

Student/Parent Handbook
North Olmsted High School
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North Olmsted, Ohio 44070
<http://www.northolmstedschools.org>

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(440) 779-3517

No passes will be issued to the owner if this book has been
destroyed, defaced or disassembled.

This Handbook belongs to:

Name _____

Grade _____

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NORTH OLMSTED CITY SCHOOLS

Policies & 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, 27 Butternut Ridge Rd, North Olmsted, Ohio 44070, North Olmsted City Schools Compliance Office (440) 779-3563.

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) 779-3563 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) 779-3563.

Prohibition Against Harassment, 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 Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, 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:

A. 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,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator.

The North Olmsted Schools will provide an audiotape of any school policy, practice or form to assist visually impaired applicants, employees, or students.

Prohibition Against Harassment, Intimidation, and Bullying

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A. 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,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

North Olmsted City Schools Board of Education Policy 5517.01

Forms are available in the principal's office at the high school.

Subject to change due to Board of Education directives

NOHS EAGLE PRIDE

Polaris Bus Schedule

Leave NOHS	Leave Polaris
7:20 a.m.	10:55 a.m.
10:25 a.m.	2:25 p.m.

Daily Time Schedule

7:45 – 8:35	Period 1
8:40 – 9:30	Period 2
9:35 – 10:30	Period 3
(Includes announcements)	
10:35 – 11:00	Period 4
11:00 – 11:25	Period 5
11:30 – 11:55	Period 6
11:55 – 12:20	Period 7
12:25 – 12:50	Period 8
12:50 - 1:15	Period 9
1:20 – 2:10	Period 10
2:15 – 3:05	Period 11

50 Minute a.m. Assembly Schedule

7:45 – 8:24	Period 1
8:29 – 9:08	Period 2
9:13 – 9:18	Period 3
9:18 – 10:08	Assembly

10:13 – 10:52	Period 3
(Includes announcements)	
10:57 – 11:22	Period 4
10:22 – 11:47	Period 5
11:52 – 12:17	Period 6
12:17 – 12:42	Period 7
12:47 - 1:12	Period 8
1:12 – 1:37	Period 9
1:42 – 2:21	Period 10*
2:26 – 3:05	Period 11

Homeroom/Class Meetings

August 24, 2011

7:45 – 9:15 a.m.

1 st	9:20 – 9:52 a.m.
2 nd	9:57 – 10:29 a.m.
3 rd	10:34 – 11:06 a.m.
4 th	11:11 – 11:36 a.m.
5 th	11:36 – 12:01 p.m.
6 th	12:06 – 12:31 p.m.
7 th	12:31 – 12:56 p.m.
8 th	1:01 – 1:26 p.m.
9 th	1:26 - 1:51 p.m.
10 th	1:56 – 2:28 p.m.
11 th	2:33 – 3:05 p.m.

August 25, 2011

1 st	7:45 – 8:20 a.m.
2 nd	8:25 – 9:00 a.m.
3 rd	9:05 – 9:40 a.m.
4 th	9:45 – 10:10 a.m.
5 th	10:10 – 10:35 a.m.
6 th	10:40 – 11:05 a.m.
7 th	11:05 – 11:30 a.m.
8 th	11:35 – 12:00 p.m.
9 th	12:00 – 12:25 p.m.

Homeroom/Class Meetings

12:30 – 1:45 p.m.

10 th	1:50 – 2:25 p.m.
11 th	2:30 – 3:05 p.m.

Homeroom- 2nd semester

January 23, 2012

Homeroom	7:45 – 7:55
1 ^o	8:00 – 8:47
2 ^o	8:52 – 9:39
3 ^o	9:44 – 10:36
4 ^o	10:41 – 11:06
5 ^o	11:06 – 11:31
6 ^o	11:36 – 12:01
7 ^o	12:01 – 12:26
8 ^o	12:31 – 12:56
9 ^o	12:56 – 1:21
10 ^o	1:26 – 2:13
11 ^o	2:18 – 3:05

*Senior Note: End of day will be as schedule indicates, not always at 2:10

P.M. assembly schedule

1 ^o	7:45 – 8:25
2 ^o	8:30 – 9:10
3 ^o	9:15 – 9:55
10 ^o	10:00 – 10:40
4 ^o	10:45 – 11:10
5 ^o	11:10 – 11:35
6 ^o	11:40 – 12:05
7 ^o	12:05 – 12:30
8 ^o	12:35 – 1:00
9 ^o	1:00 – 1:25
Assembly	1:30- 2:20
11 ^o	2:25 – 3:05

Ohio Graduation Test

7:45 – 7:55 test distribution

8:00 – 10:25 Testing

10 minute pass time

Day 1

4/5	10:35 – 11:25
6/7	11:30 – 12:20
8/9	12:25 – 1:15
1	1:20 – 1:52
2	1:57 – 2:29
3	2:34 – 3:05

Day 2

4/5	10:35 – 11:25
6/7	11:30 – 12:20
8/9	12:25 – 1:15
10	1:20 – 2:10
11	2:15 – 3:05

Day 3

4/5	10:35 – 11:25
6/7	11:30 – 12:20
8/9	12:25 – 1:15
1	1:20 – 1:52
2	1:57 – 2:29
3	2:34 – 3:05

Day 4

4/5	10:35 – 11:25
6/7	11:30 – 12:20
8/9	12:25 – 1:15
10	1:20 – 2:10
11	2:15 – 3:05

Day 5

4/5	10:35 – 11:25
6/7	11:30 – 12:20
8/9	12:25 – 1:15
1	1:20 – 1:52
2	1:57 – 2:29
3	2:34 – 3:05

Announcements read over the PA the first period after the lunch periods

*See page 34 for senior exam schedule

Mid Term Exam Schedule

Tuesday, January 17

7:45 - 9:25	1 ^o Exam
9:40- 11:20	2 ^o Exam
11:35- 1:15	3 ^o Exam

Wednesday, January 18

7:45 - 9:25	4/5 ^o Exam
9:40 - 11:20	6/7 ^o Exam
11:35 - 1:15	8/9 ^o Exam

Thursday, January 19

7:45 - 9:25	10 ^o Exam
9:40 - 11:20	11 ^o Exam
11:35 - 1:15	Makeup

Commencement Practice**Delayed Start****Friday, June 1, 2012**

Practice 7:15 – 9:00

1 ^o	9:30 – 9:57
2 ^o	10:02 – 10:30
4 ^o	10:35 – 11:00
5 ^o	11:00 – 11:25
6 ^o	11:30 – 11:55
7 ^o	11:55 – 12:20
8 ^o	12:25 – 12:50
9 ^o	12:50 – 1:15
3 ^o	1:20 – 1:51
10 ^o	1:56 – 2:27
11 ^o	2:32 – 3:05

NOHS Final Exam Schedule

Monday, June 4, 2012

7:45 a.m. - 9:25 a.m.	1 ^o Period Exam
9:40 a.m. - 11:20 a.m.	2 ^o Period Exam
11:35 a.m. - 1:15 p.m.	3 ^o Period Exam

Tuesday, June 5 2012

7:45 a.m. - 9:25 a.m.	4/5 Period Exam
9:40 a.m. - 11:20 a.m.	6/7 Period Exam
11:35 a.m. - 1:15 p.m.	8/9 Period Exam

Thursday, June 6, 2012

7:45 a.m. - 9:25 a.m.	10 Period Exam
9:40 a.m. - 11:20 a.m.	11 Period Exam
11:35 a.m. - 1:15 p.m.	Make Up/Activity

**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.

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

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.

ATTENDANCE

ATTENDANCE OFFICE

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 on page 11.

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. Students who are in vocational programs (CBI) are not to be at work if they have not been in school that day. 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: 779-3586 during regular school hours or voice mail at 801-5050 ext. 7425(sick). 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, 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, out of school suspension or expulsion. 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 ½ day of absence (8:45 – 11:30)

Any absence from school that is after 11:31 equals a full day absence

SCHOOL TARDINESS

All students entering school after 7:45 a.m. are to report to the Attendance Office for an admit slip to first period class. 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 7:45 a.m. Students are permitted three (3) emergency tardies per grading period. These tardies will be excused **ONLY** if accompanied by a parent phone call. Excused tardies are to be used for emergencies only, i.e. car problems, transportation problems, isolated power outages, faulty alarm clocks, etc. Tardies without a parent call within 48 hours of the tardy will be considered unexcused. Disciplinary consequences will begin with the first unexcused tardy as determined by administration.

ATTENDANCE OFFICE PHONE NUMBERS

Secretaries:

779-3586

7:30 a.m. – 3:30 p.m.

24 Hr. Voice Mail 801-5050 Ext. 7425 (SICK)

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

EMERGENCY MEDICAL AUTHORIZATION FORMS

On the first day of school, or when a student enrolls during the school year, each student is required to turn in two Emergency Medical Authorization Forms. It is important to have these forms properly completed and returned to school. In the event a student must be transported to the hospital for treatment, this form enables the hospital personnel to perform emergency treatment immediately rather than having to wait for parents to be contacted.

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 of absence from school in a school year, all subsequent absences will require a physician's statement.

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

SB 181 specifically defines truancy in legal terms as follows: Habitual Truant: Unexcused absence of 5 or more consecutive days or 7 or more days in a month or 12 or more days in a school year.

Chronic Truant: Unexcused absence of 7 or more consecutive days or 10 or more days in a month or 15 days in a school year.

ASSIGNMENTS WHEN ABSENT

Students absent two or more days may acquire their academic assignments by phoning the following: Guidance Office - 779-3517

A student that has been or will be absent for three or more consecutive days may contact the guidance department to request assignments. If a request is placed early in the school day (before noon), assignments are usually available for pick up at the end of the next school day. It is possible that assignments may be obtained faster by contacting a classmate or the teacher directly via email, website, or voice mail.

MAKE-UP WORK WHEN ABSENT

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.

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.

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, the **School Connection** will carry up-to-the minute information. Call 801-5050 Ext. 2967

GENERAL INFORMATION

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. All head coverings, bandanas and hats are not to be worn in the building during school hours. Between 7:45 and 3:05, hats are to be in the students' lockers. Exceptions may be made for approved religious or medical reasons. This rule applies to male and female students.
5. Coats and outer garments not appropriate for indoor wear are to be kept in lockers and are not to be worn in classes.
6. 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.
7. Garments advertising or displaying illegal and/or inappropriate activities for young people (drugs, alcohol, tobacco, promiscuity, or reference to cults, gangs) are not allowed.
8. 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.
9. No items that may present physical danger are allowed (such as chains or spiked jewelry, etc).
10. No excessive or distracting use of make-up
11. Any style of dress, which, by standards of common decency and good taste, constitutes sexual exhibitionism, is prohibited.
12. 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.
13. *Holes in clothing are not permissible during school hours or at school sponsored activities. Pajamas and/or athletic form fitting pants are not allowed. Sweatpants worn cannot have any writing on the seat of the pants.*

BOOK BAGS/PURSES

Backpacks are not permitted during the school day. Students may bring backpacks to school and store them in their lockers during the time of 7:45am to 3:05 pm. Any bag in which books or school supplies are carried will be considered a backpack.

ELECTRONIC DEVICES

Laptop computers, MP3 players, pagers, cellular phones, two way radios, laser pointers, audio equipment, video, and related equipment are prohibited in school during school hours. First offense of this rule will result in a discipline determined by administration and parent will be notified to pick up the item at school. Laser pointers are considered dangerous weapons. Students are not to operate laptop computers, MP3 players, pagers, cellular phones, radios, tape players, or other audio devices between 7:45 a.m. and 3:05 p.m. Violations of this policy will result in the confiscation of such items. Electronic devices including telephones that are involved in any disciplinary procedure may be subject to examination when a reasonable suspension exists that the item was using in violation of school policies or the student code of conduct. Electronic devices including telephones are not permitted on a student's possession unless the building administrator has given written permission. Electronic devices, unless specifically intended for a course, are to remain in lockers or in the office

during school hours. The school assumes no liability for any lost or stolen device brought onto school grounds.

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 suspicion 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.

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

CAFETERIA

The lunch periods at North Olmsted High School are "closed lunch periods." No student may leave the building for lunch. Consumption of food and beverages other than water should be limited to the cafeteria and courtyard. The majority of our students need no instruction on how to conduct themselves; however, there are expectations that all students must adhere to.

- 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 is confined to the 300/400 hallway. Help keep the restrooms clean, use them for their intended purpose, no loitering.
- 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. During seasons when the flowers are in bloom in the courtyard, students are not to pick the flowers.
- Students are not permitted to bring fast food into the building.
- Students who have lunch during the first half of the lunch period are to move directly and quietly to the assigned study hall at the bell. Locker stops between lunch periods are not permissible.
- Parents are welcome to eat lunch with students in café, but no food may be brought into cafeteria.
- 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 in the cafeteria are subject to Out of School Suspension.

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:

- Consume food or beverages other than water
- Use vulgar or profane language
- Yell, scream, hit lockers, or make excessive noise
- Congregate in halls and block student movement
- Be in the halls without a pass
- Go anywhere on the pass except the location written on the pass
- Student planner is to be used for all pass responsibilities

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.

TELEPHONES

Personal phone calls should be limited to before and after school. During lunch periods, students should use phones in the 400 hall. So that the phone is accessible to others, calls are to be no longer than three minutes. Students may not use office phones to make personal calls.

FIRE/TORNADO DRILLS

Fire and tornado safety is always important. To insure 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 person at the flag pole to insure a proper attendance check.
7. Teachers will report any students missing from class during these drills to the appropriate person.
8. Fire 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. Card playing, CD players, electronic games and other games will not be permitted.
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 the cafeteria for 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 3:30 pm. This policy is due to lack of adult supervision and the safety of all students.

DANCES

After-Game Dances - These dances are open to North Olmsted High School students only. Students must present their I.D. at the door to be admitted to the dance. All school rules will apply at the dances. Prior to the dance, the sponsoring organization must obtain a building permit, secure chaperones and security personnel, promote the dance, and arrange all other necessary details. Dances begin immediately after the game and end at 11:00 p.m. Students should be picked up promptly at 11:00 p.m.

Additional Dances - Students attending dances such as Homecoming, Winter Formal, and others are allowed to bring a date who is not a student at North Olmsted High School. Registration of non-NOHS students is required when the tickets for the dance are purchased. School rules apply for all NOHS students and their guests. Proper attire is required for admission to these dances. Students not dressed appropriately may not be permitted to attend. Dances will be from 8:00 -11:00. Cut off time for arrival is 9:00 p.m.

- Students leaving the dance prior to the end are not allowed to return and are expected to leave the grounds immediately.
- Sitting on the shoulders of others is not permitted.
- Inappropriate, suggestive, and other hazardous "dance" movements are not allowed. Students must stay off stage area.
- Middle school students are not permitted at high school dances
- Student ID's needed to purchase tickets and admittance at door.
- Be advised that at all dances testing for drugs and alcohol will be administered.
- Administration reserves the right to remove anyone from dances for violating any of the above rules and regulations.

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 in order to purchase a prom ticket. Seniors may invite another NOHS student, a student from another school or a person already graduated from high school as their date. NOHS seniors who plan to bring a graduate or student from another

school must register that person (name, age, and address) no later than one calendar week prior to the Prom date. Failure to do so may result in denial of attendance at the Prom.

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 and After-Prom are school-sponsored events and all normal school rules and regulations for such 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 will be given a minimum of three days of 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 779-8780 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. No food, drinks, candy or gum are allowed in the Media Center at any time.

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.**

Data Storage and Computer Disks – Students may save files to their individual folders on the network following the district AUP. Floppy disks and CD-ROM disks can be purchased in the Media Center for \$1.00. Students are encouraged to purchase external USB flash drives that are much more reliable and hold more information than disks.

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 with reservations are to report directly to the Media Center at the start of a study hall and present their school ID and reservation slip. An attendance list is sent to the study halls. 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.

Copies and Printing- A copier is available for 10 cents a page. Color printing is available for 50 cents a page. Excessive black and white printing will result in charges.

STUDENT CODE of CONDUCT for NORTH OLMSTED SCHOOLS

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 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 official or the property of such employee or official.

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, 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: ORC3313.20; 3313.534; 313.66; 3313.661; 3313.662
OAC 3301-35-03

CROSS REFS: North Olmsted City School District Bylaws & Policies: 5000 –
STUDENTS: all subcodes; 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.
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.

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; and standing or sitting in lavatories other than when specifically using these facilities as intended. This loitering provision applies to all school facilities on a twenty-four hour basis and shall be so 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 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, 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 unkempt or unclean condition or in a condition which by standards of common decency constitutes sexual and/or dress in a manner that tends to disrupt the school activity or create a condition adverse to safety or health.
10. Electronic devices: Students are not permitted to use electronic devices such as cellular telephones, electronic games, iPods, radios, tape decks, CD players, beepers, televisions, cameras, or tape recorders during the school day including on school transportation without prior permission from an administrator. The administration reserves the right to confiscate any items considered inappropriate for a school setting. The district assumes no responsibility for damage, loss, or theft of prohibited items 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, and/or disrespectful behavior" in Section III may result in out-of-school suspension or expulsion in the first instance.
14. 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.
15. 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, and/or disrespectful behavior" as described in Section III may subject a student to suspension or expulsion in the first instance.
16. 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.

17. 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

18. Tobacco: The use or possession of tobacco products or paraphernalia in a school building, on or near a school campus, or at any sanctioned school activities on or off the school campus is prohibited.
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 or horseplay: 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, etc.
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: Student 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 for which they were intended. 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 or Audio Recording: The use of an audio recorder or video camera or other device capable of 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 Evening 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 any 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 of reasons to reduce the full-year expulsion is not all-inclusive.

MISCONDUCT FOR WHICH EXPULSIONS MAY BE IMPOSED

31. Abusive, harassing, bullying, and/or disrespectful behavior: 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 sexual, race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity) 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.
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 or to attempt or to threaten 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 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 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 *or possess* any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers. 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 take or be in the possession property belonging to the School District or another individual.
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 bomb threats. Any bomb 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 also includes 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. 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. 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. 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 is authorized 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, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or 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, 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, or Associate Principal 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 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. 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 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 with the issuance of a summary of the expulsion hearing. 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 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 Removals of Students

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the superintendent, principal, or assistant principal 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, assistant principal, 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

- I. 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 may not participate in athletic contests or practices during the suspension or expulsion.
4. Students suspended out-of-school or expelled do not have the right to make up work nor do they receive credit for that work which was missed. Students suspended out-of-school may, however, ask the teacher for the work to do on their own.
5. Parents are requested to keep their students at home during suspension and expulsion 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 or expulsion, the parent/guardian is encouraged to contact the school office.
7. 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.

EAGLE COMMONS REWARD and EAGLE RELEASE

Eagle Commons Reward is an opportunity for students with senior status academically to remain in the commons areas of the cafeteria/courtyard instead of going to study hall during their scheduled lunch/study hall period. In order for a senior student to qualify for Eagle Commons Reward, he/she must have successfully completed 15 credits towards high school graduation, and continue progressing toward graduation throughout the school year.

Eagle Release allows senior students to leave school at 2:10 p.m., or begin their day at 8:40 a.m. Senior students eligible can choose Eagle Release (pm) or Delayed Start (am), but not both. Eagle Release is a privilege reserved for senior students who are considered to be in the senior class academically on the first day of instruction each academic semester. In order for a student to qualify for Eagle Release/Delayed Start, he/she must have successfully completed 15 credits towards high school graduation, and continue progressing toward graduation throughout the school year.

In addition, the student must have no serious disciplinary infractions which resulted in In-School Detention (ISD), Out of School Suspension (OSS), or Expulsion (EXP) in the current academic quarter. Please see list below of other disciplinary guidelines necessary to remain in good standing for Eagle Commons Reward and the Eagle Release

A student who qualifies for Eagle Release must complete the Eagle Release Form, and return it with a parent signature to the Attendance Office. No student will be granted Eagle Release without a signed permission slip from a parent.

The Eagle Commons Reward and the Eagles Release will remain in effect for the entire academic year providing the student remains in good standing both academically and in regards to student discipline.

The Eagle Commons Reward and the Eagle Release are privileges given to senior students in good standing. Eagle Commons Reward and/or Eagles Release will be revoked for the remainder of the quarter and further as determined by administration for the following reasons:

- Not progressing academically toward graduation, defined as failing a report card grade in a graduation- required class.
- Any cafeteria/commons infraction that is determined by administration to be against the intent of the Eagle Commons Reward. (Eagle Commons Reward only)
- Excessive tardy to school and absences, as determined by administration.
- In School Detention
- Out of School Suspension
- Expulsion
- Any other discipline infraction determined by administration to warrant removal of Eagle Commons Reward.

Students who choose not to participate in Eagle Release are required to be in an academic class or study hall in lieu of Eagle Release. Students who have the privilege of Eagle Release revoked are required to be in study hall as assigned by administration until Eagle Release is reinstated. This requirement starts the day following the revocation of Eagle Release.

Students who choose Eagle Release are expected to leave the high school campus promptly at 2:15 pm. Students who remain on campus impacting instruction of others can have Eagle Release revoked. Students who choose Delayed Start are expected to be in class for instruction by 8:40 am. Students arriving before 8:40 am will remain in the foyer at the front of the school until the end of first period.

Eagle Commons Reward and Eagle Release are privileges given to senior students who have earned it, and it helps make senior year special. Please use them wisely, and understand they are a privilege of being a member of the senior class.

Questions regarding Eagle Commons Reward should be sent to the Senior Class Administrator.

DETENTION NOTICE

Detentions are held in Room #162 before school (7:00-7:30 a.m.) or after school (3:15-3:45 p.m.) in Room 457. Lunch time detentions will be held as assigned. Senior detentions will be held at 2:20 – 2:50 p.m. in room 162.

During detention, students will be expected to complete school work 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 TIME DETENTIONS

In addition to morning and after school detention, students also have the opportunity to serve detentions during their lunch periods. The student who chooses to serve detention during lunch must be in the detention room before the detention advisor closes the door to begin the detention session. Students must arrive at lunch time detention promptly, and will not be admitted late. In order to receive credit for the detention, students must be on time, remain quiet during the detention period, and follow the rules of the detention advisor.

Students who choose lunch time detention can bring their lunch, and eat it quietly during the lunch time detention. There will be no cafeteria food available during lunch time detention. All students choosing to serve detentions at lunch also agree to provide their own lunch, to eat it quietly, and discard it appropriately without disruption at the end of the detention period.

Lunch time detention is a quiet detention period. Disruption will result in removal, no credit for the detention, and possible additional discipline as determined by administration. Credit for detention is ultimately the determination of the administration.

EVENING SCHOOL

Evening School is held at the High School. Students are to enter the building by the front doors across from the Student Services Office.

Students must be in the room and seated by 3:15 p.m. Students who are late will not be admitted. Dismissal will be at 5:15 p.m.

Students are expected to work on school-related assignments and/or read appropriate materials approved by the supervisor. Parents of students who are ill and unable to attend Evening School are to call the Assistant Principal on the following day.

Evening School assignments, which have been rescheduled, must be served on next available date. In addition once an Evening School has been rescheduled, it will not be rescheduled again. The consequence for not attending Evening School is out-of-school suspension. Students must leave the building by 5:30 p.m.

IN-SCHOOL-DISCIPLINE RULES

ISD is held in room 740 and serves as a day long detention whereby students that have violated school rules will complete academic work for that school day. All academic credit is given to the student for all course work completed. Students must report at 7:45 a.m. and remain in the ISD room until the end of their daily schedule. Lunches must be prepared from home and brought to ISD with the student (No fast food /cafeteria lunches delivered). Students are expected to bring all books and materials to complete all work for each of their subjects. Water is the only beverage a student can bring into ISD. Any violation of ISD rules and standards may require emergency removal and three days of OSS.

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 suspended out-of-school do not have the right to make up work, nor do they receive credit for that work which was missed. They may, however, ask the teacher for the work to do on their own.
4. Parents are requested to keep their students at home during suspension 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, the parent/guardian is encouraged to contact the high school at 779-8820.
6. Students assigned OSS may not participate in athletic contests or practices on the assigned day.

ACADEMIC

Graduation Requirements

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

English	4 credits
Math	3 credits (4credits for class of 2014)
*Social Studies	4 credits
Science	3 credits (Must include1 Biology & 1 Physical Science)
Health	.50 credit
Physical Education	.50 credit

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

One credit of the 21 must include Business/Technology, Fine Arts, or Foreign Language.

SENIOR STATUS

Any student who has not earned 15 credits by August 2010 will be retained to junior status and will not be permitted senior privileges, including early out. If the student earns 18 credits by the beginning of second semester, senior status and senior privileges will be reinstated. The early out (Eagle Release) privilege may be revoked at any time for any senior failing a graduation requirement. (See also, Eagle Commons Reward and Eagle Release pg. 30)

ALL FEES to be PAID to RECEIVE DIPLOMA

Any student having outstanding fees that occur after cap and gowns are handed out will not receive an official diploma at graduation. After these fees are paid the student may get the official diploma from the Principal at the high school office.

GUIDANCE

The counselors are available at all times 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 7:30 a.m. to 3:20 p.m. To contact the Guidance Office, call 779-3517.

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.

OGT (Ohio Graduation Test)

In order to receive a diploma, all students will be required to pass the Ohio Graduation Tests unless, due to a severe handicapping condition, an alternative evaluation is used. The OGT is comprised of tests in Reading, Writing, Mathematics, Citizenship and Science. The tests will be administered each year at a time designated by the state department of education. Students failing to take the test at the scheduled time without an acceptable excuse will receive appropriate disciplinary action.

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. Busses will run their normal routes in the mornings only. R.TA transportation is not available from the High School in the afternoons.
10. 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.
11. The cafeteria may be utilized for socializing and eating prior to a test, between tests and during a period for which a student is not scheduled.

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 testing period only.
3. Seniors in mixed classes -will take their exams in an alternative site.

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.

SENIOR FINAL EXAMS

Tuesday, May 29, 2012

Wednesday, May 30, 2012

Thursday, May 31, 2012 make-up day

Graduation Practice is Friday 6/1/12 from 7:15-9:00 a.m.

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 Post Secondary Education. 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 or the Main Office) and obtain teacher, guidance, and parent permission. Once the form is complete, it is turned into 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.

STUDENT STAFF SUPPORT TEAM (SSST)

It is the mission of North Olmsted High School's Student Staff Support Team 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, Eaglets, and performing music classes.

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 as indicated for the immediately preceding grading period. All interscholastic athletics and/or related sport activity such as cheerleading, Eaglets, and club sports fall under the direction of the Athletic Department Policy.

EFFECTIVE	GRADE and GPA			
	9 th	10 th	11 th	12 th
2009-2010	1.25	1.50	1.75	2.0

Training rules for the athletic program apply 24 hours a day, seven days a week from the start of the first day of practice in the fall or July 31, whichever comes first. These rules apply to all athletes regardless of their sport season. These rules will continue to be enforced throughout the school year, through the last day of school or the last athletic contest. While 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. In order to assure parental awareness and involvement, parents and/or guardians must sign the Parents' Pledge form before their student may begin participation in an activity.

NCAA Eligibility Center
www.eligibilitycenter.org

**NCAA FRESHMAN-ELIGIBILITY STANDARDS
 QUICK REFERENCE SHEET
 KNOW THE RULES:**

Core Courses

- 16 core courses will be required for NCAA Division I only. This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement
- 14 Core courses are required in NCAA Division II. See the breakdown of core-course requirements below. *Please note, beginning August 1, 2013, Division II will require 16 core courses

Test Scores

- Division I has a sliding scale for test score and grade-point average. The sliding scale can be found on the NCAA Eligibility Center website
- Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.

- 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 four sections on the ACT: English, math, reading and science.
- All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will no longer be used. When registering for the Sat or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the clearinghouse.

Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- Be sure to look at your high school's list of NCAA-approved core courses on the Eligibility Center Web site to make certain that the courses being taken have been approved as core courses. The Web site is www.eligibilitycenter.org
- Division I Grade-point average requirements can be found on the Eligibility Center Web site.
- The Division II grade-point average requirement is a minimum 2.000.

DIVISION I

16 Core-Course Rules

16 Core Courses:

- 4 years of English
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 4 years of additional courses (from any area above, foreign language or nondoctrinal religion/philosophy).

DIVISION II

14 Core-Course Rule

14 Core Courses:

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 2 years of additional English, mathematics of natural/physical science.
- 2 years of social science.
- 3 years of additional courses (from any area above, foreign language of nondoctrinal religion/philosophy).

*Please note, beginning August 1, 2013, Division II will require 16 core courses

EDUCATIONAL OPTIONS

(Night school, summer school, correspondence & virtual classes)

Students with written consent of their counselor and administrator may utilize approved educational options such as summer school, night 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. Only students, who are on track to graduate by June of the current school year and have guidance and administrative permission, may take correspondence courses, and virtual classes. Students will receive a pass/fail grade for these courses. All students may take summer school or night school to

make up classes they have failed. Students will receive a letter for night school & summer school. Information about any area schools will be available in the Guidance Office during the month of May. Grades earned in summer school are included in GPA calculations; however, summer school course work cannot be used to recover athletic eligibility.

POST SECONDARY ENROLLMENT OPTIONS

The Post Secondary Enrollment Options Program (PSEOP) 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 March for the following school year and is open to 9th through 12th grade students. **No exceptions to the March deadline will be made.** A student may not enroll in any specific college course through the program if the student has taken high school courses in the same subject area as that college course and has failed to attain a cumulative grade point average of at least 3.0 on a 4.0 scale, or the equivalent, in completed high school courses. When scheduling college courses, students need to allow for travel time so they will not be late returning to NOHS. Board policy dictates that PSEOP courses do not allow for weighted grades that would affect a student's GPA. 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.

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, or been expelled may enroll in night school or summer school to stay on track to graduate.

VIRTUAL LEARNING OPPORTUNITY

North Olmsted High School offers virtual learning opportunities in conjunction with Polaris Career Center. This is an internet-based educational delivery system, designed for students in Grades 2 – 12. The virtual learning opportunity provides students with an alternative to traditional classroom instruction. The virtual learning opportunity offers an extensive selection of online internet based courses designed for anytime/anywhere instruction. The course content is correlated directly to Ohio's Academic Content Standards in language arts, mathematics, science, and social studies and several elective areas. Independent, self-paced learning is offered along with online contact time with certified teachers for assessment purposes.

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 Mr. Stanton and the appropriate Guidance Counselor.

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 A/U 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.

HOMEWORK

The assignment of homework outside of class time should be expected, including breaks in the school year. Students should be aware of how homework is included in evaluation (grading) for the course which is explained in each course syllabus. A student who has been or will be absent for three or more consecutive days may contact the guidance department to request assignments. If a request is placed early in the school day (before 9:00 a.m.), assignments are usually available for pick up at the end of the next school day. It is possible that assignments may be obtained faster by contacting a classmate or the teacher directly via email, website, or voice mail.

POLARIS CAREER CENTER

Vocational education programs are offered to North Olmsted students, who are at least 16 years old, or of junior or senior 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 either full-time or for 1/2 day.

PEER TUTORS

Through the Guidance Department peer tutors may be available for students who need academic help in any class. See your counselor to make arrangements. A list of private tutors is also available.

ADMINISTRATIVE PROCEDURE HONORING CREDITS OUTSIDE COURSES OFFERED AT NOHS

The options, process, and criteria to attain credits for graduation outside the regular school day are as follows:

- I. For a required or elective course offered at North Olmsted High School that was attempted and failed:
 - a. Student may enroll in a virtual learning option or similar courses offered which meet Ohio Academic Content Standards for the subject area. This option is an "on-line" option requiring computer contact with assigned teacher for evaluating student work. (Student/Family responsible for cost of program)
 - b. Student may enroll in Evening School at Polaris Career Center or other accredited evening school for high school credit. (Student/Family responsible for cost of program)
 - c. Student may enroll in Summer School offered at area high schools for high school credit. (Student/Family responsible for cost of program)
2. To qualify and successfully enroll in Post Secondary Enrollment Options Program
 - a. Student and Parent must attend information meeting in February of the year prior to attempting enrollment in Post Secondary Enrollment Option Program.

- b. Must notify school of intent to enroll in Post Secondary Enrollment Options Program by March 30 of the year prior to attempting enrollment.
- c. Meet all other requirements of Post Secondary Enrollment Options Program as specified in program guidelines.
- 3. High School Credit through Educational Options as addressed in North Olmsted Board of Education Policy (4017) may also qualify.**** (Student/Family responsible for cost of program)
For the approval of any of the above options OR any exceptions, the NOHS principal's signature is required in advance of registration.

ACADEMIC RECOGNITION

RENAISSANCE

(A Program to Promote Academic Excellence)

The purpose of Renaissance is to recognize students who are achieving academic excellence. Consequently, the Renaissance Program was established to recognize these students with positive, tangible incentives to encourage their working even harder. Renaissance describes our attempt to motivate all students to strive for academic excellence. The name Renaissance was chosen simply because of its definition - rebirth, renovation, or renewal.

GOLD CARD REQUIREMENTS

- All grades of A for the previous nine weeks for all enrolled classes (NOHS, Polaris, or PSEOP)
- PSEOP must show proof of all "A's" from college courses.

GOLD CARD BENEFITS

1. Free admission to home athletic events (quarterly)
2. One day of excused absence (**prearranged**) for independent study only in the quarter indicated on the gold card. **Verifications for this day will be required.** This benefit must be used by May 1st when in the 4th quarter.
3. \$5.00 gift certificate for spirit store.
4. One-half price admission to school dances (excludes Prom) and special events.
5. Exemption from one final exam of your choice (requires all A's the 1st & 2nd quarter for first semester and 3rd & 4th quarter for the second semester) Prearranged forms in the Attendance Office
6. Community discounts as available.

WHITE CARD REQUIREMENTS

- 3.5 or better GPA for the previous nine weeks with no grade below a B
- Enrolled in a minimum of three classes at NOHS or Polaris, or PSEOP.
- PSEOP must show proof of all "B's" from college courses.

WHITE CARD BENEFIT

1. 50% discount to all home athletic events (quarterly)
2. Community discounts as available

HONOR ROLL

Honor rolls are based on the following criteria:

Honor Roll - recognition given to students earning a GPA of 3.5 and above with no grade below a "C."

Academic Honorable Mention - recognition given to students earning a GPA of 3.25 to 3.49 with no grade below a "C."

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

Students must meet the requirements for the regular diploma plus criteria for honors listed below.

The student who completes the college preparatory curriculum in high school must meet 7 of the following criteria:

- a. Four units of English
- b. Four units of Mathematics that include Algebra I, Algebra II, Geometry or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
- c. Four units of Science, including physics and chemistry
- d. Four units of Social Studies
- e. Three units of Foreign Language (must include no less than 2 units for which credit is sought)
- f. One unit of Fine Arts
- g. Career-Technical not counted toward requirements and may not be used to meet requirements. Electives not counted toward requirements.
- h. Maintain an overall high school grade point average of at least 3.5 on a four-point scale.
- i. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT) (excluding scores from the writing sections)

TOP SCHOLAR POLICY

Students ranking in the top one percent (1%) of the graduating class, as determined by cumulative grade point average at the end of 7 semesters, will be designated as the "Top Scholars."

OHIO AWARD OF MERIT

At graduation, students who complete the following criteria receive the Ohio Award of Merit: GPA of 3.25 grades 9-12, or 3.5 grades 11-12 or ranking in the top 25%, Participate in co-curricular, extra-curricular or community activities, Demonstrate outstanding citizenship/character traits in accordance with criteria established by the district; 4 English credits; 3 Math (algebra and geometry); 3 Science,(must include 2 units from among biology, chemistry and physics); 3 Foreign Language,(3 units of one language or 2 units each of 2 languages); 3 Social Studies (Must include 2 unites of history and ½ unit of civics or

government); , 2 units from one or more Business, Computer Science, Visual or Performing Arts, or 2 additional units from one or more of the areas listed above.
 Maintain above average attendance for grades 9-12. For 2010, the four-year state average is 94.17 percent attendance

**PRESIDENTIAL AWARD OF
 ACADEMIC EXCELLENCE**

The criteria for the award are: students must have a 3.5 or better GPA. Achievement in the 85 percentile or higher in math or reading on ACT or 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 sent home during the third quarter. Additional forms are available in the guidance office.

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 and AP level courses offered at NOHS. However, weighted grades do not pertain to PSEOP 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, night school. If the student passes the first semester and fails the second semester, he/she may make it up in summer school, night school.

Grade	Value	Total for Sem.Course
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	

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:

Grade	Regular	Assigned Wt. Honors/Advanced	AP
A+	4.0	4.5	5.0
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.3	1.3
D	1.0	1.0	1.0
D-	.7	.7	.7
F	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
 Contemporary Life Issues - .625 Foundations for Living - .625
 Transitional Life Skills - .625
 Physical Education - .25 Personal Fitness - .25

All grade values are found on page 43 of the Student/Parent Handbook.

An Example:

Class	Quarter grade Final Grade	Credit Value Box on Report Card	Grade value	Quality Points
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 year. 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. The Top Scholar will be based on the 7th semester rankings.

CLASS LOAD

(Minimum)

Underclass students are required to maintain a minimum course load of 5.25 credits per year. Students with senior status and at least 17 credits earned may carry 5 credits.

INTERIM REPORTS

Interim reports *may be* issued to students near the mid-point of each grading period. Their primary purpose is to convey the perceptions of teachers as to behavioral trends, scholastic or otherwise, which may contribute to or detract from student progress. It may be possible for a pupil to be passing at the end of the midpoint reporting period and not be passing at the end of the reporting period.

INTERIM REPORT DATES

Mailed on or about

First Qtr. Interims	September 27, 2011
Second Qtr. Interims	December 12, 2011
Third Qtr. Interims	February 27, 2012
Fourth Qtr. Interims	May 7, 2012

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.

REPORT CARD DATES

Mailed on or about

First Qtr. Report	November 8, 2011
Second Qtr. Report	January 30, 2012
Third Qtr. Report	April 10, 2012
Fourth Qtr. Report	June 13, 2012

CHEATING

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 — plagiarism means using another person's idea, expression or words without giving the original author credit.
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. To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.)

Cheating may be proved against a student only under one of the following conditions:

1. A staff member personally observes an act of cheating as defined previously.
2. A student admits to a staff member that he/she has committed an act of cheating.

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 appropriate assistant principal and counselor, in writing, of the student's violation as a matter of record.

In the event a hearing is necessary, the teacher will be asked to present the case in the presence of the student, parent and Assistant Principal. A discipline penalty may be imposed (See discipline code #20)

COLLEGE REQUIREMENTS & PREPARATIONS

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.
- Days of college visitations do not effect perfect attendance calculations.

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. In order to attend a conference, students must obtain a permission slip from the Guidance Office prior to the conference. This form must be signed by the teacher of the class the student is missing and will serve as a pass into the conference.

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)	3 units (<i>4 units class of 2014 and beyond</i>)
Science	3 units
Social Studies	3 units
Foreign Language	2 units
Fine & Performing Arts	1 unit

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

SAT and ACT 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 highly motivated college-bound sophomores. Its purpose is threefold: to give experience in testing and testing procedures, to furnish a prediction score for college planning, and to qualify for scholarship aid through the National Merit Program. Test date is October 15, 2011 at North Olmsted High School.

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 only.

American College Test (ACT)

It is recommended that students take their first ACT and/or SAT-I in the spring of their junior year. Additional testing may be deemed advisable in their senior year. Students and counselors should meet to establish an appropriate testing plan.

Registration Deadline

September 16, 2011
January 13, 2012
March 9, 2012
May 4, 2012

ACT Test Date

October 22, 2011
February 11, 2012
April 14, 2012
June 9, 2012

SAT –I Test Dates

<u>Registration Deadline</u>	<u>Test Date</u>	<u>Test</u>
Visit the Guidance Department for Registration Information	October 1, 2011	SAT & Subject Test
	November 5, 2011	SAT & Subject Test
	December 3, 2011	SAT & Subject Test
	January 28, 2012	SAT & Subject Test
	March 10, 2012	SAT only
	May 5, 2012	SAT & Subject Test
	June 2, 2012	SAT & Subject Test

SAT-II Test Dates

SAT-II Subject Tests (once called Achievement Tests) are taken on the same Saturdays as the SAT-I at the same locations. Your prospective college will tell you in their literature if you need to take the SAT-II tests. Only very selective colleges require the SAT-II Subject Tests.

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. In October, 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 in grades 9-12. In January, another meeting will be held to explain how to fill out the application forms for financial aid (FAFSA). FAFSA forms are available in January in the Guidance Office.

TRANSCRIPTS

Transcripts include final grades in all courses from grades 9 – 12 as well as current quarter-end grades; a cumulative grade point average, class rank, OGT results, attendance, and if available, results of college entrance exams (ACT, SAT, AP). These official signed and stamped transcripts may be requested by filling out a "Transcript Request" card in the Guidance Office. These requests may be necessary for college/scholarship applications, employment opportunities, proof of attendance, etc. The first three requests are at no charge. Thereafter, there is a \$3/00 per request fee. Fees/fines/obligations owed to the school must be paid before transcripts will be released. Parents may sign for a transcript if a student is under 18 years old. Students 18 or older must request and sign for his/her own transcript. Please allow 48 hours to process basic transcript requests.

COLLEGE APPLICATIONS

There is an increase in colleges/universities requiring that students apply for college on the Internet. Please note that the student may be responsible for obtaining required test results (ACT, SAT) if the college university requires the scores be sent from the issuing agency. If you apply on line, be sure to contact your guidance counselor for transcripts (see above), referrals and additional materials to be sent. If using a paper application, please bring all materials to the guidance office and complete a "Transcript Request" card. All materials will be signed, sealed and mailed as will mid-year and year-end reports if requested. Note: many colleges/universities have deadlines. Thanksgiving break is a major deadline for many schools. Be aware of those deadlines and incorporate school breaks into your timeframe. Please allow 72 hours to process transcripts with college applications. For December 1st deadlines, completed applications are due by November 17th to ensure processing and timely arrival.

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 adjacent to the Attendance Office and is available to students who are ill or injured. 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 on the emergency medical card. 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.

ADMINISTRATION OF MEDICATION

Medication should be administered at home under parent/guardian supervision whenever possible. In the event that medication must be taken during school hours, the following provisions must be adhered to according to State guidelines and district policy:

- An authorization form must be on file complete with physician's signature (forms are available in the school office).
- Medication must be in its original container.
- The parent/guardian is to drop off the medication in the office.

Over-the-counter medication must be in its commercial container with the student name and dosage affixed to it. These medications also require an authorization form signed by the physician. Students in possession of any kind of pills/medication or distributing any pills, whether over-the-counter or prescription, will be liable for suspension/expulsion as noted in the Code of Conduct. (Rule # 36)

IMMUNIZATION OF STUDENTS

State health standards require students to be immunized against specific communicable diseases. The minimum immunization requirements are 4 DPT injections, 3 doses of oral polio vaccine, and immunization against rubella, rubeola, measles, and mumps after the 1st birthday. The only children who are exempt are those with a medical or religious/philosophical exemption on file at the school. Under the law (3313.671), children may be admitted to school if they are "in the process" of completing the required immunizations. "In the process" means they have already had a minimum of 1 DPT and 1 polio and immunization against measles, rubella, and mumps. Children who are not exempt and who are not "in the process" will not be admitted until they qualify. Additionally, those

who are "in the process" must complete their series in a medically sound but timely manner or they lose then-temporary waiver and are subject to exclusion from school.

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 will be assigned lockers and are not to share lockers. 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.

STUDENT I.D. CARDS

Following school pictures, students will receive their student I.D. cards (providing they have turned in their emergency medical card). The I.D. card is to be carried at all times. Failure to produce the student I.D. card when asked may result in disciplinary penalty. If lost or damaged, a replacement I.D. will be made at a cost of \$5.00 through the Media Center. I.D.'s will be needed upon request by school personnel and admittance to the media center.

VISITORS

Parents are always welcome to visit our school. Every parent and visitor is asked to check in at the office. Student visitors to NOHS are allowed on a limited basis with prior administrative approval. Only students who are currently residents of North Olmsted and are considering transferring to NOHS will be considered for visitation privileges. These requests must be made in advance by the parent through the Assistant Principal. Out of town relatives or friends are not permitted to visit.

COMMUNITY POLICING

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 police 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 NOHS Community Policing Officer can be reached at the NOHS
Main Office - 440-779-8820

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 seniors 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. Depending on availability, juniors who meet the attendance and disciplinary requirements (based on the 4th quarter or 2nd semester of sophomore year) will be entered into a lottery. Students whose names are picked out of the lottery will receive a permit. Once a junior receives a permit, he/she is required to continue to meet the requirements or risk losing the permit for the remainder of the school year.

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.

Attendance Requirements:

- No more than five tardies per quarter
- No more than ten days of absence per year
- Parent may appeal to appropriate administrator if there are extenuating circumstances.

PARKING PERMIT PROCEDURES AND REGULATIONS

1. Parking Permits will be issued on grade level and program need.
2. All fees owed to the school must be paid before a permit will be issued.
3. 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.

4. Only cars registered to the applying student or parent/guardian will be considered for parking permits.
5. Lost or stolen permits can be replaced for a fee of \$5.00.
6. Only one permit will be issued to a family without administrative permission.

**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
SPEED LIMIT IS 5 MPH.
5. Students parking in unauthorized areas will face disciplinary action.
6. Student parking will be permitted **ONLY** in the lot north of the building. Under no circumstances will student parking be permitted anywhere else on school property, i.e. Visitor's Lot, Teacher's Lot, Custodian's Lot, Middle School, Stadium, and Administration Center.
7. 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.
8. If a student is excused to leave school property, he/she may not take additional students unless they also are permitted to leave school and parent permission has been received.
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. Traffic flows around the oval in a counter-clockwise direction.
12. Any violation of the above procedures and/or regulations may result in removal of parking privileges and/or suspension
13. Temporary parking permits may be issued to students with 24-hour advance notice from parents with administrative approval. Three day limit on temporary pass
14. Vehicles parked in North Olmsted High School parking lot are subject to search where cause exists.
15. North Olmsted City Schools will not be responsible for damage or loss incurred on school property. Park at your own risk

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.

"Hallway passports are to be used as passes out of class to go to the restroom, Guidance, Main Office, locker, Media Center or the clinic." Students are to carry their planners daily to all classes. If a student does not have a planner, the teacher has the option of denying the pass. Students should use their passports sparingly. Planners are NOT to be shared. Students should put their name on each of the passport pages and also in the front of the planner. One replacement planner may be purchased in the Main Office for \$5.00. Students using a planner other than their own will be issued an Evening School for 1st offense.

NOHS Important Dates 2011-2012

August

- 15 Band Pictures
- 16 Fall Sports Pictures
- 17 Fall Sports Preseason Meeting
- 18 Freshman Orientation & Pictures
- 21 Hall of Fame Golf Outing
- 23 Convocation
- 24 First Day of School
- 29 Anti-Bullying Community Event

September

- 7 Underclass Picture Day
- 9 Honor Roll Breakfast from 4th quarter
- 11 & 12 SITES Leadership Camp
- 15 10th grade Assembly (Josten's)
- 15 Open House
- 23 Picture Retake Day

October

- 1 SAT (off-site)
- 10-12 OBOBA Auditions
- 10-14 Spirit Week
- 12 Seniorfest
- 13 Homecoming Pep Assembly
- 14 Homecoming Parade & Game
- 14 NEOEA Day (no school)
- 15 Homecoming Dance
- 15 PSAT Test
- 17 -21 German Exchange Visit
- 18 Orchestra Preview Concert
- 19 Josten's Senior Assembly
- 22 ACT Tests
- 24-28 OGT (11th & 12th grade only)
- 26 Financial Aid Night
- 30 Marching Band Concert

November

- 1 Bloodmobile
- 3 Veteran's Salute
- 5 SAT Tests
- 8 Teacher In-Service (No School)
- 8 Band Banquet
- 9 Fall Sports Recognition Night
- 11 OBOBA Performance
- 15 & 22 Winter Sports Pictures
- 16 Winter Sports Preseason Meeting
- 17 & 21 Parent/Teacher Conferences
- 18-20 Eagle Nest Theatre
- 23-25 Thanksgiving Break (no school)

December

- 3 SAT Tests
- 3 NHS Winter Festival
- 7 Sophomore Ring Ceremony
- 13 Holiday Concert (Vocal) @ NOMS
- 15 Holiday Concert (Orchestra)

16 Adopt-A-Family & Day of Giving
19-30 Winter Break (no school)

January

11 Financial Aid Night (FAFSA)
14 Tasty Jazz
16 MLK Day (no school)
17-19 Semester Exams
20 Teacher Records Day (No School)
20 Band Boosters Pasta Dinner
23 AP Parent Night
24, 25, 27 Musical Auditions
28 Winter Formal
28 SAT Tests
30 12 & 9 Grade Class Meetings
31 10 & 11 Grade Class Meetings

February

2 8th Grade Parent Orientation
5 Kiwanis Pancake Breakfast
7 PSEOP Info Night
11 ACT Tests
15 2nd Quarter Honor Roll Breakfast
15 & 23 Parent/Teacher Conferences
17 No School
18 Solo & Ensemble Contest (off-site)
20 Presidents' Day (No School)
24 Winter Sports Pep Assembly
24-26 Eagles Nest Theatre
28 Orchestra Pre-Contest Concert

March

1 Bloodmobile
6 Band Pre-Contest Concert
7 Choir Concert (pre-Contest)
9 or 10 District Band Contest
12-16 OGT Test Week
14 Winter Sports Recognition Night
21 Prom Assembly
21 Spring Sports Preseason Meeting
22 Spring Sports Pictures
26-30 Spring Break (no school)

April

14 ACT Tests
16 NHS Tapping
17 College Planning Night
18 11th Grade Assembly (Woodard)
22-25 SITES Outreach Week
26 Bloodmobile
27 NOHS Idol Assembly
27-29 Spring Musical

May

1 NHS Induction Ceremony
2- 8 Art Gallery
2 Art Gallery Opening Night
5 SAT Tests
5 Prom/After Prom

- 7 – 18 AP Testing
- 9 Spring Instrumental Recognition
- 10 Struttin-R-Strings
- 11 Senior Panorama
- 12 Hall of Fame Dinner
- 12 Sweet Jazz
- 15 Festival of the Arts Vocal Concert (off site)
- 17 Senior Honors Night
- 22 Festival of the Arts Concert
- 24 Spring Sports Recognition
- 28 Memorial Day (no school)
- 29, 30 Senior Final Exams
- 30 Baccalaureate
- 31 Undergrad Honors Night
- June**
- 1 Commencement Practice
- 3 Commencement
- 4, 5, 6 Undergrad Final Exams
- 2 SAT Tests
- 6 Last Day for Students
- 7 Last Day for Teachers
- 9 ACT Tests

Crisis Numbers

North Olmsted Guidance Office	440-779-3517
(Contact for other resources and numbers)	
Children and Family Services	216-696-5437
Child Abuse 24 hour hotline	216-696-5437
North Olmsted Police Department	440-777-1234
North Olmsted Human Services	440-777-8000
Youth Crisis Hotline	1-800-258-2766
National Runaway and Suicide Hotline	1-800-621-4000
Victims Resource Center Rape Crisis Hotline	440-777-7244
Equal Employment Compliance Office	440-779-3563

NOHS Numbers

Main Office	440-779-8820
Attendance Office	440-779-3586
Principal's Office	440-779-8825
Athletic Office	440-779-8797
Daily Announcement Voice Mail	801-5050 X 6397 (NEWS)

North Olmsted High School Web Site

<http://www.northolmstedschools.org>