



FALLS LENOX PRIMARY SCHOOL

Grades 1-3

2021-2022

26450 BAGLEY ROAD, OLMSTED FALLS OH, 44138

PARENT/STUDENT HANDBOOK

Main Office: (440) 427-6400

Fax: (440) 427-6410

Attendance Line: (440) 427-6411

School Counselor's Office: (440) 427-6407

Web Site: www.ofcs.net

MISSION

At Falls Lenox Primary School we design engaging work for students using the **Ten Design Qualities** that appeals to the **motives** of the students, and provides them with learning opportunities aligned to the **Portrait of a Graduate Competencies**.

VISION

We inspire and empower students to achieve their full potential and become meaningful contributors in a global society.

STATEMENT OF NON-DISCRIMINATION

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.

Dear Parents,

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

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

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

This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

OLMSTED FALLS CITY SCHOOLS POLICIES:

Policies can be accessed through the Olmsted City Schools District's website - <https://go.boarddocs.com/oh/ofcs/Board.nsf/Public>

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Board Vice President Mrs. Linda Parkowski

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Mr. Brett Robson, Treasurer/Chief Financial Officer

Mrs. Kelli Cogan, Assistant Superintendent

Dr.. James Tatman, Chief Operating Officer

Dr. Shannon Goss, Director of Student Services

FALLS LENOX PRIMARY SCHOOL ADMINISTRATION

Ms. Lisa Williams, Building Principal

Mrs. Jessica Carey, Assistant Principal

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GENERAL INFORMATION

SCHOOL HOURS

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

ARRIVAL AND DISMISSAL

Children should not arrive at school before 7:35 A.M. –**THERE IS NO SUPERVISION** for students before this time. Likewise, all students should be picked up after school by 2:35 P.M.

All school entrances are locked. Parents/visitors will be granted access through the security system at the main doors where they **MUST** provide ID and be signed into the building. Children are not permitted to re-enter the building after dismissal unless it is an emergency.

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

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

Bus drivers have the same authority by state law as the classroom teacher. Bus drivers have responsibility for the safety and welfare of the students and may assign a student or students to specific seats on the bus. No student may board a bus other than his/her assigned bus without administrator permission. A student whose behavior is disruptive may lose his/her privilege of riding the bus and may be subject to further disciplinary action.

Students 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 they can still hear directions 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. Failure 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 Schools Acceptable Use Policy apply.

Riding the bus is a privilege, not a right. Misuse of the bus privileges may result in suspension from the bus as well as further consequences in School Wide Discipline Procedures.

Please refer to Policy #5610.04 to read in its entirety.

General Bus Rules and Safety:

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

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

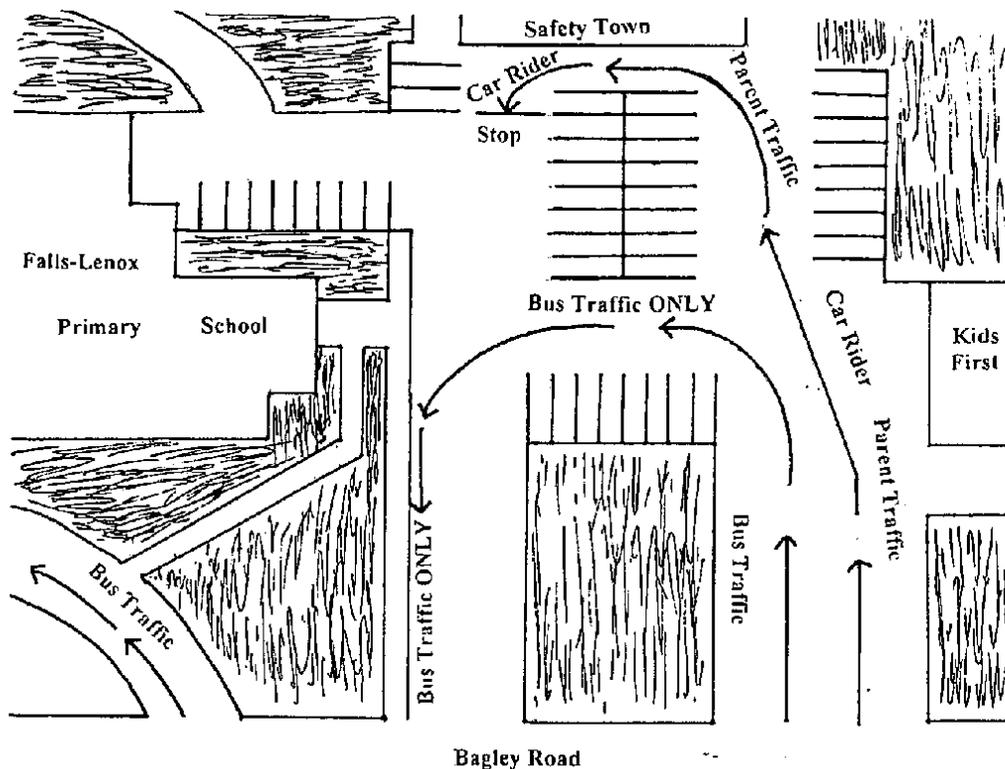
- All adults and children are expected to cooperate fully with the school crossing guards. They are there for the safety of the children.
- Short cuts through neighborhood lots or across the Primary School oval are not permitted.
- Walkers are never to accept a ride from a stranger. If approached by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

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

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

General Bike Safety:

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



REQUESTED CHANGE IN DISMISSAL

Any change in dismissal procedure, such as picking up a child during or after school, must be stated in writing to the child's teacher daily.

IF YOUR CHILD DOES NOT HAVE A NOTE FOR A CHANGE IN TRANSPORTATION, HE/SHE WILL BE SENT TO THEIR REGULAR DESTINATION.

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

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

At the end of the school day, all children are to be picked up in the car rider line. Students must be picked up by 2:45 p.m. Children going home with parent volunteers must also be signed out in the library. For safety reasons, no child is to be picked up in the hallway or classroom.

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

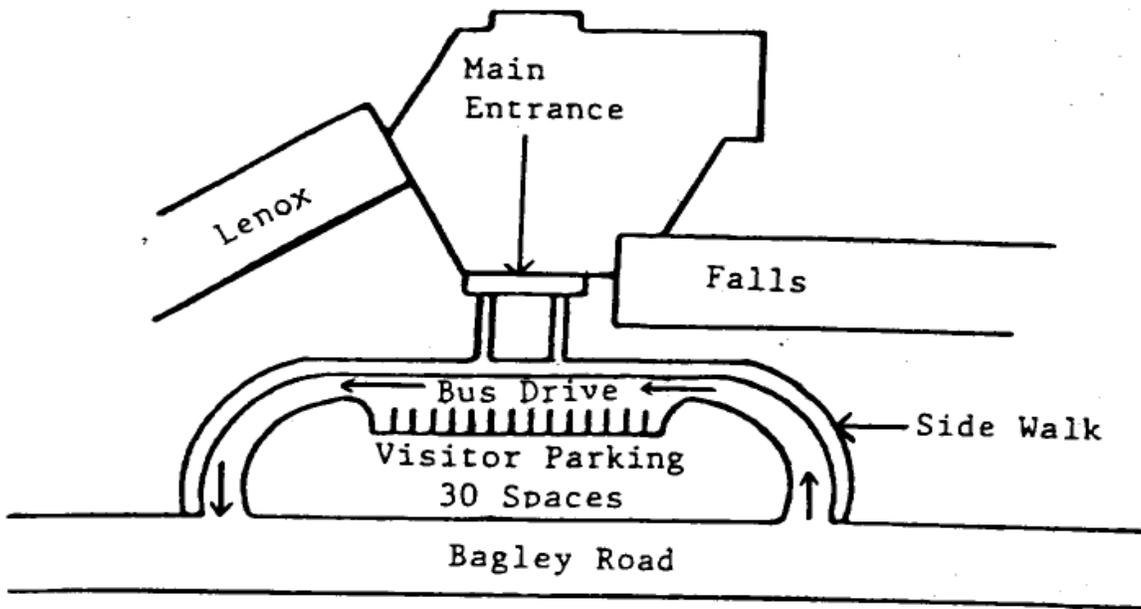
Drop Off and Pick Up: If dropping off or picking up your child, refer to the map and the following procedures:

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

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

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

- This parking area is designed to accommodate the following during the school day:
- Volunteers working in the classrooms, office or library/media center, etc.
- Parents picking up students for illness or various appointments.
- Parent conferences and all other school business.
- During the school day all doors are locked.
- Additional parking is available on the east side of the building.



ABSENCES

ATTENDANCE PROTOCOL

Coding for Full Day Absence, Tardy and Leaving Early from School (any medical related instance should be accompanied with an official note supporting the reason):

- Full Day Absence: Any student missing the **entire** scheduled school day will be assigned a Full Day Absence. The missed time will be recorded in hours and minutes. A full day instance will be recorded.
- Tardy: Any student entering the building after their **official** starting time will be considered tardy. Time missed will be based on the time entered in relation to the official starting time for the student. A Tardy instance will be recorded as well as lost time in hours and minutes.
- Leaving Early: Any student leaving the building prior to their **official** end of school day time, will be signed out accordingly. Time missed will be based on the time leaving vs the official ending time. Missed time will be captured in hours and minutes. A Left Early Instance will be recorded.

All student absences are unexcused in PowerSchool until changed to excused by the attendance secretary based upon parent contact. For HB410 medical exemption, a physician's note will be required. All attendance needs to be verified by 10:00 AM.

IMPORTANT TO KNOW ABOUT ATTENDANCE

1. A parent/guardian must call the Main Office Attendance Line (440) 427-6411 each and every day his/her student(s) will be absent from school no later than 10:00am. The following information must be provided: Student name, reason for absence, and parent/guardian contact phone number. Students will be considered truant from school if parent/guardian contact is not received. In the event a parent/guardian neglects to notify the Main Office of an absence, a written note must be provided upon return to school. All written verification must be received in the Main Office immediately upon the student's arrival to school.
2. Students who have appointments during the school day, including but not limited to court, dental, funeral, or medical, must provide written verification from a parent/guardian to the Main Office prior to leaving for the appointment. Upon return to school from a court, dental, or medical appointment, students must provide written verification from the health care provider and/or proper court documentation.

3. Students with an unexcused absence or a suspension will be permitted to make up an assignment or test.
4. Students have the responsibility to cover all absences with the Main Office. The burden of contacting the Main Office by phone rests with the parents/guardians.
5. When returning to school after being absent, responsibility rests with the student to obtain and complete all make-up assignments from his/her teacher.
6. Anytime during the school day that a student returns from an absence, he/she must bring a note to the Main Office before returning to class.
7. Any student who arrives after the start of his/her first class must check in at the Main Office immediately upon arrival to school and obtain a pass to class.
8. Students absent due to extended hospitalization or serious illness are encouraged to contact the School Counselor's Office.
9. Absence for vacation or travel must be approved in the Office **PRIOR** to the trip. A Student Vacation Travel and/or Planned Absence Form must be completed prior to the planned absence. These forms are available in the Main Office. It is the responsibility of the student to complete all make-up and missed work due during the planned absence period. A student must make arrangements with his/her teachers as to when the make-up/missed work and assignments are due.

Please refer to Policy #5200 to read it in its entirety.

All attendance needs to be verified by:

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

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

Make-up Work: If your child is out sick for more than 24 hours and you would like to request missed assignments, please call the school office by **10:00 A.M.** on the day you would like to pick up the work. Requested work will be available in the office after **2:45 P.M.**

Please refer to Administrative Guidelines #5200 to read it in its entirety

HB 410 Impacts on ATTENDANCE

Attendance is tracked in terms of hours and minutes of lost time instruction. This time is calculated based upon the time in / time out entries for a student during the school day.

The following are the only reasons for being absent as defined by law and adopted by this Board:

- A. Personal illness (a written physician's statement verifying the illness will be required after reaching excessive absence thresholds of 38 hours in a month or 65 hours in a year)
- B. Illness in the family necessitates the presence of the child at home.
- C. Quarantine of the home.
- D. Death in the family.
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s).
- F. Out of state travel (up to a maximum twenty four (24) hours per school year that the student's school is open for instruction) to participate in a District approved enrichment or extracurricular activity
- G. Observance of religious holidays.
- H. Emergency or other set of circumstances in which the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school.
- I. Medically necessary leave for a pregnant student in accordance with Policy 5751
- J. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

The following absences are considered excused but are not prescribed in board policy:

- A. Out of school suspension as assigned by appropriate administration.
- B. Superintendent/designee discretion.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

HB 410 Attendance Guidelines (Ohio Department of Education)

Excessive Absences (Includes ‘habitual truant absences below) School will notify parents within 7 days of meeting/exceeding these thresholds.

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Habitual Truant [ORC § 2151.011(18)] School will notify parent within 7 days of meeting/exceeding any of these thresholds

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in a month without a legitimate excuse;
- c. Absent 72 or more hours in one school year without a legitimate excuse.

HB 410 creates a new process for youth who are missing school and become a Habitual Truant.

- The school must notify the student’s parent, guardian, or custodian that the student is missing school.
- After this notification, the school can start utilizing interventions with the student as laid out in school policy.
- If the student continues to miss school, the school must refer the student to an absence intervention team to create a specific intervention plan for that student and work with the student for 60 days. This team must include an administrator, an individual in the school who knows the child personally, the student, and the student’s parent or guardian and can also include a school psychologist, counselor, social worker, and representatives of local public or nonprofit agencies that can provide services to the student.
- If the student does not comply with the plan or continues to miss school, they can be referred to the juvenile court to participate in a diversion program. If the program is not successful, then the student can be formally processed under truancy charges. However, formal filing in juvenile court must be a last resort.

Medical Exemption Update Effective 10/17/2019:

All absences (partial day and full day) backed by a physician or medical center note, are exempt from the consequences of HB410 Chronic Absence protocols. This includes any incidents where a student is sent home per the school clinic due to illness verified by the school clinic. Physician is defined as anyone in the medical community recognized as a physician for providing care. (i.e. medical, doctor, dentist, clinic, orthodontist, optometrist, mental health treatment, allergist, therapist, ect.) Building administration also has discretion within the spirit of these examples. Please refer to Policy #5200 to read it in its entirety.

MAKING UP MISSED WORK

Make-Up Opportunities

- A. Students will be given the opportunity to make up work missed due to absences and/or suspension. The length of time for completion of make-up work shall be equal with the length of the absence.
- B. Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.
- C. A student wishing to make-up work, while still absent, should contact his/her school office to obtain assignments. When requesting work, twenty-four (24) hour advanced notice may be required.

FROM THE CLINIC

COMMUNICABLE DISEASES

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARCAIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- *Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.*

- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, school will follow their guidelines and procedures for the reporting, evaluation, and follow-up to any and all incidents of student exposure.

Please refer to Policy #8450 and Administrative Guidelines #8450, #8453, #8453.02 to read it in its entirety.

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

Medications: 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 auto injector 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 auto injector. All prescription medication shall be provided to the school in its original container with the student's name and pharmacist's label.

Students are prohibited to carry on their person any medications on school grounds even if they are registered in the clinic.

Violations of this rule will be considered violations of Policy 5530—Drug Prevention and of the Student Code of Conduct.

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

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

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

Medication Guidelines:

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

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

Immunizations: See Ohio Dept. of Health “Immunization Summary for Child Care, Head Start, and Pre-School & School Attendance listed below. *Within fourteen (14) days of enrollment, all new students must have proof of immunization. If students do not present the school with proof, they will be removed from school until completed.*

Proof consists of:

- *A note from a parent indicating dates that immunization has taken place and type of immunization.*
- *A note from a physician or a card with this information.*
- *A record from another school with proper immunization recorded.*



Ohio Immunization Summary for School Attendance

VACCINES	FALL 2020 Immunizations for School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<p>Kindergarten Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth (5th) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *</p> <p>Grades 1-12 Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages 7 and older, with proper spacing.</p> <p>Grades 7-12 One (1) dose of Tdap vaccine must be administered on or after the 10th birthday. **</p>
POLIO	<p>K-10 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p>Grades 11-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4th) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
MMR Measles, Mumps, Rubella	<p>K-12 Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second (2nd) dose must be administered at least 28 days after dose one (1).</p>
HEP B Hepatitis B	<p>K-12 Three (3) or (4) doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>
VARICELLA (Chickenpox)	<p>K-10 Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> <p>Grades 11-12 One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
MCV4 Meningococcal	<p>Grades 7-11 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p>Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>

NOTES:

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

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

** Tdap can be given regardless of the interval since the last tetanus or diphtheria toxoid-containing vaccine. Children age 7 years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If given at age 7-9 years, the routine Tdap dose at age 11-12 years should be given. If given at age 10 years, no additional dose is needed at age 11-12 years.

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

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

REGISTRATION AND FEES

Online Student Registration, Emergency Medical Information & Required Forms

Olmsted Falls School District uses an online student information system, *powered by Info Snap*, for the annual gathering of important student information including emergency contact information, emergency medical information and other required forms. The online student registration system is used annually for both new student registration as well as verification of returning student information. **It is critical that parents of returning students complete the online student registration process each August before the first day of school.** Ensuring that the school has the most up-to-date information for your child is of the utmost importance.

The online student registration system includes:

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

Parents have the ability to print a hard copy of all information they have submitted and electronically signed for their personal records during the registration process. If you need a copy of any of your information **after** your student's online registration has been submitted, please contact your child's school building for assistance. Please note that Olmsted Falls School District no longer provides or accepts paper forms for registration. Any Bulldog parent in need of assistance with the online process is invited and encouraged to contact your child's school building to set up an appointment to come in and complete the online registration using a school computer.

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

PERMANENT STUDENT INFORMATION - No records will be released to any person, institution, or agency without written consent of the student (if of age) or parent/guardian. It is the responsibility of the parent or student to designate which specific records are to be released. Certain records will be maintained indefinitely. These records are listed below:

- A. Census information
- B. Transcript of grades
- C. Individual test scores
- D. Psychological records
- E. Medical records–vision & hearing screening, immunization records (7 years after graduation)
- F. Individualized Education Plan

All other records in student folders will be destroyed at the time the above records are saved and after Board and State approval – approximately two years after student graduates or withdraws from school. The parent/guardian has the right to review any of this material prior to its destruction if an appointment is previously arranged.

CHANGE OF ADDRESS - Students are required to notify the Student Office of any change of address or phone number. Proof of address must be provided. If you move within the district/change your address or move to another school district, please notify the school stating the date of the move, the new address, and the school district. Please contact the main office to assist you in this process to change your address within Olmsted Falls City Schools or to initiate withdrawal of your student from OFCS.

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

DIRECTORY INFORMATION/FERPA

Student Records and Family Rights, Privacy: By federal regulation, parents of pupils under age 18, and older students themselves, have the right of access to and review of records kept on each pupil (grades, test scores, and materials collected to develop the best educational program for each child). Upon written request and twenty-four hour notice, parents receive the opportunity to review and question their children's records. Should parents experience difficulty or question the accuracy or appropriateness of any materials, they may request a hearing for a formal review of the file with all sides given an opportunity to present their viewpoints. *In keeping with the Ohio Revised Code Sec.3319.321, and the Family Education Rights and Privacy Act (FERPA), the school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the guidance office. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:*

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605 Washington, D.C.
www.ed.gov/offices/OM/fpco*

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov

PARENT-TEACHER COMMUNICATIONS

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

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

Assessments:

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

AUTOMATED PARENT COMMUNICATIONS: SWIFT K12

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

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 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.

Parent Teacher Association: The Falls-Lenox/ECC PTA is an active and supportive organization. All parents are encouraged to join this organization and become actively involved in our school. This is an opportunity to meet the teachers and other parents. Such contacts help in developing an understanding of problems and needs common to all children. Membership sign up takes place at the beginning of the school year.

FUNDRAISING PROJECTS Any student group or organization planning to raise funds for any purpose must have the approval of the principal.

Grades and Homework Please refer to Policy #5421 to read it in its entirety.

- Report cards are issued three times each year online.
- Grades shall be reported according to the following scale based on the skill being assessed:
 - B- Beginning
 - D- Developing
 - S- Secure

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

The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans. Care should be taken that students are not unduly burdened by excessive homework assignments for any one school day. Please refer to Policy #2230 and Administrative Guidelines # 2330 to read it in its entirety.

EMERGENCY PROCEDURES

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

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

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

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

BUILDING SAFETY

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

As part of the district-wide initiative, all buildings have the same four expectations: Be Safe, Be Respectful, Be Kind and Be Responsible. At Falls-Lenox we instruct students on positive behaviors relating to these expectations in all school settings (classroom, hallway, cafeteria, bus). Student recognition and reward for exhibiting these expectations are provided to support the instruction and learning. Please refer to Policy # 5630.01 to read it in its entirety.

Visitors: Any person entering the building for any reason during school hours is to sign in at our "Welcome Center". Proper identification is necessary when checking in. Parents may visit the classrooms if a call or written notice is made in advance. This will avoid parent disappointment if students are taking a test, on a trip, or busy with a special activity.

Please refer to Administrative Guidelines # 9150A to read it in its entirety.

Volunteers: Volunteers are always needed at school. Help is needed in many areas such as classrooms, the library, Primary Publishing Company and the classroom. The Falls-Lenox PTA will send home a volunteer survey. Anyone interested in helping needs to complete and return the form to school. All visitors and volunteers must wear a visitor sticker or a volunteer badge when in the building. The stickers are given out at the Security Desk located in the main lobby

Chaperones on Field Trips: Olmsted Falls City School District requires all field trip chaperones to complete a background screener prior to service.

- The district has partnered with Background Investigation Bureau (BIB) to complete this online screener at no cost to the volunteer. Please access the link by going to the Human Resources page of the district site: www.ofcs.net (under Administration/Departments. tab) and clicking on the "Field Trip Volunteer" link; or you can go directly to the BIB site using the following link: <https://bit.ly/2LnUN0K>.
- **Processing can take up to 5 business days.** Once completed you will get an email notification from BIB. The school building offices will also receive notice of those approved to chaperone. Please plan to complete this process well in advance of the scheduled field trip so an adequate number of approved chaperons will be available to volunteer. Final chaperone confirmation notices will be provided by your child's teacher.

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

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

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

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

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills using ALICE techniques will be conducted throughout the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

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.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

INSTRUCTION AND ACTIVITIES

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

Classroom Rules:

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

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

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

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

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

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

into place and parent/guardian will be notified.

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

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

NUTRITION SERVICES and RECESS

Children need healthy meals to learn. Our breakfasts and lunches provide meals to promote healthy bodies and minds. Menu offerings include a variety of colorful fruits and vegetables, whole grains, meat, meat alternatives, and milk. Breakfast and lunch are available to all students.

The Board recognizes the importance of good nutrition to each student's educational performance. The Board provides eligible children with breakfast and lunch at a reduced rate and/or at no charge to the student. Eligibility for free or reduced-price meals, is determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the Ohio Department of Education. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact Mr. Samuel Chin, Food Service Director at 440-427-6440 or by email at schin@ofcs.net. Please refer to Policy #8531 and #8510 (Wellness) to read it in its entirety.

Breakfast may be purchased between 7:40 and 8:00 every morning from the cafeteria. Children will eat their breakfast in the cafeteria before homeroom. Late breakfast purchasers can finish eating in their rooms but only until regular classes start at 8:00 am. A lunch may be brought from home in a bag or lunchbox with the child's name clearly written on the outside. Milk, 1% white, skim, or chocolate (at lunch only) may be purchased. Children may purchase school breakfasts or lunches by the day or money can be put on the student's lunch account for the week, month, etc.

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

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

Unpaid Meal balance policy: Any student coming through the cafeteria line that does not have sufficient funds in hand or on his/her account is permitted to receive a full reimbursable meal of choice. However, students whose meal account has insufficient funds of any amount will not be allowed to purchase à la carte items until the account is brought current. The student is allowed to reach a negative balance of no more than -\$15.00. The Food Service Office will notify each Cafeteria Manager and Building Principal when a student has reached -\$15.00. Also, a Federal Free and Reduced Meal Application will be issued to the parent/guardian.

The Food Service Secretary will run a daily meal balance report by building indicating who has received a meal with insufficient funds in their account. The Food Service Office communicates weekly to parents/guardians if their student(s) have a negative balance and if the student's account reaches -\$15.00. Upon reaching a balance of more than -\$15.00, the student is provided an alternate Bread and Cheese Sandwich meal (that still meets the reimbursable standard for a complete meal). The cashier will charge a Bread and Cheese meal on the register which then allows the district to claim a reimbursable paid meal for that student but only charges him/her \$1.00 (or \$0.25 for students on Reduced Lunch) instead of the regular price. The student will continue to receive an alternate meal until the account is paid.

Students who are on the federal Free Meal Program are still responsible for paying off any debt that is on their account.

The Olmsted Falls School District encourages each parent/guardian who uses the EZPay system to set up a low balance alert that will come directly to the parent/guardian via email notifying them of a low balance on the cafeteria account. Each parent/guardian can set their own low balance dollar amount indicating when the reminder would be sent.

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

Supplemental Food Program: Falls Lenox has a program to provide students with supplemental food for the weekends and holiday breaks. If your student qualifies for the Free or Reduced program you will be offered this program every Fall. You will need to return the permission form for your child to participate weekly in obtaining the food to take home.

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

Recess Rules: Each child is responsible for the following rules in all school locations, Be Kind, Be Respectful, Be Safe and Be Responsible.

Play Areas: The blacktop, soft playground, gravel area, and grassy field in the rear of the Primary School are designated as play areas during recess periods only. All school rules apply at recess as well.

CAFETERIA

The student will:

- Clean up after they are finished eating
- Use new areas for their intended purposes
- Use appropriate language
- Use voices at the appropriate level
- Stay in their seat until the class change
- Be inclusive and invite others to sit with them

LOST AND FOUND

Lost and Found is located in the cafeteria. Students should check the Lost and Found in the cafeteria for missing items. Money for supplies and lunches should not be carried loose. All clothing that might be removed at school should have some form of identification.

Report the loss of personal property to the Main Office. Pick up lost items, personal belongings, clothing, etc., from the Lost and Found in the Cafeteria.

PARTIES/ASSEMBLIES

Room Parties: are held during the school year for Halloween and Valentine's Day. The teacher and PTA room parents jointly

plan the parties. Please check with teachers regarding students with allergies, especially peanut allergies.

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

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

School Dress Code and Specials Courses

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

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

1. All students must wear shoes or sandals that are securely fastened. **Flip-flops are not acceptable.**
2. Dark glasses cannot be worn in school except under doctor's orders.
3. Hats and/or hoods shall not be worn in the building.
4. Clothing which exposes the midriff and backless attire are violations of the dress code.
5. Any item containing offensive language, weapons, gang or cult related symbols are prohibited.
6. Students will not be permitted to utilize any form of digital communication that does not fall within the classroom expectation (i.e. smart watches, phones, tablets).

The administration may waive specific areas of the dress code for spirit days and special events. Please refer to Policy #5511 to read it in its entirety

PHYSICAL EDUCATION DRESS REQUIREMENTS

The only requirement for P.E. class is tennis shoes. Tennis shoes are a safety precaution in P.E. class. Children may not participate in P.E. class unless they have the proper shoes. Since children at this age frequently forget their shoes, it is suggested that tennis shoes be clearly identified and kept at school in their locker. Girls may wear shorts under their dresses.

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

LIBRARY BOOKS

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

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

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

COMPUTER USE

Computers are used as part of the educational process in many classrooms. Several computer labs are available for student use. All students using computers must do so under the strict guidelines and/or specific contracts of the instructor. Students not using the computer equipment as designed and intended may be subject to severe disciplinary actions as outlined in the Student Code of Conduct. Additionally, all students using computers within the building must also understand that files and stored information may be subject to inspection at the school's discretion. There is no expectation of privacy. Students may not use any computers in the building unless they have an Acceptable Use Policy/Internet Form on file in the Main Office. Students violating the policies outlined in the above-mentioned forms will be subject to discipline and possible loss of computer privileges. Please refer to Policy #7540.03 to read in its entirety.

ELECTRONIC DEVICES

Electronic devices are not to be used during class time, unless permission is granted by the teacher. During class time, all electronic devices must be shut off and put away unless permission is granted by the teacher. School personnel may confiscate electronic devices when not used properly and students may be subject to disciplinary action. Cell phones with photographic capabilities are prohibited in locker rooms and rest rooms. Please refer to Policy #5136 to read it in its entirety.

SCHOOL COUNSELOR SERVICES and PROGRAMMING

Individual Counseling: Students may be seen individually to address specific issues and concerns. These sessions are not to replace professional outside counseling and therapy.

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

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

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

Zones of Regulation: The Zones of Regulation is a building wide program that helps kids to build awareness of their feelings/internal state and utilize a variety of tools and strategies for regulation, prosocial skills, self-care, and overall wellness.

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

CHILD ABUSE AND NEGLECT- *Ohio law requires that all school personnel report any suspected child abuse and/or neglect immediately. School personnel are immune from any civil or criminal liability that might be incurred or imposed as a result of such action. (ORC sec. 2151.421)*

CHILDREN AND YOUTH IN FOSTER CARE- *Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.*

TUTORING See your school counselor or teacher for more information.

PUPIL PERSONNEL SERVICES

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

School Counselor School Psychologists Speech and Language Therapists
Educational Intervention Specialists Registered Nurse Regular Ed. Resource Teacher
Gifted Education Coordinator

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

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

Sometimes students do not make expected progress and require more frequent monitoring of their performance. If the data indicates that the identified concern has an impact on the student's academic progress the teacher will initiate Tier I intervention independently, documenting data. Continued parent contact and input will be sought by the teacher. The goal is to meet the needs of the student in the general education environment and provide support with that setting. With the collected data, the teacher will meet with a team of educators to discuss the area of concern and current strategies implemented. The teacher will continue to implement interventions and collect data.

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

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

Intervention Assistance Team: The purpose of IAT is to provide assistance, support, and guidance to teachers and parents. Our goal is to help students overcome any difficulties: academic, social, emotional, or behavioral. Team members may include an administrator, counselor, school psychologist, intervention teacher, and a regular education teacher. Please contact the guidance counselor to schedule an IAT meeting.

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

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code. "Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. Please refer to Policy #2464 to read it in its entirety.

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.

Due process requirements are specified in Ohio Revised Code 3313.66 and Board Policy 5500, Student Conduct, Due Process Rights and 5611. Detailed information is in Board Policy 5610, Emergency Removal, Suspension and Expulsion of Students.

EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

This District provides an equal educational opportunity for all students. The Olmsted Falls City Schools District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information. The district prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

A staff member, any student or s subjected to harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may The District employee responsible for receiving and/or investigating reports of harassment are:

*James Tatman
Chief Operating Officer
440-427-6000
26937 Bagley Road
Olmsted Falls, Ohio 44138
jtatman@ofcs.net*

*Kelli Cogan
Assistant Superintendent
440-427-6000
26937 Bagley Road
Olmsted Falls, Ohio 44138
kcogan@ofcs.net*

Furthermore, Olmsted City Schools District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olmsted City Schools District also complies with the Family Education Rights and Privacy Act official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer. Please refer to Board Policy #2260 for its entirety.

INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL Enforcement Personnel and social agencies During Criminal / Delinquency Investigation As good citizens of the community, it is the responsibility of students to cooperate with the police in the investigation of suspected crimes. Under some circumstances, students being interviewed/questioned by law enforcement authorities at school may find that they are suspects in the investigation. Students are entitled to certain rights when questioned by law enforcement authorities and may also have a legal obligation to cooperate. The student may wish to consult his/her parent/guardian before being interviewed. The school administrator shall make every effort to contact the parent/guardian for the student. The student must properly identify himself/herself to law enforcement authorities. The parent/guardian may notify the school administrator that they do not wish to have the student interviewed unless they are present. The school administrator shall notify the student and the law enforcement authorities of the parent/guardian's desire and appropriate arrangements shall be made agreeable to all parties. In the event that the interview proceeds, the principal must:

1. Ensure the student has been advised of his/her rights
2. Be present during the entire period of questioning
3. Not enter into the questioning on behalf of the law enforcement authorities.

A school administrator must avoid acting in either the role of the student's defender or accuser. Students have the right to be informed if they are under arrest at the time the questioning takes place. If the student is unclear about this he/she may ask to resume his/her regular schedule. If the law enforcement authorities deny permission, then the student should consider himself/herself as actually under arrest. Students who believe themselves under arrest or suspects in an investigation may freely invoke their constitutional rights against self-incrimination and against illegal search and seizure, and are entitled to the presence of legal counsel while being questioned. Neither students nor staff may engage in the obstruction of justice, interfere with police in the performance of their duties, nor refuse to report suspected cases of felonies (serious crimes) under penalties of law. School administrators or their designee will be present when interviews by social workers or law enforcement officers are conducting investigations regarding suspected child abuse or neglect. Please refer to Policy #5540 to read it in its entirety.

DRUG/ALCOHOL-FREE SCHOOLS Please refer to Policy #5530 to read it in its entirety.

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

No student is to be removed, suspended out of -school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

EMERGENCY REMOVAL- Emergency removal shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

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 student 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 94-142, 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 student with disabilities for up to ten days per year does not constitute a change of educational placement. If a student with a disability exceeds 10 days, the school-based team will meet to conduct a manifestation determination review meeting.

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. Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights"

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. Please refer to Policy # 5610 to read it in its entirety.

RIGHT TO AN EDUCATION Ohio law provides for free education for youth in the school district in which their parents reside providing the student is at least five but not twenty-two years of age. Olmsted Falls City Schools must provide schooling to such students who choose to attend the public school and successfully progress until the time of their graduation. The right of any person to participate fully in classroom instruction and extracurricular activities shall not be denied because of marriage, pregnancy or parenthood. A pregnant student may receive excused absences from school when it becomes medically necessary. No person may be denied a publicly supported education because of a disability, regardless of its severity. Every student with special needs has the right to a free, appropriate education and to be a part of the regular curricular activities to the greatest extent possible. Please refer to Policy #5780 to read it in its entirety.

THE RIGHTS OF FAMILIES EXPERIENCING HOMELESSNESS & THEIR CHILDREN *Students entering the district and those currently enrolled who have changed living conditions, arrangements or locations are entitled to special services and permission to attend under the McKinney- Vento Homeless Act. Contact Dr. Shannon Goss, the Homeless Children Liaison at 440-427-6530 or the Ohio Department of Education website (www.ode.state.oh.us /keyword: homeless students) for more information. Please refer to Policy # 5111 to read it in its entirety.*

SEARCH AND SEIZURE

In order to ensure 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 including but not limited to electronic devices. 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. Please refer to Policy #5771 to read it in its entirety.

SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT *It is the policy of the Board of Education to maintain an education and work environment that 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 Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy - *The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts: Please refer to Policy #5517 to read it in its entirety.*

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.*
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.*
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.*

ANTI-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:

- 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*
- 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:

- Causes mental or physical harm to the other student, and*
- 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/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing. "Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior:

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

No administrator, teacher, or other employee of the District shall encourage, permit, condone or tolerate any of these behaviors. No student, including leaders of student organizations, may plan, encourage or engage in any of these behaviors. Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include these behaviors.

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.

If any of these behaviors are discovered, involved students will be informed by the discovering District employee of the prohibition contained in this policy and are required to end the behavior(s) immediately. Students found to be displaying bully-like behavior will receive disciplinary consequences. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim. If the investigation finds an instance of hazing, harassment, intimidation, bullying, and/or sexual harassment, by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. If, during the investigation, the Principal or appropriate administrator believes the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment, said will report the act of to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517.

The following individuals are to serve as "Anti-Harassment Compliance Officers" for the District:

James Tatman
 Chief Operating Officer
 440-427-6000
 26937 Bagley Road
 Olmsted Falls, Ohio 44138
jtatman@ofcs.net

Shannon Goss
 Director of Student Services
 440-427-6000
 26937 Bagley Road
 Olmsted Falls, Ohio 44138
sgoss@ofcs.net

A victim of sexual harassment has the right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint for Civil Rights. The district respects dependent under Section 152 of the Internal Revenue Code), or otherwise required by law. Students or investigation or disciplinary action be pursued to address the alleged sexual violence which may limit the duress, please see Board Policy #5517.02.

Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports about harassment, intimidation, and bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action. A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.

The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation Please refer to Policy #5517.01 and #5517 for its entirety.

ANTI-HAZING

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC 2307.44 Please refer to Policy #5516 to read in its entirety

STUDENT LOCKERS- Lockers supplied by the school and used by the students are the property of the board of education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Please refer to Administrative Guidelines #5771 to read it in its entirety.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities. The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities*
- B. Has a record of such an impairment*
- C. Is regarded as having such an impairment.*

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law.

Contact your building principal or Dr. Shannon Goss, Director of Student Services at 440-427-6530 or by email at sgoss@ofcs.net to inquire about evaluation procedures, programs, and services.

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.

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

A student may attend after-school activities the day of an absence if the student has obtained prior permission from his/her administrator. A student may not attend after-school activities if he/she has been:

- Suspended or expelled.
- Absent from school a full day on the day of the activity. The student must report to school by 10:30am. The student must check in at the Student Office in order to be properly admitted.
- Specifically requested not to attend for disciplinary reasons.

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

FALSE REPORTING/DISHONESTY/HONOR VIOLATION/FALSIFICATION- Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. Students who violate this policy may receive zero credit for assignments or work involved; and the student may have school discipline consequences.

1. False reporting: A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies. Doing this may result in disciplinary action.
2. Dishonesty: Any forms of dishonesty including cheating, plagiarism, altering or using school documents with intent to defraud, or providing false information to school personnel may result in disciplinary action.
3. Honor Violation: Students shall not be involved in activities including, but not limited to, misrepresentation of facts, misuse of privileges, forgery, improper collusion or falsification of information. No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or assist another student in violation of the school code of conduct. Doing this may result in disciplinary action.
4. Falsification: Falsification includes attempts to change, modify, or misrepresent records including, but not limited to hall passes, absence excuses, documents or materials used in daily school operation; sharing false information (I.e. Lying); or not properly identifying oneself to school personnel. Doing this may result in disciplinary action.

THEFT Any theft of personal property should be immediately reported to the Student Office. Students are responsible for securing their property; personal items of excessive value should not be brought to school. Personal items should not be left unattended. Olmsted Falls City Schools is not responsible for items stolen, damaged, missing, or left unattended.

OLMSTED FALLS CITY SCHOOLS

STUDENT CONDUCT CODE

Forward

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

Statement of Policy

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

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

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

Students' Rights

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

- A. *Free Education.* Ohio law provides that all residents of the Olmsted Falls School District ages five to twenty one are entitled to attend Olmsted Falls Public Schools free of charge.
- B. *Freedom from Discrimination.* Students shall not be discriminated against for any reason (i.e. race, religion, and sex, ethnic or national origin, married, pregnant, or handicapped).
- C. *Participation in School Government.* Students may have a voice in the formulation of school policies and decisions, which 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 property of the Olmsted Falls City Schools district including all that is physical and/or technology related (including websites), are not intended for use as an open forum and are subject to the authority of the administration.

- E. *Peaceful Assembly*. Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions. Arrangements must meet with the approval of the building administrator and conform to existing School Board Policy concerning supervision.
- F. *Student Records*. Students, parents, and legal guardians are entitled to be apprised of the student's official school record(s). School building administrators will determine the time and method for presentation of this material, in accordance with Ohio law.
- G. *Search and Seizure*. The Fourth and Fourteenth Amendments of the U.S. Constitution together with the statutes of the State of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. Schools are required to adhere to these procedures. Great care must be exercised in searching the persons and effects of students. The following should be observed:
 - 1. When search of the student's person or personal effects is for evidence of violation of school regulations and not for evidence of a crime per se, such search is permissible without consent, under the theory that the Fourth Amendment applies only to evidence of a criminal offense.
 - 2. First and foremost in the thinking of school officials must be the protection and safety of the entire student body. Prudence requires that an immediate response be made to seriously threatening and explosive situations.
- H. *Due Process*. The "Student Rights and Responsibilities" section in this handbook sets forth rules, regulations, and procedures designed to protect students' rights and clarify student responsibilities in accordance with policies adopted by the Olmsted Falls Board of Education.
- I. *Sexual Harassment* the Olmsted Falls School District is committed to preventing sexual harassment in all school facilities at all school functions. Sexual harassment is improper, immoral, illegal, and will not be tolerated in the Olmsted Falls School District. The policy is implemented to inform students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

Students' Responsibilities

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

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

Rules and Regulations

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

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

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

Suspension and Expulsion

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

In accordance with Public Law 94142, due process is guaranteed to handicapped children. Handicapped children are not entitled to completely separate disciplinary procedures and may be temporarily suspended. Expulsion of a handicapped student or suspension in excess of an aggregate of 10 days per year is a change of placement, thereby requiring federal due process procedures to be followed. The suspension of a handicapped student for up to ten days per year does not constitute a change of educational placement.

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

Permanent Exclusion

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

Due Process

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

Search and Seizure

In order to ensure 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.

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/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

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

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

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

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

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

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

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

Student Discipline Code

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

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

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

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

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

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

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

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

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

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

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

as well as look-alike substances, synthetics, or other substances that could modify behavior. Students shall not possess, use, transmit, sell or conceal any drug-of-abuse instrument or paraphernalia.

If there is, in the opinion of the administration, reasonable cause to believe that a student has consumed an alcoholic beverage in violation of the above rule, the student may be requested to submit to a chemical analysis of breath to determine the presence or absence of alcohol. Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered in violation of this rule. However, all such drugs must be maintained in their original container and submitted to the office.

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

Rule 6 Insubordination, Inappropriate Behavior, and Repeated Misconduct.

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

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

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

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

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

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

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

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

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

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