

*Dear Parents,*

*It is a pleasure to welcome your children and you to Falls-Lenox Primary School as we begin the new school year. It is our goal to have students, parents, and school personnel work together in a common effort to provide a program that will enable each child to develop to his fullest potential.*

*We have prepared this handbook in an attempt to acquaint parents with most of the policies, procedures, and activities at Falls-Lenox Primary School. We hope you will keep it handy for ready reference.*

*We strongly encourage parents to take an active role in the education of their children. By working together, we can provide better educational opportunities for our children.*



**FALLS-LENOX  
Primary School  
Mission Statement:**

**The mission of Falls-Lenox Primary School is to provide students with skills and promote attitudes necessary to become lifelong learners and productive members of their community. We accomplish our goals through:**

- **Fostering a joy of learning**
- **Working in partnership with home and community**
- **Providing a safe and secure environment**
- **Individualizing instruction to maximize student potential**
- **Allowing students the freedom to experiment, take risks and express their individuality**

**Our values:**

**We believe:**

- All children can learn.**
- All people deserve respect.**
- Children deserve a positive, safe, and nurturing learning environment.**
- Learning is an ongoing, individual process.**
- Professional collaboration among staff members is essential to ensure student success.**
- Partnerships among school, family, and community are necessary for student learning.**

*The Olmsted Falls City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex and disability in the educational programs and activities operated by the district.*



## SCHOOL HOURS

School Hours:	8:00 to 2:35
Office Hours:	7:30 to 3:30
First Bell:	7:45
Late Bell:	7:55
School Begins:	8:00

## ARRIVAL AND DISMISSAL

- Children should not arrive at school before 7:35 A.M. –**THERE IS NO SUPERVISION** for students before this time. Likewise, all students should be picked up after school by 2:35 P.M. After school care is not provided.
- All school entrances are locked. Parents/visitors will be granted access through the security system at the main doors where they will be asked to show ID and be signed into the building. Children are not permitted to re-enter the building after dismissal unless it is an emergency.

**Bus Riders:** Children are to only ride the bus to which they have been assigned.

- The bus driver is in complete charge of the bus while transporting children to and from home and school.
- The principal, or his or her designee, will take any action necessary for misbehavior on the bus. This may include temporary suspension. If suspension is necessary, parents will be notified of the procedure for primary students (Student Discipline Code Rule #14).

### **General Bus Rules and Safety:**

- Waiting at the bus stop should be done well back from the road.
- No ball playing, games, or electronic devices.
- Approach the bus only after it has stopped. Remain in seats while bus is in motion.
- Talk quietly to immediate neighbors.
- No pets, large equipment, or glass jars are to be carried on the bus.
- No eating or drinking on the bus.

**Walkers:** Walkers should not arrive at school before 7:40 A.M. They are to cross only at the light or with the crossing guard.

- All adults and children are expected to cooperate fully with the school crossing guards. They are there for the safety of the children.
- Short cuts through neighborhood lots or across the Primary School oval are not permitted.
- Walkers are never to accept a ride from a stranger. If approached by a stranger, the incident needs to be reported to the child's parent and/or teacher immediately.

**Bike Riders:** Bicycles should be parked on the east side (Falls side) of the Primary building. Bikes should be locked to insure safety from theft.

- Parents should consider the age of their child and how well he/she rides a bike before allowing him/her to ride to school.
- Please write a note to the teacher to inform them that your child is riding a bike.

### **General Bike Safety:**

- Riders must walk bicycles across intersections and on school grounds.
- It is recommended that bike riders use the sidewalk at all times. If riding in the street is permitted in your neighborhood, ride with the traffic.
- Ride at a safe speed and never ride two on a bike.
- Pedestrians have the right of way, use horn or bell to warn of approach.
- Keep bicycle in good operating condition.
- A child found to be disregarding the safety rules of bike riding may have his/her bike privileges suspended.

## **REQUESTED CHANGE IN DISMISSAL**

**Any change in dismissal procedure, such as picking up a child during or after school, must be stated in writing to the child's teacher daily. IF YOUR CHILD DOES NOT HAVE A NOTE FOR A CHANGE IN TRANSPORTATION, HE/SHE WILL BE SENT TO THEIR REGULAR DESTINATION.**

If a child is to be released during school hours, the parent or guardian must report to the school office where he/she will be asked to meet the child and sign him/her out. If another person is picking up your child, a note of authorization signed by a parent or guardian must be presented to the office. No student will be released to a person other than a custodial parent without a permission note signed by the custodial parent or other legal authorization.

**NO PHONE CALLS, FAXES, OR E-MAILS WILL BE ACCEPTED TO CHANGE A STUDENT'S TRANSPORTATION.** Should a situation arise during the day, you will need to have an emergency/back up plan in place.

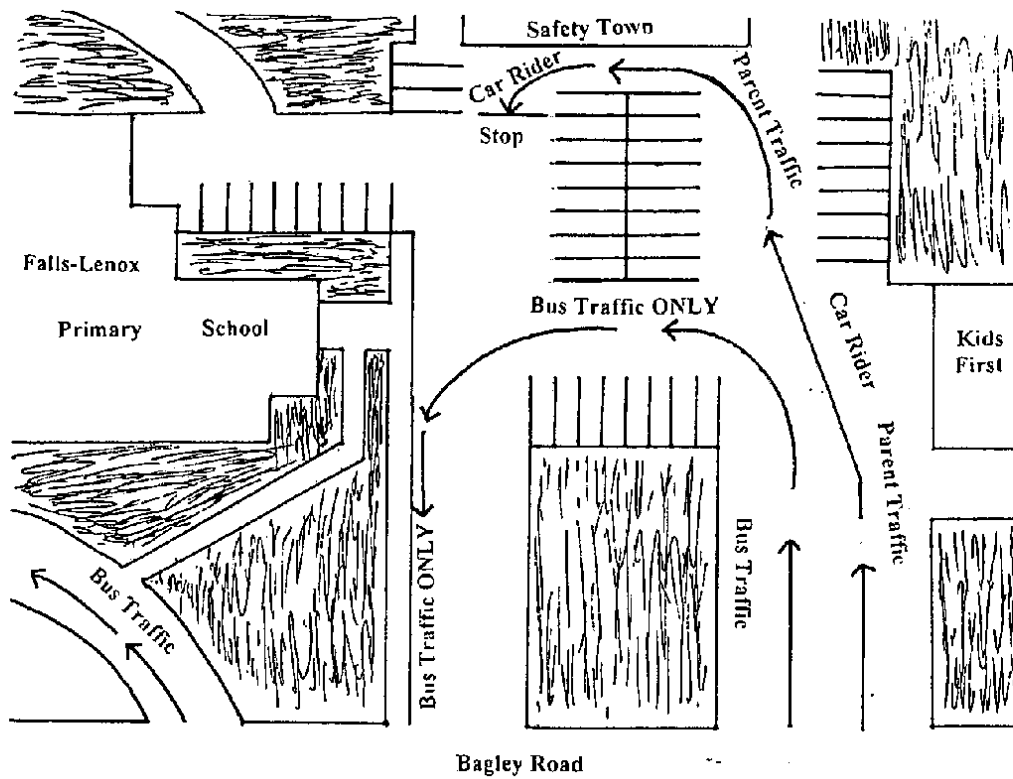
**At the end of the school day, all children are to be picked up in the library, where the adult will sign him/her out. Students must be picked up by 2:35 p.m. Children going home with parent volunteers must also be signed out in the library. For safety reasons, no child is to be picked up in the hallway or classroom.**

If a child who ordinarily rides the bus is to walk, he/she must present a note to the school office stating this.

**Drop Off and Pick Up:** If dropping off or picking up your child, refer to the map and the following procedures:

1. **No parking is permitted in the oval area during A.M. arrival and P.M. dismissal.**
2. Stopping and remaining in your car is permitted in the drop-off area. Move with traffic and pick up or drop off in the area indicated on the map.
3. Parking in the area indicated on the map is permitted. Parents must proceed to the drop off/pick up area to get their child.
4. **Parents should not double park,** or pick up students in the parking lot.
5. Children should not be dropped off on the Lenox side of the building.
6. Park only in areas where there are parking spaces to allow for easy flow of traffic.
7. For the safety of the students please have them exit vehicles nearest the sidewalk instead of into the flow of traffic.
8. For smoother and better efficiency during drop off and pick up pull forward as far as possible within the cones.

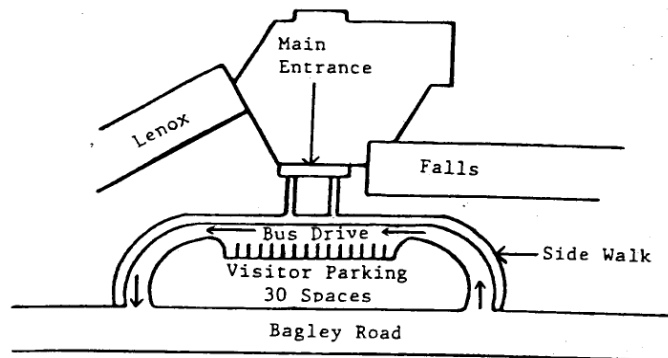
**FOR THE SAFETY OF OUR CHILDREN, STUDENT DROP OFF AND PICK UP IS NOT PERMITTED IN THE BUS DRIVEWAY!**



**Visitor Parking:** Refer to the map indicating Visitor parking at the Primary School. This area is entered by using the bus driveway; therefore, morning drop off and afternoon pick up is not permitted in this area.

This parking area is designed to accommodate the following during the school day:

1. Volunteers working in the classrooms, lunchroom, and library/media center, etc.
2. Parents picking up students for illness or various appointments.
3. Parent conferences and all other school business.
4. During the school day all doors are locked.
5. Additional parking is available on the east side of the building.



## **SWIFT K12**

### **AUTOMATED PARENT COMMUNICATIONS: SWIFT K12**

Olmsted Falls School District utilizes an automated communication system, called Power Announcement, to regularly and effectively communicate with parents via email, text and automated phone messages. Power Announcement is used at both the District and building levels to communicate with parents about school news and event information. Automated attendance calls are also made through Power Announcement. Additionally, the Power Announcement notification system is used, as needed, to communicate important information about building safety and security issues (i.e. evacuations, lock-downs).

Power Announcement is integrated within the existing PowerSchool Parent Portal. Parents have the ability to set their own communication preferences for various types of messages through the PowerSchool Parent Portal. Email and phone communications are automatically activated by default. **Parents must opt-in to begin receiving text messages.** To view and customize all parent communication settings, log-in to the PowerSchool Parent Portal (<https://psof.nccohio.org/public>) with your PowerSchool parent account information and click on the “Power Announcement” link located on the left-hand side of the screen. PowerSchool account information is provided to parents for each student enrolled in Olmsted Falls School District (grades PreK – 12). **Parents will need to set communication preferences separately for each student.**

For additional information on customizing your parent communication preferences, please visit [www.ofcs.net](http://www.ofcs.net) and click the PowerSchool link to access the “Power Announcement Parent Guide.” Parents may also contact your child’s school building for assistance in setting parent communication preferences.

## **EMERGENCY PROCEDURES**

**Emergency Closing of School:** If our schools are to be closed during the school year for severe weather or other emergency conditions, announcements will be made via radio, TV stations, and power announcement.

- Announcements concerning school closings will be made during the 11:00 P.M. and/or 7:00 A.M. (or earlier) newscasts. No statement will be carried when schools are to remain open.
- It is essential that official school telephones not be tied up during inclement weather.
- Please do not call the school.

**Emergency Dismissal:** Please make plans with your child about what to do in case of an early dismissal from school. The goal will be to dismiss students as close to the regular dismissal time as possible.

**Dismissal Delay:** During emergency situations, such as a severe storm, children may be kept at school until the emergency is over.



## ATTENDANCE AND ABSENCE

Regular and punctual attendance is extremely important to a child's success in school and later in a chosen vocation.

### District Attendance Policy:

### Olmsted Falls Coding for Absences

Excused	Unexcused
➤ Parent Phone Call	➤ No Parent Phone Call
➤ Dr. Appointment	➤ Suspensions
➤ Field Trip	➤ Truant
➤ Religious Holidays	➤ Polaris (has codes of their own)
➤ Vacations when Pre-Approved (form online)	➤ Vacations that have NOT been Pre-Approved
➤ College Visit (three days maximum with official documentation)	➤ Any absence that has not been PRE-APPROVED and does not meet excused criteria
➤ Planned Absence (Verification with signed sheet)	
➤ In-School Suspension	

#### Coding for Tardy, ½ Day AM and ½ Day PM:

- **Tardy:** Any student entering the building within 90 minutes of the first bell will be considered tardy.
- **½ Day AM Absence:** Any student entering the building after the first 90 minutes of the school day will be marked with a ½ day AM Absence.
- **½ Day PM Absence:** Any student leaving the building prior to the last 90 minutes of the school day will be marked with a ½ day PM absence.
- **In the case of a doctor's appointment:** If the student has a doctor's appointment and is out of school for **less than two hours**, it will not be counted as an absence if a doctor's note is provided upon their return. If a doctor's appointment runs **longer than two hours**, it will be coded as either a ½ day excused absence (with a doctor's note) or a ½ day unexcused absence (without a doctor's note).

All student absences are unexcused in PowerSchool until changed to excused by the attendance secretary based upon parent contact.

- Students may be excused from school for up to 5 days each school year for vacation with prior approval. Vacation days in excess of 5 days will be considered unexcused unless approved by school administration. The planned absence form may be found online or you can get a copy in the school office.
- Any student with continuous unexcused absences for 105 school hours will be withdrawn from school.
- Student absences due to weather conditions, confirmed by parent contact, are considered EXCUSED absences.
- **ANY ABSENCE AFTER 11** will be considered UNEXCUSED unless a Doctor's note is provided to the school. If this documentation is not received for these absences, the school will record the absences as UNEXCUSED. Once these unexcused absences begin to accumulate, you will be notified of additional sanctions that may be levied against parents/guardians who fail to send their children to school. Those sanctions against parents may include charges in Juvenile Court of Nonsupport, Contributing to the Unruliness/Delinquency of a Child, and/or Educational Neglect.

#### All attendance needs to be verified by:

- ECC/Fall-Lenox, OFIS: 10:00 AM

➤ OFMS and High School by 11:00 AM

**Perfect Attendance:** Perfect attendance means no tardies, no absences, no leaving early.

**Tardy:** Students not in their classroom by 8:00 a.m. are tardy.

**Call-In Procedure:** Parents are asked to call before school begins if their child is going to be absent or tardy. The school will notify parents of their child's absence if the parent fails to call via Power announcement. To report a child's absence, please call the Primary School's attendance line **427-6411**. Parents can call the attendance line 24 hours a day.

**Extended Absence:** Absence from school for vacation purposes, other than prescribed by the district, is against school policy and is not condoned by the individual schools. Parents assume this responsibility and are required to secure the **Student Vacation Travel and/or Planned Absence Form**. Teachers may provide students with work missed during these times as long as the proper form has been completed.

If parents anticipate an extended vacation and employ a sitter for the child, please alert the school with the name of the person who is responsible for the child.

**Make-up Work:** If your child is out sick for more than 24 hours and you would like to request missed assignments, please call the school office by **11:00 A.M.** on the day you would like to pick up the work. Requested work will be available in the office after **2:45 P.M.**

**Communicable Diseases:** In order to try to contain the spread of communicable diseases, we ask that you abide by the following guidelines:

- Notify the office if your child has or has recently had strep throat, pink eye or head lice. A note will then be sent home to parents of the children in the classroom notifying them that the condition is in the classroom. Your child will remain anonymous.
- If your child is receiving antibiotic treatment for strep throat or pink eye, he/she must remain home from school for **24 hours** from the time the first dose is administered *-regardless of number of doses given*. Until that time, your child is still contagious.
- **Please keep your child home and consult your physician should the following symptoms persist:**
  - **Diarrhea or vomiting in past 24 hours**
  - Severe cough
  - Sore throat & difficulty swallowing
  - Undetermined rash
  - Red, watery, burning, itchy eyes
  - Lice or nits (eggs) in hair
  - New onset of significant coughing, sneezing and feeling unwell
  - Temperature at or above 100 degrees without fever-reducing medicine in past 24 hours

## **Online Student Registration, Emergency Medical Information & Required Forms**

Olmsted Falls School District uses an online student information system, *powered by Info Snap*, for the annual gathering of important student information including emergency contact information, emergency medical information and other required forms.

The online student registration system is used annually for both new student registration as well as verification of returning student information. **It is critical that parents of returning students complete the online student registration process each August before the first day of school.** Ensuring that the school has the most up-to-date information for your child is of the utmost importance.

The online student registration system includes:

- Student Health Information
- Emergency Medical Authorization
- Emergency Contact Information
- Student Handbooks
- Computer Acceptable Use Policy
- Local Field Trip Permission Form

- Photo/Film Release Form

Parents have the ability to print a hard copy of all information they have submitted and electronically signed for their personal records during the registration process. If you need a copy of any of your information **after** your student's online registration has been submitted, please contact your child's school building for assistance.

Please note that Olmsted Falls School District no longer provides or accepts paper forms for registration. Any Bulldog parent in need of assistance with the online process is invited and encouraged to contact your child's school building to set up an appointment to come in and complete the online registration using a school computer.

## **CHANGE OF ADDRESS, WITHDRAWALS**

**Change of Address, Withdrawals:** If you move within the district/change your address or move to another school district, please notify the school stating the date of the move, the new address, and the school district.

- ❖ **The parent or guardian must sign the proper release forms before records can be sent to or received from another school.**
- ❖ **Should you change your address within the district, place of business, telephone number, emergency contact, or change of legal custody, please notify the school immediately. It is imperative that our records are up-to-date and accurate.**
- ❖ **A change of address within the district requires proof of residency before any change in transportation can be made. Acceptable documents as proof of residency are: gas, electric, sewer or water bill.**

## **FEES**

Students in grades one, two and three are assessed a fee which helps defray the costs of consumable materials, field trips, art supplies and technology fees. If school fees cannot be paid in the fall, payment arrangements can be made through the school office. Fees can be paid in the EZ Pay system (you may access the EZPay Charge System through the school's website ([www.ofcs.net](http://www.ofcs.net)) and clicking on the EZ Pay Link (you may also contact EZ Pay at 1-866-693-9729) or pay fees in the school office. **Fees/library fines must be paid for students to participate in field trips.**

## **BREAKFAST/LUNCH**

A breakfast may be purchased between 7:40 and 8:00 every morning from the cafeteria. Children will eat their breakfast in the cafeteria before homeroom. Late breakfast purchasers can finish eating in their rooms but only until regular classes start at 8:00 am.

A lunch may be brought from home in a bag or lunchbox with the child's name clearly written on the outside. 1&, 1% white, skim, or chocolate (at lunch only) milk may be purchased.

Children may purchase school breakfasts or lunches by the day or money can be put on the student's lunch account for the week, month, etc.

**Students will not be allowed to charge lunches**, however, if a student has forgotten their lunch or does not have lunch money, they will be provided with a substitute lunch. The cafeteria will contact the parent/guardian regarding unpaid lunches that have been provided to the student.

Payment for lunches may be made with cash, check or an online credit payment. You may access the EZPay Charge System through the school's website ([www.ofcs.net](http://www.ofcs.net)) and clicking on the EZPay Link or you may call 1-866-693-9729. EZPay charges may take up to 48 hours to be credited to the student's account.

Free or reduced price breakfasts and lunches may be provided to children whose family income meets federal guidelines. The forms are available on the district website under the Food & Nutrition Services tab. **A new form is needed yearly.** Those enrolled in the federal program the previous year will continue in the program for the first 21 days of school while new forms are being completed.

**Lunchroom Rules:** Each child is responsible for the following lunchroom rules:

1. Remain seated until dismissed.
2. Raise hand if you need help.
3. Talk quietly.
4. Walk at all times.
5. Clean table and floor area before leaving seats.





## RECESS

Students will be going outside for recess before lunch. Children should be dressed appropriately for outdoor play. Students will be going outside if the air temperature or wind-chill is 20 degrees or above. **PLEASE DRESS YOUR CHILD APPROPRIATELY FOR THE WEATHER.**

**Recess/Playground Rules:** Assertive discipline will be used in the lunchroom and playground. Each child is responsible for the following rules:

1. No running in front/back of swings.
2. One person at a time on swings and slide. Climb down playground equipment - do not jump off.
3. Keep hands and feet away from other students. (No fighting, hitting, grabbing, pushing.)
4. Do not pick up or kick snow.
5. Play on blacktop when grassy area is wet or snow covered. (No running on blacktop.)
6. Do not play along the building, along the service drive, or in wooded areas.
7. No chasing permitted.
8. No football playing during recess.

## SCHOOL DRESS

The Board of Education believes that student dress has an important influence on the educational process. It is the intent of the Board that the students of the District appear clean, neat, and well groomed, both at school and at all school sponsored activities.

Dress can be regulated when said attire is bizarre, offensive, disruptive, or is distracting to the educational process. The final decision on the appropriateness of attire shall rest with the school administration. In all cases of questionable attire, administrators reserve the right to make judgments and decisions regarding "appropriateness and acceptability" of such clothing. NOTE: Shirts, etc., which display alcohol or drug related lettering are not to be worn in school. This conflicts with the anti-drug and alcohol position of the school. Shirts that display sexually suggestive comments are inappropriate. Students will be asked to change/cover inappropriate clothing. Any student who refuses to change/cover the offending clothing will be considered insubordinate.

1. All students must wear shoes or sandals that are securely fastened. **Flip-flops are not acceptable.**
2. Dark glasses cannot be worn in school except under doctor's orders.
3. Hats and/or hoods shall not be worn in the building.
4. Clothing which exposes the midriff and backless attire are violations of the dress code.
5. Any item containing offensive language or gang or cult related symbols are prohibited.

The administration may waive specific areas of the dress code for spirit days and special events.

## TEXTBOOKS



It is suggested that books be carried inside a waterproof case or book bag in good weather and bad. The price of a sound carrying case can be less expensive than the price of a damaged book. This is good insurance for book protection and it will also insure that important papers reach home and school.

## LIBRARY BOOKS

- Books marked with crayon, pencil, or ink are subject to replacement since good practice requires that they be removed from circulation. To keep books safe, care should be taken when there are small children or animals in the family.
- When accidents happen or damage exists, help your child understand his/her responsibility for reporting the mishap.
- If a book is lost, a note must be sent to the library stating that and the student may then check out new books. Payment for the lost book(s) will be due at the end of each semester.

**Birthday Books:** The Primary School has a custom of honoring birthdays by presenting a book to the school library. This plan, sponsored by the PTA, helps your child to share his/her birthday with all the children in the school and aids the library in continual growth.

A donation of five dollars will allow your child to select a new book from the purchases made by the librarian. His/her name and birth date will be inscribed on a bookplate that will be placed in the front of the gift book. The book will be added to the library.

## PARENT-TEACHER COMMUNICATIONS

**Parent-Teacher conferences:** Each year, the school will have two official conference nights in the fall. Parents will make an appointment with their child's teacher for one of these evenings.

Parent conferences are encouraged. A parent may schedule an additional conference as needed. Teachers are available via email and phone correspondence as well.

### **Assessments:**

- **AIR** - The third grade students will also take the AIR for reading and math in Nov/Dec and April/May.
- **MAP TEST** - Students in first through third grade will complete the MAP Diagnostic assessments throughout the year in reading and math. These assessments will provide classroom teachers with information to identify student needs and inform individualized instruction.
- **DRA** - Students in First through Third Grade will be assessed in reading throughout the year using the Developmental Reading Assessment. This assessment provides information about the student's reading level and gives teachers information to help them develop appropriate instruction.

**Student Records:** By federal regulation, parents of pupils under age 18, and older students themselves, have the right of access to and review of records kept on each pupil (grades, test scores, and materials collected to develop the best educational program for each child). Upon written request and twenty-four hour notice, parents receive the opportunity to review and question their children's records. Should parents experience difficulty or question the accuracy or appropriateness of any materials, they may request a hearing for a formal review of the file with all sides given an opportunity to present their viewpoints.

## INSTRUCTION AND ACTIVITIES



Students at Falls-Lenox follow a curriculum in Language Arts, Math, Science, Social Studies, P.E., Art, Music and Technology that is aligned with the Common Core Standards in Reading and Math and the Ohio Academic Content Standards in the other subject areas. These standards define what each child should know and be able to do at every grade level. The major goal at Falls-Lenox is the education of students. A positive educational climate requires a concerted effort and communication by teachers, students, parents, and administrators.

### **Classroom Rules:**

The teacher has the right to determine classroom rules in each class and to determine the organization and discipline that is most conducive to personal methods of teaching. All students should respect the authority of teachers. Students should learn what each teacher expects in the classroom and adjust according to the varying methods and techniques. Both teachers and students should work toward establishing a mutual respect for each other's abilities so that maximum educational benefits will

be realized.

**Classroom Discipline:** Every student is under the jurisdiction of all teachers, regardless of whether or not the teacher has the student in class.

**Study Room Guidelines:** Study Room has two main functions. First, it provides an option for students to complete work and second, it can be used as a behavioral consequence.

Teachers will inform all students of their classroom procedures regarding work completion both in school and for homework. Students will be given a warning and an opportunity to complete classwork before being sent to Study Room.

When a student is sent to Study Room, the parent will be notified by the teacher who sent the student. This could include but is not limited to: email, phone call, note home, a note in the student's assignment notebook, etc.

For students still having trouble completing work or making positive behavior choices after 4 days of Study Room in one trimester, or 3 consecutive days, Study Room will be discontinued as it does not appear to be an effective intervention. If a student is not completing work or not making appropriate behavior choices, a plan for work completion or behavior can be put into place and parent/guardian will be notified.

NOTE: We believe in a strong home/school partnership. To that end, it is important for parents to know that they have the option of talking to their child's teacher to determine if some other intervention could be used in order to provide the student with extra time to complete the work that may not be completed during normal class time.

**Homework:** The Olmsted Falls Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program. Homework should be assigned to help the student become more self-reliant; learn to work independently; improve the skills that have been taught; and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Homework assignments also provide a way for parents to acquaint themselves with the school program and their children's educational progress.

The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall Instructional plans. Care should be taken that students are not unduly burdened by excessive homework assignments for any one school day.

**Computers:** Every student will have the opportunity to use the computer lab and mobile labs. Students will be expected to complete specified outcomes, which vary according to grade level. As a general practice, three computers are placed in each classroom for teacher and children's use and to promote technology integration.



## **PHYSICAL EDUCATION DRESS REQUIREMENTS**



The only requirement for P.E. class is tennis shoes. Tennis shoes are a safety precaution in P.E. class. Children may not

participate in P.E. class unless they have the proper shoes. Since children at this age frequently forget their shoes, it is suggested that tennis shoes be clearly identified and kept at school in their locker. Girls may wear shorts under their dresses.

\* Children who are not to participate in P.E. class on a permanent or limited basis **must have a doctor's excuse.**

## **GUIDANCE PROGRAM**

**Individual Counseling:** Students may be seen individually to address specific issues and concerns. These sessions in no way replace professional counseling and therapy.

**Small Counseling Groups:** Through the school year small counseling groups will be formed. Some of the topics include social skills, friendship, changing families, anger management, anxiety, and self-esteem. These groups will run 6-8 weeks. Parent permission is obtained before participation.

**Classroom Guidance Lessons:** The school counselor conducts classroom guidance lessons in the classroom setting throughout the school year. Topics address needs particular to that grade level and include self-regulation, conflict resolution, body rights, positive self-talk, and flexible thinking.

**Kelso's Choices:** "Kelso's Choices" is a program designed to help children learn conflict-resolution skills and strategies. Children learn the difference between big and small problems and how to handle each kind. Big problems are problems that children need help with from an adult. Small problems are problems that they are able to solve using Kelso's Choices. Once this premise is built the children are taught all nine of "Kelso's Choices" (conflict-resolution strategies). Kelso's Choices include: Talk it out; Share and take turns; Ignore it; Walk away; Tell them to stop; Apologize; Make a deal; Wait and cool off; Go to another game.

**Zones of Regulation:** The Zones of Regulation is a building wide program that helps kids to recognize their own feelings and states and learn how to regulate their own feelings and states of alertness, including learning how to calm.

**Ambassador Program:** The goal of the Falls-Lenox Ambassador Program is to inspire and empower students to develop leadership skills while providing service to our school and community. Any third grade student can apply to be an Ambassador. They are selected after an application and recommendation process.

## **PARTIES/ASSEMBLIES**

**Room Parties:** are held during the school year for Halloween and Valentine's Day. The teacher and PTA room parents jointly plan the parties. Please check with teachers regarding students with allergies, especially peanut allergies.

**Birthday Treats:** should not be surprise events, but should be pre-arranged with the teacher. Chewing gum and hard candy are forbidden in school. Birthday treats are to be distributed in the classroom and may not be used in conjunction with or as a replacement for lunch in the cafeteria. Please check with teachers regarding students with allergies, especially peanut allergies.

**Assemblies:** are held throughout the school year. It is our goal to plan assemblies that complement and enrich our curriculum. Students will attend all assemblies with the supervision and guidance of their teacher. Appropriate behavior is expected during all school assemblies. We are very thankful to have PTA sponsorship for many of our school assemblies.

## **BUILDING SAFETY**

**Positive Behavior Interventions and Supports (PBIS):** PBIS is a systemic approach to teaching important social and behavior skills while preventing problem behaviors. PBIS encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors, and teach appropriate behaviors to students.

As part of the district-wide initiative, all buildings have the same three expectations: Be Safe, Be Respectful, and Be

Responsible. At Falls-Lenox we instruct students on positive behaviors relating to these expectations in all school settings (classroom, hallway, cafeteria, bus). Student recognition and reward for exhibiting these expectations are provided to support the instruction and learning.

### **Hallway Expectations:**

1. Walk at all times.
2. Use quiet voices.
3. Keep hands, feet, and objects to yourself.
4. Walk in straight lines facing forward.
5. Respect work displayed in hallways.
6. Backpacks with wheels are not permitted in the school.

**Play Areas:** The blacktop, soft playground, gravel area, and grassy field in the rear of the Primary School are designated as play areas during recess periods only. All safety rules are to be obeyed.

No play is permitted at any time in the following areas:

1. Sidewalks and the lawn in front of the school.
2. Grassy area between parking lot and building.
3. Fence or bicycle rack.
4. Along the building or close to the building windows.
5. Ditches to the north and west of the Primary building.

**Items Brought to School:** Children are not allowed to carry matches, guns of any type, gun caps, knives, rubber bands, sling shots, etc. Such articles will be confiscated and not returned.

- Children are not allowed to sell or trade anything among themselves at school, on the school grounds, or on the school bus.
- NO Pets should not be brought to school.
- Items should not be brought in glass containers because of the danger of breakage.
- **NO TOYS SHOULD BE BROUGHT TO SCHOOL WITHOUT TEACHER APPROVAL. THE SCHOOL IS NOT RESPONSIBLE FOR BROKEN OR LOST TOYS BROUGHT TO SCHOOL.**
- **NON-EDUCATIONAL ELECTRONIC DEVICES ARE NOT PERMITTED IN SCHOOL WITHOUT TEACHER/ADMINISTRATOR APPROVAL.**

**Safety Drills/Intruders/Lockdowns:** The Primary School has tornado, fire, and lockdown drills in accordance with the law of the Revised Code of Ohio. During these drills, students are expected to be silent and stay in formation.

- **Tornado drills:** Children and adults are to go to areas designated in each hallway and stay there until the all clear is sounded. All visitors are expected to participate in this drill.
- **Fire drills:** During a fire drill, children follow adult directions to the nearest exit where they will join their teacher in their assigned place. Visitors to the building are expected to leave the building whenever the fire alarm is sounded.
- **Lockdown drills:** Procedures imply that all staff and students remain in the confines of their appropriate classroom with windows and doors closed and locked.

## **PUPIL PERSONNEL SERVICES**

**Special services:** Personnel from Special Services are available either by appointment or on a regularly scheduled basis in the school district. They are:

Guidance Counselor

Educational Intervention Specialists

Gifted Education Coordinator

School Psychologists

Registered Nurse

Speech and Language Therapists

Regular Ed. Resource Teacher

## **DIFFERENTIATED REFERRAL SYSTEM:**

### **RESPONDING TO INTERVENTION**

The Olmsted Falls City Schools strives to meet all students' individual needs, recognizing that all students have differing strengths, and learning styles. In addition, the district recognizes that the most effective student learning occurs through a home-school partnership. Through the systems that have been set up in each school building our aim is to improve the outcomes for all Olmsted Falls students with the goal to maintain students in a general education curriculum setting to the fullest extent possible as they make expected academic progress. Response to intervention is a preventative technique that looks to provide immediate support to student.

As students' progress in school, our teachers continually monitor their performance through a feedback process that involves screening and "progress monitoring." This is essentially keeping track of a student's learning progress towards those things they want students to know and be able to do in each grade. If a teacher informally identifies an area of need for a student, the teacher will consider how it is affecting the student's academic performance in the classroom. The teacher may collaborate with colleagues, check the student's permanent file for past school performance, seek parent input and/or provide interventions within the classroom. At this point the teacher begins collecting baseline data within the activities in the classroom. The goal is to identify supports for the student, if needed, to make progress in the curriculum and perform at grade level expectations. As it relates to this concept of an intervention system, think of a pyramid divided into 3 sections - Tier I, Tier II and Tier III. All instruction begins in Tier I and as students demonstrate the need for additional supports (academic, behavior, social, etc.) they are provided. Students receiving supports in Tier I need less and those in Tier III require more. Progression could occur in the following manner:

Sometimes students do not make expected progress and require more frequent monitoring of their performance. If the data indicates that the identified concern has an impact on the student's academic progress the teacher will initiate Tier I intervention independently, documenting data. Continued parent contact and input will be sought by the teacher. The goal is to meet the needs of the student in the general education environment and provide supports with that setting.

With the collected data, the teacher will meet with a team of educators to discuss the area of concern and current strategies implemented. The teacher will continue to implement interventions and collect data.

If progress is not being made, the teacher and other instructional specialists will develop Tier II interventions. These interventions may include services being provided outside of the classroom with an instructional specialist assisting with the student's identified need. These services will be implemented for a short period of time then reviewed. The building's intervention assistance team will meet to review interventions and analyze the data to determine if the student is making progress and can discontinue service, making progress but needs to continue, or not making progress and additional services need to be considered. Parent's input will be sought as part of this review.

If it is determined that more intensive services need to be considered, the team will hold a meeting with the parents to review the student's current progress and to receive consent for evaluation to determine if the student has a disability. This evaluation will be conducted by a certified school psychologist and utilize standardized assessments. The results of the assessments will be reviewed by a team of educators and the parents to determine if the student qualifies for Tier III special education services. If the student qualifies, the team, including the parents, will develop an individual education plan (IEP) specifying the services and supports determined necessary for the student.

Should you like more information about the district's intervention system please contact your student's building principal.

**Intervention Assistance Team:** The purpose of IAT is to provide assistance, support, and guidance to teachers and parents. Our goal is to help students overcome any difficulties: academic, social, emotional, or behavioral. Team members

may include an administrator, counselor, school psychologist, intervention teacher, and a regular education teacher. Please contact the guidance counselor to schedule an IAT meeting.

**Enrichment Services:** Enrichment programs are offered to students identified as gifted beginning in first grade. Gifted services can be provided in a variety of ways-students may be involved in small group enrichment sessions, whole class enrichment activities or through a consulting teacher model. Parents and teachers may contact the school counselor for gifted identification.

**Immunizations:** See Ohio Dept. of Health “Immunization Summary for Child Care, Head Start, and Pre-School & School Attendance on the back cover of the handbook.

**Health:** The elementary school child should have at least ten hours of sleep every night and a good breakfast each morning. A well-rested and well-fed child will function best at school.

**Medications:** A medication form is required for the administration of any medication, including cough drops, to your child while at school. This form can be obtained from the school clinic, the school office or on the district website: [www.ofcs.net](http://www.ofcs.net). If your child has a chronic medical condition that may require medical management at school, such as asthma, severe allergies, diabetes or seizures, you will need to complete the appropriate health care plan for your child’s condition. Please contact the school clinic to obtain a health care plan form. Health care plans need to be signed by both parent and physician and will take the place of the medication form for all medications associated with that condition.

**Prescription medication requires both parent and physician authorization.**

**Non-prescription medications that are to be administered according the package dosing directions require parent signature only.** Requests for dosages above those indicated on the package require physician authorization.

All medication and health care plan forms are good for one school year only. **New forms are required each school year.**

### **Medication Guidelines:**

- All medications must be brought to school (and picked up from school at the end of the school year) by a parent or other designated adult. Children are not permitted to transport medications to or from school, or carry with them at school. The only exceptions are children with valid self-carry orders to carry asthma inhalers and/or EpiPens. Self-carry orders must be signed by both a parent and physician. Children self-carrying EpiPens must have a backup EpiPen in the school clinic.
- Medication must be provided in its original container:
  - *Prescription* medications must be provided with pharmacy label (with child’s name and medication name, dose, and time and route of administration) affixed.
  - *Non-prescription* medication Non-prescription medications must be furnished in the original, unexpired and sealed container with dosing instructions. Non-prescription medications furnished without a physician’s order will be administered according to package dosing directions.
- No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530-Drug Prevention and of the Students Code of Conduct.
- Medications will not be kept in the school over the summer. Any medication not picked up by a parent or other designated adult at the end of the school year will be disposed of.

## **SPECIAL INTEREST AREAS**

**Parent Teacher Association:** The Falls-Lenox/ECC PTA is an active and supportive organization. All parents are

encouraged to join this organization and become actively involved in our school. This is an opportunity to meet the teachers and other parents. Such contacts help in developing an understanding of problems and needs common to all children. Membership sign up takes place at the beginning of the school year.

**Visitors:** Any person entering the building for any reason during school hours is to sign in at our "Welcome Center". Proper identification is necessary when checking in.

Parents may visit the classrooms if a call or written notice is made in advance. This will avoid parent disappointment if students are taking a test, on a trip, or busy with a special activity.

**Volunteers:** Volunteers are always needed at school. Help is needed in many areas such as the cafeteria, the playground, the library, Primary Publishing Company and the classroom.

- The Falls-Lenox PTA will send home a volunteer survey.
- Anyone interested in helping needs to complete and return the form to school.

**Visitor Stickers/Volunteer Badges:** All visitors and volunteers must wear a visitor sticker or a volunteer badge when in the building. The stickers are given out at the Security Desk located in the main lobby.

**Lost and Found:** Lost and Found is located in the cafeteria. Students should check the Lost and Found Box in the cafeteria for missing items. Money for supplies and lunches should not be carried loose. Instead, money should be carried in a billfold or purse with the child's name placed inside for easy identification.

All clothing that might be removed at school should have some form of identification.



## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The Board of Education encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as non-participants are properly safeguarded, the Board requires that all elementary and pre-high school students be accompanied by a parent or adult chaperon when they arrive at the event and throughout its duration. Any unaccompanied student will not be allowed to attend the event, and the Board will not be responsible for students who arrive without an adult chaperon.

The Board will continue to provide adequate supervision for all students who are participants in District-sponsored events.

## **OLMSTED FALLS CITY SCHOOLS** **STUDENT CONDUCT CODE**

### **Forward**



The student must recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority of school officials is necessary. It is the intent of the Board of Education and administration that all persons connected with the school will demonstrate respect for the rights of the student, and that the school will require students to accept their responsibility toward others and toward the school system. Just as students have rights and responsibilities, so do those who are charged with operating the schools. School administrators and faculties are obligated to maintain conditions favorable to the learning process free from disruptive influences. Teachers have the right to teach, free from verbal intimidation, physical abuse, or outside interference. Parents have the right to expect quality education, protection of their children, protection of teachers, and the protection of their investment in school property.

### **Statement of Policy**

It shall be the policy of the Olmsted Falls City Schools to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and a favorable atmosphere for learning. Students on school grounds or in places under school jurisdiction are required to abide by the rules, which are established to achieve these objectives.

Admission to the schools of Olmsted Falls carries with it the presumption that the student will conduct himself as a responsible member of the school community. This presumption includes the expectation that the student will obey the law, adhere to the policies of the school system, and comply with rules and regulations implementing these policies. The student is required to safeguard the property of the school and to respect the rights and privileges of others in the school community. Each student is required to accept responsibility for his own conduct.

In accord with this policy, The Board has approved and the administration shall implement the rules, regulations, and procedures contained in this document. When a violation of these rules occurs, the school officials are authorized and obligated to take appropriate action designed to insure more responsible behavior on the part of the student. When violations of the laws of the United States, the State of Ohio, Olmsted Township, or City of Olmsted Falls are also involved, the school officials can refer such matters to parents, legal guardians, or appropriate civil authorities.

### **Students' Rights**

It has been affirmed by Ohio courts and therefore should be recognized that each student's right will be guaranteed so long as the student does not disrupt the educational process or impose upon, endanger, or deprive others of their rights. Intended to be consistent with individual constitutional freedoms, a list of specific students' rights follows:

- A. *Free Education.* Ohio law provides that all residents of the Olmsted Falls School District ages five to twenty one are entitled to attend Olmsted Falls Public Schools free of charge.
- B. *Freedom from Discrimination.* Students shall not be discriminated against for any reason (i.e. race, religion, and sex, ethnic or national origin, married, pregnant, or handicapped).
- C. *Participation in School Government.* Students may have a voice in the formulation of school policies and decisions, which effect their education and lives as students. The degree to which such participation is realized should be dependent upon age and experience of the students involved. Through such participation, (i.e., Student Council, etc.), students can be a powerful resource for the improvement of the school, the educational system and the community.
- D. *Student Expression.* Students are entitled to present their personal opinions in the proper forum. Responsible criticism and reasonable dissent are basic to the educational process. Students who publish and/or distribute handwritten, printed, or pictorial material on the school premises are responsible for its content. The distribution of materials should not conflict or interfere with school functions. Arrangements for distribution must meet with the approval of the building administrator. Freedom of student expression also applies to the student's dress and appearance and to items of symbolic expression (i.e., political buttons, armbands, and badges etc.) Student expression should not cause disruption to the educational process or present health or safety hazards. All property of the Olmsted Falls City Schools district including all that is physical and/or technology related (including websites), are not intended for use as an open forum and are subject to the authority of the administration.
- E. *Peaceful Assembly.* Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions. Arrangements must meet with the approval of the building administrator and conform to existing School Board Policy concerning supervision.
- F. *Student Records.* Students, parents, and legal guardians are entitled to be apprised of the student's official school record(s). School building administrators will determine the time and method for presentation of this material, in accordance with Ohio law.
- G. *Search and Seizure.* The Fourth and Fourteenth Amendments of the U.S. Constitution together with the statutes of the State of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. Schools are

required to adhere to these procedures. Great care must be exercised in searching the persons and effects of students. The following should be observed:

1. When search of the student's person or personal effects is for evidence of violation of school regulations and not for evidence of a crime per se, such search is permissible without consent, under the theory that the Fourth Amendment applies only to evidence of a criminal offense.
2. First and foremost in the thinking of school officials must be the protection and safety of the entire student body. Prudence requires that an immediate response be made to seriously threatening and explosive situations.

H. *Due Process*. The "Student Rights and Responsibilities" section in this handbook sets forth rules, regulations, and procedures designed to protect students' rights and clarify student responsibilities in accordance with policies adopted by the Olmsted Falls Board of Education.

I. *Sexual Harassment* the Olmsted Falls School District is committed to preventing sexual harassment in all school facilities at all school functions. Sexual harassment is improper, immoral, illegal, and will not be tolerated in the Olmsted Falls School District. The policy is implemented to inform students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

### **Students' Responsibilities**

Admission to the Olmsted Falls Schools assumes that the student conduct himself/herself as a responsible member of the school community. Each student is required to accept responsibility for his/her own conduct and in doing so, accept the responsibility for the consequences of his/her choice. The student must recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary.

Some specific student responsibilities include regular school attendance, conscientious effort in classroom work, maintenance of school property, and obedience to school rules and regulations. Most of all, students share with administrators and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living.

### **Rules and Regulations**

The following rules, regulations, and procedures are based upon official policy of the Board of Education of the Olmsted Falls City Schools. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function or event; job station where units of credits are given towards graduation, or when under the supervision of a school employee. These rules may also be enforced when an action is directed at a district employee, anytime on or off school grounds. A student found to be in violation of any of these rules or a portion thereof may be subject to disciplinary action. This shall consist of either a disciplinary notice, denial of participation in privileges, detention, Saturday School assignment, suspension for a set number of days, expulsion, and/or permanent exclusion. (The examples listed in the rules below are not meant to be exhaustive.)

In addition to or in lieu of this disciplinary action, the disciplining authority can impose disciplinary measures in the nature of after school work, repair of or payment for physical damage caused by the student, cleanup, painting, and revocation of the privilege of participation in school activities.

**The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with School Board Policy.** This also means that the administration can develop appropriate rules and regulations as called for by various situations. **It also means that the administration may, in severe or unusual cases discipline students in ways other than stated in the handbook.**

### **Suspension and Expulsion**

In accordance with Ohio law, Section 3313.66 R.C., the superintendent or the building administrator of a school may suspend a pupil from school for not more than ten (10) days. In addition, the superintendent may expel a student from school for eighty (80) days. Suspensions and/or expulsions can extend into the next school year. In some cases, the superintendent may seek to permanently exclude a student.

In accordance with Public Law 94142, due process is guaranteed to handicapped children. Handicapped children are not entitled to completely separate disciplinary procedures and may be temporarily suspended. Expulsion of a handicapped student

or suspension in excess of an aggregate of 10 days per year is a change of placement, thereby requiring federal due process procedures to be followed. The suspension of a handicapped student for up to ten days per year does not constitute a change of educational placement.

***All students that are suspended, in school or out of school, may be permitted to make up their assignments at the discretion of the building principal.***

### **Permanent Exclusion**

A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child, for committing, when 16 years of age or older, one of several criminal offenses.

### **Due Process**

Due process in the context of administrative proceedings carried out by school authorities does not mean that proceedings used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite, and fundamentally fair rules of procedure must govern disciplinary actions taken by school authorities. According to O.R.C. 3313.66 a student must be given written notice of intent to suspend, with reasons for the intended suspension, and an opportunity to explain his/her behavior to the school administrator.

### **Search and Seizure**

In order to insure the safety and wellbeing of all students, teachers, school employees and guests, it is the policy of this school district to authorize its administrators to search the clothing and personal effects of students where such a search is reasonably necessary under all the surrounding circumstances. In order to conduct such a search, it is not necessary that the administrator have probable cause to believe that a crime or violation of a school rule has occurred. It is necessary only for the administrator to have reasonable grounds to believe that a search will produce evidence that a student has violated or is violating a law or school rule. If such reasonable grounds exist, an administrator may conduct a search of a student's person or personal effects. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the possible infraction that may have or may be occurring.

### **Harassment**

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

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

#### **Definitions of terms:**

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student, and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough to negatively impact a

student's educational, physical, or emotional wellbeing. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

"Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior:

- A. causes mental or physical harm to the other student/school personnel; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. Students, found to be displaying bully-like behavior will receive disciplinary consequences.

Deliberately making false reports about harassment, intimidation, and bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.

*For a copy of the Olmsted Falls School District's policy and procedures on harassment either contact the Board Office at 427.6000 or go to <http://www.neola.com/olmstedfalls-oh/search/policies/po4362.htm>.*

### **Student Discipline Code**

It is the intent of Olmsted Falls City School to provide an environment conducive to a positive educational experience for all students and staff. In order to accomplish this end, it is necessary to implement rules of order for the people that it serves. No institution or organization can endure or operate effectively without some rules of order for the people that it serves. This control is usually in the form of "rules and regulations."

The rules and regulations set forth herein have been developed with the help of students, parents, teachers, and administrators over a long period of time. It is in regard for the health and welfare of all, the benefit of the institution, the safeguard of each individual that these rules are set forth.

The administration reserves the right to exercise flexibility in the administration of all disciplinary action. Individuality of the student infractions and other considerations may necessitate disciplinary action other than that specifically listed. The administration reserves the right to incorporate such actions. Olmsted Falls City Schools operates on the assumption that all disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, perhaps eliminate undesirable student behavior.

Unless otherwise indicated, the penalty for the violation of any of the following rules may be detention, Saturday School, suspension, expulsion, and/or permanent exclusion from school pursuant to O.R.C. Sections 3313.66 and 3313.661. Furthermore, it should be noted that the consequences of the violations of these rules could result in not only school related discipline, but also in criminal and/or civil actions.

**Rule 1 Disruption of School.** A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she engage in such conduct for the purpose of causing the disruption nor is obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction reasonably certain to result from his urging.

While this list is not intended to be all inclusive, the following acts, illustrate the kinds of offenses encompassed in this rule:

- A. Preventing or attempting to prevent by physical act the convening or continuing functioning of any school, class, or activity, or of any lawful meeting or assembly on the school campus.
- B. Except under the direct instruction of the building administrator, blocking normal pedestrian or vehicular traffic on a school campus. Blocking the entrance or exit of any school building, corridor, or room therein.
- C. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
- D. Unauthorized use of fire, attempting to set fire, damaging or attempting to damage any school building or property. Activating or attempting to activate the alarm system in the absence of a fire or tampering with fire equipment. Bomb threats are prohibited.
- E. Unauthorized presence in any school building, school grounds, or part thereof.
- F. Unauthorized use of cell phones and non-educational electronic devices in the school building or on school property during identified school operating hours as determined by the principal.
- G. Unauthorized use of cell phones in locker rooms and restrooms at any time.

Rule 2 Damage to School or Private Property. A student shall not intentionally cause or attempt to cause damage to school property or private property, or steal or attempt to steal school property or private property, either on the school grounds or during a school activity function or event off school grounds. Damage or theft involving private property or any school property may be a basis for long term suspension or expulsion from school. A student who accidentally defaces or damages school property or the property of another is obliged to notify the office of this damage and is liable to pay expenses. Failure to report such damage may entail serious disciplinary action.

Rule 3 Physical Abuse/Threatening Harassment/Threatening Behavior/Sexual Harassment/Hate Speech. A student shall not cause physical injury, verbally harass, taunt, bully, or behave in such a way which threatens or causes physical injury to school personnel, students, or visitors while under the jurisdiction of the school and/or on school property. Those found guilty of fighting, harassing, or provoking a fight may be suspended, expelled, or permanently excluded. An individual, whose deliberate behavior directly leads to a fight between other parties, shall be considered a participant. Fighting is defined as hostile bodily contact.

Rule 4 Weapons and Dangerous Instruments. A student shall not possess, handle, or transmit a knife, razor, ice pick, electronic stunning devices, explosive, sword cane, machete, firearms, fireworks, pellet or air rifle, pistol or other object that reasonably can be considered a weapon. Included in this prohibition is the use of chemicals and gases, such as mace or stink bombs. A student shall not fire, display, or threaten the use of firearms, explosives or other weapons on school premises. This rule does not apply to normal school supplies such as pencils or compasses unless they are used as weapons. School supplies that cause injury will be treated under Rule 3 and may result in suspension, expulsion, or permanent exclusion.

Rule 5 Narcotics, Alcohol, Drugs, Counterfeit Controlled Substances, Sale or Distribution and Drug Paraphernalia. To promote an alcohol and drug free school, Olmsted Falls City School enforces regulations, which prohibit student contact with alcoholic beverages, intoxicants, and drugs-of-abuse prior to (same calendar day) and during times the student is subject to the authority of the school. A student shall not possess, use, show evidence of use, transmit, sell, conceal or consume an alcoholic beverage or intoxicant or any drug-of-abuse. This provision shall be applicable to any conduct on school grounds, during and before or after school hours; on school grounds at any time when the school is being used by a group; off school grounds at a school sponsored activity, function, or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs-of-abuse at any time before the student's arrival at school or at a school sponsored or related event or activity or manifest evidence of such use, such as odor, reddened eyes, or other similar characteristics. Examples of drugs-of-abuse include, but are not limited to: narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alike substances, synthetics, or other substances that could modify behavior. Students shall not possess, use, transmit, sell or conceal any drug-of-abuse instrument or paraphernalia.

If there is, in the opinion of the administration, reasonable cause to believe that a student has consumed an alcoholic beverage in violation of the above rule, the student may be requested to submit to a chemical analysis of breath to determine the presence or absence of alcohol.

Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered in violation of this rule. However, all such drugs must be maintained in their original container and submitted to the office.

Students found in violation of this rule may be suspended, expelled, and/or permanently excluded, may be referred to the Registrar of Motor Vehicles and to the Juvenile Court recommending a suspension of the student's driver's license/permit. Additionally, depending upon the nature of the offense, criminal charges may be filed.

Rule 6 Insubordination, Inappropriate Behavior, and Repeated Misconduct.

- A. *Insubordination.* A student shall comply with directives and the reasonable requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, or other appropriate school personnel. Failing to serve Saturday School or discipline procedure shall also constitute insubordination. Severe or repeated noncompliance may result in suspension, expulsion, or permanent exclusion.
- B. *Inappropriate Behavior.* A student shall not behave in a disrespectful, belligerent, or in an otherwise inappropriate manner toward any individual mentioned in Part A.
- C. *Repeated Acts of Misconduct.* A student shall comply with all school rules and regulations. Repeated acts of misconduct include but are not limited to, disruption of class, repeated violations of rules, and impudent behavior.

Rule 7 Profanity and/or Obscene Language. A student shall not use profanity or obscene language, either written or verbal, in communicating with any other person. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.

Rule 8 Truancy/Unexcused Absence/Tardiness to School. Students are not to be truant from or tardy to school. Students who are absent or tardy but the reason for the absence or tardy is not valid are considered "unexcused". See the attendance policy in this handbook for more information.

Rule 9 Theft/Extortion. A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another person while under the jurisdiction of the school. No student shall obtain money, items of value, or special favors from anyone by implied force.

Rule 10 Tobacco. Students are not permitted to smoke in any building or on school property at any time under any conditions. A student shall not possess or use tobacco, matches, lighters or other smoking related items (including cigarette-wrapping paper) on school property.

Rule 11 Falsification. A student shall not lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees. A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, or other data on school forms or school related correspondence.

Rule 12 Cafeteria. Throwing food, intentional abuse of the cafeteria, or other such inappropriate behavior is prohibited.

Rule 13 Hazing. It is the policy of the Olmsted Falls City Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any persons. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Rule 14 Bus Conduct. According to Section 3319.41 O.R.C., the school bus driver has the authority and responsibility to maintain control over students on the school bus.

Rule 15 Other School Violations. It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, may also serve as grounds for Saturday School assignments, suspension, expulsion, or permanent exclusion as provided by law.

## Immunization Summary for School Attendance Ohio

VACCINES	<i>FALL 2018</i> <b>IMMUNIZATIONS FOR SCHOOL ATTENDANCE</b>
<b>DTaP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<b>K</b> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 <sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5) dose is not required. * <b>1-12</b> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <b>Grades 7-12</b> One (1) dose of Tdap vaccine must be administered prior to entry. **
<b>POLIO</b>	<b>K-8</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <b>Grades 9-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
<b>MMR</b> Measles, Mumps, Rubella	<b>K-12</b> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
<b>HEP B</b> Hepatitis B	<b>K-12</b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<b>K-8</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <b>Grades 9-12</b> One (1) dose of varicella vaccine must be administered on or after the first birthday.
<b>MCV4</b> Meningococcal	<b>Grade 7-9</b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <http://www.odh.ohio.gov>, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.