

**Olmsted Falls
Intermediate School**

**27043 Bagley Road
Olmsted Falls, OH 44138**



Dear Parents:

It is a pleasure to welcome your children and you to Olmsted Falls Intermediate 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 Olmsted Falls Intermediate School. We hope you will keep it handy for reference.

We strongly encourage parents to be active and concerned in the education of their children. If you have any concerns, questions, suggestions, and/or constructive criticism about any aspect of the school program, please call. By working together, we can provide better educational opportunities for our children.

STUDENT NAME _____

GRADE _____ **HOMEROOM** _____

BOARD OF EDUCATION MEMBERS

Board President Mr. Phil Eckenrode

Board Vice President Mrs. Kelly Walker

Board Member Mr. Justin Funk

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OLMSTED FALLS DISTRICT ADMINISTRATION

Dr. James Lloyd, Superintendent

Mr. Brett Robson, Treasurer/ Chief Financial Officer

Dr. Shannon Goss, Assistant Superintendent

Dr. Brian Zeller, Chief Operating Officer

Stephanie Bradley, Director of Student Services

OLMSTED FALLS INTERMEDIATE SCHOOL ADMINISTRATION

Mr. Donald R. Svec, Building Principal

Mrs. Amanda Schmid, School Counselor

INTRODUCTION

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>

OLMSTED FALLS INTERMEDIATE SCHOOL PHILOSOPHY

The function of this school is the development of intellectual growth through academic experiences and training.

It is recognized that development of intellectual growth is influenced by physical, emotional, moral, and social factors, which are primarily the responsibility of the child's home. The school and community share secondary responsibility for these factors.

The school curriculum shall provide a variety of opportunities and experiences that can result in individual personal growth that will help the child achieve a satisfactory place in society.

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 may 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 described in board policy:

- A. College visitation. (The approving authority may require verification of the date and time of the visitation by the college, university, or technical college.)
- B. Out of school suspension as assigned by appropriate administration.
- C. 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)
[House Bill 410 Requirements](#)

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 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:

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.](#)

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 (Early Dismissal):** 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.
- ***For the safety of students, those leaving prior to the end of the day must wait in the Main Office. Parents/guardians arriving to pick up a student prior to the end of the day should park along the sidewalk in front of the building and call the office at 440.427.6500. The student will then be sent out to meet their parent/guardian at the car.***

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

- A parent/guardian must call the Main Office Attendance Line (440) 427-6511 each and every day his/her student(s) will be absent from school no later than 10:00 am
- When calling the Attendance Line, 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 either given to the child's homeroom teacher or received in the Main Office immediately upon the student's arrival to school.
- 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 child's homeroom teacher or to the Main Office immediately upon the student's arrival to school. Upon return to school from a court, dental, or medical appointment, students may be required to provide written verification from the health care provider and/or proper court documentation.
- Students with an unexcused absence or a suspension will be permitted to make up an assignment or test.
- 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.
- When returning to school after being absent, responsibility rests with the student to obtain and complete all make-up assignments from his/her teacher.
- 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.
- Any student who arrives after the start of his/her first class must check in at the Main Office immediately upon arrival at school and sign in on the chromebook.

- Any student participating in co/extra-curricular activities must arrive at school by no later than 10:30am in order to participate in practice or a game on that day. Failure to do so will result in denial of participation. Excused absences made in the Main Office in advance are permitted.
- Any student planning a college visit or participating in the Career Shadow Program will be permitted to miss school to visit the college/occupation of his/her choice. Parents should make a request in writing to his/her school counselor THREE (3) days prior to the intended visitation.
- Students absent due to extended hospitalization or serious illness are encouraged to contact the Guidance Office.
- Absence for vacation or travel must be approved in the Main 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 and on the district website under district forms. 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. Approval status (whether absences will be Excused or Unexcused) could change based on current attendance status at the time of the vacation. This would be communicated with school administrators and family.

[Please refer to Policy #5200 to read it in its entirety.](#)

TARDY TO SCHOOL

Unless parent contact has been made with the Main Office, students arriving late to school are required to have a note from home giving an explanation for their tardiness. A note from home will not necessarily result in the tardy being excused. Such notes as, "Excuse John for being late," or "John missed the bus," or "The alarm clock didn't ring," or "There was a train," are not considered satisfactory excuses and will result in an unexcused tardy.

Upon accumulating three unexcused tardies in one month, students will be issued a 40 minute lunch detention. A second set of three unexcused tardies will result in a second recess-lunch detention. Further tardiness will require parents to meet with school personnel. At such time, the reasons for tardiness will be discussed and an action plan will be developed.

MAKE-UP WORK

School work that is missed during an absence or tardiness is to be made up by the student. It is the responsibility of the student to ask for make-up work. Parents can arrange for student assignments to be sent home by making a request on the attendance line at the time that the student's absence is reported.

When requesting homework, please leave your student's name, grade, and number on the attendance line at the time the student's absence is reported. Homework can be picked up in the main entrance lobby between 2:45-6:00.

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS/RETURNING TO SCHOOL

**** PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE****

The following are guidelines for deciding whether or not to keep your child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illnesses while his/her resistance is lowered.

FEVER: If your child's temperature is 100.0 degrees or greater, **he/she should remain home until they have been fever-free for a full 24 hours without medication.**

Remember, a fever is a symptom indicating the presence of an illness.

FLU: The flu is an abrupt onset of fever, chills, headache, sore muscles, runny nose, sore throat, and cough. **Your child should remain at home until symptoms are gone and the child is fever-free for a full 24 hours.**

PINK EYE like SYMPTOMS: Pink eye is a viral or bacterial eye infection causing redness and swelling of the membranes of the eye with burning or itching, watery or thick drainage, and/or crusting on the eyelids. **Your child should remain home from school until receiving 24 hours of antibiotic therapy and until discharge from the eye has stopped.** In the case that your physician believes it to be a viral infection and no antibiotic therapy is prescribed, your child is still contagious and should remain at home until drainage has ceased. Spread of infection can be minimized by keeping hands away from the face, good hand washing practices, and not touching any part of the eye with the tip of the medication applicator.

RASHES: Rashes can be a sign of a contagious condition such as chicken pox, bacterial meningitis, impetigo, or other bacterial or fungal infections. Children should be kept home from school until the rash resolves and until the rash is evaluated by a doctor who provides written authorization that the child can return to school. **Children with an undiagnosed rash and no doctor's note will be sent home.**

STREP THROAT and SCARLET FEVER: Strep throat usually begins with a fever, sore/red throat, pus spots on the back of the throat, and tender/swollen glands of the neck.

Scarlet fever is indicated when a red rash and/or strawberry appearance of the tongue are present along with the other symptoms of strep throat. High fever, nausea, and vomiting may also occur. **Your child should remain home from school until receiving a full 24 hours of antibiotic therapy, and until he/she has been fever-free with no vomiting for 24 hours.** Most physicians will advise rest at home for 1-2 days after a strep infection.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS):

Stomachache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. **Your child should remain home until they stop vomiting, having diarrhea, and are fever-free for a full 24 hours without fever-reducing medication.** If your child has had vomiting, diarrhea, or a fever during the night, he/she should not be sent to school the following day.

COMMON COLD: A cold presents as an irritated throat, cough, watery discharge from the eyes and nose, sneezing, chills, and general discomfort. **Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn.** The child should be evaluated by a healthcare provider if symptoms persist beyond 7-10 days, if a fever develops, or if the discharge becomes yellow to green.

**FOR ANY COMMUNICABLE ILLNESS THAT IS CONTAGIOUS A NOTE
FROM A PHYSICIAN IS REQUIRED TO RETURN TO SCHOOL**

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:

- 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, 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:

- 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.

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. 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:

Dr. Brian Zeller
Chief Operating Officer
440-427-6000
26937 Bagley Road
Olmsted Falls, Ohio 44138
bzeller@ofcs.net

Dr. Shannon Goss
Assistant Superintendent
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 dures, 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

AUTOMATED PARENT COMMUNICATIONS: POWER ANNOUNCEMENT

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

Power Announcement is integrated within the existing PowerSchool Parent Portal. Parents have the ability to set their own communication preferences for various types of messages through the PowerSchool Parent Portal. Email and phone communications are automatically activated by default. **Parents must opt-in to begin receiving text messages.** To view and customize all parent communication settings, log in to the PowerSchool Parent Portal (<https://psf.ohconnect.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.

CHANGE OF ADDRESS

Parents/Guardians are required to notify the office of any change of address or phone number. Proof of address must be provided.

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.

COMMUNICABLE DISEASES

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, (ARC) AIDS 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.

DIRECTORY INFORMATION/FERPA

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 main 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/fpc

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

DRUG/ALCOHOL-FREE SCHOOLS

[Please refer to Policy #5530 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.

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.

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:

Dr. Brian Zeller
Chief Operating Officer
440-427-6000
26937 Bagley Road
Olmsted Falls, Ohio 44138
bzeller@ofcs.net

Dr. Shannon Goss
Assistant Superintendent
440-427-6000
26937 Bagley Road
Olmsted Falls, Ohio 44138
sgoss@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 An 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.

FAMILY RIGHTS AND PRIVACY

Legislation provides that parents of students under 18 years of age, and students 18 years of age or older, have the right to review and question the records of the student within a reasonable time after making the request. If there are any questions as to the accuracy of the record of the student that cannot be solved informally, a hearing will be held concerning the questionable material. This also provides that a transcript cannot be sent

without the written permission of a parent of a student under the age of 18, or the written permission of the student 18 years of age or older. Student directory information cannot be released without permission from the parent of a student under 18 or permission of a student 18 years and older.

FIRE, TORNADO, AND SAFETY DRILLS

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.

GIFTED EDUCATION AND IDENTIFICATION

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.

IMMUNIZATION

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.

Pupils enrolled at Olmsted Falls Intermediate School are required to have on file written proof that they have received the following immunizations which are required under the

Ohio Law, Sections 3701.12, 3313.671, and 5104.011 A5 of the Ohio Revised Code:

4th and 5th Grade Requirements

5 DTP or DT

4 OPV

2 MMR

3 Hepatitis B

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.

MEDICATION AT SCHOOL

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 medication shall be provided to the school in its original container with the student's name and pharmacist's label.

No student is allowed to provide or sell any type of prescription or over-the-counter medication to another student.

Students are prohibited to carry on their person any medications on school grounds even if they are registered in the clinic unless they are permitted by a physician to "self-carry".

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

NON-DISCRIMINATION NOTICE

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

The compliance officer for Title IX, non-discrimination on the basis of sex, Title VI, non-discrimination on the basis of race, color or national origin and Section 504, non-discrimination on the basis of disability is:

Assistant Superintendent
26937 Bagley Road
P.O. Box 38010
Olmsted Falls, OH 44138
440-427-6000

NUTRITION SERVICES

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 available when enrolling and/or updating your student's Emergency Medical Information in PowerSchool at the beginning of each year. If a student 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.

Students cannot reach a negative meal balance of more than **-\$15.00**. Please review the [OFCS Cafeteria Unpaid Meal Charge Procedure](#) for more details.

POSITIVE BEHAVIOR INTERVENTIONS & 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 Responsible, and Be Kind. We instruct students on positive behaviors relating to these expectations in all school settings (classroom, hallway, cafeteria, bus and extra-curricular activities). 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.](#)

POSSESSION, USE, AND TRANSMISSION OF TOBACCO SUBSTANCE, VAPOR AND ELECTRONIC CIGARETTES

The Board of Education is committed to providing students, staff, and visitors with an

indoor tobacco and smoke-free environment. Providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes.

The smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance may be considered drug paraphernalia and treated as use of narcotics.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with the policies of the Board.

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.

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"

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 HOMELESS PARENTS & 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 the Director of Student Services, the Homeless Children Liaison at 440-427-6000 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:

- 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. [Please refer to Policy #5517 to read it in its entirety.](#)

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, for distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks and the Student Discipline Code, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

ONLINE STUDENT REGISTRATION, EMERGENCY MEDICAL INFORMATION & REQUIRED FORMS

Olmsted Falls School District uses an online student information system, *powered by PowerSchool*, 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.

STUDY ROOM

The purpose of the Study Room is to provide an opportunity for students to complete unfinished assignments. Teachers will inform all students of their classroom procedures regarding assignment completion both in school and for homework. When a student is sent to the Study Room, the parent will be notified by the teacher. This could include but is not limited to: email; phone call; note home; a note in the student's assignment notebook, etc. If Study Room does not appear to be an effective intervention for those students who continue to have difficulty completing work, parents will be contacted and an alternative plan discussed.

DIFFERENTIATED REFERRAL SYSTEM

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

ATTENDANCE AT SCHOOL EVENTS – Board Policy #5855

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

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

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

BEHAVIOR

The goal of our discipline plan is to ensure that inappropriate behavior is not repeated. If such behavior takes place, a variety of methods may be used to correct the behavior. They include, but are not limited to: discussions with teachers, guidance counselors or administrators, as well as noon time detentions, before or after school detentions, in school and out of school suspensions or expulsions.

Recess Reflection

Students miss recess and report to room 417 as a result of *repeated* [Minor Offenses](#).

While serving a Recess Reflection, students are required to reflect upon their behavior by completing a Think Sheet. The accumulation of multiple **Recess Reflection** sessions does not lead to suspension from school.

Recess Detention

Students miss recess and report to room 417 as a result of a [Major Offense](#). While in detention, students are required to reflect upon their behavior by completing a Think Sheet. *The accumulation of three (3) Recess Detentions may result in suspension from school.*

BUSES

1. Students are permitted to ride only the bus to which they have been assigned. In case of an emergency, written permission must be approved for changes in buses or bus stops.
2. No glass containers, live animals, or large unwieldy equipment is to be carried on the bus.
3. No eating, drinking, or gum chewing is permitted on the bus.

4. Children must obey the bus driver who is in charge of the bus.
5. Any child who misses the bus at the end of the school day should report directly to the office.
6. Students will enter the building at the main entrance.

Bus riders should leave the house a few minutes before the bus is due to arrive and wait well back from the road. Children should not play games at bus stops. Students should approach the bus only after it has stopped. At school, students should remain behind the yellow line until boarding time.

Students should not talk to strangers and should report any incidents to their teacher or principal immediately upon arriving at school. Children should never enter a stranger's car.

Children should remain in their seats while the bus is in motion and talk only in low tones to their immediate neighbors. When getting off the bus, students should step away from the bus. If they must cross the street, they should pay attention to the flasher and traffic.

Parents should notify the school if there is a change of address. A Transportation Form is available in the main office and is to be filled out and returned to school. The form will then be forwarded to the transportation department. Please give us 48 hours to make this change.

CAFETERIA AND LUNCHROOM

A monthly lunch and breakfast menu is available on the district website under food and nutrition services. Breakfast is served daily from 7:30-8:00 A.M. **Students are to be in class by 7:55 a.m.**

The Point of Sale System will be used in the cafeteria. Students are encouraged to deposit money into their account so that when purchases are made, the account will be debited automatically. Deposits can be made in the morning before school and brought to the cafeteria. Cash or checks made payable to Olmsted Falls Intermediate School (OFIS) Food Service will be accepted. **We encourage parents to utilize the PaySchools Central online payment system for school meals. Please go to the district website and click on the PaySchools Central link.**

Cash will be accepted for any purchase from the cafeteria.

Free or reduced price lunch and breakfasts may be provided to children whose family income meets or is less than federal income guidelines. You have the ability to complete an application when you submit the online registration at the beginning of the year.

LUNCHROOM RULES:

1. Use Manners – Students are expected to demonstrate good manners when

- eating.
2. Always walk in the cafeteria.
 3. Students are to remain seated until excused.
 4. Students may talk quietly and enjoy their lunch period. Loud talking and shouting is unacceptable behavior.
 5. Students are to dispose of all paper, etc. Students are to return all dishes, silverware and trays to the disposal area.
 6. No food or drink is to be removed from the cafeteria.

CAR RIDERS

Daily car riders need to fill out the form on our website. A number will be assigned to the parent to display in the car when picking up. Parents will remain in their cars to wait for their child.

Morning car riders should enter through the main doors and sit quietly in the cafeteria until dismissed to homeroom. Afternoon car riders will wait in the cafeteria until their number is called.

CLASS PARTIES

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 not permitted. 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. Please refer to the Safe Snack List.

COMPUTER USAGE

Prior to being afforded the use of any computer, an electronically signed copy of the district's **Acceptable Use Policy must be completed online and be on file in the main office.**

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

DRESS CODE

We recognize that each student's mode of dress and grooming is an expression of personal style and individual preference. It is the policy of the Olmsted Falls Intermediate School to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education.

Please note that student dress is not considered an open forum and is subject to the authority of the administration.

Clothing that bears statements, slogans, images, illustrations, or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests, or promotes violence against an individual or group of individuals because of their gender, color, race, religion, disability, sexual orientation, gender identity or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes, or depicts alcoholic beverages, tobacco products, or illegal drugs.

- Shorts or skirts should be an appropriate length.
- Clothing must cover midriffs, undergarments, and private areas.
- Clothing covering undergarments and private areas must be opaque (not see-through).
- Clothing must be suitable for all scheduled classroom activities.
- Special permission must be granted for hoods, hats, bandannas, etc. to be worn during the school day.
- Head coverings are permitted for religious purposes.

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

ELECTRONIC DEVICES

The unauthorized use of cellphones and non-educational electronic devices in the school building or on school property during school hours is strictly prohibited. ***Please note that the school is not responsible for lost or stolen items.***

FEES

All students pay a fee to cover supplemental expenses which include assignment notebooks, chromebooks, workbooks, art supplies, science supplies, language arts supplies and a technology fee. Fees will be collected during the first several days of school. **All fees are due by the end of the first nine weeks and are payable to Olmsted Falls Intermediate School. We encourage parents to utilize the PaySchools Central online payment system for school fees. Please go to the district website and click on the PaySchools Central link.**

*Students whose school fees remain unpaid will be unable to attend field trips.

FIELD TRIPS

Students take field trips during the school year which are arranged by their classroom teachers and approved by the principal. These trips are coordinated with the areas of

study in the classroom.

Students may be excluded from attending field trips when:

- Behavior in school is of a disruptive nature
- They have demonstrated the inability to be on time to school, class, or events

GRADING POLICY

Teachers' policy relative to retakes/redos, late work, and homework, will be communicated to parents during open house at the beginning of each school year.

HYGIENE

It is important that students arrive each day with clean clothes, brushed teeth and having showered or bathed. This eliminates negative comments from other students, which affects the learning process.

LIBRARY MEDIA CENTER

The Intermediate School's library contains a variety of books to reach all interests of our students and to stimulate intellectual growth. Students are permitted to check out two items per week, choosing books and magazines. Students absent on their library day should return books their first day back.

LOST AND FOUND

Misplaced items will be put in the Lost and Found. Students are encouraged to check the Lost and Found for items during their lunch period. Please note that the school is not responsible for lost or stolen items.

MEDICAL EMERGENCY INFORMATION

An electronically signed copy of every child's medical emergency information must be on file in the main office. **Please be sure to inform the office of any changes on your child's medical emergency form during the school year. This would include changes in employment, marital status, address, medical updates, telephone numbers, doctor, or emergency contacts.** Accurate information is essential when attempting to contact a parent whose child becomes ill or is injured at school.

PLAYGROUND/RECESS

It is our goal for each child to have a happy and productive play period each and every day. Children should always share and play fair. Safety should be considered first, and everyone should think before they act. **Please remind students to dress appropriately for the weather as we will be going outside as much as possible throughout the winter months.**

OUTDOOR RECESS RULES:

1. Know and obey the rules of all games

2. Stay in the play area away from the building
3. Students must be dressed properly for the weather.
4. Report any injury to the adult on duty.
5. Equipment should be used properly. When finished with equipment, return it to the cart.
6. Games involving physical contact are not permitted such as wrestling, keep-away, king of the mountain, etc.
7. On snowy days, sliding and snowballing are not permitted.
8. When waiting to swing, students must stand a safe distance away from the swings.
9. When the bell rings, return all playground equipment to the cart and line up quickly and quietly.

INDOOR RECESS RULES:

1. Students must be sitting down on a chair or on the floor. Not on a desk or counter.
2. There is to be no talking in the hall from the cafeteria to the classroom.
3. Students must keep their hands and feet to themselves.
4. Students must write on material other than whiteboards at recess.
5. Students must remain in the room. Trips to the restroom are made only when permission is given by the adult on duty.
6. Students are to report to their own classroom.
7. Students may not use their chromebook or computer unless permission is given by the classroom teacher and/or the adult on duty.
8. The use of cell phones during indoor recess is not permitted.
9. Students must remember that noise will carry so that being loud may disrupt other classes.
10. Game pieces should be used appropriately (i.e. no throwing of objects).

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

If any student believes the Olmsted Falls City School District or any of its staff members have been discriminated against due to race, color, national origin, or gender, he/she can make a formal grievance. It is best to tell a staff member first to try to have it resolved informally. The procedure for following through on a formal grievance is as follows:

1. The grievance should be made to the principal.
2. If not resolved, the grievance should be taken to Dr. Brian Zeller, Chief Operating Officer, or Dr. Shannon Goss, Assistant Superintendent.
3. If the grievance in step 2 is not resolved, then it should be taken to the district's superintendent.
4. If not resolved in step 3, it can be taken to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Rm. 300, Cleveland, OH 44114-1816.
5. The parent does not need to be present at the **informal** complaint with the principal/supervisor. The parent **must be present** at the **formal** hearing if the student is under the age of 18.

VISITORS

All visitors must report to the office and get a visitor's pass. Forgotten items can be dropped off on the tables inside the main doors.

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 School District, including all that is physical and/or technology related (including websites), is not intended for use as an open forum and is subject to the authority of the administration.

E. *Peaceful Assembly.* Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions. Arrangements must meet with the approval of the building administrator and conform to existing School Board Policy concerning supervision.

F. *Student Records.* Students, parents, and legal guardians are entitled to be apprised of the student's official school record(s). School building administrators will determine the time and method for presentation of this material, in accordance with Ohio law.

G. *Search and Seizure.* The Fourth and Fourteenth Amendments of the U.S. Constitution together with the statutes of the State of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. Schools are required to adhere to these procedures. Great care must be exercised in searching the persons and effects of students. The following should be observed:

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

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

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

Students' Responsibilities

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

Some specific student responsibilities include regular school attendance, conscientious effort in classroom

work, maintenance of school property, and obedience to school rules and regulations. Most of all, students share with administrators and faculty, the responsibility of developing a climate in the school that is conducive to wholesome learning and living.

Rules and Regulations

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

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

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

Suspension and Expulsion

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

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

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

Permanent Exclusion

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

Due Process

Due process in the context of administrative proceedings carried out by school authorities does not mean that proceedings used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite, and fundamentally fair rules of procedure must govern disciplinary actions taken by school authorities. According to O.R.C. 3313.66 a

student must be given written notice of intent to suspend, with reasons for the intended suspension, and an opportunity to explain his/her behavior to the school administrator.

Search and Seizure

In order to 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.

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, and 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 or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his urging.

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

- A. Preventing or attempting to prevent by physical act the convening or continuing functioning of any school, class, or activity, or of any lawful meeting or assembly on the school campus.
- B. Except under the direct instruction of the building administrator, blocking normal pedestrian or vehicular traffic on a school campus. Blocking the entrance or exit of any school building, corridor, or

room therein.

- C. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
- D. Unauthorized use of fire, attempting to set fire, damaging or attempting to damage any school building or property. Activating or attempting to activate the alarm system in the absence of a fire or tampering with fire equipment. Bomb threats are prohibited.
- E. Unauthorized presence in any school building, school grounds, or part thereof.
- F. Unauthorized use of cellphones 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.

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

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

DEFINITION 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.

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

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

abusive educational environment for the other student/school personnel.

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

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

SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

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

2. If the alleged harasser is the student's building administrator, the affected student should, as soon as possible after the incident, contact the superintendent.

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

The district recognizes that determining whether a particular action or incident is harassment or, conversely,

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

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

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

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

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

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

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

If there is, in the opinion of the administration, reasonable cause to believe that a student has consumed an alcoholic beverage in violation of the above rule, the student may be requested to submit to a chemical

analysis of breath to determine the presence or absence of alcohol.

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

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

Rule 6 Insubordination, Inappropriate Behavior, and Repeated Misconduct:

A. *Insubordination.* A student shall comply with directives and the reasonable requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, or other appropriate school personnel. Failing to serve Saturday School or discipline procedure shall also constitute insubordination. Severe or repeated noncompliance may result in suspension, expulsion, or permanent exclusion.

B. *Inappropriate Behavior.* A student shall not behave in a disrespectful, belligerent, or in an otherwise inappropriate manner toward any individual mentioned in Part A.

C. *Repeated Acts of Misconduct.* A student shall comply with all school rules and regulations. Repeated acts of misconduct include but are not limited to, disruption of class, repeated violations of rules, and impudent behavior.

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

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

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

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

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

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

is prohibited.

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

Rule 14 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.

STOPit! Anonymous Reporting System™



If you See Something, Say Something! Olmsted Falls City School District has a 24/7 anonymous reporting system powered by STOPit Solutions. The **STOPit Anonymous Reporting System™** allows individuals (students, families, staff members) to anonymously report safety, security, or misconduct concerns to help others, or to connect with a Crisis Counselor from the Crisis Text Line™ to help themselves.

The system features a 24/7/365 Incident Response Center to monitor, manage and immediately escalate life-threatening concerns and incidents to our local district administrators and/or local safety forces. A Crisis Text Line™ is also integrated into the app and website for fast, easy access to trained mental health counselors.

3 Ways to Access STOPit! Anonymous Reporting System



- **Download STOPit! App**

Download the “STOPit App” for free from Apple App Store or Google Play. Then click “Search for Your Organization” and enter the school building name to initiate a report.

- **Visit STOPit! Website**

Visit the STOPit website portal at: <https://appweb.stopitsolutions.com/directory>. Then click “Search for Your Organization” and enter the school building name to initiate a report.

- **Call STOPit! Phone Line**

Call the STOPit phone line at **#440-581-7333** to speak anonymously with the 24/7 incident response center.