any changes to schedules have a serious impact on class size, teaching assignments, and the overall operation of the academic program of North Olmsted High School. Students and parents should not plan a schedule with the idea it can be changed, because as a rule, it will not be changed.

Once a schedule is submitted and accepted, it can only be changed without academic consequences under the following circumstances:

- 1: Academic misplacement as determined and initiated by the teacher
- 2: A graduation requirement is needed
- 3: Failure in a prerequisite class
- 4: Study Hall is dropped to add a class
- 5: A technical error or an obvious mistake
- 6: A health issue, requiring documentation by a physician

A student who withdraws from a class for any reason not indicated above and/or not agreed upon by the NOHS Administration will receive a grade of F for the duration of the class. The grade of F will be indicated on all school transcripts, and will be calculated into the grade point average of the student. This policy applies for both first and second semester. Year-long classes cannot be dropped at the semester.

A student who wishes to drop an academic course (including Honors and Advanced Placement) must complete the appropriate form (from Guidance) and obtain teacher, guidance, and parent signature. Once the form is complete, it is turned into Guidance and then NOHS Administration for final decision. If the reason for the change is not from the approved list above, the resulting grade will be a failure for the duration of the class.

Note: Courses must have and maintain appropriate student enrollment to be offered. The North Olmsted High School Administration reserves the right to make changes to classes as a result of enrollment concerns. Underclass (non-senior) students cannot drop below 5.25 credits per year.

### **INTERVENTION ASSISTANCE TEAM (IAT)**



It is the mission of North Olmsted High School's IAT is to identify, assess, and intervene with school issues of students relative to attendance, behavior, health, and academics.

### **REPEATING COURSES**

Students may request to repeat courses in order to improve their comprehension of course material. If the original grade was a passing grade, the grade in the second attempt will become the grade of record for the course and the original grade and credit will be removed from the transcript. If the original grade was a failing grade, that grade will remain on the transcript and will affect the student's grade point average. Students are only able to receive credit for a course once except for Nohian, and performing music classes.

### **CREDIT RECOVERY**

Options are available for students in need of credit recovery. Any student that has failed a class required for graduation must make an appointment with their school counselor the first five weeks of the semester to determine the credit recovery plan.

### **SPORTS ELIGIBILITY**

In order to be eligible for athletic participation in grades 9-12, a student must be currently enrolled and taking a minimum of five full credit courses or the equivalent. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation. The North Olmsted Board of Education recognizes the positive values associated with and gained as a result of participation in interscholastic and extra-curricular activities in grades 7 through 12. Further, the Board of Education understands the incentives which participation in interscholastic and extra-curricular activities provides to students to achieve success and maintain a level of performance in the classroom. Therefore, minimum grade point average expectations have been established as part of this policy in order for a student to participate in interscholastic athletics. In order to be eligible in grades 9 – 12, a student must be currently enrolled, and must have met the minimum grade point average of 1.5 for the immediately preceding grading period. All interscholastic athletics and/or related sport activities such as cheerleading, Eaglets, and club sports fall under the direction of the Athletic Department Policy.

Training rules for the athletic program apply 24 hours a day, seven days a week to all athletes regardless of their sport season. These rules will continue to be enforced whenever a student-athlete is under the school's jurisdiction. Enforcement will take place at all school-sponsored activities on weekends and holidays, pre-season conditioning and in season practices. Clinics and camps that are attended by student athletes are also included even though they may not occur during the school year. Also, any student athlete who violates the training rules and cannot serve the penalty in the same school year as the infraction was committed, will carry the consequence for the violation into the next school year.

The entire Student-Athletic Handbook can be viewed at <https://northolmstedathletics.org/>.

### **NCAA ELIGIBILITY CENTER**

[www.eligibilitycenter.org](http://www.eligibilitycenter.org)

Divisions I and II Initial-Eligibility Requirements

#### **Core Courses**

- **NCAA Division I & II requires 16 core courses.**
- **NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution

requirements below). Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if they meet their requirements.

### **Test Scores**

- **Division I and II** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on the NCAA website [www.eligibilitycenter.org](http://www.eligibilitycenter.org)
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency.** Refer to Division I & II Academic Requirements on the Eligibility Center's website for further information on GPA, ACT, SAT, and levels of qualifying.

### **EDUCATIONAL OPTIONS**

(Summer School, Correspondence & Virtual Classes)

Students with consent of their counselor and administrator may utilize approved educational options such as summer school, correspondence courses, and virtual learning courses to earn credit toward graduation. Students are advised to confer with their counselor concerning educational options and requirements. Students will receive a pass/fail grade for these courses. All students may take summer school to make up classes they have failed. Grades earned in summer school are included in GPA calculations; however, summer school course work cannot be used to recover athletic eligibility.

### **COLLEGE CREDIT PLUS (CCP)**

The College Credit Plus option (CCP) provides students with the opportunity to take classes at colleges while attending high school and earn both high school and college credits. Students who qualify may take the courses at college at no cost other than transportation. The purpose of the program is to allow rigorous academic pursuits and to provide a wider variety of options to high school students. Registration deadline for this program is April 1 for the following school year and is open to 7<sup>th</sup> through 12<sup>th</sup> grade students. When scheduling college courses, students need to allow for travel time so they will not be late returning to NOHS. If you fail a course under Option B you or your parents will have to pay the costs of the course. The school may withhold grades and credits until payment is made. Please see your school counselor for more details. Students who take CCP classes are only eligible for Honor Roll distinction at NOHS at the end of each semester.

### **SUMMER SCHOOL**

Grades earned in summer school are included in GPA calculations; however, summer school course work cannot be used to recover athletic eligibility. Students, who have failed one or more semesters of a course, may enroll in virtual learning or summer school to stay on track to graduate.

### **CREDIT FLEXIBILITY**

All public school districts in the state of Ohio are required to offer alternative means to earn a high school diploma through a program called Credit Flexibility. Students and parents interested in more information on the Credit Flexibility Option should contact their school counselor. *The Credit Flexibility Application is on the high school website (under forms)*

### **AUDITING COURSES**

Auditing is limited to elective courses and courses which are not pre-requisites for other courses pending available space. This request must be made within the first four weeks of the course. A student who audits a course must attend all classes, complete all class work, and abide by all classroom policies. The student will not receive a grade on his/her report card nor earn credit. The grade for an audit course will be recorded AU on the student's transcript and not affect the student's GPA. Auditing is a privilege. If a student does not adhere to the provisions of this agreement, he/she will be removed from the course. Audited courses do not figure into athletic eligibility.

### **POLARIS CAREER CENTER**

Vocational education programs are offered to North Olmsted students, who are at least 16 years old, or of junior status, at the Polaris Career Center located in Middleburg Heights. The center also serves students from Fairview, Olmsted Falls, Berea, Brooklyn, and Strongsville. Students are advised to confer with their counselor to obtain more specific information about Polaris and coursework offered there. Students may attend Polaris 1/2 day. *A Polaris enrollment "Success Rubric" will be used for enrollment.*

### **ACADEMIC RECOGNITION**

#### **NATIONAL HONOR SOCIETY**

North Olmsted High School sponsors an active chapter of the National Honor Society for eligible students. The organization is comprised of selected junior and senior students who have:

1. Maintained a minimum cumulative GPA of 3.5 with no grade of "F" in any coursework.
2. Demonstrated leadership characteristics.
3. Contributed service.
4. Exhibited good character.

Students will receive notice of eligibility in the fall of each school year. To be formally considered, eligible students must complete the activity form. A Faculty Council will review the activity forms and make final selections. Once selected to the society, members must maintain all standards, which were used as the basics for induction. If a member falls below standards, he/she will be warned and given opportunity and time to rectify deficiencies. Failure to do so by the end of the next grading period will result in removal from the chapter and the return of all emblems and recognition.

A formal induction ceremony will be held each spring to honor those students selected to the society.

### **CRITERIA FOR OHIO DIPLOMA WITH HONORS**

Class of 2026 + Beyond

Earn all but one criteria

- \* 4 Math credits ( Fourth math must be > Algebra 2)
- \* 4 Science credits (1 science must be advanced science)
- \* 4 Social Studies credits
- \* 3 World Languages Three sequential units of one world language, or no less than 2 sequential units of two world languages studied
- \*GPA 3.5 unweighted GPA on a 4.0 scale
- \*ACT/SAT ACT: Score of 27 or higher or SAT: Score of 1280 or higher
- \*Seal Requirement Earn two additional diploma seals, not including Honors Diploma Seal
- \* Experiential Learning Field Experience, OhioMeansJobs Readiness Seal\*, Portfolio or Work-Based Learning

### **RENAISSANCE**

(A Program to Promote Academic Excellence)

The Renaissance Program is designed to recognize and celebrate students for their academic success. Through a variety of rewards, incentives, and recognition opportunities offered throughout the school year,

the program encourages all students to strive for their personal best. Renaissance aims to create a positive school culture that values hard work, achievement, and continuous improvement.

### **GOLD CARD REQUIREMENTS**

- All grades of A for the previous semester for all enrolled classes (NOHS, Polaris and CCP)

### **WHITE CARD REQUIREMENTS**

- 3.5 or better Weighted GPA for the previous semester with no grade below a B (NOHS, Polaris and CCP)

### **ACADEMIC HONORABLE MENTION**

- 3.25 –3.49 Weighted GPA with no grades below a C (NOHS, Polaris and CCP)

### **GRADUATION RECOGNITION**

Graduating seniors are eligible to receive academic honors based on their cumulative weighted grade point average (GPA) through the completion of seven semesters (end of the first semester senior year), as outlined below:

**Summa Cum Laude (with the greatest honor)** - Awarded to students with a weighted GPA of 4.00 or higher.

**Magna Cum Laude (with great honor)** - Awarded to students with a weighted GPA between 3.900 and 3.999.

**Cum Laude (with honor)** - Awarded to students with a weighted GPA between 3.700 and 3.899.

### **PRESIDENTIAL AWARD OF ACADEMIC EXCELLENCE**

The criteria for the award are: students must have a 3.5 or better cumulative GPA. A 24 or higher composite on the ACT or a 1160 combined critical reading and math score on the SAT.

### **ACADEMIC LETTER**

The academic letter was established by the Academic Boosters organization. Students earn points toward this award via good grades, participation in academic school-sponsored activities, excellent test scores, etc. Application forms are on the school website.

### **SERVICE AWARD**

Application forms are on the school website and are due in the School Counseling Office in April of each year.

## **ASSESSMENT AND GRADING**

### **GRADING SYSTEM**

#### **1. Quarter Grades**

At the end of each 9 weeks, a letter grade will be given for each subject, based on the following system:

<u>Grade</u>	<u>Numerical %</u>
A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66

D-	60 - 62
F	0 - 59

"The Board of Education has approved "weighted grades" for honors, CCP and AP level courses.

Courses offering additional GPA value do so because greater demands and expectations are placed upon students in those courses. Such expectations may include a faster-paced course, outside reading and reports, more homework, greater in-class participation and research. Courses approved for weighted GPA value are noted annually in the Course Selection Booklet.

## 2. Final Grade

Each quarter grade has an impact on the final grade and is not merely a

"progress report." In a two semester course, there are 2 quarter grades and 1 exam grade for each semester. In a semester course, there are 2 quarter grades and 1 exam grade.

To calculate your final course grade, double the value of each quarter grade and add the value of the exam grade(s). Your final grade is found by comparing your total to the chart.

In all classes students must pass 2 of the 3 grading opportunities. Each student will receive a grade and the appropriate credit at the end of the semester in every course. In a two semester course, if the student fails the first semester he/she will continue during the second semester. The student may make up the first semester in summer school. If the student passes the first semester and fails the second semester, he/she may make it up through an approved credit recovery option.

<u>Grade</u>	<u>Value</u>	<u>Total for Sem.Course</u>
A+	12	58-60
A	11	53-57
A-	10	48-52
B+	9	43-47
B	8	38-42
B-	7	33-37
C+	6	28-32
C	5	23-27
C-	4	18-22
D+	3	13-17
D	2	8-12
D-	1	3-7
F	0	0

## 3. GPA Calculations

The grade point average, calculated at the end of each quarter, serves as a progress report. The grade point average, which becomes a part of the cumulative record, is calculated on the final grades earned in courses. Quality points are mathematical units used to determine GPA and are assigned as follows:

<u>Grade</u>	<u>Regular</u>	<u>Assigned Wt.</u>	<u>Honors/Advanced</u>	<u>AP</u>	<u>CCP</u>
A+	4.0		4.5	5.0	
A	4.0		4.5	5.0	5.0
A-	3.7		4.2	4.7	
B+	3.3		3.8	4.3	
B	3.0		3.5	4.0	4.0
B-	2.7		3.2	3.7	
C+	2.3		2.8	3.3	

C	2.0	2.5	3.0	3.0
C-	1.7	2.2	2.7	
D+	1.3	1.3	1.3	
D	1.0	1.0	1.0	0
D-	.7	.7	.7	
F	0	0	0	0

### How to Calculate your Grade Point Average

Following is an example of how to figure out your GPA;

Quarter GPA's are calculated only by using your quarter grades. End of semester GPA's are calculated only by using your final grades. Most semester courses earn .50 credit.

The exceptions are:

AP Biology - .75 AP Chemistry - .75 Foundations for Living - .625 Personal Fitness - .25

Physical Education - .25

An Example:

Class	Quarter grade	Credit Value		Grade value		Quality Points
	Final Grade		Box on Report Card			
English A	A	.50	X	4.0	=	2.0
Hon. Biology A	C+	.50	X	2.8	=	1.4
Algebra 2A	B-	.50	X	2.7	=	1.35
AP Chemistry A	C+	.75	X	3.3	=	2.475
Phys. Ed.	B	.25	X	3.0	=	.75
Cont. Life skills A	A	<u>.625</u>	X	3.7	=	<u>2.3125</u>
		3.125				10.2875

Calculated: 10.2875 divided by 3.125 = 3.292

### CLASS RANK

Class rank is determined at the conclusion of each academic semester. Class rank is based on the student's cumulative grade point average and is recorded on the student's transcript of grades. Seniors will receive a seven semester class ranking.

### CLASS LOAD

(Minimum)

All students, including seniors, are expected to be full time students, enrolled in five academic classes out of the eight period day. Multiple full period study halls in the same semester are not permitted. If a student takes classes off campus at Polaris Career Center, CCP, or any other NOHS approved educational setting, the classes will count toward their academic credits.

### CREDIT AMOUNT BY GRADE LEVEL

To stay on track for graduation, students must earn the following minimum number of credits by the beginning of each grade level

- **Grade 10** – at least **4.75 credits**
- **Grade 11** – at least **9.75 credits**
- **Grade 12** – at least **15 credits**

### REPORT CARDS

Report cards are issued at the end of each quarter. The end of the second quarter coincides with the end of the first semester. Exam grades and semester class grades will appear on this report card. The end of

the fourth quarter is the end of the school year. Final exam grades and final course grades will be included on the final report card.

**ACADEMIC DISHONESTY**

Cheating involves one or more of the following actions:

- 1. To use the work of another person as your own.
- 2. To copy information from another student’s test, examination, theme, book report, term paper or computer disc.
- 3. To plagiarize – To plagiarize is to use another person’s ideas, expressions, words, or AI-generated content as your own.
- 4. To prepare for cheating in advance. Such action involves:
  - a. Having in your possession a copy of a test to be given or having been given by a teacher.
  - b. Using unauthorized notes or reference during a test or examination.
  - c. Supplying others with any unauthorized information that contributes to a grade.
- 5. Failure to follow test procedures or instructions directly related to the integrity of the test.

When a teacher determines that an action of cheating has taken place, he/she will:

- 1. Confer with the student in question.
- 2. Assign a grade of “F” to the assignment on which the student was guilty of cheating.
- 3. Notify the student’s parents by phone to explain the situation and to offer the opportunity for a conference to discuss the matter.
- 4. Inform the grade level administrator in writing, if the teacher deems appropriate.

**COLLEGE REQUIREMENTS & PREPARATIONS FOR  
COLLEGE VISITATIONS**

Juniors and seniors unable to visit a college during breaks in the school sessions are allowed to take three college visit days during the academic school year. The three absences per year will be excused provided the following criteria are met:

- Student is passing all academic classes.
- Attendance to date does not exceed the number of absences allowed per quarter/semester.
- Request is not for a day during exam weeks or after May 1.
- Planned Absence Forms are properly filled out and signed and approved 3 school days prior to the visit (forms are obtained in the Attendance Office).
- Student must bring back a signed note from college admissions office to verify their visit.

The administration reserves the right to deny requests for college visits.

**COLLEGE CONFERENCES**

Admissions representatives from various colleges and universities visit our school each year to meet with interested college-bound juniors and seniors. This provides an excellent opportunity for students to gain greater knowledge of particular colleges and universities.

**OHIO BOARD OF REGENTS MINIMUM CORE COLLEGE PREP CURRICULUM**

This is a **recommended curriculum** for college preparation. Some colleges require more or less than this curriculum. It is best to prepare along these guidelines in the advanced courses of all classes if possible. Check colleges for specific preparation suggestions.

English	4 units
Math (starting with Alg. I))	4 units
Science	3 units
Social Studies	3 units
World Language	2 units

It is still possible to attend college if some of these areas are not attained.

### **SAT**

#### **COLLEGE ENTRANCE EXAMINATIONS**

NORTH OLMSTED HIGH SCHOOL'S CODE NUMBER IS:

**363-855**

**Preliminary Scholastic Aptitude**

**Test & National Merit Scholarship**

**Qualifying Test (PSAT/NMSQT)**

This test is given in the fall of the year to college-bound juniors and sophomores. Its purpose is threefold: to give experience in testing and testing procedures, to furnish a prediction score for college planning, and for Juniors to qualify for scholarship aid through the National Merit Program. This test provides the student with some insight into his/her performance on college testing. We encourage students who plan to attend college to take this test. It is similar to the college entrance tests which will be taken later in the year and will give students good experience in test-taking. The result of the NMSQT portion of the test determines eligibility for the National Merit Scholarship Program, for Juniors.

### **SCHOLASTIC APTITUDE TEST (SAT)**

North Olmsted High School gives the SAT to all juniors in the winter or spring. Additional testing may be deemed advisable in their senior year. Students and counselors should meet to establish an appropriate testing plan.

### **ADVANCED PLACEMENT (AP)**

The AP program provides students with the opportunity to receive credit and/or advanced placement upon entering college. There are exams for approximately 30 introductory college courses. Scores range from 1 to 5. Each AP exam takes approximately 3-1/4 hours to complete. All formal reviews for AP tests will take place within the class period, before or after school. AP tests are administered during the month of May. The actual test dates are established by the AP Program and cannot be altered by NOHS.

### **FINANCIAL AID SEMINAR**

Financial Aid information sessions will be held at the High School. There will be a meeting to explain the financial aid system based on need, scholarships, loans and other ways to pay for college. The meeting is intended for all parents and students 9-12.

### **TRANSCRIPTS**

Transcripts include semester grades in all high school level courses, a cumulative grade point average and class rank. Transcripts are requested in Naviance. Transcript requests may be necessary for college/scholarship applications, employment opportunities, proof of attendance, etc.

Fees/fines/obligations owed to the school must be paid before transcripts will be released. Please allow 72 hours to process basic transcript requests.

### **COLLEGE APPLICATIONS**

College applications should be completed by October 31 of senior year. Transcripts are requested in Naviance. Please allow 72 hours to process all transcript requests.

### **THE SOLOMON AMENDMENT**

The amendment requires that districts must provide directory information (student's name, address, telephone listing, date and place of birth) to recruiters upon request. If a parent "opts out" of providing directory information to all third parties, the opt out would also apply to recruiters. However, if information is sent to any third party, (i.e. college/universities), recruiters must be treated in a manner that gives them equal access to the information. The enforcement tool for noncompliance is the withholding of federal



funds from the offending district. Our interpretation, with legal advice, is to also exclude students “opting out” from any school group reference or individual picture in the yearbook (NOHIAN)

## **STUDENT SERVICES**

### **CLINIC OFFICE**

The Clinic is located in room H-104 near the main office and is available to students who are ill or injured. Students should present planner upon entering the clinic. Students must have a pass from their teacher to be admitted. If the nurse determines that a student is too ill to remain in school, the parent(s) will be notified and a plan will be devised for the student to depart from school. The nurse or school officials are only allowed to call the numbers listed as emergency contacts in PowerSchool. When authorized to leave, the student must sign out with the Attendance Office and follow the plan agreed to by the parent(s). Injuries are to be reported to the classroom teacher or supervising staff member who will complete the incident report form (often necessary for insurance coverage/reimbursement) and notify an administrator.

### **STUDENT WELL-BEING**

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 a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

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

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

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. 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. Any questions about immunizations or exemptions should be directed to the District Nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **USE OF MEDICATIONS**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
3. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
4. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
  - a. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
  - b. If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
7. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

#### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter ("OTC") medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice, parents may also authorize that their child

1. May self-administer nonprescribed medication.
2. May keep nonprescribed medication in their possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

1. Provided the student has submitted prior written approval of the student's parent/guardian to the Principal.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **LOCKS AND LOCKERS**

School lockers are the property of the Board of Education provided as a convenience for student use. The lockers and their contents are subject to inspection at the school's discretion. Only school-approved locks may be used and can be purchased at the Bursar's window. Students are responsible for the condition of their lockers. Restitution may be imposed where damage has occurred. Offensive or derogatory pictures or displays are prohibited. Lockers are to be kept neat, clean and locked at all times. Students should not reveal their lock combination. Valuables and money should not be stored in lockers. North Olmsted High School is not responsible for articles lost or stolen from lockers. Locker numbers are on file in the Student Services Office. Physical Education lockers need locks to secure possessions.

### **LOST AND FOUND**

All lost and found items, including books, should be turned in to the Student Services Office. Any student who has lost articles should report the loss to the office and check to see if these articles have been turned in.

### **VISITORS**

Visitors are welcome in our school and play an important role in supporting our students and staff. All visitors must report directly to the main office upon entering the building to sign in and receive a visitor badge. The office will keep a record of the visitor's name, time of arrival and departure, and the person or area being visited.

To help maintain a safe and secure environment, anyone who does not check in at the office will be asked to do so or to leave school property. If a visitor refuses or causes a disruption, school administration may involve local law enforcement.

Meetings with students during the school day require approval from the principal. If a student must meet with a visitor due to an emergency, the meeting will take place in the office with a school administrator present. Students will only be released to individuals who are clearly identified as a parent or authorized contact.

In general, student guests are not permitted during the school day. However, special exceptions may be approved by the principal in advance.

We value our community's involvement and appreciate your cooperation in helping us maintain a welcoming and safe learning environment.

### **SCHOOL RESOURCE OFFICER**

The community policing field office is an avenue that provides for interaction between our high school students and the community police. Students who have witnessed or are concerned about some criminal activity in their neighborhood, in the city, in the High School, or elsewhere, and who may have concerns regarding some family personal situation will be able to discuss these situations with a School Resource Officer. Furthermore, having police accessible and visible will provide students with a sense of safety thus helping to establish the perception with students that the police in the High School are "here to help us." The School Resource Officer can be reached at the NOHS Main Office at 440-588-5821.

### **WORK PERMITS**

The child labor laws and the compulsory school attendance laws are complementary. The prime objective is to insure at least a minimum education. While minors are permitted to work, their employment may not interfere with their education. ORC 4109 regulates the employment of minors and requires any person under the age of 18 to obtain a Work Permit. A Work Permit may be issued only by the superintendent of the school district in which the student resides, and only upon satisfactory proof that the student is at least fourteen years of age. Work Permits are a privilege afforded by the superintendent or issuing authority of the district and not a right. Issuance may be denied or the certificate can be revoked for non-attendance, repeated disciplinary actions and other reasons deemed sufficient by the superintendent or issuing authority. On a periodic basis, student attendance and disciplinary records will be checked for compliance with expectations that would qualify a student to receive or maintain a work permit. If records indicate that a student is not in compliance, the student will be denied a work permit until such time that they are in compliance if they are applying for a work permit. If a student has already been issued a work permit, an initial warning will be provided, and/or a revocation will take place. Cases of extreme need and hardship will be considered on an individual basis and may be appealed to the Superintendent.

### **PARKING PERMITS**

Parking at NOHS is a privilege. Each permit holder needs to meet attendance and disciplinary requirements. All qualified students will receive a permit at the beginning of the school year. However, if they fail to maintain the necessary attendance and disciplinary requirements, they will have their permit revoked for a determined amount of time. Senate Bill 1 prohibits a student from holding a driver's license if disciplined by a school for misconduct involving a weapon pursuant to ORC 3313.661. Accordingly, under ORC 3321.13, as amended, a school district must notify the county registrar and juvenile judge within two weeks of suspending, expelling or permanently excluding a student for misconduct involving a firearm, knife or other weapon as defined in the district's weapons policy. Students who park in unauthorized staff parking areas during school hours will be subject to disciplinary action in accordance with the student code of conduct.

#### **THE FOLLOWING REGULATIONS WILL GOVERN STUDENT PARKING and USE of VEHICLES:**

1. The permit must be properly displayed at all times on school grounds.
2. Cars without permits properly affixed will not be permitted on school property between 7:00 a.m and 3:30 p.m. on school days. Students who park without the proper permit will be subject to disciplinary action and/or loss of parking privilege present or future.
3. Neither temporary nor permanent permits are transferable from person to person without administrative permission.
4. Reckless operation of any motor vehicle will result in the removal of parking privileges
5. **SPEED LIMIT IS 5 MPH.**
6. Students parking in unauthorized areas will face disciplinary action.
7. Student parking will be permitted ONLY in the areas approved by NOHS administration
8. No one is to loiter in cars or in the parking area. A pass must be secured from the office to go to the parking lot during school hours.
9. Any student who drives off school property without permission will lose their parking permit.
10. All motorcycles and motorbikes operating on school property must be registered.
11. Any violation of the above procedures and/or regulations may result in removal of parking privileges and/or suspension
12. Temporary parking permits may be issued to students with 24-hour advance notice from parents with administrative approval. Three day limit on temporary pass
13. Vehicles parked in North Olmsted High School parking lot are subject to search where cause

exists.

14. North Olmsted City Schools will not be responsible for damage or loss incurred on school property
15. Park at your own risk
16. Students suspended from school are subject to loss of parking privileges upon their return. Loss of parking privileges will be equal to or greater than the number of days suspended.
17. All fees owed to the school must be paid before a permit will be issued.
18. Applications will be reviewed. Notices will be sent authorizing permit. Permits may be picked up at North Olmsted High School at a time to be determined. A fee of \$30.00 must be paid at that time.
19. Only cars registered to the applying student or parent/guardian will be considered for parking permits.
20. Lost or stolen permits can be replaced for a fee of \$5.00.
21. Participation in the North Olmsted High School random drug testing program is required to possess a parking permit.
22. Any student guilty of making and/or distributing copies of the parking permit, your permit will be removed.
23. All parking permit fees are non-refundable including permits that are removed by the North Olmsted High School administration.

### **STUDENT HANDBOOKS / PLANNERS**

Planners have been provided to students to teach organizational skills. It is our hope that by using the planners students will: improve academic performance, improve time management skills and track homework assignments. It is suggested that students record daily and future assignments and record grades as they are received. The planner also contains the Student Code of Conduct that clarifies North Olmsted High School's mission, values, and principles linked with the student conduct that promotes academic success. Students are responsible for reading the Student Code of Conduct and complying with the procedures and regulations. Planners will be used for all hall passes. There is a \$5.00 replacement fee for lost or damaged planners.

### **ATTENDANCE**

We are obligated by Ohio law to account for the attendance of all students. Students and parents are both bound by Ohio's compulsory law. These requirements state that students must be present at school unless excused for one of the reasons listed page 25.

#### **PROCEDURE for LEAVING the BUILDING & SCHOOL GROUNDS**

To leave the building and/or school grounds for any reason, a student must sign out via the Attendance Office. For illness or emergency, only the parent or guardian listed on the emergency medical card will be contacted. Parents or guardians must grant permission for a student to leave. If the parent cannot be reached, the student will be required to remain at school. Any student who leaves the building without administrative permission will be in violation of this policy and will be subject to disciplinary action.

Parents who will be out of town are required to notify the school in writing of the name and phone number of a contact person who will be responsible for the attendance of the student.

Students who are leaving school grounds for an appointment, out-of-town, etc. are to pick up their pass to leave from the Attendance Office in the morning. Upon returning from an appointment, the student must report to the Attendance Office before going to class. It is recommended that all appointments be made before school or after school. Verification of appointments is required before the absence will be excused. A student may not loiter, nor return to school on a day he/she is sent home from school.

Students who go home ill may not return to school on the same day for any reason without a doctor's excuse.

Amendable "unexcused" absences may be changed to "excused" within 2 working days. The student must show teachers the amended excused absence within the 2 working days in order to get credit for work. To be eligible to participate in co-curricular activities (athletics, clubs, dances, etc.), a student must be in attendance by 11:30 a.m. the day of the activity, or be legitimately excused in advance via the respective Assistant Principal.

### **PROCEDURE FOR MEDICAL APPOINTMENTS**

A parent must call in a medical appointment to the attendance office. On the day of the appointment, the student needs to pick up an appointment slip at the attendance office. Upon return from the appointment, the student will turn in an appointment verification form.

### **STUDENT ABSENCES**

The faculty and administration of North Olmsted High School strongly believe that consistent attendance and punctuality are important factors in pursuit of a high school education and diploma. Students are urged to make appointments outside of school hours. If students are absent they are not to be on the school grounds. When a student is absent, parents or guardians are to call the Attendance Office before 9:30 a.m. on the day of the absence. Attendance Office phone numbers are: (440) 588-5801 during regular school hours or voice mail. To avoid a day of unexcused absence, parents or guardians must call the attendance office within 48 hours of a student's absence with an acceptable reason for the absence.

Excused absences include illness, medical appointment (with verification) severe illness in the family, death in the family, court, religious observance, planned absence or other reason with prior approval of the Assistant Principal in charge of attendance. Absences, which are **not excusable** are: transportation problems, oversleeping, any falsified excuses, truancy (absence from school without school authorization or parent consent), hair appointments, photography appointments, drivers education classes, shopping. Students who are unexcused do not receive credit for make-up work. If there is a question whether an absence is excused or unexcused, contact the grade level administrator.

**WHEN RETURNING FROM AN EXCUSED ABSENCE, STUDENTS HAVE A RESPONSIBILITY TO TALK TO EACH TEACHER AT THE BEGINNING OF EACH CLASS REGARDING ASSIGNMENTS AND EXPECTATIONS.**

### **STUDENT ABSENCE**

Any absence from school that is 1-3 hours equals  $\frac{1}{2}$  (3.25 hours) day of absence. Any absence from school that is after 11:00 equals a full day absence (6.3 hours)

### **SCHOOL TARDINESS**

All students entering school after 8:00 a.m. are to report to the Attendance Office for an admit slip to first period class. The admit slip will be generated after the student checks in through the electronic attendance system. Students are to present the slip to their respective teacher for admission to class. No student will be admitted to class without a tardy pass from the Attendance Office. Students are considered tardy to school if they arrive after 8:00 a.m. Students will be consequence for chronic tardiness. Tardy students are responsible for the work they miss during class.

### **ATTENDANCE OFFICE PHONE NUMBERS**

**(440) 588-5801**

**7:00 a.m. – 3:00 p.m.**

**Report: Name, Grade, Reason for Illness, Relationship to student**

**EMERGENCY MEDICAL  
AUTHORIZATION FORMS THROUGH  
PowerSchool**

Emergency Medical Authorization forms will be completed eCollect Log in to your [Pearson/PowerSchool Parent](#) account through the NOCS website: [www.northholmstedschools.org](http://www.northholmstedschools.org) under [Navigation](#) on the left hand side of the screen scroll down and click on [Returning Student Enrollment](#) to register your information for the current school year.

### EMANCIPATED STUDENTS

Adult students must comply with all school attendance and discipline procedures. Eighteen-year old students who wish to become emancipated must contact the Attendance Office. Only emancipated adult students may excuse themselves from school within the guidelines of the school's attendance policy. Essentially, 18-year old students are expected to abide by the regulations and procedures that govern all other students. Emancipated students are to notify the school before 9:30 AM on the day of the absence to report themselves absent.

### EXCESSIVE ABSENCE POLICY

All "unexcused" absences will result in a grade of "F" for academic work missed as a result of the absence. Unusual situations will be reviewed by the administration. **If a student accumulates ten days (65 hours) of absence from school in a school year, all subsequent absences will fall under the excused absence parameters on the previous page.** The physician's statement must be submitted within 5 school days (one academic week) of the students' return to school in order for the absence to be excused.

### TRUANCY

Recent legislative changes of HB 410, makes significant changes to truancy and compulsory school attendance. Definition of 'habitual truant' changed from days to hours. The new definition is:

1. Absent 30 or more consecutive hours without a legitimate excuse
2. Absent 42 or more hours in one month without a legitimate excuse
3. Absent 72 or more hours in one year without a legitimate excuse

Includes 'excessive absences':

1. Absent 38 or more hours in one school month with or without a legitimate excuse;
2. Absent 65 or more hours in one school year with or without a legitimate excuse.

According to HB 410, habitually truant students who absences are unexcused must be assigned an absence intervention team. The absence intervention team must consist of, at minimum, two representatives from the school or district, and the child's parent or legal custodian. The team's role is to develop a truancy intervention plan tailored to the student. The school district is required by law to file a complaint with the juvenile court no later than 61 days after the implementation of the plan if the student fails to comply with the plan.

### ASSIGNMENTS WHEN ABSENT

**MAKE-UP WORK WHEN ABSENT** A student that has been or will be absent for three or more consecutive days should contact a classmate or teacher directly via email for missed assignments.

Students with excused absences will be given adequate time to make up tests, quizzes and other academic work missed. If a student is absent one day of school he/she is expected to turn in makeup work upon return. If a student is absent 2 or more days, the student will be allowed the number of days absent plus one to turn in make-up work. It is the responsibility of the student to initiate contact with his/her teacher regarding academic work required during the period of absence. *A student that has been or will be absent should contact their teachers directly according to the class syllabi.* For planned absences, students are to arrange make up work, homework, test and quizzes with the teacher prior to

departure. Unless there are extenuating circumstances, related to illness or injury, long range assignments, such as term papers, are expected to be turned in on the due date. Students going on field trips are expected to turn in all class work on the day they return.

### **PLANNED ABSENCE FROM NORTH OLMSTED HIGH SCHOOL**

The purpose of a planned absence is to provide students and their families some flexibility in arranging family vacations, educational or vocational visitations and family emergencies or obligations such as out-of-state graduations or weddings. This form is required of students who anticipate an absence of 1 to a maximum 5 days. The planned absence form is to be obtained from the Attendance Office one week in advance of the absence, and must be signed by the student's parent and his/her respective teachers. Unless there are extenuating circumstances, the **signed form must be returned to the Attendance Office at least three school days before the anticipated absence** from school in order to be approved. College visits need verification from the college admissions office. Any student that has accumulated more than ten days of absence must meet with an administrator.

### **PROCEDURES**

1. Student contacts the Attendance Office at least one week in advance of the requested planned absence to obtain a Planned Absence Form.
2. Student presents the form to each classroom teacher at least **three days in advance** of the last day in attendance. Teachers check appropriate responses, add comments, and sign the form.
3. Student shares any teacher concerns with the parent/guardian.
4. Parent and student sign the request/agreement statement.
5. Student presents completed form to the Attendance Office at least three days before departure date.
6. Students are to check with the Attendance Office to confirm approval before departure.
7. Students may request a copy of the planned absence form in order to have a record of their assignments.
8. Students are permitted one school day after their return for makeup work, unless otherwise arranged with the teacher.
9. No planned absences will be granted during semester or final exams.
10. Planned Absence approval may not be granted to a student with more than ten absences in that year.

Failure to complete these necessary steps will result in the absences being marked unexcused.

### **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

### **RELIGIOUS EXPRESSION DAYS**

To receive accommodations for up to three (3) religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian.



## **Non-exhaustive List of Major Religious Holidays**

Rosh Hashanah	Sept. 22-24, 2025
Yom Kippur	Oct. 1-2, 2025
Diwali	Oct. 20-21, 2025
Hanukkah	Dec. 21-29, 2025
Ramadan	Feb. 17 - March 18, 2026
Ash Wednesday	Feb. 18, 2026
Eid al-Fitr	March 19-20, 2026
Pesach (Passover)	April 1-9, 2026
Good Friday	April 3, 2026
Easter	April 5, 2026
Eid al-Adha	May 26-27, 2026

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for 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 the liaison for Homeless Students at 440-588-5334

### **GENERAL INFORMATION**

#### **SNOW DAYS CONTINGENCY**

If school is closed for any reason during our exam schedule, the following procedure will go into effect: the week will be extended to equal the number of days missed. For example: If Wednesday is the first day of exams and school is closed, then Wednesday's exam would be taken the first day back to school.

#### **SCHOOL CLOSINGS**

In the event of a possible school closing, or other emergency information, Please refer to North Olmsted City School webpage <http://www.northolmstedschools.org>

#### **DRESS CODE**

Students shall appear in school and at school sponsored activities in dress that is clean, in good taste, and in a manner that will not tend to disrupt the school activity nor create a condition that would be adverse to the safety and health of the students. Student dress may be regulated if the administration deems said attire to be bizarre, offensive, disruptive or distracting to the educational process. After parent contact students may be sent home if a change of clothes is not available. Any time missed from class will be recorded as unexcused. Violations of these standards and guidelines shall be handled by the building principal and his/her designee who shall determine appropriate actions to be taken. Those actions may result in suspension or in recommendation for expulsion. The following guidelines shall constitute the North Olmsted High School student dress code.

1. Students shall, at all times, wear some kind of shoes and/or sandals.
2. Skirts and shorts of appropriate size, length (fingertip length), fit and propriety are permissible.
3. Dark glasses are not to be worn unless prescribed by a doctor.

4. Head coverings and hats are not permitted in the building during school hours. Exceptions may be made for approved religious or medical reasons. If a student is asked to remove a hat or other headgear by any school personnel, the request must be honored promptly with no discussion.
5. Students are permitted to wear hooded garments but are not permitted to place the hood on their head either partially or otherwise during the school day.
6. Coats and outer garments not appropriate for indoor wear are to be kept in lockers and are not to be worn in classes.
7. Style of dress that exposes the midriff is prohibited. This prohibition includes the exposure of the front, rear and sides of the waist. Tank tops, cutoff shirts or any garment, which reveals undergarments, are not appropriate. Spaghetti straps or thin straps, revealing tops are not allowed. No low cut armholes or necklines.
8. Garments including head coverings that advertise or display illegal and/or inappropriate activities for young people (drugs, alcohol, violent activities, tobacco, promiscuity, guns, or reference to cults, gangs) are not permitted.
9. Writing and /or symbols on garments should not be such as to literally, or by implication, be obscene or be such as to shock or affront the standards of common decency and propriety as determined by administration.
10. No items that may present physical danger are allowed (chains or spiked jewelry, etc).
11. No excessive or distracting use of make-up
12. Any style of dress, which, by standards of common decency and good taste, constitutes sexual exhibitionism, is prohibited.
13. Students representing the North Olmsted Schools at events outside the school setting may be required to meet specific dress and appearance patterns. Coaches and advisors with the building principal are responsible for establishing these patterns with their respective teams or clubs.
14. Holes in clothing that are deemed to be a distraction to the academic process are not permissible during school hours or at school sponsored events.
15. See through leggings are not permitted and students are expected to wear proper undergarments.
16. North Olmsted High School reserves the right to disallow certain apparel and accessories that is deemed to be unsafe, inappropriate, and disrupts or interferes with the educational process.
17. Students are NOT permitted to bring blankets/pillows/stuffed animals to school or walk around with blankets wrapped around any part of their body.

### **ELECTRONIC DEVICES**

Additional information will be provided separately regarding cell phone usage and other electronic devices.

### **SEARCHES**

School officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or weapons may patrol school facilities and premises. A dog alerting to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board of Education and are subject to search based on reasonable suspicion of the violation of the law or school rules, and to random searches without regard to reasonable suspicion. Electronic devices including telephones stored in lockers that are involved in any disciplinary procedure may be subject to examination when a reasonable suspension exists that the item was used in violation of school policies or the student code of conduct. Any violation of discipline code will be dealt with by Administration and/or police.

### **SURVEILLANCE CAMERAS**

For student safety and welfare students are duly informed their actions may be monitored on school and or/adjacent property by security cameras. Video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **SCHOOL and PERSONAL PROPERTY**

It is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone. This commitment includes using the common sense approach. Trash belongs in trashcans, food is to be eaten only in designated areas, gum and graffiti have no place on the floors or walls, and the furniture and equipment in our schools are for your use and not abuse. Students who intentionally disfigure or damage school or personal property or equipment will be subject to disciplinary action as per student code of conduct and possible prosecution

### **THE COMMONS (DINING AREA)**

The lunch periods at North Olmsted High School are "closed lunch periods." No student may leave the building for lunch.

- Students are to display good manners, talk in normal volume and tone, be courteous to peers and staff, and keep their table and area clean.
- Restroom use during lunch periods is confined to the restrooms located in the Commons.
- The courtyard is available to students during their lunch periods. Eating in the courtyard is a privilege as long as the courtyard is properly maintained.
- Students are not permitted to bring fast food into the building.
- Students who have applied for and receive permission for the free lunch program may not share or sell the lunch to other students. This program is only for those students who qualify.
- Students caught throwing food or other items in the cafeteria are subject disciplinary action.

### **FUNDRAISING ON SCHOOL GROUNDS**

No one is permitted to sell any items on school grounds unless properly authorized as an approved school fundraising activity. Violation may lead to confiscation and/or disciplinary action.

### **HALLWAYS and HALL PASSES**

The rules of conduct set forth below are established not only for instructional reasons, but also for reasons of safety, cleanliness, comfort, and convenience. In a building this large and crowded, the need to be considerate of other persons and to respect their "space" is essential.

Students are not to:

- Use vulgar or profane language
- Yell, scream, hit lockers, or make excessive noise
- Congregate in halls or bathroom and block student movement
- Be in the halls without a pass
- Go anywhere except to approved location

### **PUBLIC DISPLAYS of AFFECTION (PDA)**

Students are expected to refrain from public displays of affection in school. Kissing and touching is considered in poor taste and disruptive behavior for the educational environment.

### **POSTING of SIGNS or POSTERS in SCHOOL**

All signs and posters are to be placed in designated areas only. In order to exhibit posters or signs, the student or advisor must first receive the approval of the administrator in charge of student activities. Upon

completion of the event or activity, the student or advisor is expected to remove the signs or posters the next school day. Posters are not to be posted in front lobby or on any windows.

### **FIRE/TORNADO DRILLS**

Fire and tornado safety is always important. To ensure this safety, regular fire and tornado drills are conducted. An electronic signal will be broadcast over the public address system to begin a drill. \*

1. Directions for leaving the building are posted in every classroom and students are expected to familiarize themselves with these instructions. Students are to exit the building quickly and quietly.
2. Teachers should close doors and windows and put out the lights as they leave.
3. Students must meet and stay with their teacher for an outside attendance check.
4. At the end of the drill a signal is given for all students to re-enter the building and return to their rooms.
5. Misconduct during these drills is unacceptable and subject to disciplinary action.
6. Students out of a classroom on a pass during an alarm are to exit the nearest door and report to the closest teacher/administrator to insure proper attendance check.
7. Teachers will report any students missing from class during these drills to the appropriate person.
8. Marshal expects our building should evacuate under 3 minutes.

**\*Any student found guilty of causing a false alarm will be suspended for a period of 10 days and may be recommended for expulsion to the Superintendent of Schools. Criminal prosecution will be pursued.**

### **TORNADO PROCEDURES**

Directions for tornado procedures are posted in every classroom and students are expected to familiarize themselves with these instructions. In the event of a tornado, the teachers will direct the students to the assigned area. The following rules must be observed:

1. Walk quickly to the designated area.
2. Do not talk
3. Assume proper safety position facing the wall.
4. Avoid being near windows.
5. Listen for further directions.

### **SUBSTITUTES**

Substitute teachers are to be afforded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will be dealt with according to the student conduct code. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at NOHS.

### **STUDY HALL GUIDELINES**

1. When the tardy bell sounds, the study hall will be called to order and attendance will be taken.
2. Students are to report, on time, to the assigned study hall with appropriate schoolwork or reading material.
3. Upon reporting to study hall, students are to be seated immediately. Passes or requests for passes are not to be submitted until after attendance is taken and only when called for by the monitor.
4. Study halls will serve as a room where quiet study is available.
5. The monitor will issue a hall pass at his/her discretion. Hall passes are a privilege. One student at a time may leave the room with the monitor's permission. The use of passes should be on a very

limited basis.

6. Students are to always report first to study hall with a pass if they are going to be in a different room during study hall. Students who fail to take a pass to study hall first will be marked absent and face possible consequences.
7. Students will be permitted to work together only when given special permission by the study hall Monitor.
8. Tardiness, disruptive behavior or any act prohibited by the student discipline code will not be tolerated in study hall. Monitors are permitted to issue detentions for breaches of discipline. A chronic or extra-ordinary discipline problem may be referred to the office
9. At the conclusion of each period, the study hall monitor will direct students to police their immediate area.
10. With the prior consent of the office, study hall monitors are permitted to affect and enforce any rule or guideline not herein noted, so long as that rule contributed to the efficient and proper conduct of study hall.

### **ASSEMBLIES**

Assemblies and pep rallies are held for several purposes: to teach, entertain, honor, display school spirit, celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected for the audience. First and always, the members of the audience should respect the rights of the performer, speaker, or whomever might be presenting the program. There is an obligation of courtesy that each student at NOHS owes other people in this school. It is our expectation that you respect that obligation and our belief that you are due that level of courtesy in return. Assemblies are a privilege, not a right. Inappropriate behavior in an assembly may result in removal from the assembly and/or disciplinary action. Students who do not wish to participate in the assembly will be assigned to an alternate assembly. Alternate assemblies may not be possible for certain assemblies.

### **AFTER SCHOOL ACTIVITIES**

Only students, who are engaged in “after school programs,” such as sports, plays, or clubs, are permitted in the building after 3:25 pm. This policy is due to lack of adult supervision and the safety of all students.

#### **Homecoming Dance**

**Homecoming Dance** - This dance is open to North Olmsted High School students and their approved guest. Students must present their I.D. at the door to be admitted to the dance. All school rules will apply at the dance. Homecoming Dance will be from 7:00 p.m. – 10:00 p.m. Cut off time for arrival is 8:00 p.m.

### **SENIOR PROM /AFTER-PROM**

The Senior Prom/After Prom is a gala event open to NOHS seniors and their dates. Students must have senior status and be in good standing with discipline, attendance (including tardies), and academic performance to be eligible to purchase a ticket. Seniors may invite another NOHS student of junior or senior status, a student from another school or a person already graduated from high school as their date. Any outside guest for Prom must be of junior or senior status, between the ages of 15- 20 and receive permission to attend the dance by the administration of North Olmsted High School. Administration reserves the right to deny admittance of any adult or student guest at their discretion. NOHS seniors who plan to bring a graduate or student from another school must complete the required guest registration process by the deadlines provided. Failure to do so may result in denial of attendance at the Prom. All school fees must be paid in full prior to the purchase of tickets. The Senior Prom is a school-sponsored event and is typically held at a site off school grounds due to the large size of our senior class. Prom is a school-sponsored event while the After Prom is not a school-sponsored event, but all school rules and regulations for both activities apply, including the no-smoking and drinking standards. Students involved in smoking and/or consumption and/or possession of alcohol and/or drugs (before or during the Prom or

After-Prom) are subject to immediate removal, disciplinary and/or legal action. Parents and/or guardians of such students will be notified.

### **STUDENTS REMOVED FROM SCHOOL EVENTS**

Any student removed due to their behavior from an athletic event, dance, concert, play, or extra-curricular event may receive Out of School Suspension. In addition, students may be banned from attending extra-curricular events as a fan for a period as determined by administration.

### **MEDIA CENTER**

The Media Center is the information and technology center of the school. The goal of the Media Center is to help students learn and become effective users of information while assisting students and teachers in using the Media Center resources. A variety of print and non-print materials are available in the Media Center and on-line. The on-line resources, including many paid services and licensed databases, are available at <http://www.nohsteachers.info/mediacenter>. Request current home use passwords from the Media Center staff at (440) 588-5810 or go to <http://mediacenter.rwlo.org>. An atmosphere conducive to study is maintained. The staff welcomes research questions and will try to help students as much as possible.

**Technology Acceptable Use Policy (AUP)**– All students are permitted to use computers and to access the Internet for educational purposes. The school district utilizes a filter to block access to inappropriate websites. However, students are expected to use the Internet appropriately and for instructional purposes as outlined in the “Computer Hardware, Eaglenet Network and Internet Acceptable Use Policy.” A copy of the policy is mailed home prior to the start of school in August. It is understood by the student, parent or guardian, and the school district staff that these guidelines contained within the policy are agreed to. Parents or guardians who do NOT want their children to have access to the Internet must complete and submit a “Denial of Internet Use” form in accordance with the AUP which is available in the Student Services Office or the Media Center.

Copyright – Students shall not use any district owned equipment or resources to violate U. S. copyright Laws.

**Technology AUP Violations** –Any abuse of equipment or accessing of inappropriate materials will result in loss of privileges and or disciplinary action. Students may not share logins and passwords to the network. No game playing is allowed. No downloading of music, interactive gaming, or radio/video streaming is permitted. Absolutely no food or beverages are to be near any computers.

**Materials Circulation**- The Media Center has an on-line circulation system. Most materials may be checked out for a three-week period. Students may check their accounts on-line. Contact the Media Center for account access information. Students must use their school ID card to sign out materials.

**Overdue Notices** - Overdue notices are sent to students through their class and mailed home. Excessive overdue materials will result in loss of Media Center privileges.

**Study Halls** – To use the Media Center during a study hall, students must make a reservation in the Media Center at least one period before their study hall. The Media Center is used frequently by classes; therefore, there may not be space for study hall students. Students needing to do research for assignments will be given priority and additional time as needed. Students are expected to follow school behavior expectations, come with appropriate materials, and work quietly. Inappropriate behavior will result in disciplinary action and loss of privileges.

**Materials Security System** - The Media Center has a materials security system. Any attempt to defeat the system or use it improperly will result in a discipline referral to the Assistant Principals.

## **NORTH OLMSTED CITY SCHOOLS**

### **POLICIES AND PRACTICES**

#### **NON-DISCRIMINATION HARASSMENT EQUAL OPPORTUNITY STRATEGIES**

We will ensure our curriculum will be coordinated K-12 to meet local expectations as well as state proficiencies: we will establish local standards of performance at each level of that curriculum, as well as develop means of assessing whether students have met those standards.

We will bring parents, students and staff together as partners to motivate each student to set and to achieve personal educational goals which challenge him/her to the limits of his/her abilities and are tailored to individual aspirations. We will ensure that all staff will have the knowledge and skills to make an optimum contribution to the mission as well as effectively implement initiatives in the strategic plan. We will integrate technology throughout the district to best achieve the mission and objectives. We will ensure that our facilities create a physical environment conducive to teaching and learning. We will establish a climate of trust among students, staff, parents, and community so that all members of the partnership can work cooperatively to achieve the mission and objectives. We will establish a culture dedicated to excellence in each school and throughout the district which fosters pride and school spirit, and recognizes outstanding achievement. North Olmsted City Schools offers equal employment and educational opportunities to all qualified individuals regardless of sex, race, color, religion, national origin, age, disability or protected class status. Individuals who believe they have been discriminated against or harassed on the basis of sex, race, color, religion, national origin, age, or disability are encouraged to file a complaint with the Director of Pupil Services, 27425 Butternut Ridge North Olmsted, Ohio 44070, North Olmsted City Schools Compliance Office (440) 588-5333. The Director of Pupil Services has been designated the Americans with Disabilities Act Coordinator for the North Olmsted City Schools. Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the North Olmsted City Schools, or who require an accommodation(s) to apply for or maintain their employment status with the North Olmsted Schools should please contact the Director of Pupil Services at (440) 588-5333 or the appropriate building principal. A 48-hour notice is requested so that proper arrangements may be made. The North Olmsted City Schools prohibit racial, ethnic, religious, age or sexual harassment of any employee, student or person involved in any school program. Inquiries, complaints, or grievances should be directed to the Director of Pupil Services (440) 588-5333.

#### **PROHIBITION AGAINST HARRASSMENT, INTIMIDATION, AND BULLYING**

Harassment, intimidation, or bullying behavior by any student/school personnel in the North Olmsted School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bills 276 and 116, means any intentional written, verbal, graphic, or physical act including electronically transmitted acts, i.e., Internet, computer, cell phone, pager, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students/school personnel. Harassment, intimidation or bullying includes violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a

form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal, or to the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator. The Board shall adopt a procedure by which a person may report an incident anonymously.

The North Olmsted Schools will provide an audiotape of any school policy, practice or form to assist visually impaired applicants, employees, or students. The harassment and bullying complaint procedures in this handbook are set forth in North Olmsted City Schools Board of Education Policy 5517.01

**Forms are available in the Principal's Office at the high school.**

### **STUDENT CODE OF CONDUCT**

This code shall serve as a guide to all North Olmsted School District students and to staff personnel involved in making disciplinary decisions that will result in positive student growth. In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. North Olmsted School District staff personnel constantly strive to make disciplinary decisions that will result in positive student growth. However, certain irresponsible acts can and will result in emergency removal, out-of-school suspension, expulsion and/or referral to Juvenile Court. In recognition that any list of prohibited conduct cannot encompass every conceivable action which may be properly subject to discipline, this Code of Conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

The Polaris Career Center is an extension of our school program; therefore, students who attend the Polaris Career Center are subject to disciplinary action based upon the Student Code of Conduct or either North Olmsted High School and/or the Polaris Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary actions by one school may be grounds for similar disciplinary actions by the partner school. The rules and standards set forth apply to conduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/ function, or within sight of school premises and connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or Board official or the property of such employee or Board official or partner school. Violation or attempted violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis. Appropriate consequences for the individual student will be based on the type of offense, the frequency and the seriousness of the conduct violation, the circumstances of the violation, and the student's behavior history. Determination of what penalty to apply will be made by the appropriate administrator, at NOHS and our partner school if needed, consistent with Ohio law.

### **STUDENT CONDUCT**

(Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student



discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. The school district reserves the right to prosecute any violators.

The Student Code of Conduct shall be made available to students and parents and shall be posted within each building.

LEGAL REFS: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

OAC 3301-35-03

CROSS REFS: North Olmsted City School District Bylaws & Policies: 5000 – STUDENTS; all sub codes; and student handbooks

## **I. MINOR VIOLATIONS**

Minor violations are considered breaches of the Code of Conduct. Minor violations will ordinarily not, in the first instance, result in out-of-school suspension or expulsion from school. Instead, minor violations will ordinarily result, in the first instance, in sanctions such as detentions, evening school, in-school discipline, and other alternatives to out-of-school suspensions. However, conduct that is prohibited both as a minor violation and as a suspension/expulsion violation may subject the student to the greater penalty of out-of-school suspension or expulsion. Additionally, multiple minor violations of different categories, minor violations that are repeated, or a single course of conduct that consists of multiple minor violations may result in out-of-school suspension or expulsion. In all cases, the decision of which penalty to assess is left to the responsible administrator. The following is a list of conduct that will result in minor violations:

1. **Insubordination and disrespect**: A student is insubordinate when failing to comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel. A student is disrespectful when “talking back” to, arguing or making disrespectful comments directed at staff members or about staff members. Note that serious disruption rising to the level described as “abusive, threatening, and/or disrespectful behavior” in Section III may result in out-of-school suspension or expulsion in the first instance.
2. **Tardiness**: Students are tardy when failing to report at a prescribed time and place.
3. **Class cutting**: A class is cut when a student fails to report to a class or assignment without authorized excuse.
4. **Truancy**: Students are truant when absent from school without school authorization and parent consent. A student may not leave school property without the permission of his or her building principal or the principal’s designee.
5. **Loitering**: To include but not limited to standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised; parking areas on the campus, in or out of cars; in or around other schools on the campus; on streets and areas immediately adjacent to the school; standing or sitting in facilities other than when specifically using these facilities as intended. Examples of loitering in the restrooms are more than one person

in a stall at the same time, not using the facilities, talking or waiting for other students beyond a reasonable time, sitting on the floor, and any other inappropriate behavior that is not considered acceptable for restroom use. This loitering provision applies to all school facilities on a twenty-four hour basis and shall be enforced.

6. **Minor violations of bus conduct requirements:** Defined as activities which pose or tend to pose a danger to the safe operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers or the driver, and shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Note that a student engaging in any conduct on a school bus which in and of itself would violate a provision of Section II or III of this Code of Conduct may be subject to out-of-school suspension or expulsion for that conduct.
7. **Motor vehicle offenses:** All unauthorized operation of a motor vehicle on school property and moving and nonmoving violations are prohibited.
8. **Distribution of unauthorized materials:** Students shall not distribute any materials without administrative approval in school or at school-related activities. Distribution of materials that meet the description of "abusive, harassing, bullying and/or disrespectful behavior" in Section III may result in an out-of-school suspension or expulsion for the first violation.
9. **Inappropriate appearance:** A student shall not appear in school or at a school-sponsored or related event or activity in an unkempt or unclean condition and/or dress in a manner which tends to disrupt the school activity or create a condition adverse to safety or health.
10. **Electronic devices:** Students are permitted to have electronic devices during school hours with certain limitations. The use of these devices will be based upon a "Zone Policy." The Administration reserves the right to confiscate any electronic items considered inappropriate for the school setting. The district assumes no responsibility for damage, loss, or theft of electronic devices brought onto school property.
11. **Failure to complete detention:** Detentions are assigned to students as a measure to correct inappropriate behavior.
12. **In halls without permission or misuse of a hall pass:** A student shall not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student shall not transfer or otherwise misuse a hall pass, and shall use them in a responsible manner.
13. **Minor disruption and/or removal from class:** Students will be expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. Note that serious disruption rising to the level described as "abusive, harassing, bullying and/or disrespectful behavior" in Section III may result in out-of-school suspension or expulsion in the first instance.
14. **Use of inappropriate language:** Students shall not use inappropriate language in speech, writing, or gesture. Note that language or gestures that meet the description of "abusive, harassing, bullying and/or disrespectful behavior" as described in Section III (31 and 50).
15. **Inappropriate display of affection:** Students should not display affection in such a manner as to prove embarrassing to themselves, other students, staff members, or visitors.
16. **Other misconduct:** Any misconduct which is contrary to the school's educational mission is prohibited.

## **II. SUSPENSIONS**

Pursuant to Section 3313.66 of the Ohio Revised Code, the North Olmsted Board of Education Superintendent or a School Principal, Assistant Principal, or Associate Principal may suspend a pupil from

school for not more than ten (10) school days. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent, Principal, Assistant Principal, or Associate Principal may apply any remaining part or all of the period of the suspension to the following year. Suspension may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies on student behavior.

#### Misconduct For Which Suspensions May Be Imposed

17. **Leaving the building without permission:** A student may not leave the building before the appropriate dismissal time except with the consent from the Attendance Office or an administrator.
18. **Tobacco:** The use, possession, consumption, purchase or attempt to purchase tobacco products or tobacco substitute products or paraphernalia in a school building (owned, leased or contracted for by the Board), on school premises, on or near a school campus, a school bus or other vehicle, or at any Board-sponsored event or at any sanctioned school activities on or off the school campus is prohibited. Tobacco products or paraphernalia include, but are not limited to: cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, papers used to roll cigarettes, tobacco substitutes and/or electronic “vapor” or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.
19. **Gambling:** Students shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
20. **Honor violations:** Students shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery or falsification of information.
21. **Injurious behavior:** Students will not act in a manner that injures or potentially injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, and unauthorized bodily contact.
22. **Violating acceptable use policy:** Students shall not use either personally owned or school-owned computers or other electronic devices in a manner that violates the school’s Acceptable Use Policy. Likewise, student owned electronic devices, which require prior permission before being brought onto school grounds, are subject to the AUP provisions.
23. **Trespassing:** Students shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the expressed permission of the school principal of that building. Students may attend or participate in a North Olmsted City Schools sponsored event. Students are not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion, or removal without the express permission of the building principal. Students are not permitted in the school building at such times as the building is closed.
24. **Disobedience to administrative directive:** A student may not outwardly defy a directive from an administrator, such as refusing to leave any area of the building or grounds when directed to, refusal to leave school building or grounds after an emergency removal, or refusal to return to in-school discipline to fulfill his/her assignment.
25. **Misuse of facilities and equipment:** Students shall not use school facilities and/or equipment for uses other than those which were intended. This includes an excessive presence of a student(s) for the purpose other than the expected use of the restroom. Additionally, students shall not use proxy servers, anonymizers, or similar products/sites in order to circumvent Internet filtering, to access inappropriate web sites, or to attempt intrusion or unauthorized access to district servers or services. Restitution of costs for repair or replacement will be part of the disciplinary action.

26. **Unauthorized Video, Pictures, or Audio Recording:** The use of an audio recorder, camera, or video camera or other device capable of pictures, video or audio recording requires written permission of the teacher or responsible staff member before recording activity in any classroom or similar area. Video of any activity in halls or common areas, such as but not limited to, cafeteria or gymnasium requires permission of a school administrator.
27. **Unauthorized Video Transmission:** The video capture of any activity within the school building or on school grounds, planned or spontaneous, requires administrative approval prior to any transmission or posting to a public site.
28. **Commission of any of the acts of misconduct specified in Section III of this policy, dealing with grounds for expulsion.**
29. **Failure to complete minor disciplinary sanction:** A student who fails to complete an assigned minor disciplinary sanction, such as Saturday School, in-school discipline, or a school work option will be subject to suspension.
30. **Repeated minor violations:** Two or more minor violations (as specified in Section I of this Code of Conduct) from the same or different categories, or a single course of conduct consisting of two or more minor violations may result in an out-of-school suspension. Some minor violations will result in an out-of-school suspension upon the first repetition, while others will result in an out-of-school suspension after several repetitions.

### **III. EXPULSION**

Expulsion may be imposed for violations of rules and regulations appearing in the Code of Conduct or in Board of Education policies. Pursuant to Section 3313.66 of the Ohio Revised Code, the North Olmsted Board of Education Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent or his designee may apply any remaining part or all of the period of the expulsion to the following year.

The following violations may subject the offender to expulsion of up to one year:

- Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code),
- Violations of the weapons in schools policy with regard to a firearm or knife
- Making a bomb threat to a school building or any premises where a school activity is taking place.

The superintendent/designee may reduce the one-year expulsion on a case-by-case basis for reasons relating to the age of the student, previous offenses, the student's disability, or for individual circumstances. This list is not all-inclusive.

#### **Misconduct for Which Expulsions May Be Imposed**

31. **Abusive, threatening, and/or disrespectful behavior:** Abusive, threatening, and/or disrespectful behavior: Students shall not engage in any obscene, abusive, profane or degrading behaviors toward other students and/or adults.
32. **Vandalism:** Students shall not damage or attempt to damage school property or private property of students, teachers, or other persons either on school grounds or during a school-sponsored or related activity, function, or event off school grounds. Such damage prohibition also applies to electronic items either on removable media, computers, or servers. Restitution of damages will be part of the disciplinary action. *The district reserves the right to prosecute any violators.*
33. **Fireworks and explosives:** Students shall not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.
34. **Assault:** To cause physical injury to any person.

35. **Fighting:** Students shall not physically display violent action between two or more individuals. Fighting includes engaging in physical (i.e., pushing, shoving, slapping, kicking, etc.), verbally abusive or provocative activities (to provoke, anger or stir up) or any conduct toward another person that could lead to harm to another person or bystander.
36. **Involvement with weapons or dangerous instruments:** In accordance with Board Policy 5610, a student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments include, but are not limited to, firearms, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, poisons, and other dangerous substances, along with any item that is a "look alike" of any of the above, or any object which is used or may be used to inflict physical harm. "Firearm" is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. The definition of a "knife" includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. In accordance with Board policy 5610, weapons violations may result in expulsion of up to one (1) full year.
37. **Involvement with alcoholic beverages:** a student shall not possess, transmit, buy, sell, conceal, use or show evidence to be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.
38. **Involvement with drugs and drug paraphernalia:** a student shall not possess, use, transmit, buy, sell, or conceal any of the drugs defined as a "drug of abuse" in Ohio Revised Code Section 3719.011; or possess, use, transmit, buy, sell, or conceal any of the drugs defined as "Counterfeit Controlled Substance" in Ohio Revised Code Sections 2925.01; or show evidence to be under the influence of any such drugs. Nor shall the student possess, use, transmit, buy, sell, or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, "look like" drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers or except in accordance with applicable legal requirements. A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms of physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based upon the administrator's professional judgment, the student may be sent home in the custody of his/her parents.
39. **Theft of school or private property/possession of stolen property:** Students shall not knowingly possess stolen school property or the private property of others.

40. **Arson/attempted arson/possession of incendiary device:** Setting fires or use or possession of any incendiary device is prohibited.
41. **Disruption of school:** A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause, or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.
42. **Extortion:** Students shall not engage in any act, either verbal, written, or physical, to secure or attempt to secure property.
43. **Making false fire alarms and bomb threats:** Students shall not, through written, electronic, or verbal means, disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or threats. Any threat to a school building or to any premises at which a school activity is occurring at the time of the threat may result in a one-year expulsion.
44. **Violation of local, state, or federal laws:** any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion of up to one (1) year. Violation of criminal laws will also result in referral for criminal prosecution or to juvenile court.
45. **Hazing:** Defined as an act or participation in an act or acts that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or a member of the school staff. Hazing of any kind, including but not limited to race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity, is prohibited
46. **Violation of Board of Education policies or School rules and regulations.** Such policies and rules and regulations will be posted on school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items.
47. **Sexual harassment:** Students who engage in sexual harassment will be subject to appropriate discipline. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, or pressure to engage in sexual activity. Sexual harassment may also include the creation of a hostile environment through name calling, slurs, jokes, or any other verbal or physical attack that (1) has the purpose of or effect of creating an intimidating, hostile, or offensive educational environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's opportunity or participation in the educational environment. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment, including suspension or expulsion as appropriate. Any student who believes he or she is a victim of sexual harassment in violation of this policy should immediately notify the Director of Pupil Services who is the Title IX Coordinator, the student's building principal, or other administrator with whom the student feels comfortable. A complete copy of the district's sexual harassment policy may be obtained by contacting the building principal.
48. **Failure to provide evidence/providing false information/lying:** Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation and the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.

49. **Sexual conduct:** Students are not permitted to engage in sexual conduct or contact while on school premises, at any school-sponsored event, or while otherwise under school authority.
50. **Harassing, and/or bullying:** Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic, or religious prejudicial or disrespectful actions; harassment of any kind (including but not limited to harassment based upon sex, race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, or physical or mental capacity and including violence within a dating relationship) to any individual or group or intimidation and/or threats to an individual or group. This includes publication or distribution of materials meeting this description whether printed or electronically formulated. A student may be subject to suspension and/or expulsion for a violation of this section, including any harassment or bullying by an electronic act. Further, a student may be subject to suspension and/or expulsion for making a false report of harassment, intimidation or bullying.
51. **Repeated or continued violation of minor school conduct rules or rules for which suspension may be imposed:** If, after out-of-school suspension, a student continues to violate the minor school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.

#### **IV. PROCEDURES FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL**

##### **A. Suspension Procedure**

1. The Superintendent, Principal, Assistant Principal, or Associate Principal, or On-Site Administrator is authorized to suspend a student. When the Superintendent, Principal, Assistant Principal, or Associate Principal, or On-Site Administrator has determined that s/he intends to suspend a student, the administrator must give to the pupil a written notice of the intention to suspend and the reasons for the intended suspension. When the intended suspension is for the following reasons and the student suspended is 16 years of age or over, the notice will indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following:
  - a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Aggravated murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or what was formerly known as felonious sexual penetration, if the victim is a district employee.
2. The student will be given an opportunity to appear at an informal hearing before the Principal, Assistant Principal, Associate Principal, Site Administrator or the Superintendent /designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions.
3. The Principal, Superintendent, Assistant Principal, Associate Principal, or Site Administrator shall within one (1) school day after the time of pupil's suspension, notify in writing the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of such suspension.
4. The written notice of the suspension must include: the reasons for the suspension; the inclusive dates of the suspension; a statement that the pupil, parent, guardian, or custodian has the right to appeal the suspension to the Board or its designee, the right to representation in all appeal proceedings, the right to a hearing before the Board or its designee in order to be heard against the suspension, the right to request that the hearing be held in executive session, that the appeal must be filed within three (3) school days after the date of the notice to suspend, and that the

appeal must be made in writing and submitted to the Treasurer of the Board or the Superintendent. When the suspension is for one or more of the code of conduct violations listed below and the student is 16 years of age or over, the notice will indicate the student may also be subject to permanent exclusion from school if the student is convicted of or adjudicated a delinquent child for said violation(s):

- a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or what was formerly known as felonious sexual penetration, if the victim is a district employee.
5. At the appeal hearing before the Board of Education or its designee, the pupil, parent, guardian or custodian has the right to parental or legal representation; the right to request that the hearing be held in executive or public session; and the right to be heard against the suspension. The Board of Education/designee may have legal counsel. A verbatim record of the hearing will be made. Verbatim can mean the use of a stenographer, a tape recorder, or other mechanical device.
  6. At the request of the pupil, parent, guardian, custodian or legal representative, the Board of Education or its designee may hold the hearing in either public or executive session but shall act upon such suspension only at a public meeting. The Board of Education by majority vote of its full membership or its designee may affirm the order of suspension, or reverse, vacate or modify the order of suspension. The decision of the designee will be reflected on the Board's agenda at its next regular session and will be included in the Board's minutes.
  7. The decision of the Board of Education or its designee may be appealed to the Court of Common Pleas under provisions of Ohio Revised Code Chapter 2506.

#### **B. Expulsion Procedure**

1. The Superintendent shall give the pupil and his parent, guardian, or custodian written notice of the intention to expel the pupil and the reasons for the intended expulsion. The Superintendent shall institute expulsion proceedings with respect to any student who has committed an act warranting expulsion even if the student has withdrawn from school after the incident but before the hearing or decision to impose the expulsion, and, if warranted after a hearing, shall impose the expulsion as if the student had not withdrawn.
2. The notice to the pupil and his parent, guardian, custodian, or representative, of the intended expulsion shall include notice of the opportunity to appear in person before the Superintendent or his designee at an informal hearing to challenge the reasons for the intended expulsion, or to otherwise explain the pupil's actions, and the time and place for the hearing.
3. The notice of intended expulsion must also state the time and place to appear at an informal hearing to challenge the possible expulsion. The informal hearing must not be scheduled less than three (3) school days or later than five (5) school days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil or his parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the Superintendent shall notify the pupil and his parent, guardian, custodian, or representative of the new time and place to appear.
4. When the grounds for the proposed expulsion is for one or more of the following reasons and the student is 16 years of age or older, the notice will indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following and if the student is convicted of or adjudicated a delinquent child for said reason(s):



- a. a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. b. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or what was formerly known as felonious sexual penetration, if the victim is a district employee.
- 5. Within one (1) school day after the informal hearing invoking an expulsion the Superintendent shall notify in writing the parent, guardian or custodian of the pupil and the Treasurer of the Board of Education of the expulsion. The notification must include the reasons for the expulsion and notice of the following rights: the rights of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee, the right to representation in all appeal proceedings, the right to a hearing before the Board or its designee in order to be heard against the expulsion, and the right to request that the hearing be held in executive session. The notice shall further state that the appeal must be filed within fourteen (14) calendar days after the date of the notice of expulsion, and that the appeal must be made in writing and submitted to the Treasurer of the Board of the Superintendent. When the expulsion is for one or more of code of conduct violations listed below and the student is 16 years of age or over, the notice will indicate the student may also be subject to permanent exclusion from school if the student is convicted of or adjudicated a delinquent child for said violation(s):
  - a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or what was formerly known as felonious sexual penetration, if the victim is a district employee.

In addition, if the expulsion is for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice must provide the student and the student's parent or guardian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

- 6. The Board of Education or its designee shall act on the expulsion only at a public meeting. The Board or its designee may have legal counsel at the hearing. The Board, by majority vote of its full membership, or its designee may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion. The decision of the designee will be reflected on the Board's agenda at its next regular session and will be included in the Board's minutes.
- 7. The Board of Education or its designee shall make a verbatim record of hearings held under this provision. Verbatim can mean the use of a stenographer, a tape recorder, or other mechanical device. The decision of the Board of Education or its designee is appealable to the Court of Common Pleas under provision of Chapter 2506, Ohio Revised Code.
- 8. High school credit and credit under joint enrollment post-secondary programs may be denied for the period of any expulsion. Notice of the expulsion will be sent to any college in which the expelled student is enrolled.

9. Notice of any expulsion for violations of the dangerous weapons policy or for possession of alcohol or drugs of abuse shall be sent to the Registrar of Motor Vehicles and the Cuyahoga County Juvenile Judge.

### **C. EMERGENCY REMOVAL OF STUDENTS**

If a student's presence poses a continuing danger to themselves or property or an ongoing threat of disrupting the academic process, the Superintendent, Principal, or Assistant principal, Associate Principal, or Site Administrator may remove the student from curricular activities or from the premises. A teacher may remove the student from curricular activities under his supervision, but not from the premises. If a teacher makes an emergency removal, the reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for an in-school suspension and is not subject to further suspension or expulsion, the due process requirements do not apply.

If a student is removed by emergency removal, then a due process hearing will be held as soon as possible, but in all cases within 3 school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The student will have the opportunity to appear at an informal hearing before the Principal, Associate Principal Assistant Principal, Site Administrator, Superintendent, or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The person who ordered or requested the removal will be present at the hearing. Within 24 hours of the decision to suspend, written notification will be given to the pupil, parent, guardian or custodian of the student and Treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Board's designee. If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student. In an emergency removal, a student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion. Any appeal to the Board's designee shall follow the procedures of the suspension policy (Policy 5610).

### **V. EFFECT OF SUSPENSION AND EXPULSION**

1. Students suspended out-of-school or expelled are not to be anywhere on school property during the entire time of their suspension or expulsion.
2. Students suspended out-of-school or expelled are not permitted to attend or participate in any school activities or events during the suspension or expulsion.
3. Students suspended out-of-school or expelled may not participate in athletic contests or practices during the suspension or expulsion.
4. Parents are requested to keep their students at home during suspension and expulsion times and direct their students in a work/study environment.
5. Should a parent or guardian have any questions regarding an out-of-school suspension or expulsion, the parent/guardian is encouraged to contact the school office.
6. Exceptions to this policy/procedure may be considered for special circumstances such as for taking state tests, SAT and ACT tests.

### **SENIOR BEHAVIOR**

Any senior or seniors, who by their actions, cause a disruption of school or classes, or vandalize the school in any fashion, may be suspended, filed on in court if appropriate, and may not be allowed to participate in the graduation ceremony, prom or any other senior activity.

### **DETENTION POLICY**

Mandatory detentions are held in room H-124 after school. Lunch detentions will be held in assigned rooms. During detention, students are expected to complete assignments for the entire time. Failure to

have proper schoolwork and/or materials will result in dismissal from detention. Students who do not attend detention will receive further disciplinary action. Students who are absent from school and miss a detention should automatically report to detention before or after school the day they return to school.

### **LUNCH DETENTION POLICY**

Students are assigned lunch detention on their third and subsequent unexcused tardy offense of the grading period. Students will be notified if they are assigned lunch detention on the day of the offense (tardy). Students are to report directly to lunch detention and arrive at the assigned room location on time. Students will eat their lunch in the assigned room and be responsible for cleaning the room after lunch. Students who violate lunch detention expectations may be assigned additional school consequences.

### **OUT-OF-SCHOOL SUSPENSION**

#### **POLICIES and PROCEDURES**

1. Students suspended out-of-school are not to be anywhere on school district property during the entire time of their suspension.
2. Students suspended out-of-school are not permitted to attend or participate in any school activities or events home or away during the suspension.
3. Students are to contact teachers to acquire all assignments.
4. Students are permitted to make-up all missed assignments during suspension. Assignments are due on the date the student returns to school.
5. Parents are requested to keep their students at home during suspension times and direct their students in a work/study environment.
6. Should a parent or guardian have any questions regarding an out-of-school suspension, the parent/guardian is encouraged to contact the high school at 440-588-5800.
7. Students assigned OSS may not participate in athletic contests or practices on the assigned day