

**Nord Middle School**  
**“Where the Best Get Better”**

**Our Mission: Enhancing Student Achievement  
and Building Good Character**

**STUDENT / PARENT HANDBOOK 2009 – 2010**

**501 Lincoln Street  
Amherst, OH 44001**

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**Phone**

(440) 988-4441

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**Fax**

(440) 988-2371

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**Web Site**

[http\\www.amherst.k12.oh.us\Nord\index.html](http://www.amherst.k12.oh.us/Nord/index.html)

**This agenda belongs to:**

\_\_\_\_NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_

CITY/TOWN\_\_\_\_\_ ZIP CODE\_\_\_\_\_

PHONE\_\_\_\_\_

STUDENT NO.\_\_\_\_\_

HOMEROOM TEACHER \_\_\_\_\_

**NORD MIDDLE SCHOOL  
Family-School Compact**

This compact represents suggestions to enhance a partnership between Nord families, students, and staff to help each student reach his/her potential. As partners, we agree to the following:

**As a student I will:**

- Believe that I can learn and will learn.
- Read for at least 30 minutes, five days a week.
- Come to class on time, ready to learn, and with assignments completed.
- Set aside time every day to complete my homework.
- Know and follow all Nord school rules and dress code.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect myself, my family, my school, classmates and staff.
- Write in my Nord Handbook Planner the daily homework and agenda.

**As a parent/guardian or family member I will:**

- Talk with my child regularly about the value of education.
- Monitor TV viewing and make sure that my child reads every day.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline and dress code policy.
- Monitor my child's progress in school
- Make every effort to attend school events such as parent-teacher conferences, Open House, and school concerts.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in shared decision making with school staff and other families for the benefit of students.
- Respect myself, my family, the school, students, and staff.
- Check my student's Nord Handbook Planner.

**As a teacher I will:**

- Communicate high expectations for every student.
- Endeavor to motivate my students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school.
- Provide assistance to families on what they can do to support their child's learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect myself, the school, staff, students, and their families.
- Promote the Nord Handbook Planner for communication with students and parents.
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**WELCOME TO NORD MIDDLE SCHOOL**

Dear Parents,

Another school year is upon us. The staff at Nord Middle School looks forward to working with you and your child in establishing a fifth-sixth grade school second to none! With your support, we can join together to do great things for your children. Reviewing this handbook is a first step to helping develop that productive partnership.

Please take time to review the information in this handbook and take a few minutes to discuss it with your child. Within its pages you will find helpful information on Nord's policies and procedures, as well as some suggestions on how you can help your child have a successful school year.

You are always welcome here at Nord. We encourage you to be a regular visitor at school. Come to observe. Stop by to volunteer. Research shows that the more involved you are at your child's school, the more likely the chance that your child will be successful. If you have any questions, please stop by or give the school a call anytime between 7:45 and 3:30.

It is an honor and a privilege to have the opportunity to work with your child. We look forward to a very rewarding school year!

Sincerely,

NMS Staff

**PTO WELCOME**

As our children reach yet another milestone of their education, it is comforting for them to know and feel your participation in their school. Your participation in the Nord Parent-Teacher Organization (PTO) whether directly or indirectly assures them of your support.

Please help us continue that quality PTO support. The rewards are endless and your child along with Nord School will be forever grateful.

Thank you!  
Your PTO Officers

## NORD MIDDLE SCHOOL STAFF

2009/2010

Mr. Durham	Principal
Mrs. Killen	Secretary
Mrs. Austin	Grade 5
Mrs. Boggs	Grade 5
Mrs. Boyer	Grade 5
Mrs. Beetler	Grade 5
Mrs. Giacobbe	Grade 5
Mr. Hermensky	Grade 5
Mrs. Homolya	Grade 5
Mrs. Kerschner	Grade 5
Mrs. Misson	Grade 5
Mrs. Pfeiffer	Grade 5
Mrs. Schneider	Grade 5
Mrs. Vale	Grade 5
Mrs. Watkin	Grade 5
Mr. Broschk	Grade 6
Mrs. Flock	Grade 6
Mrs. Funderburg	Grade 6
Mrs. A. Jackson	Grade 6
Mrs. Kinser	Grade 6
Mrs. Knight	Grade 6
Mrs. Henry	Grade 6
Miss Morrison	Grade 6
Mr. Mullen	Grade 6
Mrs. Rhoads	Grade 6
Mrs. Sexton	Grade 6
Mr. Stevens	Grade 6
Mrs. Bray	Teacher Aide
Mrs. DelMonico	Teacher Aide
Mrs. Yacobozzi	Teacher Aide
Mrs. Gerth	Lunch Monitor
Mrs. Haslage	Lunch Monitor
Mrs. Butler	Teacher Aide/Library

Mrs. Hesmond	Gifted/Talented
Mrs. Houston	Intervention Specialist
Mrs. Jackson	Intervention Specialist
Mrs. Kovach	Intervention Specialist
Mrs. Lehman	Intervention Specialist
Mrs. Mellott	Intervention Specialist
Mrs. Miller-McGuire	Intervention Specialist
Mrs. Naro	Intervention Specialist
Mrs. Schwartz	Intervention Specialist
Mrs. Giacobbe	Health
Miss Palmer	Physical Education
Mrs. Sears	Art
Mrs. VonKaenel	Vocal Music
Mr. Barbaro & Mr. Meyers	Instrumental Music
Mr. Novotny, Mrs. Obbey	Guidance Counselors
Mrs. Zimmerman	Speech/Hearing
Mr. Allsop	Head Custodian

## **NORD MIDDLE SCHOOL PHILOSOPHY**

Students enrolled at Nord Middle School possess a wide range of physical, mental and emotional characteristics. Their interests, needs and scholastic aptitudes are assumed to reflect a broad spectrum of individual ability levels that need to be challenged. In addition to encouraging and helping each student develop scholastically, the staff of Nord Middle School also recognizes the need to help all students develop a sense of responsibility, self worth and respect for the worth of others.

The major goals of our school are to help students become self disciplined and self directed in problem solving tasks by instilling curiosity and a desire to use learning for personal enjoyment. The learning climate created by the cooperative efforts of students, teachers, and parents shall provide opportunities for social, physical and academic expression.

We are further committed to the notion that academic growth and ability are not the same for all students. It is our goal to try and provide an environment that attempts to meet the needs of the individual student by enabling him/her to grow not only intellectually but also physically, emotionally and socially.

## **BUILDING INFORMATION**

### **VISITORS**

All visitors to Nord Middle School (defined as any person or student not enrolled as a full time student at Nord School) must report directly to the school office to sign in and to receive a visitor pass which must be returned before leaving the school. Visitors in the building without a visitor pass will be escorted to the school office to sign in and receive a pass. Visitors failing to report to the school office as requested will result in having trespassing charges being filed against them with the proper law enforcement authorities.

### **HOURS**

School begins at 8:00 a.m. and students are dismissed at 2:52 p.m. If your child walks or rides a bike to school, please be sure that he/she leaves home in time to arrive at school NO EARLIER THAN 7:30 A.M.

Students will not be permitted in their classrooms until the 8:00 a.m. bell. Students who arrive at school before 8:00 a.m. are to report directly to the gym and remain there until the 8:00 a.m. bell. Students are considered tardy if they arrive at school after 8:10 a.m.

**Please note that the building does not open until 7:30 a.m. Parents are responsible for their children before this time and should be aware that children on school property before 7:30 a.m. will be unsupervised by the staff.**

## **ATTENDANCE**

### **Five Day Rule**

Attendance in school, on a regular basis, is important for student success. If a student has missed more than five (5) days of school within any given grading period, a teacher / parent / student conference may be requested. Students may also lose credit for the grading period and summer school or tutoring may be required.

### **Excused**

Regular attendance is necessary for success at Nord Middle School. In the State of Ohio, there are only six reasons for EXCUSED student absence recognized under school law. They are:

- |                                    |  |
|------------------------------------|--|
| 1. Personal illness                | 4. Quarantine                          |
| 2. Illness in the immediate family | 5. Religious holiday                   |
| 3. Death in the immediate family   | 6. To assist parents in emergency work |

If you are absent you must:

- A. Have a parent call the school (988-4441) to report your absence between the hours of 7:30 a.m. and 8:00 a.m. **If your child has seen a doctor, please remit an excuse from the doctor stating days of school absence upon returning to school. At this time they would be marked certified.**
- B. Students whose parents do not contact the school concerning their child's absence will be contacted by the school. If the parent does not contact the school or the school is unable to contact the parent, the student will be listed as "unexcused" for the day.
- C. Upon returning to school, the student must bring a note from the parent indicating the reason for the absence.
- D. Five excused absences will result in a letter sent home, unless the absences have been certified.
- E. Please request homework for an absent student prior to 8:30 a.m. Homework can be picked up outside of the school office between 3:00-3:45. Homework requests made after 8:30 may not be completed or granted.

### **Unexcused**

If the school cannot qualify the absence as "excused", it will be considered "unexcused" even though the student is absent with parental consent. Excessive "unexcused" absence may result in the student receiving detentions, losing credit for the grading period or a court referral.

**Unexcused absences may also result in the student losing various classroom and school privileges including but not limited to participation in school assemblies, field trips and other extra curricular activities including intramural sports.**

LICE

Students that are infected with lice will have one excused day (unless under a doctor's care/ instructions not to return to school) to treat the infected area. The Lorain County Health Department should be contacted for a screening and proper documentation provided approving the student to return to school.

Planned Absence- If you are aware that your child will be absent on a certain date (doctor's appointment), send a note or call the school the day before the planned absence. For vacations please view the vacation policy.

### **TARDY POLICY**

In addition to regular school attendance, students are also expected to report to their homeroom class on time and before the 8:10 a.m. tardy bell. Students who arrive at school after the 8:10 a.m. bell are to report to the office for a tardy pass. A student receiving three (3) unexcused tardy passes during any given grading period will be issued a warning letter. Four (4) or more unexcused tardies during any given grading period may result in after school detentions and/or loss of school privileges including loss of participation in Intramural school sports. Tardies due to school bus transportation problems will not count against a student concerning the above policy. Tardies will also show up on school absent reports. Students attending a doctor's appointment will be marked excused tardy. Excessive tardies (six or more) may result in court action or In/Out of School Suspension placement.

### **MAKE-UP WORK**

It is the students responsibility to make up work that is missed because of absence. Upon returning to school, the student should meet with each teacher, outside class time, to obtain necessary assignments. Work that is not made up will be considered the same as failing.

In general, students who have missed work because of absence will be given one school day to make up each day's missed assignments. Extensions may be granted at the discretion of the teacher.

If a student is absent for **one** day, he is encouraged to contact a classmate to obtain the assignments or the Nord web site. If a student is absent for **more** than one day, a parent/guardian may contact the office at 988-4441 before 8:30 A.M. to make arrangements to pick up assignments after 3:00 PM.

### **BOOKSTORE**

The PTO sponsors a student bookstore which is open each morning. Various items such as pencils, erasers, notebooks, and clarinet/sax reeds are available. Profits from the bookstore help to finance the many projects of our PTO.

### **CONFERENCES**

Parent-teacher conferences are regularly scheduled at the end of the first and third grading periods. However, you are encouraged to communicate with your child's teacher any time that you may have a school concern. If you would like to speak with your child's teacher, please call the school (988-4441) to arrange for an appointment.

Parent-teacher conferences are one of the many steps taken at Nord Middle School to help build your child's educational program. It is an opportunity for you, as a parent, to discuss your child's progress in school with his or her teachers and to learn more about your child as a

student. Report cards, notes, telephone calls etc., have their advantages, but the parent-teacher conference has one thing more - it's a chance to get together in person and seek ways to work together to help your child.

Your child's teacher personally invites you to attend our regularly scheduled parent-teacher conferences to be held this year in November and then again in February.

### **STUDENT INSURANCE**

The Board of School Education is not generally responsible for injuries of children at school or at places under school auspices and cannot pay damages, hospital or medical bills, regardless of the seriousness of the case. A student protection plan has been approved. At the beginning of the school year each student is given the opportunity to purchase student protection insurance. This is a voluntary plan, and parents may purchase it if they so desire. If you have any questions about this voluntary student protection plan, please call the school office at 988-4441.

### **COMPUTER LAB / COMPUTER USAGE**

Computers are provided throughout the school for academic purposes. Access to the internet and worldwide web will also be made available to all students. Internet access is limited and will only be allowed in order for a student to complete or research school assignments directly assigned by the classroom teacher. Use of the school internet connection for any other reason, by any Nord Middle School student, is strictly prohibited. Students found in violation of this policy will lose the privilege of using the internet at school and may receive additional disciplinary action including but not limited to detention or in school or out of school suspension. Additional information regarding students use of the school internet connection will be sent home at the beginning of each school year. If there are any questions or concerns regarding this policy, please call the school office at 988-4441 and ask to speak with the principal.

Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting that educational purpose. Any addition or modification of computer programs and operation systems is prohibited. The making of illegal copies or destroying programs is also prohibited. Any inappropriate use of computers in the school setting will be considered to be acts of vandalism.

### **EMERGENCIES**

All parents upon enrolling their child or at the beginning of the school year are required to fill out an "Emergency Medical Authorization Card." It is the parents' responsibility to see that this information is updated being sure to include both work and home telephone numbers and an alternate person to be notified in case the parents cannot be contacted.

### **DIRECTORY INFORMATION**

In order to comply with the regulations regarding the disclosure requirements contained in the Family Education Rights and Privacy Act, directory information regarding Amherst students will be released to persons or organizations requesting the information.

Directory information shall include the following:

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance

**Any parent who desires this directory information not be released, may stop in the school office and file this request on forms available.**

### **EMERGENCY SCHOOL CLOSING - ACTIVITY CANCELLATION**

In case of severe weather - snow, low temperatures, ice, etc. the official announcement for school closing and activities cancellation may be heard over the local radio station, WEOL, or posted on [www.amherst.k12.oh.us/nord](http://www.amherst.k12.oh.us/nord) Please do not call the school.

The first three days of school that are canceled due to an emergency closing will not be made up. **The 4th and 5th days missed will be made up on May 17th and June 10th.**

### **GUIDANCE**

Two guidance counselors serve Nord Middle School. Each counselor is at Nord two half days a week. During their time at Nord, the counselors provide classroom guidance for all students, lead small groups of students with special concerns and needs, counsel individual students, and consult with parents and teachers.

To contact your child's counselor, call the Nord office (988-4441) and leave a message; the counselor will return your call as soon as possible.

The counselors have an excellent set of video tapes and filmstrips that many parents have found quite helpful when discussing certain issues at home. If you would like to borrow one of the tapes, please contact your child's counselor. The following titles are available in our school library for parents to check out: 1) Looking Great, Feeling Great 2) Who Am I? Looking at Self-Concept 3) The New Me: Accepting Body Changes 4) You and Your Parents: Making It Through the Tough Years 5) If It Happens to You; Coping Strategies for Sexual Abuse 6) Learning To Say No 7) The Group and You: Handling Pressure 8) Divorce.

### **GYM CLASSES**

Since physical education is an active, in class course and no outside work is required, participation every day is vital to learning and to evaluation. Students participating in physical education must wear tennis shoes. The physical education grade is based on regular participation, attitude, willingness to learn, ability to follow directions, skill level and skill improvement. All students are expected to participate. If your child has any medical or physical condition that may limit this participation, notify the office in writing.

### **HONOR ROLL and Grading System**

The evaluation of a student's achievement is one of the important functions of the teacher. The marking system is as follows: A-Excellent 4.0, B-Good 3.0, C-Average 2.0, D-Poor 1.0, F-Failure, I-Incomplete

93-100% A    85-92% B    75-84% C    70-74% D    69% or below

F

Grades are determined by grade point average. Earning a D or F would disqualify a student from Honor/Merit Roll. An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his assignments. An incomplete on the report card becomes an "F" two weeks from the date it is issued. Make-up work is the complete responsibility of the student.

The teaching staff at Nord Middle School strives to make each child's time at school as rewarding and successful as possible. In addition to a positive reinforcement program

developed for all students, the following Honors Program has been established for those students who have distinguished themselves academically.

Highest Honors - For students who have earned all A's in their academic and special subjects.

A-B Honor Roll - For students who have earned nothing less than a B grade in all of their academic and special subjects.

Merit Roll - For students who have earned NO more than one C grade in all of their academic and special subjects.

### **LIBRARY**

The Nord Library/Media Center is open every day from 8:00 a.m. to 3:00 p.m. and closed during the librarian's lunch time and special occasions. All students are scheduled to use the library at least once each week. With a library pass or the teacher's permission, a student may use the library any time during the day to check out books or use the reference materials. Students are allowed to keep the books they check out for two weeks. Reference material and magazines are checked out overnight.

### **MEDICATION POLICY**

If your child has a need to take any type of medication during the school day and you would like to keep the medication in the school office, please stop by or call the school as soon as possible. No medication of any kind will be administered until the necessary forms are signed by both the parent and attending physician and on file with the school secretary. No student will be allowed to medicate his/herself. For forms and/or further information, please contact the school. A student is permitted to take nonprescription cough drops or lozenges subject to the following conditions: (1) the parent must provide a written note with the child's name, the date, the name of the cough drop or lozenge, and the frequency with which it may be taken; (2) the cough drops or lozenges must be in the original package or wrapper.

### **NURSE**

Nord does not have a full time nurse but instead has a visiting nurse for one half day each week.

The nurse performs a variety of duties such as vision and hearing screening as well as checking and maintaining immunization and health records of all our students.

If you would like the nurse to see your child, please contact the school at 988-4441.

### **PTO OFFICERS**

President - Misty Kelley

Vice President - Beth Burgett

Treasurer - Carol London

Secretary - Jennifer Gendics

If you have not yet joined the PTO, or if you can help in any way, please call the school office at 988-4441. PTO meetings are scheduled at Nord Middle School at 9:00 AM. Please check the Nord web page for other PTO information and meeting dates.

### **TEXTBOOKS/WORKBOOKS/FEEES**

The Amherst Board of Education supplies textbooks to all students. With the privilege of using the textbooks comes the responsibility to care for these books. Students are held responsible for the condition of their textbooks. Charges will be made at the end of the school year for damages other than normal wear and tear. Students will be charged the actual replacement

cost for lost books. Workbooks are Re-Salable items in the Amherst School District. Students using workbooks will be charged for the actual cost of workbook used.

Student fees consist of necessary workbook costs, a bowling (PE) fee, googles, an art fee, a music fee, KAIMCO Short Cycle Assessment fee, and a student planner fee.

Workbooks will be issued to each student during the first days of school or upon enrollment to Nord Middle School. It would be appreciated if payment of all workbook and other school fees approved by the Board of Education be paid as soon as possible. Failure to make full or partial payment towards workbook fees on a regular basis will result in the student's report card being withheld. At approximately every four (4) weeks, parents will be notified of any outstanding workbook / supply fees. If home finances are such that regular payment towards the workbook / supply fee cannot be made, please call the school at 988-4441 and ask to speak with the principal.

### **TRANSFERS/WITHDRAWALS**

Parents of students transferring or withdrawing to any other school are asked to notify the school office as soon as possible. The proper forms will be prepared for parent signature and a copy of the withdrawal form will be given to the parent to take to the new school. **Unpaid workbook or student fees will result in all school records being held until full payment is received.**

### **RETENTIONS**

Students that do not earn at least three quality points (one of which must be in the second semester) will be considered for retention. Parents will be informed and requested to attend a meeting with the child's teachers to discuss the possible retention.

### **OBSERVATIONS**

The staff at Nord welcomes and encourages parent involvement. Parents who wish to discuss the progress of their child with the teacher should call the teacher at school. Please call the principal's office to make the necessary arrangements for observations to take place. If you do observe, please register in the office to receive a visitors pass. **Parents or other adults are not to be in the school hallways or classrooms during normal school hours without first reporting to the school office.**

There are times when special visitations are prearranged. Please check our Nord web page for these and other activities.

Open House                      Parent Teacher Conferences  
Music Performances              Athletic Events  
Awards Presentations PTO Meetings and Activities

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

### **DRESS CODE POLICY**

The Amherst School District, based on the recommendation of the 2003 - 2004 Ad Hoc Committee on Student Dress, adopted a revised mandatory Dress Code Policy for all students in grades K-12 beginning August 2004.

The Board and committee strongly believe that the dress codes should emphasize **modesty** and **place primary responsibility of enforcement on the parents**. Further, they hope the Dress Code Policy will:

1. Help to establish a more positive atmosphere conducive to education.
2. Help to instill student discipline.
3. Help to eliminate peer pressure dealing with student attire.

#### **THE DRESS CODE POLICY IS AS FOLLOWS:**

##### UPPER BODY GARMENTS

1. Torn, ripped or tattered clothing may not be worn.
2. Muscle shirts, halter tops, midriff tops, tank tops, spaghetti strap tops, tube tops and revealing tops may not be worn.

##### TEST FOR APPROPRIATE UPPER BODY GARMENTS

1. With the exception of full dresses, upper body garments, if not tucked-in may be no longer than fingertip length when the student is standing at rest with his/her arms at his/her side.
2. Upper body garments must not expose skin of the midriff from the front, rear and sides of the waist, when the student is standing at rest with his/her arms at his/her side.
3. The neck line of the garment must not be lower than the index finger, when the student stands with elbow and palms of the hands parallel to the floor, and finger tips of the opposite hands touching.

##### LOWER BODY GARMENTS

1. Undergarments may not be visible.
2. Torn, ripped or tattered clothing may not be worn.
3. Short shorts, spandex, cutoffs, and ultra miniskirts may not be worn.
4. Shorts must be hemmed.
5. Pants must be cinched at the waist - no sagging.

##### TEST FOR LOWER BODY GARMENTS

With the student standing at rest with his/her arms at his/her side, fingers fully expended, the garment must extend beyond the longest finger on the hand.

##### ADDITIONAL PROHIBITIONS

1. Unclean/disheveled clothing is not permitted.
2. Spiked jewelry, chains hooked to wallets or belts, large pendants, pierced jewelry (except pierced earrings) or any other jewelry or objects that could cause injury or otherwise constitute a hazard are not permitted.
3. Students are prohibited from wearing or carrying articles of clothing, buttons, patches, jewelry, and any other forms of nonverbal communication, which promote drugs, tobacco, alcohol, glorify death and mutilation, contain profanity, vulgarity, espouse violence, call for illegal act; and/or other disruption, or state or suggest sexual activity.
4. Bandanas, hats, caps or headbands are not to be worn or carried in school. No head wear of any kind is to be worn or carried in school.
5. Mirrored glasses or sunglasses, including prescription sunglasses, may not be worn in school.

### ADDITIONAL REQUIREMENTS

1. Outerwear must be stored and may not be worn during the school day. "Outerwear" is defined as any clothing designed to be worn outdoors, including jackets, windbreakers (full or half-zippered) and coats.
2. Students must be well-groomed, clean, and neatly attired while on school premises or at school-sponsored functions. Hair, sideburns, mustaches, and beards must be clean and nearly trimmed.
3. Shoes or sneakers must be worn at all times.

**NOTE:** Building Administration reserves the right to deem certain clothing inappropriate for school and may request the student to change clothes.

### SPECIAL EVENTS

Upon written request of any teacher or coach, and with the written pre-approval of the Administration, temporary exceptions to this Dress Code Policy may be made for special events such as holiday parties, sporting events, and the like. Any student representing the schools may be held to more rigid and specific guidelines. It would remain their student's choice to participate. The teacher, coach, or advisor, together with the principal, may establish guidelines.

### OPT-OUT PROVISIONS

The Amherst School District recognizes that certain parents or guardians, for religious, medical or other lawful and bona fide reasons, have the right to request that their child not conform to certain requirements or other terms of this Dress Code Policy. Such parents or guardians shall have the opportunity to meet with the school principal or his/her designee to discuss their concerns, provide specific reasons for their child's requested nonconformity, and request a waiver which would allow their child to opt-out of specified requirement/s or other term/s of this Dress Code Policy, but requires their child to adhere to a specific dress code which would be established by the school principal and include the balance of the Dress Code Policy. If the opt-out request is granted, the parent or guardian must sign a written waiver, available in the school office, which allows their child to opt-out of specified requirement/s or other term/s of this Dress Code Policy, but requires their child to adhere to a specified dress code which is established by the school principal and includes the balance of this Dress Code Policy.

### ENFORCEMENT

Students shall receive a verbal warning and parents or guardians shall be contacted for the first violation. Second violation warrants a notice to the parents or guardians with a detention for the student. Third violation warrants a two hour detention. Fourth violation warrants a School Suspension. Any subsequent violation shall subject the student to out-of-school suspensions. If in the opinion of the Administration any violation is excessively disruptive, distracting, or non-conforming, the student shall be removed immediately from the classroom until properly attired and parents or guardians shall be notified immediately.

**Note:** The Administration reserves the right to review, assess, and revise this policy at any time.

### HOMEWORK

Homework is a necessary part of each student's educational program. Each student must be expected to spend some time, in addition to scheduled class instruction, to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study time eliminates the necessity of spending too much time in completing an assignment the day before it is due. If your child is having a problem with his/her homework or spending an excessive amount of time on homework each evening, please contact your child's teacher.

### **BAND**

Students have the option to either participate in music or band. Band lessons are set up by the end of September. Students that start with band **MUST** be prepared to stay in band throughout the entire school year. If it parents decide to remove their child from participating in band anytime throughout the schooo year, that student will earn a failing grade for band and will be placed in music.

### **LOCKER USE**

Each student is assigned a locker for use at the beginning of the school year. The locker is the property of the Amherst Exempted Village Schools and may be inspected by school officials at any time.

Valuables should not be kept in the locker as the school cannot be responsible for stolen items. A combination lock for each student locker will be provided by the school, and is the only lock allowed on school lockers. Locks other than those provided by the school cannot be used on any school locker unless permission is received by the school principal.

### **STUDY SKILLS BOOK**

The staff at Nord Middle School believe that good study skills are necessary to a successful school experience, as well as a great asset to adult life. It is important that these skills be used in school as well as on homework.

We are proud of the Student Assignment Books used by all teachers to help each student learn good study habits and to help students keep track of their assignments. Parent signatures are required in these books each week during the first grading period. Included in this Student Assignment Book are many suggestions to improve the student's study skills.

### **VACATION POLICY**

Vacations while school is in session are **STRONGLY DISCOURAGED**. However, if it becomes necessary, a letter from parents should be brought to the office a **MINIMUM OF ONE WEEK** before departure in order to obtain a vacation form. The student will then obtain the assignments and signatures of all teachers and submit the completed application to the principal for final approval. Generally the number of make up days allowed to complete missed assignments will be equal to the number of school days missed due to an approved vacation. Vacation assignments turned in late, may not receive full credit. Students are expected and encouraged to complete all assignments missed during their approved school time vacation within the days allocated by the classroom teachers. Failure to complete and turn in assignments on time may result in the student receiving a grade of "F" or a "zero" for all late work.

### **RESTROOMS**

Restrooms are not to be used for loitering or social gathering places. They should be used before and after school and at lunchtime. Students will be excused from class to go to the restroom only in an emergency.

### **PROTECTION OF PROPERTY**

Print your name in ink in all books, notebooks, shoes, and folders for which you are responsible. Do not bring items of great value to school. Never carry more money than you need for one day of school. Students are responsible for books, materials and locks assigned to them. Charges for lost materials will be assessed. It is recommended that students lock their lockers.

### **TELEPHONE AND MESSAGES**

The office telephones are used for business purposes and are not available for student use. Pay telephone calls are not to be made without permission from the office. Students are not to use the telephone during the passing time between classes. Students will not be excused from classes to make personal telephone calls, except in an emergency. The office should be notified in that event.

### **PARENT-TEACHER COMMUNICATION**

Regular communication between home and school, between parent and teacher is an important factor in helping to assure that your child will have a successful school experience. The teaching staff at Nord Middle School have made a commitment to communicate with parents in the educational process whenever possible.

We are asking that parents also make a commitment to communicate and to offer support to their child's teacher whenever the need or occasion arises. Please access the online grade program Progress Book to keep updated on your child's grades and homework assignments. If you need your child's username and password to enter Progress Book, please contact his/her teacher or the office. Please don't hesitate to contact your child's teacher anytime that you have a question or want more information about your child's education while at Nord Middle School. To arrange to talk with your child's teacher, call the school office at 988-4441. Please leave your name, phone number, and a brief description of your concern. The teacher will return your call as soon as possible.

### **RECESS**

Generally when the wind chill reaches 17 degrees or below students will not participate in outside recess. Please be sure that your child wears appropriate clothing during questionable weather days.

### **STUDENT BEHAVIOR**

Helping to instill pride in your child's school and schoolwork is an important part of your child's education. To help develop pride and maintain a positive learning atmosphere at Nord, the following behavioral guidelines have been established for all students.

1. Students are expected to use courteous and proper language at all times. Obscene gestures or language toward other individuals will not be tolerated.

2. Cheating is unacceptable and will result in disciplinary action.
3. Classroom behavior should always be courteous, attentive, and responsive. Students must always come prepared to do their work equipped with pens, pencils, erasers, books, completed homework assignments, etc.
4. Running, shouting, and other disorderly conduct will not be permitted in the halls.
5. Each student must follow the "Code of Conduct" of the Amherst Board of Education.
6. Students are expected to respect other people's property at all times. Stealing will not be tolerated. Strong disciplinary action will be taken.
7. Personal items such as radios, tape recorders, beepers, MP3 players, iPods or other digital media devices, etc. are not to be brought to school.

## **BUS BEHAVIOR**

THE FOLLOWING RULES ARE IN EFFECT:

1. Remain seated and keep aisles clear.
2. Bus driver may assign seats.
3. Keep head and hands inside bus.
4. Noise on the bus should be kept to minimum. No screaming, shouting or yelling.
5. Be courteous -- no profanity.
6. Observe classroom conduct.
7. Violence is prohibited.
8. Do not damage bus or equipment.
9. Do not eat or drink on the bus; keep the bus clean.
10. You may only ride your assigned bus.
11. For your own safety, cooperate with the driver

Failure to comply with the above rules will result in further disciplinary action. Normally, the following steps will be taken.

- 1st violation - Verbal warning to a 5 day bus suspension
- 2nd violation - Two hour detention to a 10 day bus suspension
- 3rd violation - 1 day bus suspension to a 9 week bus suspension
- 4th violation - 3 day bus suspension to a semester bus suspension
- 5th violation - 5 day bus suspension to the remainder of the year bus suspension
- 6th violation - 10 day bus suspension to the remainder of the year bus suspension

Subsequent violations may result in longer bus suspensions or suspension from school. The principal retains the right to administer whatever disciplinary action is necessary, depending on the severity of the violation.

## **DETENTIONS**

Detentions are an important part of our school discipline system. Parents have the responsibility for providing transportation if it is necessary for the child to serve a before school detention. Detentions are assigned from 7:30 - 8:00 a.m. A parent should sign the detention slip before the child serves his/her detention. **After five detentions the student will be assigned to a two hour detention. Excessive detentions may also result in the student losing various classroom and school privileges, including but not limited to attendance during school assemblies, field trips and other extra curricular activities including**

**intramural sports. In-school and out of school suspensions may be issued for chronic misbehavior.**

**VIOLENCE**

Violence or sexual harassment, either verbal or non-verbal, that is directed towards or perceived to be directed toward a student or adult in Nord Middle School will not be tolerated. All incidents of student violence or sexual harassment will be reported to the principal and immediately investigated and may result in immediate removal from school and law enforcement authorities being notified.

Students of Nord Middle School are expected to:

1. DO THEIR BEST
2. RESPECT THE RIGHTS OF OTHERS
3. WALK QUIETLY IN THE HALLWAYS
4. LISTEN AND FOLLOW DIRECTIONS
5. AVOID FIGHTING
6. BE ON TIME
7. BE PREPARED FOR CLASS
8. BE HONEST
9. BE COURTEOUS
10. REFRAIN FROM NAME CALLING AND TEASING

All students are made aware of the rules of the school and most students choose to obey those rules. However, when students misbehave they must understand that there are logical consequences that will follow and that NO student has the right to disrupt the learning of others or to interfere with the teacher's ability to teach all students. The following is a generalized list of consequences that will follow student misbehavior:

A. Minor and occasional misbehavior, including work not completed, will bring a student conference with the teacher, loss of recess or other classroom and school privileges or school detention.

B. Willful and persistent misbehavior, disruption of the class or disrespect towards a teacher or other school employee, may, in addition to the above, bring a parent-teacher conference and possible in-school or out of school suspension as determined by the principal.

C. When the above methods have been tried without success, the student, in addition to the above consequences, may be suspended for up to ten days by the principal or expelled for the remainder of the semester by the superintendent of schools according to due process procedure and the Board of Education policy.

**D. The Amherst Exempted Village School District's adopted "Student Code of Conduct" is posted in each classroom and supersedes all school rules. It outlines and recommends specific consequences for inappropriate behavior. If you would like to review a copy of the adopted "Student Code of Conduct", please call the school at 988-4441.**

**FIGHTING**

Fighting among students for any reason will not be tolerated. Any student who is involved in a fight may receive an out of school suspension or be immediately sent home for the day and a parent conference, with the principal, may be necessary before the student can return to school.

## **DISCIPLINARY PROCEDURES**

### **PUPIL CODE OF CONDUCT**

The following code sets forth rules prohibiting certain types of student conduct either:

- A. On the school ground, during, before, or after school.
- B. On the school grounds at any other time when the school is being used by a group.
- C. Off the school grounds, on a school bus, or at a school activity, function, or event.

### **OUT OF SCHOOL SUSPENSION**

Students missing school work due to an out of school suspension or due to being sent home for disciplinary reasons, are also expected and encouraged to complete missed homework.

**Students receiving a formal out of school suspensions during the school year, will not receive grade credit for work completed during the suspension period. Suspended students will not be allowed to participate in any school sponsored extra curricular or intramural athletic event until they are back in attendance at school.**

A student found to be in violation of any of these rules may be suspended for a period up to ten days or be expelled for eighty school days. It shall be the decision of the proper school administrator, after carefully weighing all the facts and circumstances pertaining to an incident of misconduct, to use the corrective measures that are most appropriate.

### **SUSPENSION OFFENSES**

- |  |                     |
|--|---------------------|
| * 1. Disruption of school  | 1-10 days           |
| * 2. Smoking or possession of tobacco products   | 1-10 days           |
| * 3. Possession, use, transmittal, or being under the influence of alcohol, a controlled substance, or drug narcotic, including but not limited to marijuana   | 10 days, possible   |
| expulsion  |                     |
| 3b. Possession, use, transmittal, making or selling of a counterfeit controlled substance  | 10 days, possible   |
| expulsion  |                     |
| 3c. Possession, use, transmittal, making or selling of drug paraphernalia  | 10 days, possible   |
| expulsion  |                     |
| * 4. Possession, use or threatened use of matches, lighters, firearms, explosives, fireworks or other dangerous weapons or items which may cause bodily injury | 5-10 days, possible |
| expulsion  |                     |
| * 5. Verbal assault, battery, fighting, harassment   | 1-10 days           |
| * 6. Theft of private or school property   | 1-10 days           |
| * 7. Vandalism of private or school property   | 1-10 days           |
| * 8. Insubordination   | 1-10 days           |

- \* 9. Excessive tardiness and truancy 1-10 days
- \* 10. Failure to serve detentions 1-10 days
- \* 11. Any other actions detrimental to the educational system on or off school grounds 1-10 days
- \* 12. Violation of local, state or federal statutes on school property or involving school activities 1-10 days, possible expulsion
- \* 13. Dishonesty 1-10 days
- \* 14. Sexual Harassment 1-10 days, possible expulsion
- \* 15. Gang Activity 1-10 days, possible expulsion
- \* 16. Profanity 1-10 days
- \* Any student's behavior found to be in violation of local, state, or federal statutes while on school property will result in the student being referred to the proper civil authorities. Students suspended for drugs or alcohol will be encouraged to seek outside counseling.

**DEFINITION OF SUSPENSION OFFENSES**

**DISRUPTION OF SCHOOL**

1. No student, by use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, false alarms or any other conduct, shall intentionally cause the disruption or obstruction of any lawful process or function of the school or urge other students to engage in such conduct.
2. The following acts are prohibited:
  - a. Occupying any school building, school grounds or part thereof, with intent to deprive others or interfere with its use;
  - b. Blocking the entrance or exit of any school building or corridor or room therein, with intent to deprive others or interfere with lawful access to or from or use of the building or corridor or rooms;
  - c. Setting fire to or damaging any school building or property;
  - d. Preventing or attempting to prevent the convening or continued functioning of any school, class, or or activity, or of any lawful meeting or assembly on the school premises;
  - e. Preventing or attempting to prevent students from attending a class or school activity;
  - f. Except under the direct instruction of the principal, blocking or attempting to block normal pedestrian or vehicular traffic;
  - g. Continuously and intentionally creating noise or acting in any manner so as to interfere with teacher's ability to conduct his/her class or study hall;
  - h. Taking another student's property through coercion or threat of bodily harm.

**SMOKING**

The smoking or possession of any tobacco product is not permitted at any time. This rule pertains to all extra-curricular activities-both on school property and away from school.

Smoking is defined as the carrying of a tobacco product on the student's person, holding a tobacco product, whether lit or not, or having held one and tossed it aside.

**DRUGS/ALCOHOL**

The possession, use, transmittal, or being under the influence of alcohol or a controlled substance, drug, narcotic, including but not limit to marijuana, by students on school property, school buses, or at any extracurricular activity is prohibited. Possession, use, transmittal, making or selling of a counterfeit controlled substance is prohibited. "Counterfeit Controlled Substance" is defined in the following ways:

1. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed packed or distributed by a person other than the person with legal rights to manufacture, process, pack, or distribute it.
3. Any substance that is represented to be a controlled substance but is not controlled substance or is a different substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

### **Drug Paraphernalia**

A student shall not possess, use, transmit or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education sponsored or supervised activity.

### **Firearms, Explosives, Fireworks, or Dangerous Weapons or Items**

The possession, use or threatened use of firearms, explosives, fireworks, lighters, or other dangerous weapons or items which may cause bodily injury by students on school property or school buses is prohibited.

### **Non-Physical Assault, Battery, Fighting**

**Non-Physical Assault (disrespect to teacher)-** No student shall curse, use profanity, gesture, intimidate, harass, or verbally abuse any person with or without the threat of bodily harm.

**Battery-** No student will cause or attempt to cause physical injury or behave in such a way as could be reasonably anticipated to any person.

**Fighting-** No student shall engage in fighting on school property, school buses, or at any extracurricular activity.

**Harassment-** No student will be involved in physical or verbal harassment involving any school employee or other student.

**Malicious Harassment-** A student shall not maliciously and intentionally intimidate or harass another person because of that person's race, color, ancestry, religion, age, national origin, sex, or disability.

**Theft-** No student shall take or attempt to take the private property of students or staff members or any property owned by the Amherst Board of Education. Restitution will be required.

**Vandalism-** No student shall deface, damage, destroy, or attempt to deface, damage, or destroy the private property of students, or staff members, or any property owned by the Amherst Board of Education. Restitution will be required.

**Insubordination-** Insubordination is defined as disobedience or not submitting to authority while in school or on school grounds.

**Excessive Truancy and Tardiness-** Refer to the Attendance Section of the student folder.

**Unservd Detentions-** The failure to serve assigned detentions is a suspension offense.

### **Any Other Detrimental Action**

1. Any action which is contrary to acceptable behavior and affects the educational system in the opinion of the administrator (on or off school grounds).
2. Violation of local, state, or federal statutes on school property or involving school activities.
3. NO electronic signaling devices, audio or video recording devices are permitted.
4. The misuse of inhalants is not permitted.

**Dishonesty-** Failing to be truthful to any school official. Violation of this offense may include either verbal or written misrepresentation of the truth.

**Sexual Harassment-** Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature.

**Gangs-** Gangs are prohibited. A gang is defined as any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or “turf”, or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on school property, at school functions and school related activities, will not be tolerated.

1. A student shall not participate in gang-related activities.
2. A student shall not appear with, or wear, gang identifications such as attire, colors, clothing, or graffiti.
3. A student shall not designate boundaries or turf, or belong to any group that designates boundaries or turf.
4. A student shall not participate in hazing, initiation, or recruiting activities.
5. A student shall not deface property with gang graffiti. It should be noted that the Amherst Schools maintain open lines of communication with local law enforcement agencies. A student who violates this section will not only be subject to the notification of his/her parents/guardian by school authorities, but also, when deemed appropriate, the student’s prohibited gang activity will be reported to the local police department.

The use of cellular phones, picture phones, pagers, and related equipment is prohibited during school hours.

Students violating this policy will be subject to disciplinary action.

First Offense - device taken away. (Device will be returned at the end of the school day to the student.)

Second Offense - Two hour Friday detention. (Device taken and returned to parent or guardian)

Third Offense - In School Suspension issued. (Device taken and returned to parent or guardian)

Fourth Offense - Out of school suspension (1-10 days) (Device taken and returned to the parent or guardian)

### GUM CHEWING

Gum chewing is prohibited in school, unless permitted in special circumstances.

### PHYSICAL CONTACT

Physical contact, kissing, and hand-holding are behavior that have a correct time and place. A school is not such a place. This activity cannot be allowed in the academic atmosphere of a school. Persistence in this behavior will result in parents being contacted and possibly detentions issued.