

NORTON HIGH SCHOOL

1 Panther Way | Norton, Ohio 44203



Student-Parent Handbook *2020-2021*

Property of: _____ Student Number: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

Telephone Directory

Administrative Offices.....	(330) 825-0863
Principal.....	(330) 825-7300
Assistant Principal/Attendance and Discipline.....	(330) 825-7300
Attendance Hotline.....	(330) 706-2760
Athletic Office.....	(330) 825-4167
Food Service.....	(330) 706-2711
Guidance Services.....	(330) 825-6104
High School Office.....	(330) 825-7300
Music Office.....	(330) 825-7277
Special Education Services.....	(330) 706-1026
Transportation.....	(330) 825-2226
Treasurer's Office.....	(330) 825-2114
High School Fax.....	(330) 706-0369

FOREWORD

This student-parent handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing; become familiar with the following information and you should keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers, guidance counselor, or administrators.

This handbook replaces all prior handbooks and other written material on the same subjects.

NORTON HIGH SCHOOL ALMA MATER

*When the sun bends low its radiance,
While the storm clouds roll,
Norton High, we'll always love you,
You inspire our soul.*

*Walking with the stride of honor,
To the roads ahead,
Norton High, we will salute you,
With our white and red.*

*Alma Mater, Alma Mater,
Sing from pole to pole,
Hear our song so clearly ringing,
'Till we reach our goal.*

Winefred Dearth-Stokes

MESSAGE FROM THE PRINCIPAL

Welcome to Norton High School!

I am really excited about the prospect of a new school year and all the opportunities that come with it. The expectations of the students and staff are high once again, and I expect the 2020-2021 school year to be one of our finest.

To our new students, I am sure you will find Norton High School to be a fun and nurturing place that will allow you to use your individuality and create your own academic path. Make sure you get involved in the many clubs, sports and activities offered because your time in this building will be brief and you will want to make the most of your high school years.

To our returning students, continue to uphold the academic standards that have distinguished us from other schools. I encourage you to keep challenging yourself to be the best representative you can be for Norton High School and the surrounding community.

Once again, welcome and may you have a successful and enjoyable experience at Norton High School.

Ryan Shanor,
Principal

NORTON HIGH SCHOOL

"Home of the Panthers"

1 Panther Way
Norton, OH 44203

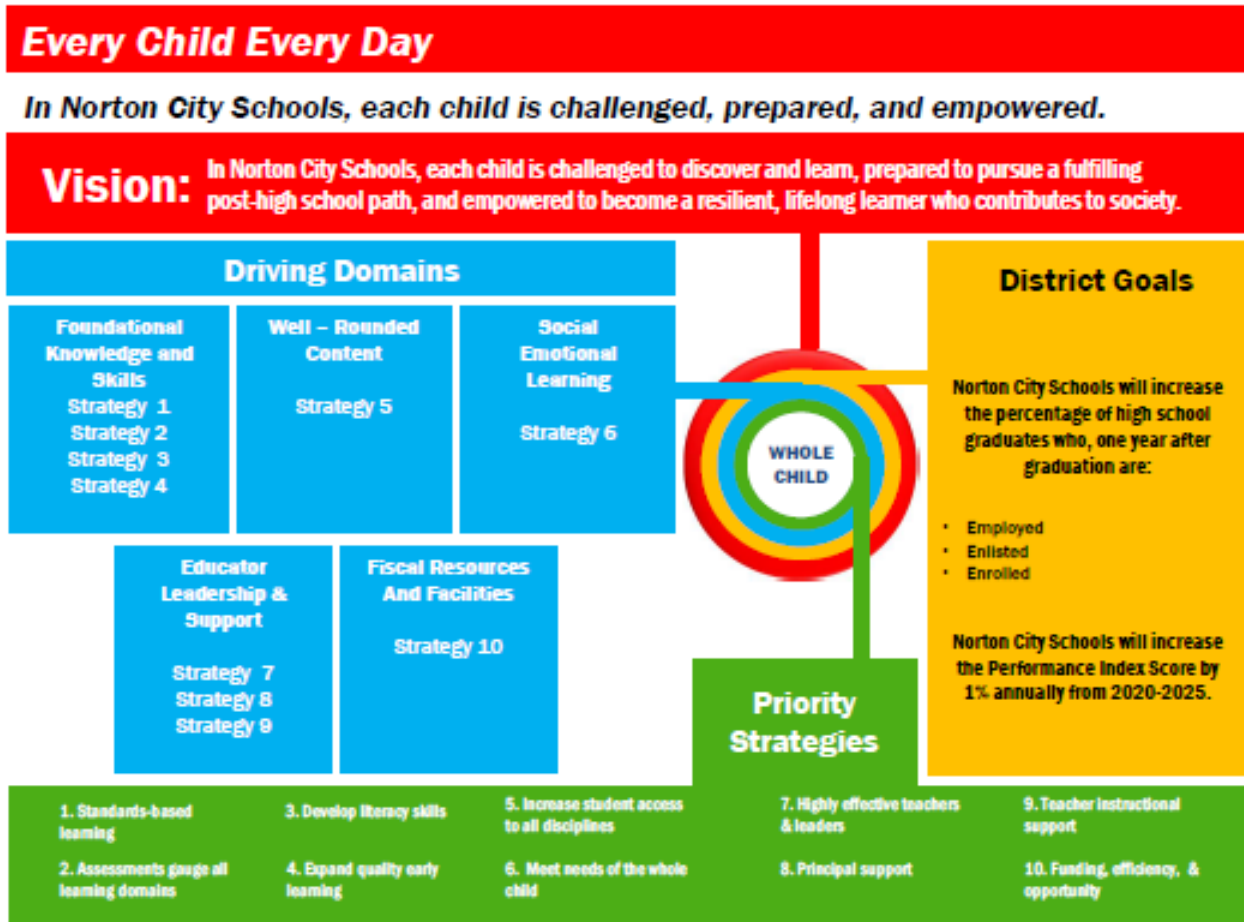
Mr. Dana Addis
Superintendent

Mr. Ryan Shanor
Principal

MISSION/VISION STATEMENT OF THE NORTON CITY SCHOOL DISTRICT

EVERY CHILD EVERY DAY

To inspire life-long learning in a caring, safe environment through challenging educational experiences for **every child every day.**



ALL DAY-EVERY DAY STUDENT EXPECTATIONS

From 7:20 a.m. until 2:20 p.m., Students **must** always have:

- Their ID badge serves a purpose. It must be carried on their person at all times.
- Their Student Handbook

Students will be issued these items on the first day of school. Students who do not comply will be referred to the Assistant Principal for Violation of Rules. Failure to comply will result in an immediate In-School Suspension.

Replacement cost - Handbook - \$5.00

ID card – \$5.00

STUDENT RIGHTS AND RESPONSIBILITIES

Students attend Norton City Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens within a large scope of options. This code published in conformity with the Ohio Revised Code specifies the school's expectations. Students have a right to just treatment from the school and its employees. The school in turn has a right to expect positive behavior from students. Each school administrator is authorized to develop those rules and regulations necessary to the operation of each building, which are not included in the system wide rules and regulations.

The following rules apply to student behavior or conduct at school, on school property, on school buses, and during attendance at any school-related activity or event. Conduct that causes or may cause disruption or interference with any school function or may interfere with the health, safety, well-being or rights of other students or staff members is prohibited.

Students engaging in any of the following prohibited behaviors will be in violation of the Code of Student Conduct. Disciplinary action decided upon by the administrative staff will result and may take the following form: counseling, parental conference, after school detention, in-school suspension, out-of-school suspension, assignment to the Norton Learning Academy, recommendation for expulsion, referral to the Summit County Juvenile Court or other service agencies, professional intervention, and/or other appropriate measures.

STUDENT CODE OF CONDUCT

A major component of the educational program at Norton High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. ***Students are expected to behave in accordance with federal, state, and local laws and rules and Board Policies and Administrative Guidelines, in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.***

PLEASE NOTE: The disciplinary assignments listed are merely guidelines. Each infraction of the Student Code of Conduct may be handled on a case-by-case basis. The High School Administration reserves the right to assign discipline as they see fit for the particular circumstance.

LEVEL I

RULE 1—INSUBORDINATION

Students shall respond to or implement a reasonable request by school personnel. Disrespect toward school personnel will be regarded as insubordination. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be considered insubordination. Additionally, a student shall not refuse, upon request, to identify himself/herself to proper school authorities on school premises/property or at school-sponsored events.

RULE 2—DISRUPTION OF SCHOOL

Students shall present themselves in a professional manner in order to enhance the educational environment. Students shall not, by use of violence, intimidation, bullying, passive resistance, poor sportsmanship, attitude, public display of affection, or any other means, cause disruption while at school or school-related activities. Students shall not use or possess recording or playback devices (i.e. MP3 players, radios, etc.), cameras, computer games, and/or cell phones/pagers or related items unless exempted by the school administration. These items will be confiscated and may be retrieved by a parent/guardian after discipline is served.

RULE 3—PROFANE, INAPPROPRIATE, OR INFLAMMATORY COMMUNICATION

Students shall communicate in a positive manner. Students shall not use vulgar, profane, derogatory, demeaning, or abusive language. Students shall not make profane, inappropriate, vulgar, or abusive gestures toward other students or authorized visitors. See Student Dress Code and Acceptable Use Policy for Technology for other violations pertaining to profanity or obscenity. Also, see Rule 24 for use of profane, inappropriate, or inflammatory communication towards a staff member.

RULE 4—HORSEPLAY OR RECKLESS BEHAVIOR

Students shall not engage in acts of pushing, shoving, throwing objects or other types of reckless behavior.

RULE 5—NON-ATTENDANCE (Class Cuts, Leaving School, Truancy, Unexcused Tardiness, etc.)

Students are expected to be on time and attend all classes per the student's schedule. Students shall not be absent from any portion or all of his/her regularly scheduled classes or other mandatory activities without school authorization. Students shall not leave school grounds unless permitted by school authorities. Approval to leave school grounds must be obtained in the High School office prior to leaving. Students must remain inside the building and spend their lunch period in the cafeteria. Students shall not be late to school and may only be excused for a school-approved reason (per Attendance Policy) by a written note or telephone call from a parent/guardian.

RULE 6—STUDENT DRESS CODE

Students will adhere to the Dress Code (see separate section on page 17) which is designed to promote a constructive and safe learning environment.

RULE 7—CHEATING, PLAGIARIZING, FALSIFICATION OR FRAUD

Students shall not fraudulently affix or have affixed signatures of a parent, guardian, or other authority on notes or any other school related forms. Students shall not interfere with correspondence forwarded for the information/use of parents/guardians. Students are not permitted to use/possess passes, school letterhead, or other school forms unless authorized by school personnel. Lying, cheating, and plagiarism are considered acts of fraud.

RULE 8—FAILURE TO COMPLY WITH DIRECTIVES OF SCHOOL PERSONNEL

Students must comply with all directives and disciplinary action assigned by school district personnel (i.e., serving teacher detentions, wearing ID badges, following classroom rules, etc.). Compliance also assumes positive, appropriate student behavior during assigned disciplinary time.

RULE 9—TECHNOLOGY/COMPUTER USAGE

Students will adhere to the Acceptable Use Policy for Technology (see Board Policy) which is designed to promote a constructive learning environment. Student and parent must sign the agreement before students work on any school computer.

RULE 10—FOOD/BEVERAGES OUTSIDE CAFETERIA

Food and beverages are to be consumed in the cafeteria only during lunch periods. All other areas are restricted, including classrooms, locker rooms, hallways, and stairwells. Norton H.S. has a closed lunch policy. Restaurant food (i.e. pizza, McDonalds, etc.) **may not be delivered** to students during the school day nor should students bring outside food/beverages into school when signing in. Packed lunches should be put in the student locker before going to the first period class. Vending machines are for use during the student's assigned lunch period only.

RULE 11—GAMBLING/CARD PLAYING

Students shall not gamble in any form, play or bring cards or other games to school.

RULE 12—TRANSPORTATION BEHAVIOR

Students are obliged to adhere to all reasonable requests by school personnel while in transport by bus or other school approved vehicle. All rules of the Student Code of Conduct are in effect.

RULE 13—VEHICLE, PARKING, AND DRIVING VIOLATIONS

Parking on school grounds is a privilege at Norton High School. Students must apply for, receive and display a valid parking permit to park on school grounds. **VIOLATORS WILL BE TOWED AT THE OWNER'S EXPENSE.** Permits are issued through main office. The administration reserves the right to search vehicles parked on school property or revoke a student parking permit at any time. Students are responsible for knowing and following all parking and driving regulations. Students shall not operate a vehicle in an unsafe manner and must follow the posted speed limit of 10 mph on school property. Student parking is in the front parking lot and does not include visitor parking spaces. Students must depart their vehicles immediately upon arrival to school and are not permitted in their cars or parking lot during school hours except when arriving or departing school. Parking permits may be suspended or permanently revoked for violations of the Student Code of Conduct (see guidelines). Students may not drive or be transported in private vehicles to school-sponsored field trips or other events. Students may be transported only by authorized personnel and with administrative approval.

RULE 14—VIOLATION OF RULES AND/OR OTHER SITUATIONS

A student shall not violate the policies of the Board of Education or school rules/regulations. Each student is responsible for becoming familiar with those items. The school administration has made every attempt to develop rules and regulations to create a positive learning experience for all students of Norton High School. If a situation occurs which is not covered in the Student Code of Conduct, it is the duty of the school administration to take prudent and responsible action to protect the educational process from disruption. This includes, but is not limited to, the safety and welfare of the students and staff of Norton High School.

LEVEL I DISCIPLINARY GUIDELINES

1 st Offense	In-School Suspension—up to 3 academic days
2 nd Offense	In-School Suspension—up to 3 academic days
3 rd Offense	In-School Suspension—up to 3 academic days
Additional Offenses	Becomes a Level II Offense

In-School Suspension (ISS)—This remediation is assigned primarily for less serious disciplinary problem: attendance, tardiness, excesses, and other offenses as determined by the teacher and/or school administration for students in violation of the Student Code of Conduct. Students are permitted to attend any before/after school functions during an ISS assignment. **[ALL ASSIGNED DISCIPLINE MUST BE SERVED.]**

LEVEL II

Should a student violate the Code of Conduct Level II or Level III rules while attending/participating in a school-sponsored or extra-curricular activity, the student is subject to regular disciplinary action and will be excluded from all extra-curricular activities for the school year.

RULE 15—FIGHTING/PHYSICAL CONFRONTATION

Fighting, hitting and/or unauthorized touching are prohibited. In addition, students may not provoke or promote such activities. Initiators may be subject to more severe disciplinary action.

RULE 16—TOBACCO-RELATED OFFENSES

Students shall not use or possess tobacco or tobacco-related products including vapes, juuls, e-cigarettes or accessories.

RULE 17—THREATS, INTIMIDATION, BULLYING, CYBER BULLYING, HARASSMENT AND HAZING

Students shall not threaten, coerce, intimidate, harass and/or haze other students at any time. This includes implied, verbal, written and/or physical activities relating to the above six categories of behavior. (See Hazing Policy, page 18.)

LEVEL II DISCIPLINARY GUIDELINES

1 st Offense	Out-of-School Suspension—3 academic days*
2 nd Offense	Out-of-School Suspension—5 academic days*
3 rd Offense	Out-of-School Suspension—10 academic days*
Additional Offenses	Becomes a Level III Offense*

Out-of-School Suspension (OSS)—This remediation is assigned for more severe violations of the Student Code of Conduct. Out-of-school suspension may also be assigned for cumulative violations of the Student Code of Conduct. Students are not permitted on school grounds or in the school buildings, and cannot attend any school functions during the suspension. Students receiving out-of-school suspension are expected to make up missed schoolwork. If the student submits work of passing quality the day s/he returns, the student’s class average will not be affected. If the work is not of passing quality or not submitted upon return, zeros (0) will be assigned. The student and/or parent are responsible for obtaining and returning all assignments.

*Police reports and/or Juvenile Court referrals may be completed for attendance issues, acts of violence, or severe conduct issues.

LEVEL III

Should a student violate the Code of Conduct Level II or Level III rules while attending/participating in a school-sponsored or extra-curricular activity, the student is subject to regular disciplinary action and will be excluded from all extra-curricular activities for the school year.

RULE 18—DRUGS, ALCOHOL, AND RELATED PARAPHERNALIA

Students shall not possess, use, sell, or distribute alcohol, drugs, narcotics, or other mood altering substances—including counterfeit or look-alike drugs or drug related paraphernalia. Excepted are students receiving prescriptive care under a medical doctor’s direction. Students must register all medications to be taken at school in the Main Office Clinic.

RULE 19—SEXUAL HARASSMENT

Sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances, which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisals after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person’s body, touching a person, blocking their exit, assaulting a person or other acts adjudicated as harassment by the school administration. Students should report any incidents to a teacher, counselor or school administrator.

RULE 20—VANDALISM

Students shall not cause or attempt to cause damage, defacement or abuse to school facilities, equipment or the property of the school district, school personnel or students.

RULE 21—FALSE ALARM, BOMB THREATS, FIRE ALARMS

Students shall not cause threats or create false alarms that may affect the safety and/or well-being of the individuals at the school.

RULE 22—FIRE, EXPLOSIVES, OR RELATED DEVICES

Students shall not possess, use, or distribute matches, lighters, fireworks or other explosive or detonative devices. The unauthorized use of fire is strictly prohibited. A student shall not engage in such conduct for the purpose of causing a threat, or disruption by written, oral or any other form of communication.

RULE 23—WEAPONS/INSTRUMENTS OF VIOLENCE

Students shall not use or possess any object that is considered a weapon, a look-alike weapon, or an instrument of violence.

RULE 24—ABUSE OF A STAFF MEMBER

Students shall not threaten, coerce, intimidate, harass, bully and/or haze school personnel at any time.

RULE 25—THEFT, BREAKING AND ENTERING, OR UNAUTHORIZED POSSESSION

The unauthorized use of computer technology, possession of school property or other’s private property is prohibited. Students shall not enter locked, secured or unauthorized areas of the Norton City School District at any time. In addition to disciplinary action, the school district may report the incident to the Norton Police Department.

RULE 26—ATTEMPT

The attempt to commit any of the offenses set forth in this Student Code of Conduct shall be punishable in the same manner as the offense itself.

RULE 27 – REPEATED ACTS OF MISCONDUCT

If any student commits any of the offenses listed in this Student Code of Conduct more than once within a given school year, such repeated misconduct may be treated as a separate offense or may increase the severity of the punishment for the underlying offense.

MISCONDUCT FOR WHICH A STUDENT MAY BE PERMANENTLY EXCLUDED

- a. Conveying deadly weapons onto school property or to a school function.
- b. Possessing deadly weapons on school property or at a school function.
- c. Carrying a concealed weapon on school property or at a school function.
- d. Trafficking in drugs on school property or at a school function.
- e. Murder or aggravated murder on school property or at a school function.

- f. Voluntary or involuntary manslaughter on school grounds.
- g. Assault or aggravated assault on school grounds or at a school function.
- h. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
- i. Complicity in any of the above offenses, regardless of location.

LEVEL III DISCIPLINARY GUIDELINES

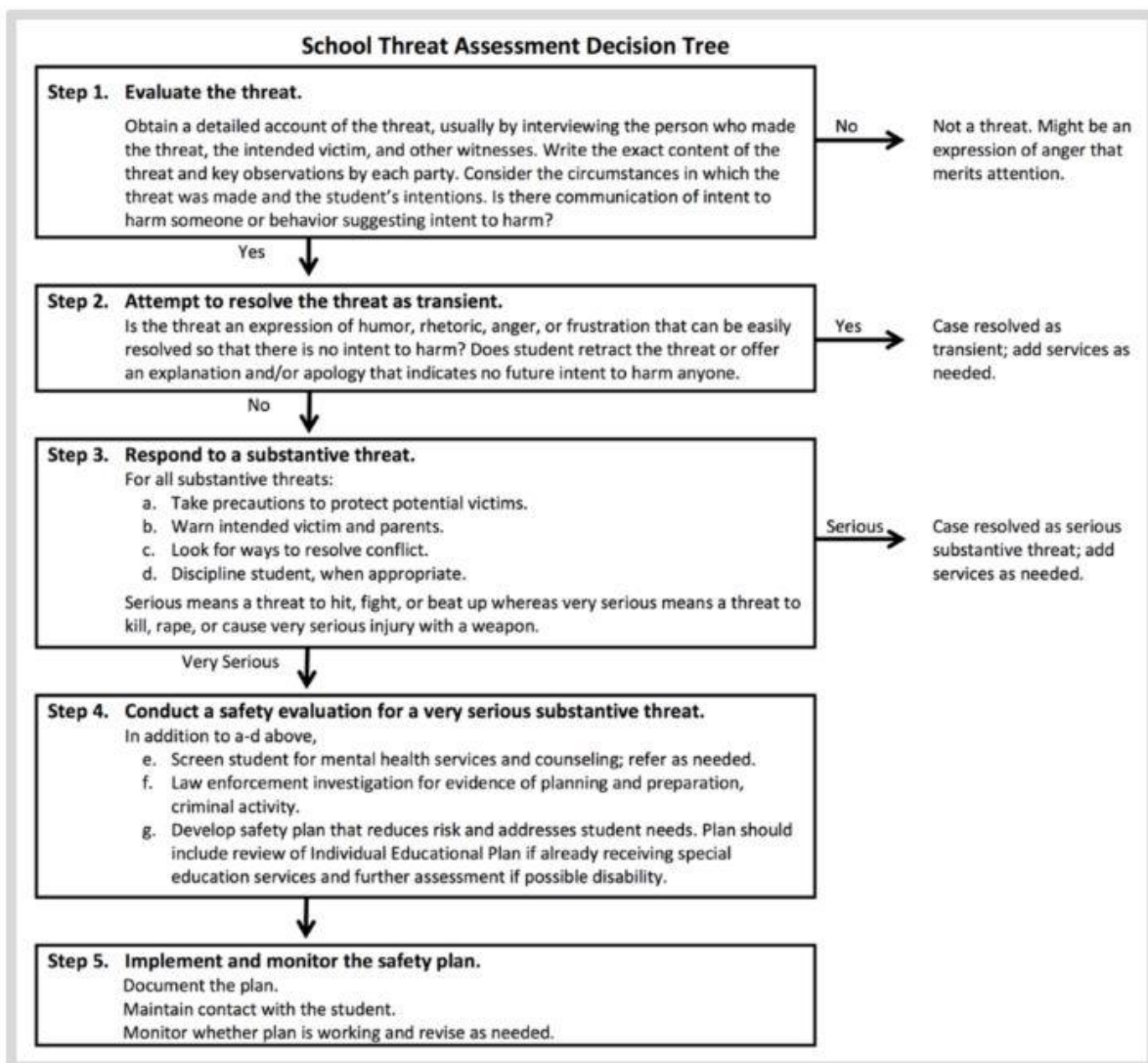
1st Offense

Out-of-School Suspension (10 academic days) with a recommendation for Expulsion (up to 80 academic days)

Expulsion—This remediation will exclude a student from Norton High School for up to 80 academic days. This disciplinary action is a decision of the Superintendent of Schools or his/her designee. Students may submit make-up work for teacher review but will not receive any academic credit (zeros assigned for all work).

*Police reports and/or Juvenile Court referrals may be completed for attendance issues, acts of violence, or severe conduct issues.

Teacher Detention—This remediation is assigned as part of an effective classroom management plan. Teachers make assignments, notify parents and students 24 hours in advance, and monitor the student during the detention period. The teacher also provides the assistant principal with written documentation.



NORTON HIGH SCHOOL GUIDELINES

BEGINNING OF THE DAY

Students must remain in designated area until the first bell rings unless prior approval has been given by the school administration.

END OF THE DAY (Dismissal)

Students shall not remain on school premises after dismissal unless prior approval has been given by the school administration.

LUNCH TIME OPPORTUNITIES AND EXPECTATIONS

Students must remain inside the building and will spend their lunch period in the cafeteria. All other areas are off-limits, including the locker rooms, locker room hallways, and stairwells. No food or beverages (i.e. water bottles, pop, or juice containers) are to be carried or consumed in the halls, in classrooms, or at lockers. **Restaurant food (i.e. Pizza, McDonalds, Arby's, etc.) may not be delivered to students during the school day.** Packed lunches should be put in the student's locker before going to the first period class and not removed until the beginning of the lunch period. Students are expected to consume all food and beverages in the cafeteria and deposit all trash in appropriate containers before leaving. Students who do not comply will be assigned clean-up duty and/or assigned to an in-school suspension. Food and beverages taken outside the cafeteria will be confiscated and discarded. **Free and reduced-priced lunch applications are available in the main office.**

DELIVERIES

Gifts (i.e. balloons, flowers) **will not be delivered** to students during the school day. The student will be notified and may pick-up the item(s) at the end of the school day. Restaurant food (i.e. Pizza, McDonalds, Arby's, etc.) **may not be delivered to students during the school day.**

PUBLIC DISPLAY OF AFFECTION (PDA)

Public display of affection, especially physical contact (i.e. holding hands, walking arm in arm, kissing) between students is considered inappropriate and in poor taste at school.

LOCKERS

Students are responsible for the care of their assigned locker. Lockers are the property of the Norton Board of Education. Students will not place stickers, writing or etchings either inside or outside of lockers. Spirit signs, posters, etc. must have prior approval from the school administration before being posted. School personnel may search lockers when there are reasonable grounds to suspect that the search will produce evidence that may violate the Student Code of Conduct or legal sanctions.

STUDENT VALUABLES

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

SKATEBOARDS/SCOOTERS

Skateboards/scooters are not allowed at school or on school grounds at **any time**. Skateboards brought to school will be confiscated and parent/guardian will have to pick up in the Main Office at the end of the school day.

CALAMITY DAYS

You will receive notification from the AlertNow computerized phone dialing system regarding school cancellation or delay due to inclement weather or other emergency situations on the phone number(s) you provide at the beginning of each school year. It will also be announced on WAKR, WONE, WKDD, WNIR, WQMX, WMMS, WHLO, WROK, Y-103, or on WKYC TV3, WEWS TV5, WVPX TV23, WUAB TV43, and FOX TV8 and on the Norton Schools webpage at <http://www.nortonschools.org>. These stations are notified as soon as a decision is made. Please **DO NOT** call the school offices.

SEARCH AND SEIZURE

The Norton Board of Education or its designees (building administrators) reserve the right to search the lockers, desks, person and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students. At the beginning of the school year, students will be advised that their lockers, desks, persons, and personal belongings are subject to search. (See Ohio Revised Code, Section 3313.20).

CO-CURRICULAR ACTIVITY PARTICIPATION

Participation in co-curricular activities can be a positive educational and social experience; therefore, students are encouraged to become involved in the wide range of co-curricular activities offered at Norton High School. Students must remember that participation is a privilege and the best interest of the group is the primary focus. With this in mind, a student may be denied participation for the following reasons:

- Tryouts or auditions established by the advisor or coach of the program.
- Failure to adhere to any portion of the Norton High School Code of Conduct.
- Failure to comprehend and comply with the rules and expectations of the organization.
- Failure to participate fully in the programs or activities sponsored by the organization.

Students must be present periods 4 through 8 (in their entirety) on the day of the event (or Friday for a weekend activity) to participate in or attend any school-related activity. This includes, but is not limited to, dances, athletic contests, club meetings, forensic tournaments, and musical performances.

EXCLUSION LAWS

The policy of the Norton City School District is consistent with the Ohio Revised Code Sections 331a3.66, 3313.662. For additional information about Ohio's Exclusion Laws contact the Administration Office during school hours.

FINES AND DEBTS

Students are responsible for payment of all fees, fines, and/or debts. In the event that these monies are unpaid at the end of a reporting period or end of the school year, a student's report card, transcript, and/or diploma shall be withheld, according to the Ohio Revised Code 3313.642.

GRADUATION REQUIREMENTS

Please refer to the Board of Education Policy, available in the Norton High School Curriculum Guide.

GUIDANCE SERVICES

Guidance services are available for every student. These services include assistance with educational and career planning, interpretation of test scores, career planning, and help with home, school, and/or social concerns. For complete information regarding guidance services refer to the Curriculum Guide. Topics addressed in the guide include:

- Class Rank
- Class Standing
- College Placement/Financial Aid
- Course Offering
- Grading Policy
- Graduation Requirements
- Honors Diploma
- Merit/Honor Roll
- Post-Secondary Options
- Schedule Change Policy
- Scheduling

Scheduling is completed prior to the start of each school year. A student-initiated request for a schedule change needs to be submitted in writing (including parent signature) to the student's guidance counselor and needs to meet at least one of the following criteria to be accepted and considered:

- To provide IEP accommodations
- To accommodate a change of career/technical program during the first two weeks of the school year
- To accommodate dropping/adding an elective during the first grading period

Once the request is submitted, it must be reviewed and approved by the student's guidance counselor and the Principal before the change may be implemented.

ENROLLMENT/WITHDRAWAL PROCEDURES

Prospective students and their parents/guardians must meet with a guidance counselor to enroll. All records and enrollment forms must be received and completed before a student attends Norton High School. An administrator processes withdrawals. The student and parent/guardian should contact the High School Office one-week before scheduled to leave. All books and other school-owned materials must be returned. In addition, financial obligations must be met before school records may be released.

INJURY AND ILLNESS

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

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

IMMUNIZATIONS

Beginning with the 2016-2017 school year, the Ohio Department of Health School Immunization Requirements has been revised to include two doses of Meningococcal (MCV4) vaccine to be administered before a student enters the 12th grade. If the first dose of MCV4 was administered on or after the 16th birthday, a second dose is not required. If a student is in the 12th grade and is 15 years of age or younger, only one dose is required. Therefore, your current 11th grader will need to show proof of having received the Meningococcal (MCV4) vaccine(s) before returning to school in the fall. Students not in compliance will be excluded from attending Norton High School until the requirements of the Immunization Law are fulfilled and documentation is provided.

MEDICATION

Students must register all medications to be taken at school in the Main Office clinic. Students possessing medication not registered may be subject to disciplinary actions appropriate for drug and alcohol violations. NO student is allowed to provide or sell any type of over-the-counter medication to another student. Violation of this rule will be considered violations of the Drug Prevention Policy and of the Student Code of Conduct. Only medication in its original prescription bottle labeled with the date of prescription, student's name and exact dosage, will be administered, and only in the presence of an adult. **We strongly recommend the administration of all medication take place at home under parent supervision.** In the event that medication needs to be administered during school hours, all medication must be transported to and from the high school Guidance Office by the parent/guardian of the student with completed forms. ALL medication, including over-the-counter medication must have a current medical authorization form (available online and in the Guidance Office) completed by both the parent/guardian and physician on file. Students cannot carry inhalers, epi-pens or diabetic supplies unless the student has an individual health plan from a physician on file with the school for the current school year.

STUDENT ASSESSMENT/PROFICIENCY TESTING

Unless exempted, each student will be expected to pass the End of Course Assessments (EOC). College entrance testing information can be obtained from the Guidance Office.

SCHOOL SOCIAL FUNCTIONS

- School-provided social activity is an extension of the school day; therefore, appropriate behavior is expected and the Student Code of Conduct is in effect.
- Only organized school groups may sponsor social functions. For school dances, see the principal for the list of required procedures.
- Faculty members must be present at all events. For dances, the sponsoring group must also provide two or more security personnel.
- The sponsoring group is responsible for immediate clean up and any damages to school property.
- Norton High School reserves the right to refuse admission to anyone and to request removal of anyone whose behavior is questionable. Unruly behavior may result in disciplinary action and/or criminal prosecution.
- Guests, if permitted, must be registered prior to the event and provide proper identification. No students below the ninth grade are permitted.
- School attendance is required periods 4 through 8 (in their entirety) the day of the event or on Friday for a Saturday event.
- Individuals leaving the event and/or building will not be permitted to re-enter the school function.

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

STUDENT PASSES

During each period, students must be in a designated classroom, study hall, or the library. **Students outside these areas from 7:20 a.m. until 2:20 p.m. must have this student handbook, signed and dated (with time) by a teacher and your I.D. badge must be on your person at all times.**

TELEPHONE USAGE

The office phone or classroom phones are available to students only in emergencies and then only with staff permission. Students will only be called from class to answer the telephone in an emergency. Necessary messages will be delivered to the student. Students will not be dismissed from class to use the phone. Students are not permitted to use the main office telephones for personal calls. Students are responsible for the safekeeping of their electronic communication devices. Students violating district procedures for use of electronic devices may have their device confiscated and may be subject to discipline.

EMERGENCY PROCEDURES

Fire, tornado, and other emergency situations, whether a drill or actual event, must be executed according to procedure. Students and faculty must react immediately and always report and stay in designated areas. Teachers will assist students in properly executing procedures. Students must remain on school property with their assigned teacher and may not enter any vehicle unless instructed to do so by a teacher or administrator.

In an emergency situation or drill, leaving school grounds, entering a vehicle, or not reporting to the student's assigned teacher will be counted as truancy and may result in disciplinary action.

FIRE AND TORNADO DRILLS

Fire drills are conducted to help prevent injuries and death during an emergency. Each student should walk, not run, through the halls and down stairs, along the route posted in each room. It is necessary for students to remain quiet outside of the building and to keep walkways and driveways clear for emergency vehicles. Anyone involved in causing a false fire alarm is subject to the following penalties defined in the Ohio Revised Code Section 2917.32. This offense is a 1st degree misdemeanor carrying a penalty of a maximum of 6 months imprisonment and a fine of \$1000. **Your penalty can range from suspension to expulsion.** Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. Follow the plan that is posted in the room in the event of a tornado warning being issued.

ACCEPTABLE USE POLICY

Computer use is governed by the Board-approved Acceptable Use Policy. Student and parent must sign the agreement before the student works on any computer. The policy outlines acceptable uses, responsibilities, and consequences for misuse. Copies are available in the main office.

TEXTBOOKS/COURSE FEES

Textbooks are loaned to students free of charge by the Board of Education. Students are financially responsible for lost or damaged books and will be charged accordingly. Students will pay course fees (lab materials, workbooks, etc.). Fees are determined and approved by the Board of Education. Students with financial limitations should contact the principal.

VISITORS

All visitors must register in the main office with a valid ID. Anyone wishing to visit or conference with teachers MUST schedule an appointment. Students are not permitted to bring visitors to school unless permission has been obtained in advance from the principal. All school rules are in effect during school and all other school-related activities. Students accompanying or cooperating with other students violating the Student Code of Conduct may also be considered in violation.

SUSPENSION OR REVOKING OF PERMIT/PARKING PRIVILEGES

1. Violation of Student Code of Conduct that involves a motor vehicle. **
2. Speeding or reckless operation of a motor vehicle on school property. **
3. Falsifying permit application – automatically revoked for the school year.
4. Students using or sharing another student's permit – both students will automatically lose parking privileges for the school year.
5. Student in car or parking lot during school hours. **
6. Violation of the attendance policies*

****Additional disciplinary action may be taken**

ATTENDANCE GUIDE FOR STUDENTS AND PARENTS

PHILOSOPHY

There is a direct, positive correlation between a student's academic success and the amount of quality time that is spent in classroom instruction and/or learning activities. As a result, the benefit of educational, social, or cultural contacts, which can only be experienced through actual classroom instruction and participation, is lost and cannot be fully regained solely by make-up work. Therefore, in order to provide the best possible education for all students, the Norton Board of Education has set limits on the accumulated days of absence from school. Communication between the home and school will be essential to insure the exchange of information regarding the students' academic and attendance progress.

- It is the student's responsibility to attend class.
- It is the parent's responsibility to report the student's absence from school.
- It is the school's responsibility to provide a quality education and promote punctuality and good attendance habits.

LEGAL RESPONSIBILITY

Section 3321.01 Ohio Revised Code states that any child between six and eighteen years of age, inclusive, is of compulsory school age. The parents, guardian, or any other person having care of a child of compulsory school age shall cause such child to attend school or participate in a special education program, that conforms to the minimum standards set by the State Board of Education, unless the child is employed on an age and schooling certificate (work permit) with the permission of the Norton Board of Education.

The Attendance Policy includes information on the following:

- Absence - Excused and Unexcused
- Absence Limitation
- Attendance Intervention and Probation
- Attendance Review Team
- Class Attendance
- College Visits
- Early Dismissals
- Family Vacations
- Make-up Work
- Tardiness
- Truancy

NORTON HIGH SCHOOL ATTENDANCE POLICY FOR STUDENTS AND PARENTS

Students are expected to attend each class daily. Students who fail to report to their designated area without a valid excuse will receive a zero (0) for all class periods and will fulfill disciplinary assignments such as Friday School or an In-School Suspension.

To avoid an unexcused class absence, students who are ill must notify their classroom teacher and the student will be sent to the office with a pass. Students who become ill during class changes should report immediately to the guidance office, main office or nearest teacher. We are here to help. Illness is not an excuse for being in an unauthorized location (i.e. restroom).

1. EXCUSED ABSENCE OR TARDY

Absences of students from school with the request of parent/guardian that are in compliance with Section 3321.04 of the Ohio Revised Code regarding school attendance:

- a. Personal illness.
- b. Illness in the family.
- c. Quarantine of the home.
- d. Vacation
- e. Death of a relative-limited to three (3) days.
- f. Observance of a religious holiday.
- g. Appointment with a written verification from a Dentist, Physician, or Court Official. There is a two-hour maximum for excused appointments.
- h. Pre-excused college visits (limited) see your guidance counselor.

- i. School-sponsored or sanctioned activities approved by the school administration.
- j. Emergency circumstances which in the judgment of the school or district administration constitute a good and sufficient cause for absence from school.
- k. Other situations as determined by the school administration.

NOTE: All other absences are unexcused.

2. VACATION ABSENCES

Due to the importance of students being present in the classroom to achieve the full understanding and sequence of material being learned, the school does not encourage the practice of taking students out of school for family vacations. However, the school recognizes that certain circumstances make this necessary.

THE STUDENT MUST FOLLOW THESE PROCEDURES FOR THE ABSENCE TO BE CONSIDERED FOR THE PURPOSE OF ALLOWING MAKE-UP WORK:

- 1. Obtain an Anticipated Absence Form from the High School Main Office 5 days prior to anticipated absence.
- 2. Return the completed form to the High School Main Office prior to the absence.
- 3. The student assumes full responsibility for obtaining all assignments and material that will be covered during this absence in advance.
- 4. The student is given one additional day for each approved vacation day with a limit of days per year, unless approved by an administrator.
- 5. Tests, quizzes, or lab work missed while absent must be scheduled with the appropriate teacher at the teacher's convenience immediately upon return to school.
- 6. Teachers are not expected to tutor students for work missed for anticipated absences.
- 7. Questions regarding semester and final exams must be referred to the Principal's Office.

3. UNEXCUSED ABSENCE OR TARDY

Absence from school with the request of parent/guardian but not in compliance with Section 3321.04 of the Ohio Revised Code regarding school attendance.

Examples include, but are not limited to:

- a. Oversleeping
- b. Car trouble, traffic conditions, etc.
- c. Missing the bus
- d. Missing class due to dress code violation
- e. College visits (not pre-excused)
- f. Parent does not contact (call or send note) within one school day of student absence
- g. Senior pictures appointment and driver's license appointment
- h. Other situations as determined by the school administration

ABSENCE DEFINITIONS

With the passage of House Bill 410, student absences from school will be recorded in hours. Therefore, the following terminology is significant regarding student attendance:

Excused Absence – as defined by policy in previous section

Unexcused Absence – as defined by policy in previous section

Excused/Unexcused Tardy – Students who sign in between 7:20 a.m. and 7:35 a.m.

Professional Appointments – Students are limited to **2 hours** for medical and/or court appointments

Excessively Absent – Ohio Revised Code 3321.191(C) defines a student as excessively absent when a child of compulsory school age who is absent with or without legitimate excuse from the public school the child is supposed to attend under one of the following two scenarios:

- 1. absent thirty-eight (38) hours in one school month
- 2. absent sixty-five (65) hours in a school year

Habitually Truant - Ohio Revised Code 3321.191(C) defines a student as habitually truant when a child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend under one of the following three scenarios:

- 1. absent thirty or more (30+) consecutive hours
- 2. absent forty-two or more (42+) hours in one school month
- 3. absent seventy-two or more (72+) hours in one school year

A written statement verifying the date and time of the appointment from the medical or court professional must be provided upon return to school.

4. MAKE-UP WORK

It is the responsibility of the student to obtain and complete all assignments for excused absences and tardies. Students are given one day to make up work for each day of absence. Please note the following exceptions:

- a. SUSPENSION (Excused) - Student work is due upon return to school
- b. IN SCHOOL SUSPENSION (Excused) – Student work is due at the end of each day unless specifically directed to complete assignments/test upon their return to regular class.
- c. NORTON LEARNING ACADEMY (Excused) – Student work is required daily.
- d. EXPULSION (Unexcused) – Student work will receive a zero unless specified by the superintendent.
- e. TRUANCY (Unexcused) – Student will receive a zero (0) for the work missed during this time.
- f. CLASS CUTS (Unexcused) –Students will receive a zero (0) for the work missed during a class cut.
- g. UNEXCUSED ABSENCE/TARDY - Student will receive a zero (0) for the work missed during this time.

5. ABSENCE LIMITATIONS

Norton High School has established a maximum of fifty (50) hours of accumulative absence per school semester. Included in the totals are excused and unexcused absences, truancies, full and partial absences, and vacation days. The only exemptions are approved school activities, In-School Suspension assignments, and Out of School Suspensions. After a student exceeds this limit, s/he is placed on ATTENDANCE REVIEW and only a physician's written verification will be accepted to excuse an absence. When a student is placed on ATTENDANCE REVIEW a zero (0) grade will be assigned for all class periods of absence. **THE ATTENDANCE OFFICE MUST RECEIVE THE PHYSICIAN'S WRITTEN VERIFICATION WITHIN ONE WEEK OF EACH ABSENCE TO RECEIVE CREDIT FOR MISSED ASSIGNMENTS.** A student placed on attendance review may also lose driving privileges for the year.

Note: Extenuating circumstances may be appealed to the administration for consideration toward pursuing alternative methods to satisfy the intent of the attendance requirement.

The following actions are designed to assist the student with an attendance problem and limit or prevent negative consequences that may result due to the student's failure to attend class:

- **Reaching an "Excessively Absent" threshold** - written notification mailed to parent/guardian
- **50 hours absent in one semester** - written notification mailed to parent/guardian of student's placement on ATTENDANCE REVIEW for the REMAINDER OF THE SCHOOL SEMESTER. Once on attendance review, the student must provide a physician's written verification or court document to excuse any absence. **The Attendance Office MUST receive the physician's written verification or court document within one week of each absence to receive credit for missed assignments.** All other absences will not be excused and the student will receive a zero (0) for all graded class assignments. A student placed on attendance review may also lose driving privileges for the year.
- **Reaching an "Habitual Truancy" threshold** – when a child is considered to be habitually truant, the following circumstances and accompanying actions will be taken:
 1. **Assignment of the student to an Absence Intervention Team (AIT) within 10 days of the trigger date.** The AIT will be comprised of teachers, counselors and/or administrators who together will engage the student and the student's parent/guardian to address the truancy issue.
 2. **AIT meeting within 14 days of the trigger date.** The team will meet within 14 days to formulate and implement an absence intervention plan. This plan may include, but is not limited to: analyzing/targeting problem behaviors; examining and implementing alternative behaviors; matching the student with a staff member to provide personal support and positive reinforcement at school; examine interventions for implementation at home.
 3. **Written notification of AIT plan within 21 days. The school will provide the parent/guardian with written notification of the plan and its details. If the student refuses to participate in executing the intervention plan or fails to show reasonable progress after a period of 60 days, the school will refer the case to Summit County Juvenile Court. A habitually truant student may be found unruly or delinquent, and subject to Juvenile Court intervention.**

If a child continues to be absent without excuse, parents/guardians can be subject to the Juvenile Court's authority. Among the various sanctions that may be levied against parents/guardians who fail to send their children to school are the following:

- **Mandatory mediation**
- **Mandatory parenting classes**

- **Up to seventy (70) hours of community service**
- **Up to \$2500.00 fine and/or \$500.00 bond**
- **Up to six months in jail**

A PARENT/GUARDIAN CAN BE CHARGED WITH CHILD NEGLECT OR CONTRIBUTING TO DELINQUENCY, A FIRST DEGREE MISDEMEANOR, IF YOUR CHILD CONTINUALLY FAILS TO ATTEND SCHOOL.

6. TRUANCY

Attendance is an important component of academic achievement; therefore, truancy will not be tolerated by the Norton City School District. A student with this type of unexcused absence will receive appropriate disciplinary action. The parent/guardian has a legal obligation to see that his/her child attends school. In accordance with state law, truancy is the absence of a student from school without legitimate excuse. Examples include, but are not limited to:

- Absence without permission of parent/guardian.
- Leaving the building or school grounds without permission or following sign-out procedures.
- Outside employment, unless through a school approved program.
- Baby-sitting.
- Unauthorized absence from class (class cuts).
- Flick days.
- Failure to return the same day when sent home for a dress code violation.
- Not in assigned area during an emergency drill or situation.
- Failure to provide a doctor's excuse for absence when requested.
- Appointments, except those verified by a Dentist, Physician, or Court Official.
- Needed at home, unless pre-approved by school administration.
- Family/Personal business, unless pre-approved by school administration.

No academic credit will be given to students for work missed due to truancy. Students will receive a zero (0) for all graded assignments missed as a result of truancy. In addition, students will fulfill the following minimum disciplinary assignments:

- **Truancy #1 1 Day of In-School Suspension**
- **Truancy #2 2 days of In-School Suspension**
- **Truancy #3 3 days of In-School Suspension**

Subsequent Offenses - Appropriate discipline and intervention to be determined by the school administration. Progressive steps of intervention, suspension and eventually expulsion may be followed.

Note: Eighteen-year-old students, although considered to be the age of majority, will follow all rules and regulations as they apply to the entire student body.

7. COLLEGE VISITS/JOB INTERVIEWS

A student may request to visit a college campus or go for a job interview. Please use the following procedure:

1. Request, complete and return appropriate forms to the Guidance Office at least one week prior to your appointment.
2. Return the visitation verification form to the Main (Attendance Office) the next school day. Failure to verify the visit/interview will result in an unexcused absence.
3. Due to their proximity, visits to The University of Akron and Kent State University should be scheduled for weekends, days off, or after school if possible.
4. No college visits are permitted for seniors after April 30th.
5. Exceptions may be appealed to the Principal.

Seniors and Juniors may have 2 college visit days. A job interview may only occur one time and may only be requested by seniors.

8. EARLY DISMISSAL/LEAVING SCHOOL GROUNDS

No student will be permitted to leave school prior to dismissal time without either (a) a written request with a legitimate reason signed by a parent or guardian or (b) a parent gives verbal permission over the telephone to one of the main office personnel or (c) the parent or guardian coming to the main office to request the release.

No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) guardian. **Anyone signing a student out of school will require a valid ID. It is district policy to check these for each occurrence.** These written requests must be left in the main office prior to the start of school each morning so that your name appears on the attendance sheet as an “early release”. **Any student leaving the building without permission will be considered truant. Excuses received after a student has left the building will not be accepted.**

9. REPORTING STUDENT ABSENCES

Each day of an absence, a parent/guardian must call the high school office between 7:00 – 8:30 a.m. reporting the student’s name, grade, and reason for absence. The attendance hotline is (330) 706-2760. If the parent/guardian does not call the school, the student is **REQUIRED** to bring a note to school the day s/he returns.

Note: Calls can only be accepted from parents or the student’s legal custodian. If a student is under temporary care of a grandparent, neighbor, etc. arrangements must be made with the principal or assistant principal in advance before calls/notes can be accepted. When a student returns to school after an absence:

- Reported absences (call from parent/guardian) – Go directly to class
- Unreported absence (no call) – Bring a note to the attendance office between 7:10-7:20 a.m.

Remember: An absence is considered unexcused until confirmed by a parent/guardian call the day of the absence or a parent note the day the student returns. Without one of these parent/guardian confirmations, the absence remains unexcused or becomes a truancy.

10. TARDY

A student is considered tardy to school if not in the assigned classroom seat when the 7:20 a.m. bell rings. Students who are tardy must report to the high school attendance window to sign in. A student is marked tardy if s/he arrives between 7:20 and 7:35 a.m. (if not adjudicated to be truant).

Students who repeatedly sign in after 7:20 a.m. with only a note from home indicating that they were ill will need medical verification after three (3) tardies each semester in order to avoid being considered unexcused tardy.

Students that arrive late to class between periods must go to the Attendance Window, scan their ID badge and receive a pass before entering the classroom.

After a student accumulates 3 unexcused (see list of excused absences/tardies) tardies (a.m. and/or classroom) FOR THE SEMESTER the student will fulfill the following disciplinary assignment:

- Tardies 4 and up 1 day of In-School Suspension

Subsequent Offenses: Appropriate discipline and intervention to be determined by the school administration.

11. VOCATIONAL SIGN-IN

Norton Vocational Students that attend a program at another school in the AM must sign in at the Attendance Window and scan their ID badge for a pass immediately upon returning to Norton High School. Failure to sign in will result in being listed on the absence list as truant. After the first offense you will be assigned an In-School Suspension each time you neglect to sign in. It will be the responsibility of the student to clear up the truancy with the attendance office.

12. HALL PASS

You must carry this student handbook as it serves as your hall pass when released from class. Your I.D. badge will also need to be shown to the teacher and carried with you when in the hallway.

ATHLETIC PARTICIPATION

Interscholastic athletic competition is governed by the Ohio High School Athletic Association (OHSAA). Athletes must meet all standards set by the OHSAA regarding academics, age, amateur status, enrollment and attendance, recruiting, residence, and transfers. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for athletics a student:

1. Must receive passing grades in a minimum of five (5), one-credit courses or the equivalent which count toward graduation during the preceding nine-week grading period.
2. Must maintain a 1.5 GPA or higher to continue

The eligibility or ineligibility of a student-athlete continues until the start of the fifth (5th) school day of the next grading period, and/or the start of the fifth (5th) school day after interim reports are submitted to the guidance office.

OTHER ATHLETIC EXPECTATIONS

The athlete must be present at least periods 4 through 8 on the day of the contest to be eligible to participate in any team activity. Medical appointments, funerals, or other emergencies may be excused, if approved by the Coach and Athletic Director. If an athlete is absent all day Friday or the day before a school vacation, he/she may participate in a weekend or vacation-day contest with parental permission.



NORTON HIGH SCHOOL DRESS CODE

Norton High School is committed to providing a safe, appropriate, educational environment for students. In general, school dress should ensure health, welfare, safety, and enhance a positive image of our students and our school. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. **Articles of apparel, clothing, or accessories that present a hazard to the individual or to other people will not be permitted (Sixth Circuit Rule 206).** Dress that constitutes a threat to the student's health and safety distracts from the educational process, damages school property or presents immoral public display shall be prohibited.

Norton High School expects students to voluntarily comply with the dress code. Failure to comply with the dress code guidelines is considered insubordination and will be treated as such. The school administration shall enforce these guidelines equally and reserves the right to make final decisions regarding the dress code.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

ACTING IN LOCO PARENTIS, THE SCHOOL ESTABLISHES THESE GUIDELINES:

Apparel that has any stated or implied reference to alcohol, drugs, tobacco, sex, gangs, cults, symbols of death, violence or obscene language is not permitted. Any dress or statement that causes, intends to cause, or is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited.

Clothing must be worn as designed: all undergarments are to be covered. Suggestive, revealing, see-through clothing is not permitted. Clothing that is ripped, torn, or has holes above the knee is not permitted.

Pants: are to be secured and underwear covered, even when seated. Baggy, saggy or oversized clothing that compromises the safety of students is not permitted. Pajama bottoms or flannel material pants are not permitted.

Skirt and dress length: will be no shorter than mid-thigh length. Slits in skirts and dresses are to be no higher than mid-thigh.

Shorts and/or skorts: will be no shorter than mid-thigh length and are to be worn with no undergarments showing even when seated.

Shirts, tops, and dresses: must be long enough to be tucked in and stay tucked inside the pants, shorts, skirt, or short. Tops and bottoms must overlap at all times, including when arms are raised. Dresses or tops with narrow or spaghetti straps, must have a covering. **Tank tops or any other top revealing cleavage, tube tops, halters, or any shirt that reveals any part of the torso when seated, is not permitted.** Students are not permitted to wear athletic T-shirts (muscle shirts) without a covering. Shoulders and upper arms must be covered.

Blankets and gloves: are not to be carried/worn in the building. These must be stored in student lockers during the school day.

Sunglasses and head coverings: such as hats and/or bandannas are not permitted to be worn inside the school building unless approved by the principal, a physician and/or the school nurse. These items are to be removed when entering the building and placed in lockers. They are NOT to be carried around all day.

Foot apparel: designed for street wear must be worn at all times. Items such as slippers and cleats are not permitted.

Jewelry/Belts: that is distracting, unsafe (large, sharp), studded and/or spiked accessories and chains such as those attached to wallets or clothing are not permitted.

No single dress code can address changing style or fads. The building Administrators shall make the final determination whether the student's dress or garments meet the school's requirements. School uniforms (i.e. cheerleaders, football, etc.) and "special event" days approved by the principal are exempt for certain portions of the code. Violators of the dress code will be required to change. If unable to get appropriate clothing from home, the student will be placed in the in-school suspension room. Repeat violators will face more serious consequences.