



# *Olmsted Falls Middle School*

**Student Handbook Presentation  
2015-2016**



# Student Conduct Code

- **Rule 1:** *Disruption of School*
- **Rule 2:** *Damage to School Property*
- **Rule 3:** *Physical Abuse/Threatening Harassment/Threatening Behavior/Sexual Harassment/Hate Speech*
- **Rule 4:** *Weapons and Dangerous Instruments*
- **Rule 5:** *Narcotics, Alcohol, Drugs, Counterfeit, Controlled Substances, Sale or Distribution and Drug Paraphernalia*
- **Rule 6:** *Insubordination and Inappropriate Behavior*
- **Rule 7:** *Profanity and/or Obscene Language*
- **Rule 8:** *Truancy/Unexcused Absence/Tardiness to School*
- **Rule 9:** *Theft/Extortion*
- **Rule 10:** *Tobacco*
- **Rule 11:** *Falsification*
- **Rule 12:** *Cafeteria*
- **Rule 13:** *Hazing*
- **Rule 14:** *Repeated Acts of Misconduct*
- **Rule 15:** *Bus Conduct*
- **Rule 16:** *Other School Violations*



# Attendance

## 8:30 AM Rule

- Must be in class by the 8:30 or TARDY (3 tardy rule\*)

## 12 Noon Rule

- If arrive after or leave before noon, students cannot participate in after school activities

- If you are absent, be sure to have a parent or guardian call the school that morning. Please provide a doctor's note (when possible).
- When returning to school after being absent, it is your responsibility to obtain missing work from your teachers.



## PBIS – Positive Behavior Interventions and Supports

EXPECTATION	CAFETERIA/RECES S VOICE LEVEL INSIDE VOICE LEVEL 2	HALLWAY VOICE LEVEL INSIDE VOICE LEVEL 2	BUS VOICE LEVEL INSIDE VOICE LEVEL 2	ARRIVAL/ DEPARTURE VOICE LEVEL INSIDE VOICE LEVEL 2	RESTROOM VOICE LEVEL WHISPER LEVEL 1	MEDIA CENTER/CLASS ROOM VOICE LEVEL FOLLOW DIRECTIONS	OFFICE/ CLINIC VOICE LEVEL INSIDE VOICE LEVEL 2	ASSEMBLY VOICE LEVEL LEVEL 0 FOLLOW PRESENTER DIRECTIONS
<b>RESPONSIBLE</b>	~Keep area clean. ~Throw PROPER items out in the trash can ~Recycle plastic, cans, and bottles ~Have your pass/sign out to leave the cafeteria	~Take all materials needed for your classes from your locker ~Keep locker and hallway clean ~Go directly where you need to go	~Keep all belongings to yourself ~Sit in your assigned seat	<b>Arrival:</b> ~Go directly to your assigned entrance area <b>Departure:</b> ~Go directly to your bus ~Keep outside area clean	~Sign out and have your pass/planner ~Use restroom only when needed and in a timely manner	~Be prepared ~Follow classroom rules	~ Have permission or pass	~Bring only necessary materials ~Follow directions the first time given
<b>RESPECTFUL</b>	~Follow directions the first time they are given ~Use your manners and appropriate language when speaking with others (please and thank you) ~Treat others with kindness and compassion	~ Use appropriate language. ~Apologize for accidental actions. ~Treat others with kindness and compassion ~Listen to all adults.	~Use appropriate language ~Treat others with kindness and compassion ~Follow directions given by adult.	~Use appropriate language ~Treat others with kindness and compassion. ~Follow directions given by adult.	~Respect privacy of others ~Use facilities and supplies correctly	~Respect all property ~Allow others to learn ~Treat others with kindness and compassion ~Be mindful of personal space	~Be patient ~Treat others with kindness and compassion	~Clap/cheer/talk when appropriate ~Look and listen to the speaker
<b>SAFE</b>	~Keep hands and feet to self ~Ask permission to get out of your seat ~Keep your food in your personal space	~ <b>Walk</b> on the right side of the hallway ~Face forward and pay attention to your surroundings ~Keep hands and feet to yourself	~Keep hands and feet to yourself and inside the bus ~Face forward seated, with your feet on the ground	~Keep hands and feet to self and public displays of affection to yourself ~ <b>WALK</b> ~Snow and dirt stay on the ground	~Wash hands. ~Notify adults of any concern regarding the facility	~Keep hands and feet to self ~Use materials properly	~Keep hands and feet to self	~Keep hands and feet to self ~Enter assembly area with your class in an orderly manner

***OFMS***

**Rules and Procedures**



# Bus Rules



## RESPONSIBLE

- Keep all belongings to yourself
- Sit in your assigned seat

## RESPECTFUL

- Use appropriate language/tone
- Treat others with kindness and compassion
- Follow directions given by adult.

## SAFE

- Keep hands and feet to yourself and inside the bus
- Face forward seated, with your feet on the ground



# ARRIVAL and DEPARTURE

## RESPONSIBLE

- **Arrival:**

**Go directly to your assigned entrance area**

- **Departure:**

**Go directly to your bus**

## RESPECTFUL

- **Use appropriate language**

- **Treat others with kindness, compassion and respect**

## SAFE

- **WALK**

- **Be aware of your surroundings and expectations**



# Homeroom

## RESPONSIBLE

- Attendance is taken by 8:30 AM. If you are not in your seat by the 8:30 bell, you are considered late

## RESPECTFUL

- Students are to be respectful of their country during the Pledge to the American Flag.
- Please remain quiet and listen during ALL announcements.

## SAFE

- *Students should not be wandering the hallway from 8:20-8:30*





# Lockers



## RESPONSIBLE

- A shut locker should have nothing hanging out.
- Do not rig your locker in order to keep the lock open.

## RESPECTFUL

- No tape, streamers, candy or balloons attached to lockers.
- Do not kick or slam your locker.

## SAFE

- Lockers are the property of the Board of Education and subject to inspection at the school's discretion.



# Backpacks

## RESPECTFUL

Please use the back hook to avoid  
jamming/damage

## RESPONSIBLE/SAFE

Backpacks must remain in lockers throughout the  
school day



# Hallway

## RESPONSIBLE

- Take all materials needed for your classes from your locker and go where you need to go!
- Keep locker and hallway clean

## RESPECTFUL

- Use appropriate language/tone.
- Treat others with kindness, compassion and respect

## SAFE

- *Walk* on the right side of the hallway and *focus!*
- Keep hands and feet to yourself



# Dress Code

## RESPONSIBLE

Meet all expectations-Be your own JUDGE!

## RESPECTFUL

- Dress in a fashion that is appropriate for SCHOOL
- Respond to staff appropriately

## SAFE

- Remain clean, neat and well-groomed



# Dress Code

- Tee Shirts or other clothing items that include inappropriate content or that will cause a disruption
- Shorts, if appropriate, may be worn to school.
- Shorts, pants, or any other type of clothing should not fall below the waistline.
- Clothing should not be excessively large or small.
- Clothing should not expose undergarments.
- Clothing and accessories, which may be dangerous to other students, or to school property are **NOT permitted**.

## ALSO PROHIBITED ARE:

- Tank Tops
- Tight yoga pants unless covered to your **thigh** by a long shirt.
- Cut off shorts of any kind and lycra/spandex “bike shorts.”
- Apparel that exposes the midriff
- Hats/Hatwear (unless approved by the principal).
- Excessively short and/or tight skirts
- Torn, tattered, or un-hemmed clothing.
- **Anything else considered inappropriate for school.**





# Cafetorium

## RESPONSIBLE

- Efficiently take lunch to your assigned seat
- Maintain a clean eating area

## RESPECTFUL

- Use appropriate language/tone
- Treat others with kindness and compassion
- Raise your hand and wait to be called upon before leaving your seat

## SAFE

- Enter/Exit in an appropriate fashion
- Keep hands/feet to yourself at all times



# Technology

## Responsible

- Use for educational purposes only
- Use appropriate language

## Respectful

- Respect the work of peers
- Take care of the electronic devices

## Safe

- Only use electronic devices in classrooms at teachers' discretion



# Clinic Rules

## RESPONSIBLE

Have permission or pass

Use the clinic in appropriate situations

## RESPECTFUL

Be patient

Treat others with kindness and compassion

## SAFE

Wash Hands





# Library

## RESPONSIBLE

- Students may visit the library before school at 8:20 a.m., during STAR, or during class with a pass

## RESPECTFUL

- The rules for the library are the same as in the classroom.

## SAFE

- Library assistants have the same authority as a classroom teacher.



# Emergency Drills



## RESPONSIBLE

- Stay with your class.

## RESPECTFUL

- Follow ALL directions given the first time.
- Respond to staff appropriately

## SAFE

- All students are to remain silent in and out of the building during a fire drill.



# Field Trips

- All school rules apply during any field trip.
- Students may be excluded from a trip due to poor behavior/grades here at school.
  - 8<sup>th</sup> grade students only – 25 point system

Consequence	Points Accumulated
Classroom Detentions	1 point each
Office Detention	2 points
Saturday School	3 points
Bus Suspension	3 points
School Suspension	6 to 15 points

*OFMS*

**Expectations**



# Gum, Candy and Food

- Automatic Detention if caught chewing gum.
- Food/Drink is not to be taken out of the Cafetorium.



# Skipping Class

- **Skipping class is PROHIBITED.**
- **Cutting or Skipping class is defined as:**
  - Not attending class
  - Not checked in with a teacher
  - Leaving class without permission

**If you are considered skipping class your parents will be contacted and disciplinary consequences will follow**



# Bullying and Harassment

**Bully-like behavior will not be tolerated!**

***Repeated offenses over time***

- **Verbal:** Teasing, name calling, insulting, threatening, taunting, etc.
- **Physical:** Booking, hitting, shoving, grabbing, punching, slapping, taking or hiding belongings, damaging property, etc.
- **Psychological:** Blackmailing, tormenting, gesturing, spreading rumors, gossiping, etc.

<b>1<sup>st</sup> Offense</b>	<b>Detention</b>
<b>2<sup>nd</sup> Offense</b>	<b>Detention</b>
<b>3<sup>rd</sup> Offense</b>	<b>Detention + Saturday Detention</b>
<b>4<sup>th</sup> Offense</b>	<b>Detention + 1 Day OSS</b>
<b>5<sup>th</sup> Offense</b>	<b>Detention + 2 Days OSS</b>
<b>6<sup>th</sup> Offense</b>	<b>Detention + 3 Days OSS</b>



# Detentions

Detentions may be assigned for academic and/or disciplinary reasons at the discretion of the classroom teacher or administrator.

- **Written Notice**: to be signed by the parent and returned to the staff member assigning the detention.
- **Failing to Serve Detention**: All detentions are to be served on the date of the infraction.
  - If a student receives more than one detention in a single day, the student has the responsibility to inform the assigning teachers of the conflict and re-schedule a date to serve.
- **FAILURE TO SERVE A DETENTION** WILL RESULT in a 2 hour Saturday Detention. After the third missed Saturday Detention, any further detentions **may result in suspension from school.**
- **Saturday Detention**: Based on the behavior, a 2 or 3 hour Saturday Detention may be assigned. Failure to serve a Saturday Detention **will result in an AUTOMATIC out – of – school suspension.**





# Suspensions

- **The Administration reserves the right to follow DUE PROCESS for all students.**
- **If you are suspended you may not be on school grounds or attend after school activities.**
- **You are permitted to make up your work but it is your responsibility to speak to your teacher.**

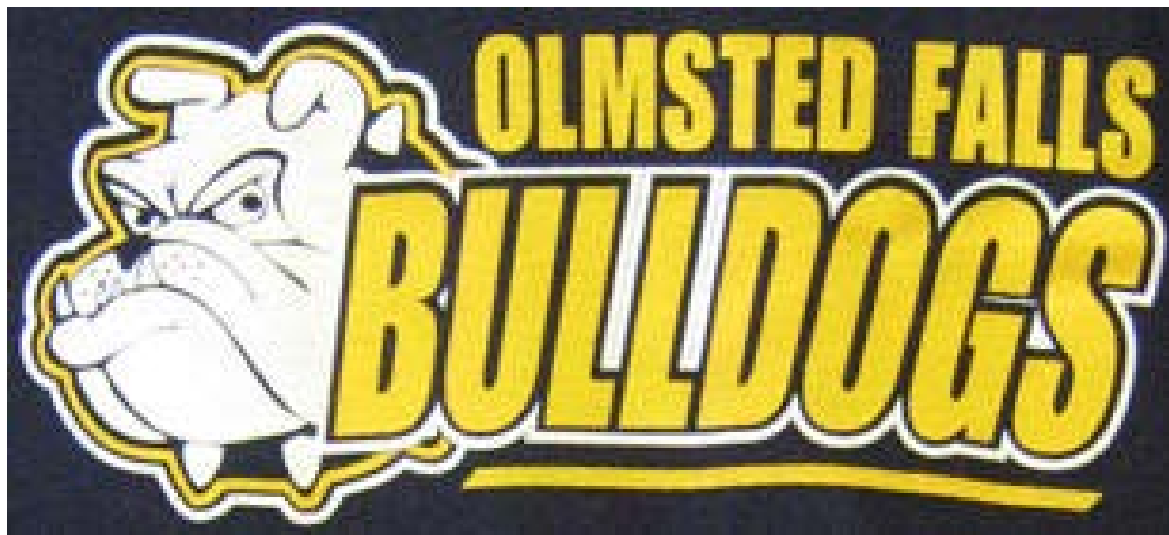


# Athletic Eligibility

- Student eligibility is based on previous quarter grades

**You MUST PASS 5 Subjects.**

- IF you want to play a winter sport (wrestling, basketball, cheerleading) YOU MUST GET GOOD GRADES THIS QUARTER



# Olmsted Falls Middle School

*Responsible*

*Respectful*

*Safe*