

## NON-DISCRIMINATION NOTICE



The Olmsted Falls School District seeks to maintain an educational environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The District will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The District will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the District will take immediate steps to end the harassment.

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>.

### 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 well-being. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

"Harassment, Intimidation, or Bullying" also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (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, 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.

#### **AUTOMATED PARENT COMMUNICATIONS: POWER ANNOUNCEMENT**



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.

#### **PEER MEDIATION**

The Peer Mediation Program is meant to complement and support the existing Student Discipline Code. Therefore, serious conflicts will continue to be handled in the Office. Following appropriate consequences, however, students will be afforded the opportunity to mediate in an attempt to prevent the situation from occurring again.

#### **ACADEMICS**

Interim and Report Cards Progress and merit reports are distributed approximately four weeks into the grading period. The purpose of a progress report is to communicate to parents and students areas that need improvement. The purpose of a merit report is to recognize progress or outstanding achievement.

Report cards will be mailed home to parents at the conclusion of each semester and students will bring them home after the first and third nine-week periods.

Academic Honor Rolls Each nine-week period, honor and merit rolls are completed. They are computed on the following qualifications:

- Les Excellence – Must have a 4.0 average.
- Honor Roll - Must have a 3.5 average.
- Merit Roll - Must have a 3.0 average.

Only major academic subjects are used to calculate a grade point average. However, a grade of D, F, or U in any subject removes a student from these lists.

#### Explanation of Grades

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

#### Achievements

Assignments completed on time.  
Work correct in form, neat, and free from errors.

Supplementary work done through pupil's own initiative.  
Tests passed consistently with high scores.

#### Attitudes

Class discussions increased in interest and value by pupil's voluntary participation.  
New material attacked with marked initiative and intelligence and completed with a minimum of help.  
Quick and effective response to suggestions and criticism.

#### **B = 3 points**

##### Achievements

 Assignments completed on time.  
Work correct in form, neat, with few errors.  
Tests passed consistently with above average scores.

##### Attitudes

Class discussions increased in interest and value by pupil's voluntary participation.  
New material attacked with initiative and intelligence and completed with a minimum of help.  
Quick and effective response to suggestions and criticism.

#### **C = 2 Points**



##### Achievements

Assignments completed on time.  
Work generally correct in form, neat and relatively free from errors.  
Tests seldom failed and usually passed with average scores.

##### Attitudes

Class discussions increased in value and interest by pupil's participation.  
New material attacked with interest.  
Willing and usually effective response to suggestions and criticism.

#### **D = 1 Point**

##### Achievements

Assignments not always completed on time.  
Work often poor in form and full of errors.  
Test scores generally below average, frequently failing.

##### Attitudes

Almost no contribution of value or interest to the class.  
Unwillingness to respond to suggestions and criticism.  
Pupil's contributions to class discussions limited in value.  
New material attacked ineffectively or with little

interest.

Ineffective or indifferent response to suggestions and criticism.

#### **F = 0 Points**

##### Achievements

Assignments frequently not completed on time.  
Work generally poor in all respects.  
Tests rarely passed.

##### Attitudes

Almost no contribution of value or interest to the class.  
Unwillingness to respond to suggestions and criticism.

### **ATHLETIC ELIGIBILITY**

The athletic eligibility of all students is verified by the coach based on the guidelines set by the Ohio High School Athletic Association. A physical is required in order to try-out and participate in sports. **Also, a student's eligibility is based on his/her previous quarter grades. This includes fourth quarter grades that determine fall sports eligibility.** Please stop in the office to pick up a flyer with additional information.

### **ATTENDANCE**

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable

Each and every day that a student is to be absent, the

parent/guardian shall telephone the school prior to 8:15 a.m. at 427-6211. A written excuse will be needed if a phone call has not been made and the office has been unable to contact the parent.

**Approved excuses for absence from school will be limited to the following:**

1. Personal illness (a note from a doctor may be required).
2. Illness to members of the immediate family.
3. Quarantine of the home.
4. Death of a relative.
5. Observance of religious holidays.

If a written excuse is required, it should be properly signed by a parent or guardian and be presented to the main office upon your return to school. The note must contain:

1. Date of absence.
2. Student's name.
3. Specific reason for absence.
4. Signature of parent or guardian. Incomplete notes will not be accepted.

Truancy will not be tolerated; therefore, *pupils with unsatisfactory excuses will not be permitted to make up missed assignments or tests and may be subject to further disciplinary action.* Students who are absent from school may not participate in any after school or evening activities.

Make-up Work When returning to school after being absent, **responsibility rests with the student** to obtain missed assignments from teachers.

In general, students will have the same number of days to make up missed assignments as the number of days they were absent. Extensions may be granted at the discretion of the teacher.

**Parents may request homework for students who are absent from school.** A parent or guardian, who contacts the school office **before 10:00 AM** (427-6200), can make arrangements to pick up a student's assignments after 4:00 PM that day. Additional assignments will not be given to a student who has requested work while absent unless the work previously assigned is completed and handed in to the office.

Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to an absence due to a vacation. To make arrangements, a student must first obtain a Vacation Travel Form from

the office.

Tardy to School- Students are required to be on time to school every day. Those who arrive late are expected to report directly to the office and obtain a pass to class. Unless parent contact has been made with the office, students are required to have a note from home giving an explanation for the tardiness. A note from home will not necessarily result in the tardy being excused. Such notes as, "Excuse John for being late," or "John missed the bus," or "The alarm clock didn't ring," or "There was a train," are not considered satisfactory excuses and will result in an unexcused tardy.

**Upon accumulating three unexcused tardies, students will be issued a detention.** A second set of three unexcused tardies will result in a second detention. Once two detentions resulting from tardiness to school have been served, each additional set of three unexcused tardies will result in a two-hour Saturday Detention.

Tardy to Class- Students are to be in class at the sound of the tone. Teachers may refer students who are late to class to the assistant principal. An unsatisfactory tardy excuse may be issued. If a student is tardy between classes because of being detained by a teacher, he will be given an admit slip from that teacher to his next class.

Permission to Leave the School Grounds During School Day In order to minimize classroom disruption, students are to bring a **written request from their parent or guardian** to the Guidance Office during homeroom for dismissal during the school day. The early dismissal slip must be shown to the teacher before the start of class, if a student is leaving during that class period. **For the student's safety, parents should meet the student in the main office, where the student must sign out before leaving the building.**

Illness During the Day Students who are ill should inform their teacher and will be sent to the clinic. The office will call the parent or guardian listed on the emergency card to pick up the student. *Students who arrive after or leave before 12:00 p.m. will not be permitted to participate in after-school activities without permission from the Assistant Principal or Principal excluding athletics.*

Vacations Under the Ohio revised code, student vacations are not considered as a reason for missing school. However, we understand that there may be times when parents can only take vacation during a

time when school is in session. In this case, students and parents must complete a vacation form. The form is available in the main office and should be completed and submitted at least one full week before the student leaves. Vacations should not exceed five (5) school days, and students are responsible for turning in all make up work upon returning from vacation.

Excessive Absences Anytime a student misses more than 5 days in a nine-week period, 10 days in a semester or 20 days for the year, it is considered excessive (regardless of whether the days are considered excused or unexcused). Students may be asked to provide a doctor's note for any day beyond these limits in order for the absence to be considered excused.

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.

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

- ECC/Fall-Lennox, OFIS: 10:00 AM
- OFMS and High School by 11:00 AM

**ATTENDANCE AT SCHOOL ACTIVITIES**

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.

The Board will continue to provide adequate supervision for all students who are participants in District-sponsored events; however, students are expected to follow all rules and regulations as outlined

in the Student Discipline Code and Handbook. All students may attend out of school activities if they have not been:

1. Suspended
2. Expelled
3. The student must report to school by noon, or remain in school until noon to be considered present.
4. Specifically requested not to attend for disciplinary reasons.

In order to promote good sportsmanship, there is to be no booing or remarks directed to officials, coaches, or members of either team.

Food, gum or beverages are **never** to be taken into the gym including after school.

At the conclusion of the event, students are to leave the school grounds immediately. Students will not be permitted to return to their lockers at the end of the game. Take all belongings with you. Be sure rides are arranged prior to the event.

Students who attend high school athletic events are to follow rules and regulations as forwarded to us by the High School.

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 an adult chaperone 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 chaperone.

The Star Spangled Banner, our National Anthem, is played before the start of the game. Students should show respect and display good citizenship at that time, by standing, and remain absolutely still until the conclusion of the National Anthem.

Students who do not follow these regulations will be asked to leave and may be subject to further disciplinary action.

## BACKPACKS

 Backpacks, book bags, gym bags, etc. should be used to transport books, lunches, and other

school related items to and from school. Once at school, all backpacks etc. should remain in the locker.

## BIKES

Bikes, skateboards, and in-line skates are prohibited for the safety of our students.

## BUSES

**Bus drivers have the same authority by state law as the classroom teacher.** Students, who display inappropriate behavior on the bus or at the bus stop, may lose their bus privileges and be subject to further disciplinary action. Also, detentions and bus suspensions for improper bus behavior will count towards Washington D.C. points for 8<sup>th</sup> grade students.

Students are to remain seated (in their assigned seat) and keep hands, feet and objects to themselves. Students should also speak quietly, use proper language, and remain silent at all railroad crossings and turnarounds.

**Students are to board buses immediately at dismissal. In cases where a bus has not yet arrived, students are to wait together behind the yellow line as directed by the bus supervisor.** Running is not permitted.

**Students in grades 6-12 may be permitted the use of technology on the bus with limitations.** Students may use technology at the driver's discretion once seated on the bus. Content must be school appropriate and sounds should be turned off unless headphones are used. Students may only use one earbud so that directions will be heard from the bus driver. Volume should be such that no other riders can hear sound from headphones. Pictures and videos are not permitted to be taken on the bus.

Bus Loading and Unloading Zones are restricted and technology is NEVER permitted in such areas. Failures to comply with all expectations may lead to consequences and the loss of the privilege to use technology on the bus.

All expectations of the Olmsted Falls City School District Acceptable Use Policy apply.

**Students are to ride only the buses to which they are assigned. Permission to ride another bus can only be granted if an emergency exists in the home.** (Example: parent is in hospital, etc.). In the case of an



emergency, a note signed by a parent explaining the situation, must be approved in the main office during morning homeroom. Upon request, the note (signed and approved) must be shown to the bus driver and/or transportation supervisor.

**Students are not permitted to walk home from school or to the high school. As this is a safety concern, students who violate this policy will be subject to disciplinary action.**

### CAFETERIA AND LUNCH PERIODS

 To keep an orderly, neat, and clean cafeteria, **all students must remain seated unless given permission to do otherwise.** Students must dispose of their waste properly and return all dishes, silverware and trays to the disposal area. **No food or drink is to be removed from the cafeteria.**

Cafeteria Seating Assignments- Students will be required to sit at an assigned table during lunch. Prior to finalizing table assignments, students will have a designated number of days to identify the table of their choice. Once students have chosen their table, a seating chart will be created.

 Once a seating chart has been created, students seated at a table other than their own will receive a Hallway/Cafeteria Behavior Slip. Students will also be held accountable for the cleanliness of their table and its surrounding area. Tables left in a mess and/or food on the floor under the table will result in a Hallway/Cafeteria Behavior Slip being issued to everyone at the table.

 **General Cafeteria Procedure**- Students, after taking up their tray and cleaning their area, will be dismissed for recess by table. While outside, students should stay within the boundaries set by the recess supervisor. Students are expected to participate in activities without hurting one another. Five minutes before the end of their respective lunch period, they will return from recess and sit at their assigned table in the Cafeteria.

Also during this time, those students who did not go out for recess must finish eating and be sure that the area on and around their table is clean. All students will then be dismissed from the Cafetorium by table.

Any student who is issued a teacher lunch detention must have a signed detention slip from that teacher and

must present the pass to a lunch monitor before leaving the Cafetorium. The student will not be permitted to request a pass from the teacher once the student has arrived for lunch and will be required to remain in the Cafetorium for the remainder of the lunch period.

Cafeteria Discipline- The Noon Aides keep a log of student behavior. After three infractions, a student may be referred for a lunch detention. If a student breaks any school rules, immediate consequences will follow.

Books and Supplies-Students choosing to bring books (of any kind) and/or school supplies to the Cafetorium during lunch may do so. However, books and/or supplies must be left in the Cafetorium at their assigned table when students are taken outside for recess. There will be an opportunity for students to pick-up their books when they return to the Cafetorium prior to being dismissed to class.

### CLASS PARTIES AND PICNICS

Class parties and picnics held during the school day need prior administrative permission.

### CLASSROOM PROCEDURE

Students are expected to conduct themselves in a way that benefits and encourages a healthy learning environment.

Students are to be in their seats and quiet when the tardy tone sounds. Students are not to leave their seats at the end of the period until dismissed by the teacher.

Each student should come prepared for class with pencils, notebooks, workbooks, paper and the assigned textbooks.

Students are responsible for the school books issued to them. The books issued by each classroom teacher are Board of Education Property and must be handled with care. There will be a fee charged for rebinding or replacement if books are damaged or lost. **Students are to cover all textbooks to keep books in the best possible condition.** In order for lost books to be more easily identified, students are to place their names in the appropriate place in each of their books.

If a disagreement between a teacher and pupil does arise, the student must do as he is told at the time of the disagreement. According to the courts, in the State of Ohio, the teacher has the "power of the parent" while the student is in school. The student may later make an

appointment with the teacher, assistant principal, or principal, to discuss the dispute.

If for any reason a student is asked to leave the classroom for misbehaving, he must report to the office immediately and remain there until excused by a member of the staff.

## CLINIC



Students who are ill should report first to their teacher. Teachers will then send students who are ill to the clinic with their planner as a pass. Students should not report to the clinic between classes.

## COMPUTER USAGE



Acceptable Use Policy Prior to being afforded the use of any computer, a copy of the district's Acceptable Use Policy must be signed by both student and parent/guardian and be on file in the main office.

All technology related property (including websites) of the Olmsted Falls City School District is not intended for use as an open forum and is subject to the authority of the administration.

Computer Labs The labs are generally only open to classes brought down by teachers.

## DANCES



Any student attending a dance must remain at the dance until it is over unless written permission is provided prior to the dance or a parent/guardian arrives at the dance to pick up their child.

Dances are to be attended only by students attending Olmsted Falls Middle School. The dress code is in effect at school dances.

## Differentiated Referral System



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 students. Please access additional information on the school's website or contact your child's building principal.

## DRESS CODE

The Olmsted Falls Board of Education believes that the parent and school have a responsibility in helping students develop feelings and appreciation of good taste. This includes good taste in the matters of dress and grooming.

It is, however, the intent of the Board of Education that the students of Olmsted Falls Schools 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 rests 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. Also, please note that student dress is not considered an open forum and is subject to the authority of the administration.

**A student must change/cover clothing deemed inappropriate for school. Any student who refuses to change/cover the offending clothing will be considered insubordinate and subject to disciplinary action.**

Clothing and accessories prohibited under this policy include:

- Tee shirts or other clothing items that include drug, alcohol, or tobacco messages
- Excessively low cut shirts
- Tee shirts or other clothing items that endorse illegal, racist, sexist, violent, bigoted, or gang-related activity
- Tee shirts or other clothing that displays sexually suggestive comments or causes a disruption to the educational process
- Tank Tops (All shirts must have sleeves, which extend over the shoulder)
- Cut offs and lycra/spandex "bike" shorts
- Apparel that is backless or exposes the midriff
- Hats/Headwear/Bandanas
- Pajama Tops/Bottoms
- Excessively short skirts and shorts
- Shorts, skirts, dresses, etc., with a slit above the

- mid-thigh
  - Stressed, frayed, torn, tattered, or unhemmed clothing
  - Tape on clothing
  - Fishnet tights
  - Face paint
  - Artificially colored hair
  - Belt, waist, wallet, wrist, or neck chains
  - Shoes with wheels (“heelies”)
  - Dark glasses (unless prescribed by a doctor)
  - Written graffiti on clothing
  - Facial/body piercing
- 
- Yoga pants and leggings may be worn as long as the student is wearing a shirt that is long enough to cover the student’s MID-THIGH.
  - Anything else considered inappropriate for school.

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 or accessories, which may be dangerous to other students, or to school property, are not permitted.

In accordance with the chart below, students will receive the following disciplinary actions for dress code violations as well as parental contact for each infraction:

<b>Number of Violations</b>	<b>Consequence</b>
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	<u>Spare Attire</u>
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup>	<u>Spare Attire + Detention</u>
7 <sup>th</sup> +	<u>Saturday Detention or OSS</u>

### EMERGENCY DRILLS



The state requires fire drills, tornado drills, and safety drills, which can be used in the event of an emergency. Teachers will instruct students of evacuation procedures. Fire drill and tornado drill directions are also posted in each room. Since the signals for an actual fire and tornado are the same as a

drill, it is necessary that students move quietly in a quick, orderly fashion to the assigned areas.

The fire alarm will sound, signaling teachers and students to follow fire drill procedures and to move to their designated areas. During safety and tornado drills, all instructions will be given by announcement.

Under **no circumstances** are students to talk or run during an emergency drill. Those who do will receive an automatic detention.

Should an emergency situation arise requiring the evacuation of the building, students not under the direct supervision of an adult (i.e. in the restroom or walking with a pass in the hallway) should exit the building through the nearest door and report to an adult once outside.

Should an emergency situation arise requiring the evacuation of the building during a “class change” (when everyone is in the hallway), students are to exit the building through the nearest door and proceed to the location designated specifically for their homeroom.

### FEES

All students pay a fee to cover supplemental expenses, which include workbooks, art supplies and weekly readers. All students, who are enrolled in Health, Home Arts, and Technology Education, also pay a materials fee. In the sixth grade, the student fees also cover the expense of a T-shirt and shorts for physical education classes. If a seventh or eighth grader wishes to purchase an additional physical education T-shirt, they are to contact the physical education teacher.

Fees will be collected during lunch periods for the first two weeks of school. All fees are due by the end of the first quarter and are payable to: Olmsted Falls Middle School. If you prefer, fees may be charged to your VISA or Mastercard by completing the Credit Card Authorization form sent home with students on their first day of school. Please do not send your credit card to school with your student. If you choose to charge fees for more than one child in the district, you may do so at the Board of Education offices at 26397 Bagley Rd.

Students with fees not paid by the end of the first quarter will not receive a report card until fees are paid.

Students with outstanding fees, textbook, or library fines will not receive a report card at the end of the year.

## FIELD TRIPS



Students must remember that they represent the school and should act accordingly. Teachers and chaperones have the same authority as in the classroom. Parent chaperones should always be treated with respect. All school rules apply during any field trip.

Students may be excluded from attending a field trip if their behavior and/or academic standing has not been acceptable at any time during the school year.

Starting on the first day of the **FOURTH QUARTER**, students will not be permitted to go on their respected reward trip if they are not completing assignments, passing their classes or suspended from school.

In order for an 8<sup>th</sup> grade student to be permitted to attend Cedar Point, they may not incur more than 5 points from the first day of the Washington, DC trip until the day of the Cedar Point trip. Any student suspended from school will not be permitted to attend Cedar Point.



## EXTENDED FIELD TRIPS

8th grade students will have the opportunity to attend several educational and exciting field trips this year. Two (the trip to Cedar Point Amusement Park and the trip to Washington D.C.) will extend beyond the hours of a normal school day.



Because appropriate behavior is essential on all field trips, and specifically on those of an extended nature, students displaying poor behavior here at school will become ineligible for extended field trip attendance. The following discipline plan, based on a twenty point system, will be used to track student misbehavior here at school.

In accordance with the chart below, students will accumulate points each time they receive a consequence for inappropriate behavior. Once a student earns a total of twenty-five (25) points before



Washington D.C. and (6) points after Washington D.C., he/she will not be permitted to attend extended field trips (i.e. trips extending beyond the hours of a normal school day).

Consequence	Points Accumulated
Classroom Detentions	1 point each

Office Detention	2 points
Saturday School	3 points
Bus Suspension	3 points
School Suspension (1 to 10 days)	6 to 15 points

\*Students whose behavior in school is of a disruptive nature or have demonstrated the inability to be on time to school, class, or events, may be excluded from any field trip, be it during the day or of an extended nature, (regardless of the number of points currently accrued) upon teacher recommendation and administrative approval.

The extended field trip policy has been developed to ensure that our students uphold the high standards for behavior that Olmsted Falls Middle School is accustomed to and expects from its students.

## GUM, CANDY AND FOOD

Gum chewing is **not** permitted in the school building at any time including before and after school. Students caught chewing gum will be served a detention.

There should be no opened food or drink taken out of the Cafetorium area.

Food in classrooms that is directly related to the curriculum is permissible with prior administrative approval.

## HALLWAYS

For safety purposes, students are expected to stay to the right when walking through the halls. Students should not loiter in the halls, gather in groups, or cause unnecessary noise, but should report directly to class. Students must have a hall pass when moving through the halls during a class period. A student must present his/her pass upon request by any member of the faculty.

Heavy bookbags can be dangerous if they hit another person. Students should be careful when lifting or carrying bookbags. Students will be held accountable if they injure another student with their bookbag.

## HOMEROOM PROCEDURE

All students should be in homeroom when the tone sounds. This is the time of the day during which attendance and tardiness is checked and announcements are made. Students will be seated in assigned seats (not on window ledges, or desks) and there will be no talking during the announcements. No one should

leave homeroom before or during the announcements except on school business and only with the teacher's permission.

The Pledge of Allegiance will be recited during morning homeroom. Students will display proper respect towards the flag and their country.

Homeroom is also an opportunity for teachers to make announcements specific to their class/team or discuss



with the students some of the problems they have encountered in school.

## IMMUNIZATIONS



All students entering the seventh grade must have a second MMR immunization as required by Ohio State Law.

## LIBRARY



Students may visit the library before school at 8:00 a.m., during study hall, after school until 4:00 p.m., or from a class with the teacher's permission. Students are to work individually unless they have a pass from a teacher to work with someone.

The rules for the library are the same as in the classroom. The librarian/library assistants have the same authority as a classroom teacher.

- Students may stay in the library for approximately 10 minutes unless they have a pass to work longer.
- Students are to pay fines by the end of each grading period.
- Any library materials overdue by more than 30 days will result in the student being unable to checkout any additional materials.
- Overdue materials will cost 5 cents per day with a two-day grace period. Overnight materials cost 10 cents per class period with no grace period.
- Students entering the library should report to the circulation desk unless accompanied by a teacher. Students must have a pass signed by their teacher.
- Students may use the conference and student work rooms after obtaining permission from the librarian/library assistant.

- Students are not permitted to leave or enter the library through the outside doors without first obtaining permission from the librarian/library assistant.
- Students are not permitted access to the library workroom, periodical storage area, or AV production area without a librarian's permission.

## LOCKERS & LOCKS

All students will be assigned individual hallway lockers with built-in combination locks. Student lockers are the property of the Board of Education, subject to the authority of the administration, and provided solely as a convenience for student use. These lockers may be inspected at the discretion of the administration and are not intended for use as an open forum. Lockers are not to be marked with decals, pictures, tape, etc. and are to be kept neat and clean. OFMS is not responsible for articles stolen out of lockers. **Do not store valuables in lockers. Keep lockers locked at all times.** Do not use any objects to “prop” your lock open as it will cause irreparable damage to the lock. Students found doing so will face disciplinary consequences and/or charged for the cost of repairs.

Plan your day. Students are permitted at their lockers before and after school and before and/or after lunch. Good organization and effective planning are essential components of a student's education. Therefore, we encourage students to plan for the books and materials they will need for that portion of the day while they are at their locker. A student who plans well will not find it necessary to return to a locker during or between periods.

Each locker has a built-in lock. Lock combinations are provided to each student at the beginning of the school year and should be kept confidential. Combinations are recorded in the office and may be secured, if forgotten, at a nominal charge. All lock problems should be reported to your homeroom teacher. Also, students are not to switch lockers.

## LOST AND FOUND

Misplaced items will be put in one of two Lost and Found locations. Clothing items will be displayed in the Cafetorium and school supplies and books will be displayed in the main office. Checking for an item in the Lost and Found is not a valid excuse for tardiness to homeroom/class.

## MEDICATION

In order to safeguard all students, we must adhere to the following for the administration of any medication to students while at school. Before a student may be administered or self-administer prescription or over-the-counter medication at school, the student's parent

 must complete the *Parent Authorization and Request for the Administration and/or Use of Medication* and return it to the office of the school clinic. Additionally, before a student may be administered or self-administer prescription medication at school, the Board requires that the *Prescriber's Statement* be completed by the licensed health professional authorized to prescribe the medication and returned to the office of the school clinic.

Ohio law permits students to carry asthma inhalers and to carry and use an epinephrine autoinjector at school if certain requirements are met. In both cases the *Parent Authorization and Request for the Administration*

 *and/or Use of Medication* and the *Prescriber's Statement* must be completed with information specific to each medication and returned to the principal and/or school nurse. **All** medications, (prescription or over-the-counter) shall be kept in the clinic. Only when certain specific requirements have been met, may a student carry his or her own asthma inhaler or epinephrine autoinjector. **All** prescription medication shall be provided to the school in its original container with the student's name and pharmacist's label.

No student is allowed to provide or sell any type of  prescription or over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530—Drug Prevention and of the Student Code of Conduct

Students, who have a signed doctor's note to take any type of medication during the school day, must submit to the office a completed medication form (available in the office). All medications must be kept in the clinic. All prescription medication must be in its original container with the student's name and pharmacist's label.

If a non-prescription medication must be taken by a student (Tylenol, Advil, etc.) during the school day, a medication form must also be completed. This does not require a doctor's signature, but must be signed by a parent. This medication will be provided by the student and must also be kept in the clinic.

The parent(s) have sole responsibility to instruct their child in taking the medication at the scheduled time, and the child has the responsibility for taking the prescribed medication. Efforts will be made by school personnel to communicate a student's medication needs to all.

## PHYSICAL EDUCATION

Uniforms worn for Physical Education classes should consist of the Physical Education shirt purchased at school, navy blue shorts or Bulldog jams, socks, and non-marking athletic shoes. Uniforms are to be stored in separate gym lockers.

During Physical Education classes, students are expected to store their belongings in the lockers provided. It is the student's responsibility to make certain that the locker is locked when they leave the locker room. The school is not responsible for lost or stolen items.

## POSTERS AND DECORATIONS

Students are not to post announcements or posters unless the principal or assistant principal has given specific permission. Posters may be displayed only in designated places and are to be removed by the students putting them up. Students must obtain a pass before or after school from the Main Office at least one day prior to decorating a locker. Tape is never to be used on any painted surface, and thumbtacks are never to be used in the woodwork.

## ELECTRONIC DEVICES

The unauthorized use of cell phones and non-educational electronic devices in the school building or on school property between the hours of 7:30 AM and 4:30 PM is strictly prohibited. Additionally, the use of cell phones in locker rooms and restrooms, regardless of the time of day, is also prohibited. Confiscated electronic devices will be returned to parents/guardians upon the first incident of inappropriate use on school grounds. Following occurrences will result in the devices being kept in the assistant principal's possession for the remainder of the school year.

Number of Violations	Consequences
1 <sup>st</sup> Offense	Parent must retrieve phone
2 <sup>nd</sup> Offense	Parent must retrieve phone + Saturday Detention

3 <sup>rd</sup> Offense	Assistant Principal will keep phone until the end of the school year <b>or the student can receive the phone if a suspension is served.</b>
-------------------------	---

**Please note that the school is not responsible for lost or stolen items.**

### THE SCHOOL DAY



Morning Students are not to arrive at school before 7:50 AM unless they have a pass allowing them to enter the building early.

#### AM Supervision



The supervision of students begins at 8:05 AM. Upon arrival, students are to wait outside under the canopy until 8:20 AM. At that time, students will enter the building through an assigned door. (6th-Guidance Doors, 7th-Main Entrance, 8th-Cafetorium Doors)

Only students wishing to purchase breakfast and those who have a pass from a teacher for a detention or to



receive extra assistance will be permitted to enter the building prior to 8:20 AM. Students wishing to eat will be required to enter through the Cafetorium doors and those with a pass from a teacher must use the main entrance.



On days when the weather is inclement, all students will be permitted to wait inside upon arrival.

When dismissed to homeroom, students are to walk to their lockers and then to their homerooms. Students are not to leave homeroom without permission and/or a pass from the teacher. Students who desire special excuses should report to the Guidance Office at this time.

**Students whose parents drive them to school should not arrive before 8:15 a.m. and must be dropped off on the west side of the building. For the safety of our students, cars are not permitted to enter the bus circle during entry and dismissal times.**

After School When the tone sounds signaling the end of the 8th period, students will wait until the teacher dismisses them. All students are to walk in an orderly manner to their lockers before promptly leaving the

building through their assigned exit. Sixth, seventh and eighth grade band members are to get their instruments after 8th period dismissal and exit through the main doors.

Students should leave the building and school grounds immediately at dismissal unless they remain for a teacher-supervised activity or an appointment with a specific teacher.

All students are to ride home on the school bus unless previous arrangements have been made in the office. Students who have arranged to be picked-up by a parent must be picked up by 3:45 PM.

Students are not permitted to walk home from school. As this is a safety concern, students who violate this policy will be subject to disciplinary action.

### SCHOOL INSURANCE

Pupils are provided with an opportunity to apply for school insurance as a protection against injury expenses. The usual deadline for obtaining this insurance is October 1st. No policies will be issued after this date. School insurance is not compulsory.

### STAFF DINING/STAFF OFFICES

The staff's dining area and staff offices are maintained for staff members only. Students are not permitted in these areas unless accompanied by a staff member.

### STUDENT RECORDS

The Family Educational Rights and Privacy Act provides that parents of students under 18 years of age have the right to review the student's official school record within a reasonable period of time after making a request for such review. Parents who wish to review the student's school record should contact the office to schedule an appointment.

Parents should inform the Main Office of changes in the following areas: address, phone number, emergency card information, and marital status. Custody papers (if applicable) must be on file in the student's records. Non-residential parents may request copies of report cards, progress reports, etc. by submitting this request in writing to the Main Office.

### TELEPHONE



The public telephone for students' personal calls is to be used only with permission from a teacher or the office. The office telephones are to be used only to conduct school business and are not available for students' personal calls.

In order to avoid interrupting a class, only messages of dire emergency will be taken by the office to a student.

## VISITORS



All visitors must report to the office and receive permission from the office to visit during school hours. Visitors will be required to wear a pass while in the building.

## WITHDRAWALS/TRANSFERS FROM SCHOOL



The school office and classroom teachers should be notified as soon as possible of an intended transfer. Parents will be asked to sign the district withdrawal forms when asking that their child's records be forwarded to a new school. Pupils will receive a class release form to be signed by the teachers. A transfer form will be issued the last day a student is in attendance. Student records may not be transferred to the receiving school if outstanding fees, fines or missing books are not received.

## WORK PERMITS



Students over 14 and under 18 years of age working full or part-time jobs are required to secure a work permit from the school. Students may obtain proper forms in the Guidance Office.

## CHEATING



Cheating is as follows:  
**Judgmental Cheating.** Generally this is seen or heard by the teacher. Examples might be peering onto someone else's paper or "obviously" permitting it, verbally telling or receiving the answers to questions during tests, quizzes, or other related exercises. Students will be given a zero for the assignment and the teacher will notify the parent. The incident will be discussed with the principal.

**Unquestionable Cheating.** Generally the teacher has tangible proof. Examples might be copying or giving homework assignments to be copied (only when pupils are not allowed to work as a group or share information), using a crib or "cheat" sheet. Students

will be given a F for the assignment and the teacher will notify the parent. The incident will be discussed with the principal and disciplinary action may be taken.

**Intent to Cheat.** The teacher has tangible proof. Examples are possession of an answer key, an original work, and/or the questions or answers to an examination prior to the examination. Students will be given a F for the assignment and the teacher will notify the parent. The incident will be discussed with the principal and disciplinary action may be taken.

**Plagiarism.** Plagiarism is to use someone else's words or ideas as your own. Students will be given a F for the assignment and the teacher will notify the parent. The incident will be discussed with the principal and disciplinary action may be taken.

## Plagiarism

Your themes and exercises must be your own work. To submit to your teacher a paper that is not truly the product of your own mind and skill is to commit plagiarism. To put it bluntly, plagiarism is the act of stealing the ideas and/or the expression of another and representing them as your own. It is a form of cheating and a kind of academic misconduct, which can incur severe penalties. It is important, therefore, that you understand what constitutes plagiarism, so that you will not unwittingly jeopardize your middle school career. Plagiarism can take several forms. The most obvious form is a word forward copying of someone else's work, in whole or in part, without acknowledgment, whether that work be magazine article, portion of a book, newspaper piece, another student's essay, or any other composition not your own. Any such verbatim use of another's work must be acknowledged by (1) enclosing all such copied portions in quotation marks and by (2) giving the original source either in the body of your essay or in a footnote. As a general rule, use little quoted material in your themes.

A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or paraphrasing is ever necessary, the source must be indicated by footnotes.

If you do not fully understand this statement on plagiarism, consult your teacher. If you have doubts about the originality of a paper you have written, see your teacher before you turn it in.

## DETENTIONS



Detentions may be assigned for academic and/or disciplinary reasons at the discretion of the classroom teacher or administrator. Students may be required to report before school from 7:40 AM to 8:25 AM, after school from 3:30 PM to 4:15 PM, or during their lunch period.

Written Notice- Students will be given written notification of an assigned detention. This note is to be signed by a parent and returned to the staff member assigning the detention. In the case of a morning detention, this note will serve as a pass into the building.



Failing to Serve Detention- All detentions, whether issued by a teacher or by the office, are to be served on the date assigned at the time of the infraction. Those students unable to serve due to an absence are expected to serve the detention the day upon which they return to school. **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 to schedule a date to serve the conflicting detention.**

Consequently, students failing to serve a detention on the date assigned (or on the date of return after an absence) will be referred to the office and assigned to serve a two-hour Saturday Detention. After the third Saturday Detention, missed detentions may result in suspension from school.

Saturday Detention- The assistant principal, based upon the severity of student misbehavior, has the option of assigning students to serve either a two-hour or a three-hour Saturday Detention. Students are responsible for bringing enough schoolwork to keep them busy for the duration of the detention. Failure to bring an adequate amount of schoolwork to complete during Saturday Detention will result in the student being dismissed and not given credit for serving the Saturday Detention.

**Failure to serve a Saturday Detention will result in suspension out-of-school.**

## HALLWAY/CAFETERIA BEHAVIOR SLIPS



Staff members observing inappropriate student behavior outside of the classroom, may issue a

Hallway/Cafeteria Behavior Slip to those involved. Because the slips are made of two-part carbon paper, students are to receive a copy at the time of the infraction and a copy is to be turned in to the office. For every three behavior slips earned, students will receive an office detention. In most cases, student behavior will improve once a detention has been issued. For those students whose behavior does not improve, additional consequences including Saturday Detention and/or suspension from school will result.

In the event of extreme misbehavior, students will be sent immediately to the office. The incident will be investigated and appropriate consequences will be determined.

## BULLYING AND HARASSMENT

"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.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- 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.

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.

Olmsted Falls Middle School is committed to creating an educational environment free of harassment. Often, at the middle school level, harassment can be described as bully-like behavior.

Bully-like behavior can be defined as behavior intended to hurt another person, either physically or emotionally.

**There are three main types of bullying:**

1. **Verbal:** teasing, name calling, insulting, threatening, taunting, etc.
2. **Physical:** booking, hitting, shoving, grabbing, punching, slapping, taking or hiding belongings, damaging property, etc.
3. **Psychological:** blackmailing, tormenting, gesturing, spreading rumors, gossiping, etc.

**Bully-like behavior will not be tolerated.** Students displaying bully-like behavior will be issued detentions and suspensions. Additionally, these students will undergo mandatory empathy training focused on developing an understanding of how others feel when they are victims of bully-like behavior.

Students, found to be displaying bully-like behavior will receive discipline in accordance with the following hierarchy of consequences.

1st Offense	Detention
2nd Offense	Detention
3rd Offense	Detention + Saturday Detention
4th Offense	Detention + 1 Day OSS
5th Offense	Detention + 2 Days OSS
6th Offense	Detention + 3 Days OSS

\*NOTE: In accordance with the Olmsted Falls Student Discipline Code, a single instance of harassment may result in out-of-school suspension at the discretion of school personnel.

**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.

**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 reoccurrences 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 Olmsted Falls Middle School 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.

### **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 affect 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 physical and/or technology related property (including websites) of the Olmsted Falls City School District is not intended for use as an open forum and is 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:

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.

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.

### **Surveillance Cameras**

For students' safety and welfare, video cameras are placed throughout the building and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement.

### **Intruder Alert Guidelines – A.L.I.C.E Drill**

In the unlikely and unfortunate event that an intruder is in the building, it is essential that students and staff be familiar with procedures in order to respond quickly. Periodically, an A.L.I.C.E. drill will be implemented for this purpose.

### **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 along with administrators and faculty, share 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 well being 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.

### **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. These rules are set forth in regard to the health and welfare of all, the benefit of the institution, and the safeguard of each individual.

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/obstruction of any lawful mission, process, or function of the school if a substantial and material disruption/obstruction is 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.

**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.

Sexual harassment is defined as unwanted sexual advances, or unwanted verbal, visual or physical conduct of a sexual nature. A student who feels he/she has been a victim of sexual harassment should file a sexual harassment complaint with the building administrator who will in turn contact the district complaint coordinator for further action.

Conduct constituting harassment may take different forms, including but not limited to the following:

**SEXUAL HARASSMENT**

A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

B. NonVerbal: Causing the placement of sexually suggestive pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual behavior/acts, with a fellow student, staff member, or other person associated with the District.

**GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT**

A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, appearance, etc. toward a fellow student, staff member, or other person associated with the district. (Hate speech). Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

B. NonVerbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's building administrator, the affected student should, as soon as possible after the incident, contact his/her building administrator.
2. If the alleged harasser is the student's building administrator, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the building administrator.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or

others associated with the district.

This guideline does not negate the requirements for reporting suspected child abuse to the proper authorities in compliance with board policy. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student abuser be reported to proper authorities in compliance with State law.

**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 and Inappropriate Behavior**

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.

**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 are 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 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 15 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 16 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 Detention assignments, suspension, expulsion, or permanent exclusion as provided by law.