OLMSTED FALLS EARLY CHILDHOOD CENTER 2026-2027 Preschool & Kindergarten PARENT/STUDENT HANDBOOK

7105 Fitch Road
Olmsted Township, Ohio 44138

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Attendance: 440-427-6363
Fax: 440-427-6370
Website: www.ofcs.net



Olmsted Falls City Schools

BENEFITS-BASED ACCOUNTABILITY

Our Trust-Building, Truth-Telling Machine

Students are more than simple test scores. Our accountability system works with stakeholders to celebrate successes and identify areas where we need to grow. This graphic shows our Bulldog Benefits.



We INSPIRE and EMPOWER all students to achieve their full potential and become meaningful contributors to a global society.

Want to learn more? Scan the code or visit our website ofcs.net

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Dr. Brian Zeller
Chief Operating Officer



Ms. Stephanie Bradley
Director of Student Services

EARLY CHILDHOOD CENTER ADMINISTRATION & SUPPORT STAFF



Jennifer Jackson
Principal
jjackson@ofcs.net



Andrea Hays
School Counselor
ahays@ofcs.net



Megan Santiago
Building Secretary
msantiago@ofcs.net

SCHOOL HOURS

Kindergarten	7:55 a.m. - 2:25 p.m.
A.M. Preschool	8:00 a.m. - 10:30 a.m.
P.M. Preschool	11:40 a.m. - 2:10 p.m.
Office Hours:	7:30 a.m. - 3:30 p.m.

WELCOME

Dear Early Childhood Center Parents and Families,

It is our pleasure to welcome you to the start of your child's educational journey in Olmsted Falls City School District. This is truly an exciting moment in time. Entering preschool and kindergarten is one of the most important educational experiences in your child's life, and we want your first contact with our school community to be a positive and happy experience. The purpose of this handbook is to provide a connection that supports the school to home partnership and to share important information about our program.

Over the past several years, your home has served as the center of interest in your child's life. Beginning the school to home partnership is important for success in preschool and kindergarten. Early childhood experiences will help to provide additional learning opportunities and promote growth and development for your child. Parent and teacher partnerships are important to your child's success. As a learning community, we encourage you to support your child by taking an interest in schoolwork, school activities and regularly communicating with your child's teacher.

Providing the best possible education for your child is our goal. Accomplishing the district's mission to provide educational experiences that empower and inspire, begins with our Itty Bitty Bulldogs at the ECC. Olmsted Falls City School District and your ECC school community wish you and your child a happy and successful school year. For additional information or questions, please do not hesitate to contact me or a member of our team.

Welcome to the start of your child's educational journey with Olmsted Falls City School District.

~Jennifer Jackson
Olmsted Falls Early Childhood Center, Principal
440-427-6360
jjackson@ofcs.net

STATEMENT OF NON-DISCRIMINATION

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

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.

Policies can be accessed through the Olmsted City Schools District's website -

https://go.boarddocs.com/oh/ofcs/Board.nsf/Public

POINT OF CONTACT PROGRESSION CHART

OLMSTED FALLS CITY SCHOOLS

"Triple A" School District
Academics
Arts and Athletics

PLEASE REACH OUT TO US

(440) 427-6000

TOPIC	1ST CONTACT	2ND CONTACT	3RD CONTACT	4TH CONTACT	5TH CONTACT
Academics & Classroom Instruction	Teacher	Building Principal	Assistant Superintendent	Superintendent	School Board
Curriculum	Teacher	Building Principal	Assistant Superintendent	Superintendent	School Board
Behavior/Discipline	Teacher	Assistant Principal (If Applicable)	Principal	Assistant Superintendent	Superintendent
Special Education	Teacher	Building Principal	Director of Student Services	Superintendent	School Board
Athletic	Coach	Athletic Director	Building Principal	Superintendent	School Board
Extracurricular	Advisor	Building Principal	Superintendent	School Board	
Technology	Teacher	Building Principal	Director of Instructional and Information Technology	Assistant Superintendent	Superintendent
Other School Topics (Not Listed Above)	Building Principal	Assistant Superintendent	Superintendent	School Board	
Transportation	Transportation Office	Transportation Supervisor	Director of Business	Chief Operating Officer	School Board
Food Service	Building Office	Director of Food Services	Chief Operating Officer	Superintendent	School Board
Buildings & Grounds	Building Office	Director of Business	Chief Operating Officer	Superintendent	School Board
District Protocols & Policies	Building Principal	Superintendent	School Board		
Student Mental Health	School Counselor	Building Principal	Director of Student Services	Superintendent	School Board
School Safety	Immediate Concern Call 911	Building Principal	Superintendent	Police Department | Non-Emergency Lines Olmsted Falls Police Department (440) 235-1234 Olmsted Township Police Department (440) 235-3335	

District Office (440) 427-6000	**High School** (440) 427-6100	**Middle School** (440) 427-6200	**Intermediate School** (440) 427-6500
Falls-Lenox Primary (440) 427-6400	**Early Childhood Center** (440) 427-6360	**Transportation** (440) 427-6350	**Food Services** (440) 427-6440

Olmsted Falls City Schools
Early Childhood Center Handbook

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PROGRAM DESCRIPTIONS

PRESCHOOL OVERVIEW

The Olmsted Falls Early Childhood Center (ECC) Preschool Program serves children, ages 3 to 5, who have been identified with special needs by demonstrating developmental delays or disabilities in one or more of the following areas: speech and language, cognition, fine motor skills, gross motor skills, socialization, behavioral/social/emotional growth, and/or adaptive behaviors. The preschool program offers a wide Least Restrictive Environment (LRE) continuum to best meet the needs of our students with disabilities. All classrooms have one certified teacher and at least one paraprofessional to allow for low staff to student ratios.

Our preschool classes meet for two and a half hour sessions (either AM or PM) four days per week, Monday through Thursday. There are no preschool classes on Fridays. Morning sessions run from 8:00-10:30 AM and afternoon sessions run from 11:40- 2:10 PM. Children are assigned to either the morning or the afternoon session for the duration of each school year. Class assignments are provided to families before the start of each new school year for children who are registered to start in August. For students with special needs who are found eligible for special education services throughout the school year, class assignments will be decided during the IEP meeting.

OHIO'S EARLY LEARNING AND DEVELOPMENT STANDARDS FOR PRESCHOOL

Ohio's Early Learning and Development Standards describe key concepts and skills that young children develop during the birth-to-five-year period. Their purpose is to support the development and well-being of young children and to foster their learning. The standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children's development and learning, and guide the design and implementation of curriculum, assessment and instructional practices with young children. The five developmental domains include:

- Approaches to Learning
- Cognitive Development
- Creative Development
- Language and Literacy
- Mathematics
- Physical Development and Wellness
- Science
- Social and Emotional Development
- Social Studies

PRESCHOOL CURRICULUM: READY TO ADVANCE

Our preschool program uses the comprehensive curriculum Ready to Advance. This curriculum uses a multi-sensory approach with hands on manipulatives to incorporate developmentally appropriate activities throughout the day. Ready to Advance utilizes a comprehensive and connected program that supports the needs of preschoolers. The program integrates instruction across multiple domains: Social & Emotional Learning, Language & Communication, Emergent Literacy: Reading, Emergent Literacy: Writing, Social Studies, Mathematics, Science, Fine Arts, Technology, and Physical Development.

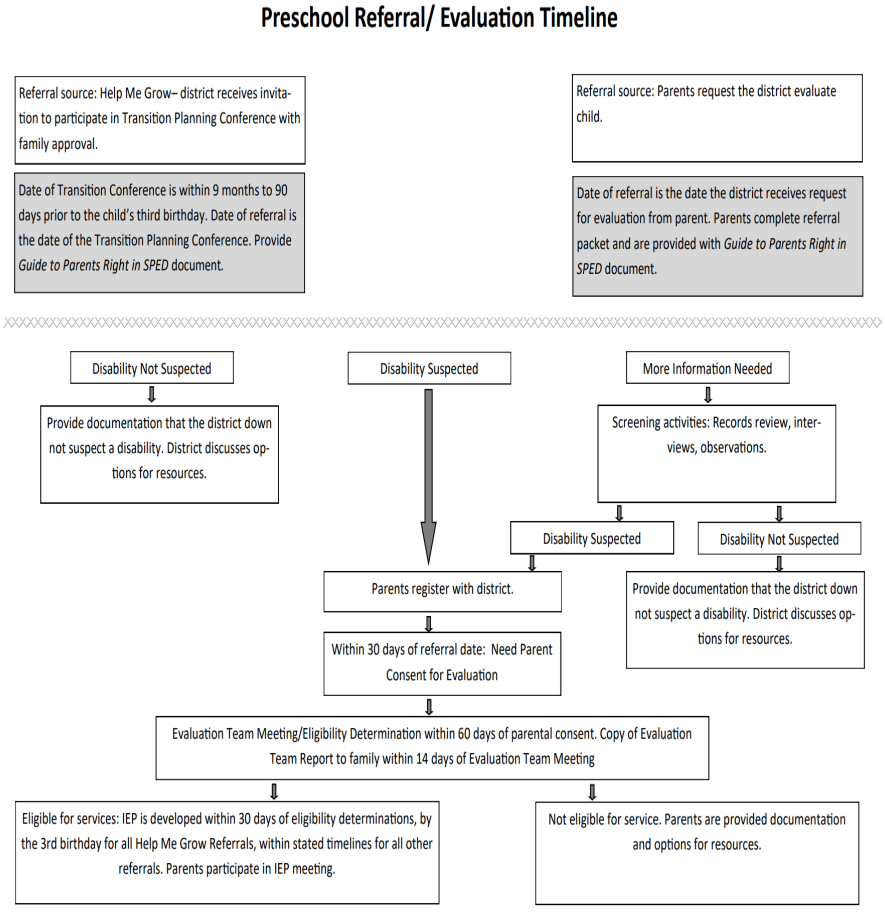
Ready to Advance is incorporated into our daily routines, classroom environment, and planned experiences throughout the school day. All activities are aligned with the Ohio Early Learning Standards which guide instruction and interactions with the children.

PRESCHOOL EVALUATION PROCESS / IEP EVALUATION

The Olmsted Falls Early Childhood Center (ECC) Preschool Program is designed to provide special education services to eligible children ages 3 to 5 with identified special needs, in accordance with state mandates. Eligibility for children residing within Olmsted Falls City School District boundaries is determined through a multi-step assessment process that begins with a call to the Olmsted Falls Early Childhood Center office at 440-427-6360. By law, eligible children with identified special needs receive special education services at no charge. Special education services fall on a continuum, ranging from community-based (i.e., itinerant) to on-site, center-based services at the ECC.

Children who are receiving Early Intervention Services, approaching age 3: With parental consent, children who are receiving early intervention services and reside in the Olmsted Falls City School District are referred for an assessment at the ECC as part of the transition process as the early intervention providers (Bright Beginnings in Cuyahoga County) plan to terminate services on the child's third birthday. The Early Intervention Services Coordinators facilitate the referrals of children receiving EI services, so it is not necessary for parents to contact the ECC to initiate a referral.

Children with Identified Special Needs, ages 3 to 5: Our Preschool Program provides services for children ages 3-5 with identified developmental delays or developmental disabilities. Parents and legal caregivers are encouraged to contact the ECC to initiate a referral of their preschool-age children if they are concerned about any area of development including communication, cognition, social/emotional and behavioral functioning, and fine or gross motor skills. Many of the children who are referred are invited to attend a monthly play-based assessment session, during which information is gathered to help determine whether a child is eligible for special education services. Play-based assessment sessions generally begin in August and take place monthly throughout the duration of the school year. Preschool enrollment increases over the course of the year as children are referred, assessed, and found eligible for special education services. There is no waiting list.



PRESCHOOL PEER MODELS

A component of our preschool program is the integration of peer model preschoolers alongside children with special needs. Opportunities for interaction are developed for the benefit of all children.

What is a Peer Model? With a commitment to provide an inclusionary educational setting for our students with special needs, the practice of including "peer models" in our preschool classrooms is used and recommended by the Ohio Department of Education. Peer models provide an excellent learning example for our students with special needs. Peer models also benefit from a rich, developmentally appropriate preschool experience with exposure to children with differences.

In order to create an optimal learning environment, we are looking for the following:

- Children between the ages of 3 and 5 who are toilet trained.
- Children who reside in Olmsted Falls attendance boundaries.
- Children who are able to serve as leaders/role models.
- Children who demonstrate behavior within the typical range.
- Children who have a strength in communication skills.

If your child meets the listed criteria, he/she may be an excellent candidate for our program. Please fill out the online application for the year you are seeking enrollment for your child if you would like your child to be considered for participation as a peer model. Candidates will be invited to participate in a one hour peer model screening. This provides us an opportunity to observe specific developmental skills that are essential for our program.

NOTES: Tuition is charged for selected preschool peer models. See Registration & Fees section for information on Peer Model tuition costs. School bus transportation is NOT provided for preschool peer models.

KINDERGARTEN OVERVIEW

Olmsted Falls Early Childhood Center provides a full-day kindergarten program for children who live within school district boundaries and turn age 5 by the first day of school each year. The full-day kindergarten program is offered to all students in the district at no charge. The Early Childhood Center currently has 10 kindergarten classes and an outstanding team of teachers and support staff.

Kindergarten classes begin each day at 7:55 a.m. and end at 2:25 p.m., Monday through Friday. Building doors are open at 7:45 a.m. daily. Children are dismissed to OFCS buses, daycare vans and family vehicles at 2:25 p.m.

KINDERGARTEN CURRICULUM

Our kindergarten reading and writing curriculum follows a 5-part framework that implements a workshop style with whole group mini lessons, guided practice, independent practice, small groups, and sharing time. Our kindergarten math curriculum focuses on developing students' deep understandings of mathematical concepts, proficiency with key skills, and ability to solve complex and novel problems through direct instruction, structured investigation, and open exploration. Science and Social studies are integrated into the literacy block. Students in kindergarten also receive weekly instruction in art, music, physical education, library media, and technology. Field trips throughout the school year connect to concepts they are learning in the classroom.

ARRIVAL AND DISMISSAL

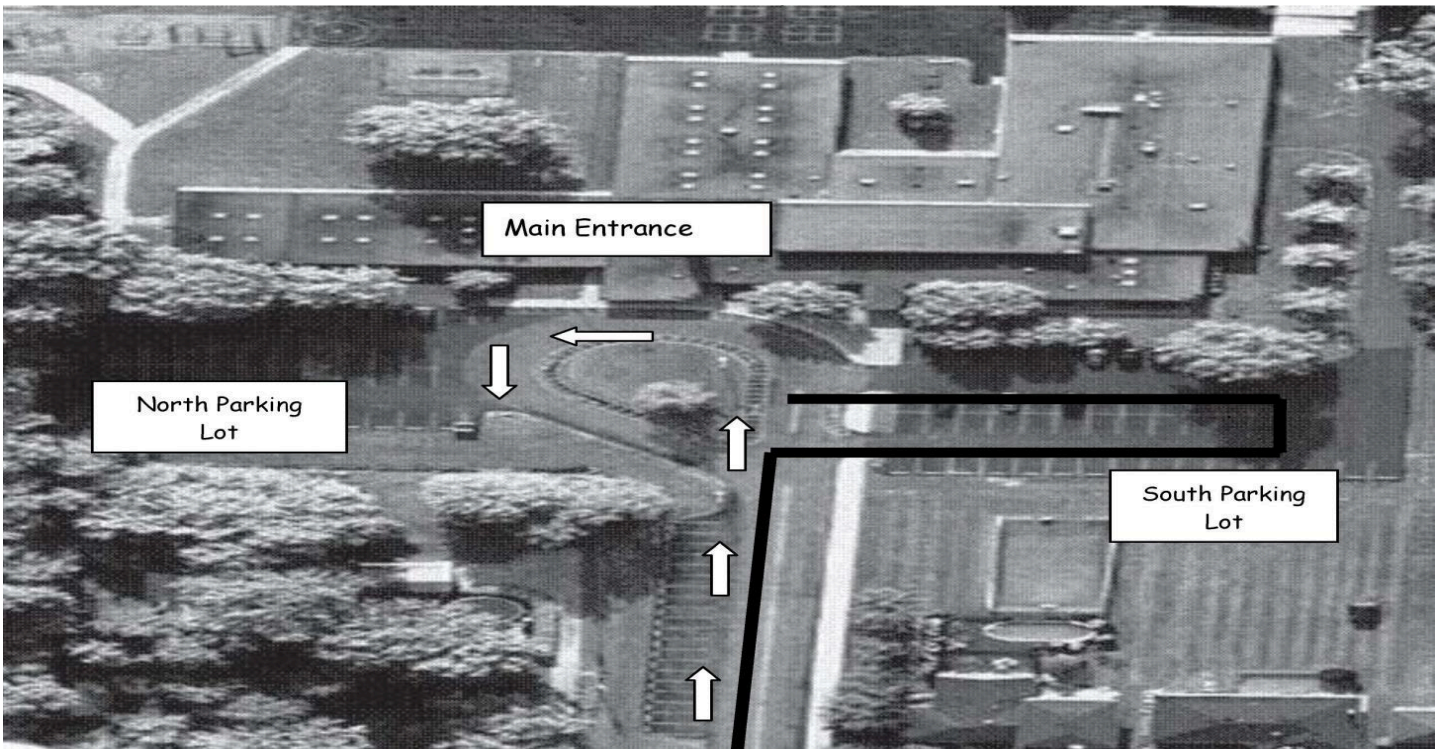
The Olmsted Falls Early Childhood Center operates **separate arrival and dismissal schedules for students in Kindergarten, AM Preschool and PM Preschool.** To keep things running smoothly each day, please note the following schedules and information:

KINDERGARTEN (7:55 AM-2:25 PM)
Arrival: 7:45-7:55 AM
Dismissal: 2:25 PM

AM PRESCHOOL (8:00 AM-10:30 AM)
Arrival: 7:55-8:05 AM
Dismissal: 10:25-10:35 AM

PM PRESCHOOL (11:40 AM-2:10 PM)
Arrival: 11:35-11:45AM
Dismissal: 2:05-2:15PM

Early Childhood Center Arrival & Dismissal Map



MAP KEY:

-Bus Lane Traffic Only

-Car Riders/Carpool Traffic

DROP OFF AND PICK UP

If dropping off or picking up your child, please refer to the Arrival & Dismissal Map and note the following procedures.

IMPORTANT NOTE:

THERE IS NO PARKING, VISITOR PARKING, DROP-OFF OR PICK-UP PERMITTED IN THE BUS LANE.

KINDERGARTEN CAR RIDER INSTRUCTIONS

- The kindergarten car rider drop-off and pick-up line travels through the south parking lot, located to the right when pulling into the school.
- Make sure to follow the painted arrows in the parking lot. The kindergarten start line is painted at the right end of the building.
- Kindergarten students are dropped off and picked up on the curbside of the car rider line.
- Kindergarten students must be dropped off during their scheduled arrival window. THERE IS NO SUPERVISION FOR STUDENTS PRIOR TO THEIR DESIGNATED ARRIVAL WINDOW.
- Likewise, all kindergarten students should be picked up during their designated dismissal window.
- Parents are not permitted to walk children to their classrooms to drop them off, or to meet them at their classroom for pick-up.
- ***Please DO NOT TRAVEL IN THE BUS LANE*** for student drop-off or pick-up. (The bus only lane is to the left when pulling into the school)

KINDERGARTEN DROP-OFF (7:45-7:55AM)

- **You should not enter the parking lot until 7:40AM.** The line starts at the white painted line towards the right end of the building.
- Students should be ready to exit the vehicle independently (*opening door, exiting vehicle with all needed items, and closing the vehicle door behind them*) when you pull up to the staff members on duty. Parents are to remain in the vehicle. Students should be exiting the vehicle from the passenger side (curbside).
- If you arrive with your child after 7:55AM, you will need to park in a designated parking space and walk your child in. You will buzz into the main office with your child to sign them in for the day.

KINDERGARTEN PICK-UP LINE BEGINS AT 2:20 PM

- In order for us to get our PM Preschool students safely out of the parking lot, **DO NOT ENTER** the parking lot until after preschool dismissal.
- You may begin pulling in past the front entrance drive at 2:20PM. If you pull in prior, you will be directed out of the lot.
- Kindergarten students who are car riders will be brought out at dismissal. Please wait in your car in the car line for your student.

PRESCHOOL CAR RIDER INSTRUCTIONS

- **All preschool children arriving by car must be walked by their parent or guardian to their designated arrival door**, where he/she will be greeted by an assistant or teacher and escorted to the classroom. It is imperative that children be dropped off and picked up within their arrival and dismissal times.
- Parents/guardians must park in a designated spot in either the North or South Parking Lot areas as indicated on the map. Drive with great caution when entering and leaving either parking lot.

- Once parked, parents must proceed to the designated door to drop off/pick up their child.
- Parents should not double park.
- Please do not travel in the Bus Lane for student drop-off or pick-up.
- We understand that arrival and dismissal times are especially delicate for some young children. Please feel free to schedule a meeting to discuss and plan with your child's teacher if your child needs extra adult attention at this time. It is our intention to offer each child a warm greeting and welcome to school each day, and to provide the same loving exchange at the end of the day.

PRESCHOOL DROP-OFF

- Preschool students must be dropped off during their designated **arrival** window.

    - **AM Preschool Arrival: 7:55-8:05 AM**
    - **PM Preschool Arrival: 11:35-11:45 AM**

- Students should not arrive prior to the start of their designated arrival window (7:55AM for AM Preschool and 11:35AM for PM Preschool). Prior to 7:55 AM, our kindergarten students will be entering the building. Preschool students should remain outside until the designated arrival window. **There is no supervision for preschool students prior to the arrival window.**
- Students will enter the building escorted by a member of our preschool team, and sit in their assigned area with their teachers and classmates.
- Parents are not permitted to walk their children to their classrooms to drop them off.
- AM Students are not permitted to be dropped off with kindergarten students.

PRESCHOOL PICK-UP

- Preschool students must be picked up from their designated dismissal door during their designated **dismissal** window.

    - **AM Preschool Dismissal: 10:25-10:35 AM**
    - **PM Preschool Dismissal: 2:05-2:15PM**

- Preschool students will be brought out at dismissal time.
- Parents are not permitted to walk inside to pick their child up directly from the classroom.

BUS RIDERS - PRESCHOOL AND KINDERGARTEN

- Preschool and kindergarten students arriving on a school bus will be dropped off curbside in the bus lane and walk into the building. ECC staff will supervise arrival and assist students when necessary.
- At the end of their school day, bus riders will be escorted and/or directed to buses by a member of the ECC team.
- Children are to only ride the bus to which they have been assigned.
- The bus driver is in complete charge of the bus while transporting children to and from home and school.
- The principal, or his or her designee, will take any action necessary for misbehavior on the bus. This may include temporary suspension. If suspension is necessary, parents will be notified of the procedure for Early Childhood Center students (Student Discipline Code Rule #14).

CHANGE IN DISMISSAL (FOR INDIVIDUAL STUDENT)

Any change in the normal dismissal procedure for an individual student MUST BE STATED IN WRITING TO THE CHILD'S TEACHER DAILY AND MUST INCLUDE CHILD'S FIRST AND LAST NAME, AND TEACHER'S NAME. Examples include needing to pick up a child early from school or after school, or needing to designate an alternate person to pick up a student.

- Parents/guardians picking up their child early or dropping their child off later to school ***must report to the school office. Children will meet their parents/guardians in the office for early pick-up.***
- Please note, a child can only be picked up by the adults who are listed on their Emergency Contact Forms. Please make prior arrangements with the secretary if someone new is going to be picking up your child from school.
- If another person is picking up your child, a note of authorization signed by a parent or guardian must be presented to the office. No student will be released to a person other than a custodial parent without a note signed by the custodial parent or other legal authorization.
- Parents, guardians or other authorized persons will need photo identification when signing in at the school office to pick-up a child.
- **NO PHONE CALLS, FAXES, OR E-MAILS WILL BE ACCEPTED TO CHANGE A STUDENT'S DISMISSAL/TRANSPORTATION.** Should a situation arise during the day, you will need to have an emergency/back up plan in place.

BUS TRANSPORTATION

GENERAL BUS SAFETY

- While they are waiting, students should not be playing games, chasing, and name calling. They are expected to keep hands and feet and mean words to themselves, both on and off the bus.
- Students are to approach the bus only after it has stopped and remain in seats while the bus is in motion.
- Students are to remain seated during their bus rides and are permitted to talk quietly to their immediate neighbors except at railroad crossings, where everyone must be quiet.
- Inappropriate bus behavior will be addressed as part of school behavior.
- Pets, toys, glass items, electronics, food, candy, or weapons of any type are **NOT** permitted on the bus.
- **NO PERSONAL COMMUNICATION DEVICES: OFCS STUDENTS IN GRADES PREK THROUGH 5 are not permitted to use personal communication devices (PCDs) during the school day nor will they be permitted to use a PCD on their ride to and from school if they utilize school district transportation.** This includes walking to and from a transfer bus. Students in grades PreK-5 who remain after school on district property will be permitted to use PCDs after school, however it will be at the discretion of the supervising adult. ***All cell phones and/or smart watches should be left at home or left in a bookbag during the school day for students in grades PreK-5***.

PRESCHOOL TRANSPORTATION NOTES

Peer models must provide their own transportation. Preschool special education buses provide door-to-door transportation for preschoolers with IEPs whose parents request it. In addition to a trained District bus driver, additional safety precautions are taken as needed based on an individual student's IEP.

If an adult is not at the drop off site when a preschooler arrives, the Bus Garage will attempt to contact the parent/caregiver. If no one is available, the child will be transported back to the ECC to await pickup by an adult on the emergency contact list. The office will ask for identification before releasing the child.

New preschool students are enrolled at the ECC throughout the school year. Adding a bus stop for a new student may change the pick-up and drop off times of the other children already riding that bus.

MY RIDE K-12 PLATFORM -
FOR PRESCHOOL & KINDERGARTEN STUDENT BUS INFORMATION
Individual student bus information for both preschool and kindergarten students will be available through the My Ride K-12 platform. The My Ride K-12 platform will provide secure data for bus assignment, bus stop and schedule information **for each OFCS student in preschool through 12**, through a dedicated website portal and/or mobile app.

The Transportation Department will also use the My Ride K-12 app to provide custom notifications throughout the year regarding route delays and other updates regarding bus information. The My Ride K-12 app also provides parents and guardians with the ability to message the OFCS Transportation Department directly.

All families with preschool or kindergarten students riding the school bus will need to set up an account either through the My Ride K-12 website or My Ride K-12 mobile app in order to access their student's bus information for the 2026-2027 school year. Please watch for additional information from the Transportation Department before the start of the new school year.

BUILDING SAFETY

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.

ITEMS BROUGHT TO SCHOOL
- Children are not allowed to carry matches, guns of any type, gun caps, knives, rubber bands, sling shots, etc. Such articles will be confiscated and not returned.
- Children are not allowed to sell or trade any items among themselves at school, on the school grounds, or on the school bus.
- Pets should not be brought to school without the permission of the teacher. Some children are allergic to animals.
- Items should not be brought in glass containers because of the danger of breakage.
- **NO TOYS** SHOULD BE BROUGHT TO SCHOOL WITHOUT TEACHER APPROVAL. THE SCHOOL IS NOT RESPONSIBLE FOR BROKEN OR LOST TOYS BROUGHT TO SCHOOL.
- **NON-EDUCATIONAL ELECTRONIC DEVICES ARE NOT** PERMITTED IN SCHOOL WITHOUT TEACHER/ADMINISTRATOR APPROVAL.

SURVEILLANCE CAMERAS

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

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.

For detailed information expectations by school setting, please review our "Bulldog Pride is Building Wide: How to be an Itty Bitty Bulldog Citizen" PBIS Matrix on the following page.

NOTE: Board Policy #5630.01 includes reference to Positive Behavior Interventions & Supports (PBIS). You can read this policy in its entirety by clicking here: Policy # 5630.01. Then click "Policies" in the upper right corner, and then search 5630.01 in the upper left corner.

Bulldog Pride is Building Wide!!

How to be an *Itty Bitty* Bulldog Citizen

	Arrival/ Dismissal	Hallway	Classroom	Restroom	Cafeteria	Playground	Bus
Be Safe 	-Keep hands, feet, and objects to self -Use walking Feet	-Walk single file on right side -Face forward -Walking feet -Hands by side	-Keep area clean -Use materials appropriately -Don't leave without permission	-Use restroom properly -Wash hands -Keep hands, feet, and objects to self	-Keep hands, feet, and objects to self -Only eat your food -Carefully throw away trash -Calm body	-Use equipment properly -Keep hands and feet to self	-Keep hands, feet, and objects to self -Stay in seat facing forward with bottom on seat -Keep aisle clear
Be Responsible 	-Follow directions -Leave when dismissed by teacher	-Follow directions -Go directly to destination -Do not open the outside doors	-Be prepared for learning -Follow directions -Accept consequences -Put materials away when finished	-Wash hands -Clean up after yourself -Tell an adult of any problems	-Follow directions -Clean up area -Accept responsibility -Voice meter 1	-Listen to adults on playground -Line up when signaled -Take turns and share	-Sit in assigned seat -Face forward, feet on floor -Back to back -Follow directions -Report problems to bus driver
Be Respectful 	-Respect personal space -Keep hands to self not on walls -Walk on voice meter 0 or 1	-Voice meter on 0 -Keep hands to self -Respect personal space	-Talk with permission -Be honest -Be open to other's ideas Share	-Give privacy to others -Throw away trash -Use restroom properly -Voice meter 0 or 1	-Use manners -Voice meter 1 -Follow adult directions -Be inclusive -Don't talk with food in your mouth	-Use kind words and actions -Cooperate and be inclusive	-Follow drivers directions -Voice meter 0 when driver is speaking -Voice meter 1 when allowed to speak -Keep hands to self
Be Kind 	-Smile and greet -Keep environment clean -Lend a hand	-Pick up trash -Smile -Be helpful	-Have empathy -Lend a hand -Be inclusive Share	-Respect privacy -Help to keep restroom clean -Flush after yourself	-Be open minded about other's food/culture	--Be open minded about other's ideas -Be helpful -Be inclusive	-Use kind words -Respect other's belongings -Be helpful -Be inclusive

PARENT TEACHER ASSOCIATIONS (OECPTA & FLECC PTA)

ECC parents are eligible for membership in two PTAs. The Olmsted Early Childhood PTA (OECPTA) is open to parents of children beginning at birth and provides opportunities for parents and their young children to network and socialize. The Falls Lenox/Early Childhood Center PTA (FLECC PTA) is affiliated with the PTAs at OFIS, OFMS and OFHS and provides another way for parents to get involved in their children's education. Parents are encouraged to participate in both. Membership information is available online and in the ECC office.

PERSONAL COMMUNICATION DEVICE POLICY

A new Ohio law regarding student use of *personal communication devices* (i.e. cell phones, smart watches, etc.) in K–12 schools during the instructional day went into effect January 1, 2026. Ohio **House Bill 250** mandates that **every public school district, community school, and STEM school** adopt a policy governing student cell phone use during school hours. Under this law, by January 1, 2026 every district must have a policy prohibiting student cell phone use during the instructional day.

The motivation behind this change is to reduce distractions and promote a more focused learning environment. Proponents point to research and observations showing that when phones are out of sight:

- Students are more engaged in instruction
- Fewer disruptions occur in class
- There is potential for reduced incidents of cyberbullying or social media-induced anxiety during school hours.

By making this law statewide, the legislature aims to create consistency across Ohio schools so that all students experience a learning environment centered on instruction and in-person interaction.

The Olmsted Falls Board of Education adopted the updated policy below on October 16, 2025. **These changes went into effect on October 17, 2025**.

OFCS STUDENTS IN GRADES PREK THROUGH 5 will not be permitted to use personal communication devices (PCDs) during the school day nor will they be permitted to use a PCD on their ride to and from school if they utilize school district transportation. This includes walking to and from a transfer bus. Students in grades PreK through 5 who remain after school on district property will be permitted to use PCDs after school, however it will be at the discretion of the supervising adult. ***All cell phones and/or smart watches should be left at home or left in a bookbag during the school day for students in grades PreK-5***.

REGISTRATION & FEES

KINDERGARTEN REGISTRATION

Kindergarten attendance is required by law. Registration for kindergarten occurs each spring. Registration notification is publicized via district social media platforms, district blog, district School Report newsletter, district website, school signage, local preschool bulletins, and area churches and businesses beginning each January. The online portal for kindergarten registration generally opens in early February. As families complete the online portion of the registration process, they are prompted to make an appointment to complete the in-house portion of registration. At that time, the parent must provide the child's birth certificate, proof of residency, a picture ID, and custody papers, if applicable.

CHILDREN MUST BE FIVE YEARS OF AGE ON OR BEFORE THE FIRST DAY OF SCHOOL TO ENROLL IN KINDERGARTEN.

Please note that a child who is age eligible to attend kindergarten cannot be turned away due to her/his performance on kindergarten screening.

Online Student Registration, Emergency Medical Information & Required Forms

Olmsted Falls School District uses an online student information system, *powered by InfoSnap*, 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
- and more!

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.

KINDERGARTEN FEES

ECC KG STUDENT FEES	2026-2027
Art Fee	$6.00
Activity Fee	$5.00
Tech Fee	$32.00
Consumables	$42.00
Total/ Student	**$85.00**

Note: School fees must be paid in order to attend field trips

Payment for school fees may be made through cash, check, or online (PaySchools Central). You may access the PaySchools Central System at https://payschoolscentral.com/.

*Kindergarten students who qualify for free lunch may have their kindergarten fees waived. If the family is unable to pay their student's kindergarten fees in full in the fall, payment arrangements can be made through the school office by contacting the building secretary at 440-427-6360.

PRESCHOOL REGISTRATION
The Early Childhood Center will provide information on preschool registration once admission has been confirmed.

PRESCHOOL FEES
There is an annual school fee of $65 for all preschool students. This school fee covers consumables, field trips, supplementals, etc.

ECC Preschool STUDENT FEES	2026-2027
Art Fee	$6.00
Activity Fee	$5.00
Consumables	$42.00
Supplementals Materials	$12.00
Total/ Student	**$65.00**

Peer Model Tuition
Peer Models need to pay a monthly tuition fee of $160 for our 4 day a week program.

- Tuition is due monthly.
- Preschool tuition is payable on PaySchools Central or through cash/check in the main office.
- Failure to pay tuition in a timely fashion may result in parents being asked to withdraw their child from our preschool program.

- All school fees must be up-to-date for a child to participate in field trips. All school fees, INCLUDING preschool tuition, can accumulate and impact your child in future grades. We ask that you be mindful and timely with payments.

VISITORS/iVISITOR SYSTEM

All visitors to the building are required to check in through the Main Office. Proper identification is necessary when checking in. All visitors and volunteers must wear a visitor badge when in the building. This will allow the ECC staff to be aware of any and all visitors that have been properly welcomed into our building. Those without a visitor sticker/badge may be asked to check back into the office.

If you see a person who you believe is not a member of our student body or staff, and who is not wearing an iVisitor badge, please immediately report this to the Main Office or to a staff member. Student guests will be permitted under special circumstances, but only if the visit is approved by an administrator the day before the visit. Please refer to Administrative Guidelines # 9150A to read it in its entirety.

All OFCS school buildings utilize a comprehensive visitor management system called **iVistor Management by Ident-A-Kid**. Founded in 1986, Ident-A-Kid has been a leader in school security nationwide with their iVisitor system in use by more than 7,000 schools across the country. The company is FERPA compliant and has signed the Student Privacy Pledge put in place by the U.S. Department of Education. This new visitor management system will help our district:

- Screen visitors entering our school buildings, generating flags for any potential issues.
- Generate highly visible and informational visitor badges, making visitors easy to identify.
- Maintain accurate, customizable records and improve communication.

How Does It Work?

Please review the following carefully so you will be prepared to follow the protocols associated with our iVisitor system. All OFCS school buildings have a single point of entry for visitors during the school day. The iVisitor system is set up at the main entrance for each building. **YOU WILL NEED TO SCAN IN WITH YOUR DRIVER'S LICENSE OR STATE-ISSUED ID EACH TIME YOU VISIT THE SCHOOL DURING SCHOOL HOURS.**

Upon your arrival at any of our school buildings:

- **Your ID (*Driver's License or state-issued ID*) will be scanned into the iVisitor system**
    - During your first check-in using the new system, you will also need to enter information to set up your iVisitor profile. Please plan to allow a few extra minutes the first time you visit any of our school buildings this year.
    - Once your initial profile has been established, you will simply scan your ID each time you come in.

- **Once your ID has been scanned, a personalized visitor badge will be printed for you.**
    - All visitors must wear this badge at all times while in the school building.

- **Visitors must return to the iVisitor system kiosk to check-out when leaving the building.**

Our school building will be utilizing the iVisitor system to screen and log all visitors entering a building **during the regular school day** to attend meetings, volunteer and/or pick up students (*i.e., for a doctor's appointment*). NOTE: For parents/caregivers simply picking up a student for an off-campus appointment during the school day, a visitor badge will not need to be issued, however the iVisitor system will still be used to log the pick-up.

VOLUNTEERS

Volunteers are welcome and very much appreciated at the Early Childhood Center.

FIELD TRIP & CLASS PARTIES

To volunteer to help at parties and chaperones, parents must be a member of FLECC PTA, be selected by FLECC PTA, and complete the following process:

- **Complete a BCI/FBI background check through the online portal.** The district has partnered with Sterling Volunteers to complete this online screener at no cost to the volunteer. Please access the link here to get started: https://verify.identakid.com/ofcs

Processing can take up to 5 business days. Once completed you will get an email notification from Sterling Volunteers. The school building offices will also receive notice of those approved to volunteer/chaperone. Please plan to complete this process well in advance of any scheduled field trip or volunteer activity so an adequate number of approved volunteers will be available. Final field trip chaperone confirmation notices will be provided by your child's teacher.

CLASSROOM VOLUNTEERS

Classroom volunteers are coordinated by individual teachers. Parents must follow check-in Visitor procedures, wear a visitor's tag at all times, and comply with school rules including use of adult bathrooms and confidentiality regarding information about individual students.

ATTENDANCE

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school to be prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

The new 2025 law moves the focus away from a strict, court-driven process for unexcused absences (truancy) toward a system of early intervention and support for students who are missing school for any reason (chronic absenteeism).

Under current state law, the distinction between medical and nonmedical excused absences is largely eliminated. All absences (excused or unexcused) now count toward the 10% Chronic Absenteeism rate.

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:

- Personal illness (a written physician's statement verifying the illness may be required)
- Illness in the family necessitates the presence of the child
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- 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
- Observance of religious holidays
- Emergency or other set of circumstances in which the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school
- Medically necessary leave for a pregnant student in accordance with Policy 5751.

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

- School visitation (The approving authority may require verification of the date and time of the visitation by the college, university, or technical college.)
- Out of school suspension as assigned by appropriate administration
- Superintendent/designee discretion

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

All attendance needs to be verified by 9:15 AM.

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.

Using the following guidelines, parents/guardians must be notified when a student misses at least **5%** of the minimum required hours for **any reason**, regardless of excused or unexcused. The percentage is calculated based on the hours missing as of the school days in session to date.

Risk Category	Definition (Percent Absent)	Intervention Type
Satisfactory	Less than 4.99% absent	Universal prevention, positive communication, opportunity for attendance incentives
At-Risk	5.00% to 9.99% absent	Universal prevention, positive communication, opportunity for attendance incentives

Moderate	10.00% to 19.99% absent	Chronic Absence email to parents, opportunity for improved attendance incentives
Severe	20.00% to 49.99% absent **72+ more unexcused hours / school year**	The team will determine if medical or other reasons explain. Invite parents/guardians to Attendance Intervention Plan meeting
Extreme	50% or more of time absent	Referral for comprehensive support

Habitually Truant:
Once a student is considered Habitually Truant, they are required to be placed on an Attendance Intervention Plan (AIP). Building administrators will hold an AIP meeting based on hours absent (excused or unexcused):

- 30 or more consecutive hours
- 42 or more hours per month
- 72 or more hours per school year

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 attendance intervention team to create a specific intervention plan for that student and work with the student for 60 days. As appropriate, this team may 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.

Medically-based Absences:
If a student is absent for a medical reason, it is recommended that a doctor's note be provided. While under the new state law medical absences are no longer exempt when determining chronic absenteeism, a note from a doctor(s) may impact Attendance Intervention Plans. 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.).

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

Tardies:
Each and every day that a student is to be absent, the parent/guardian shall telephone the school prior to 8:30AM at 440-427-6363. A written excuse will be needed if a phone call has not been made and the office has been unable to contact the parent.

Illness During the Day:
Students who are ill should inform their teacher and will be sent to the clinic. The office will call the parent or guardian listed on the emergency contact list to pick up the student. In incidents where a student is sent home per the school clinic due to illness, the hours missed for the remainder of that day are verified by the school clinic.

Vacations:
Under the Ohio revised code, student vacations are not considered as a reason for missing school. In this case, students and parents must complete a Planned Absence Form. The form is available in the main office and on the district website and should be completed and submitted at least one full week before the student leaves. Vacations should not exceed five (5) school days, and students are responsible for turning in all make-up work upon returning from vacation.

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

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

Parents may request homework for students who are absent from school. A parent or guardian, who contacts the school office **before 9:00 AM** (440-427-6360), can make arrangements to pick up a student's assignments between 2:30-3:30PM that day. Additional assignments will not be given to a student who has requested work while absent unless the work previously assigned is completed and handed in to the office.

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

ASSESSMENTS

Throughout the school year, students at ECC participate in several assessments designed to help teachers monitor growth, guide instruction, and identify each child's strengths and needs. Assessments are developmentally appropriate and provide valuable information to support student learning and intervention planning.

An overview of the Assessments given at the ECC:

Kindergarten

- **MAP Reading and Math** – Administered during the winter and spring to measure student achievement and growth over time in reading and mathematics.
- **Dyslexia Screening** – Administered during the winter to help identify students who may be at risk for characteristics associated with dyslexia.

- **Kindergarten Readiness Assessment (KRA) –** A state-required assessment that measures school readiness skills in areas such as language and literacy, mathematics, physical well-being, and social foundations administered in the Fall.
- **Aimsweb Reading Screenings** – Administered in the fall, winter and spring and at targeted times throughout the school year to support reading development, progress monitoring, and intervention planning.
- **Curriculum-Based Assessments** – Classroom assessments in reading, writing, and mathematics used throughout the year to monitor student progress and inform daily instruction.

Preschool

- **Early Learning Assessment (ELA)** – A state-required observational assessment that measures developmental progress and school readiness skills in the areas of Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being and Motor Development, and Fine Arts.

Testing schedules and requirements are established in accordance with guidance from the Ohio Department of Education and Workforce and applicable testing organizations and may be adjusted as needed throughout the school year.

More information regarding Assessments for both grade levels can be found below.

KINDERGARTEN ASSESSMENTS

All incoming kindergarten students in the state of Ohio will be assessed using the Kindergarten Readiness Assessment or KRA, which is based on Ohio's Early Learning and Development Standards. It has six components: social skills (including social and emotional development, and approaches toward learning), mathematics, science, social studies, language and literacy, and physical well-being and motor development. The period for the Assessment is the first day of school through November 1. However, a portion of the assessment will be completed during Kindergarten orientation in August.

All kindergarten students will be assessed two times a year in Reading and Math using the Measures of Academic Progress or MAP. They will also be assessed three times a year using AIMSWeb. The results of the AIMSWeb benchmark assessments will be used to identify students whose early literacy skills are lower than expected and who will need to be provided, in accordance with Ohio's Third Grade Reading Guarantee, with a Reading Improvement and Monitoring Plan (RIMP). Results of the MAP and AIMSWeb assessments will be used to differentiate instruction and to determine which students may benefit from intervention or enrichment.

PRESCHOOL ASSESSMENTS

Early Learning Assessment (ELA): Ohio's Early Learning Assessment is a tool for teachers of preschool age children to learn about the current level of each child's skills, knowledge and behaviors in the areas of:

- **Social Foundations:** The Social Foundations domain focuses on children's personal and social development, including their engagement in learning and interactions with others.
- **Language and Literacy:** The Language and Literacy domain focuses on children's language development and is the foundation for early literacy skills in speaking and listening, reading, and writing.
- **Mathematics:** The Mathematics domain focuses on children's foundational understanding of numeracy, measurement, shapes, and classification.
- **Science:** The Science domain focuses on children's capacity to observe and investigate their surroundings.

- **Social Studies:** The Social Studies domain addresses children's relationships with various people in their communities and the contexts in which different people interact. This domain also includes children's basic understanding of the concepts of past, present, and future in the context of their lives.
- **Physical Well-Being and Motor Development:** The Physical Well-Being and Motor Development domain addresses children's awareness of their coordination and movement and of healthy lifestyles, including personal care and awareness of safety for themselves and others.

This assessment requires teachers to observe children during the natural course of the child's day. The ELA is a continuous process of knowing about the child's learning as the learning is happening throughout the year. Children will not complete test questions or provide test answers. The ELA is an ongoing process of observations performed by the teacher to gather information on how a child is developing over time. This process allows the teacher to form an understanding of the child's learning and development that will assist them in planning future learning opportunities.

Teachers will share a report with families in the fall and spring that explains their findings.

In addition to the ELA, teachers will complete a variety of informal assessments throughout the school year as well. This may include, but is not limited to developmental checklist, anecdotal records, work sampling, and child portfolios. Students who are on IEPs will also have IEP progress data collected and shared as well as the Child Outcome Summary Form completed at least annually.

Ages & Stages Questionnaire (ASQ): Comprehensive Screener completed by the parents/guardians of peer models only. The ASQ is completed annually. This screener helps the teacher identify your child's areas of strength and areas of need. ASQ results will be shared with parents and families during parent/teacher conferences in the fall.

TRANSITION TO KINDERGARTEN

The Preschool staff hope to make a child's preschool experiences as positive as possible. In order to help with transitions into or within the preschool program and transitioning to kindergarten or out of the program the preschool team has put the following experiences in place:

- Kindergarten Information Night: Parents are able to learn more about the process of transitioning their child to kindergarten and general kindergarten information.
- ECC Preschool to Kindergarten: Staff tours the preschoolers through the building, visiting various kindergarten classrooms. Students see the rooms their kindergarten specials will be in the following year. Teachers lead students through the cafeteria and practice going through the lunch line. Kindergarten staff are encouraged to visit the preschool classrooms.
- Individualized Transition Plans & Meetings: IEP transition meetings are held with the child's parents and teachers will meet together to create individual transition plans to meet the needs of the students. These meetings and plans will take place when students transition into, within, and out of our preschool program.
- ETR and IEP Meetings: Typically, when preparing for transition to kindergarten, the case manager initiates conversation and planning in November the year before the child is age-eligible to enter kindergarten at Parent-Teacher conferences.
- Additional specific transition activities are initiated by the teacher and are facilitated by either the teacher or the Principal of the receiving school.

COMMUNICATION WITH FAMILIES

Regular communication between home and school - whether via our weekly school newsletter, classroom newsletter, phone conversations, emails, conferences, or our online communication platform, SeeSaw - is vital to a child's success in school. Please be sure you are registered with SeeSaw prior to the first day of school. Watch for information and instructions from your child's teacher.

SEESAW - CLASSROOM COMMUNICATION APP

Regular communication between home and school, whether via our weekly school newsletter, classroom newsletter, phone conversations, emails, or our Prek-3 online communication platform; SeeSaw, is vital to a child's success in school. Please be sure you are registered with SeeSaw prior to the first day of school.

AUTOMATED PARENT COMMUNICATIONS: SCHOOL MESSENGER

Olmsted Falls School District utilizes an automated communication system, called School Messenger, to regularly and effectively communicate with parents via email, text and automated phone messages. School Messenger 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 School Messenger notification system is used, as needed, to communicate important information about building safety and security issues (i.e. evacuations, lock-downs).

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

- Log-in to the PowerSchool Parent Portal (**https://psof.nccohio.org/public)** with your PowerSchool parent account information;
- Then click on the "School Messenger" link located on the left-hand side of the screen;
- Then right click on the account profile link in the top right corner of the screen to edit communication preferences.

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.**

PARENT-TEACHER CONFERENCES

KINDERGARTEN: Each year, one formal parent-teacher conference is scheduled during the month of November. However, either a parent or a teacher is encouraged to request a conference at any time during the school year when a face-to-face conversation about a concern is preferred to an email or a phone call.

PRESCHOOL: Preschool holds one formal parent teacher conference in the fall, and one optional parent teacher conference in the spring per teacher or parent request. However, either a parent or a teacher is encouraged to request a conference at any time during the school year when a face-to-face conversation about a concern is preferred to an email or a phone call. During parent teacher conferences, teachers and parents will be reviewing portfolios, sharing progress, and collaborating to create and update goals for

each child.

REPORT CARDS

KINDERGARTEN: Report cards are sent to parents electronically at the end of every trimester.

PRESCHOOL: While preschool students do not receive a traditional report card, teachers will share a report with preschool families in the fall and spring that explains findings of the assessments conducted.

DISCIPLINE CODE

Our goal is to help all children learn to live with themselves and others. To achieve this, we encourage each child to develop self-control; that is to manage their emotions appropriately and to be responsible for their own actions. There are many ways that we help the young child recognize alternatives and consequences which affect him and others. Some of the ways we guide children to more appropriate behavior are as follows:

1. We practice preventative discipline by recognizing the age level characteristics and needs of individual children in planning programs to meet these needs. Most problems can be prevented by being observant and redirecting a child to a more appropriate activity.
2. We provide many choices of play equipment and activities.
3. We try to clearly define limits and consistently and fairly maintain them.
4. We see the health and safety of the children as a primary concern at all times.
5. We allow children time and opportunities to solve problems for themselves.
6. We state suggestions or directions in a positive manner.
7. We use words and tone of voice which help the child feel confident and self-assured.
8. Redirection is immediate and is most effective when it is consistent with the child's own motives or interests.
9. We provide safe, appropriate outlets for releasing feelings of tension or overwhelming sensory stimulation.
10. If behavior continues to be out of bounds, it may be necessary to remove a child from the group or area for a limited time out or to a "safe space."
11. Communication with parents about student behavior will be on-going and collaborative. Parents and teachers will strive to work together to devise interventions and various approaches that will help our preschool students achieve a positive, effective sense of control.

In compliance with the Office of Early Learning and School Readiness and the Ohio Department of Education, each preschool program shall follow and have the following written discipline policy adopted by the State of Ohio. Each preschool teacher will have her own classroom behavior management plan which she will share with parents.

In addition, the preschoolers and kindergarteners are expected to comply with the school rules:

1. Be safe.
2. Be respectful.
3. Be responsible.
4. Be kind.

In addition to the classroom behavior management plans, all of our preschool and kindergarten classrooms implement the following policies:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Appropriate negative consequences shall apply to individual children. For example, a teacher will not punish an entire class for one student's misbehavior.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, well-ventilated space.
10. The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while they are in attendance in the preschool program.

DRESS CODE

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

Dress can be regulated when said attire is bizarre, offensive, disruptive, or is distracting to the educational process. The final decision on the appropriateness of attire shall rest with the school administration. In all cases of questionable attire, administrators reserve the right to make judgments and decisions regarding "appropriateness and acceptability" of such clothing. A student must change/cover clothing. Any student who refuses to change/cover the offending clothing will be considered insubordinate.

11. All students must wear shoes or sandals. **Flip-flops are not acceptable.**
12. Dark glasses cannot be worn in school except under doctor's orders.
13. Hats shall not be worn in the building.
14. Clothing which exposes the midriff and backless attire are violations of the dress code.
15. Any item containing offensive language or gang or cult related symbols are prohibited.

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

EMERGENCY PROCEDURES

Emergency Closing of School: If our school buildings are to be closed during the school year for severe weather or other emergency conditions, announcements will be made via email, text and cell using the district's School Messenger automated communication system. The closure will also be posted on the district website (www.ofcs.net). The district will also report the closure to local TV stations in Cleveland.

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

building/district will communicate via our automated communication system in the event of an early dismissal.

Dismissal Delay: During emergency situations, such as a severe storm, children may be kept at school until the emergency is over. The building/district will communicate via our automated communication system in the event of a dismissal delay.

Emergency Pick Up of Individual Students: If your child exhibits one or more of the symptoms listed in this handbook while s/he is at school, you will be called to pick him/her up ASAP. If you are not available by phone, we will call the numbers on your child's Emergency Medical Authorization sheet until we reach someone. For that reason, please be sure the emergency numbers are accurate and current each year.

In case of a true medical emergency, we will call 911 and then contact parents/guardians as listed on the Emergency Medical Form.

FOOD & 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. Both breakfast and lunch can be purchased daily from the ECC cafeteria.

Breakfast may be purchased between 7:45AM and 8:00AM every morning from the cafeteria or you can bring a breakfast from home. Breakfast is available to all students, with some choosing to eat their school breakfast in their classrooms as the children gather and get organized to begin their school day. Lunch, whether packed or purchased, is eaten in the cafeteria during a 25-minute lunch period and is supervised by lunch/recess helpers. A cafeteria table is designated for children who have tree nut, peanut, or other food allergies (as needed). Depending on the classroom, a 25-minute recess occurs either before or after lunch for kindergarten students. Breakfast or lunch may also be brought from home in a bag or lunchbox with the child's name clearly written on the outside. 1% white or skim chocolate (at lunch only) milk is available for purchase.

The Board recognizes the importance of good nutrition to each student's educational performance. The Board provides eligible children with breakfast and lunch at a reduced rate and/or at no charge to the student. Eligibility for free or reduced-price meals, is determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the Ohio Department of Education. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students.

If a student does not receive an application form and the family believes s/he is eligible, please contact Mr. Samuel Chin, Food Services 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.

Children may buy school breakfasts or lunches by the day or money can be put on the student's lunch account for the week, month, etc. Payment for meals may be made through cash, check, or online (PaySchools Central). You may access the PaySchools Central System at https://payschoolscentral.com/.

Students cannot reach a negative meal balance of more than $15.00. Please review the OFCS Cafeteria

Unpaid Meal Charge Procedure for more details.

Free or reduced price breakfasts and lunches may be provided to children whose family income meets federal guidelines. The forms will be sent home at the beginning of the school year. A new form is needed yearly. Those enrolled in the federal program the previous year will continue in the program for the first 21 days of school while new forms are being completed. You can find the paper or online application HERE.

Cafeteria Behavior Expectations

Each child is responsible for the following lunchroom rules:

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

LIBRARY (KINDERGARTEN ONLY)

Kindergarten students visit the ECC library as part of their regular school schedule. Following are library policies regarding books checked out by students:

- Books marked with crayon, pencil, or ink are subject to replacement since good practice requires that they be removed from circulation. To keep books safe, care should be taken when there are small children or animals in the family.
- When accidents happen or damage exists, help your child understand his/her responsibility for reporting the mishap.
- If a book is lost, a note must be sent to the library stating that. The library will send home a note with the replacement cost. As soon as the book has been paid for, your child can start checking out books again.

Birthday Books: The Early Childhood Center honors birthdays by presenting a book to the school library. This plan, sponsored by the PTA, helps your child to share his/her birthday with all the children in the school and aids the library in continual growth. A donation of $15 will allow your child to select a new book from the purchases made by the librarian. His/her name and birthdate will be inscribed on a bookplate that will be placed in the front of the gift book. The book will be added to the library.

LOST AND FOUND

Lost and Found is located in the office. Students should check the Lost and Found Box in the office for missing items. All clothing that does not have a name inside, will be donated monthly to charity.

MULTI-TIERED SYSTEM of SUPPORT (MTSS)

The ECC MTSS Committee may consist of our building administrator, school counselor, district nurse, intervention specialist, reading interventionist, school psychologists, district behavior specialist, and/or a general education teacher. Team members present may vary based on the needs of the students being discussed. The purpose of this team is to provide assistance, support, and guidance to a student who is experiencing difficulty in the areas of: academic, social emotional, or behavioral. Teachers or parents can request that a student be observed or reviewed by the MTSS committee. Generally, this team meets once a week to review data.

PARTIES/ASSEMBLIES/BIRTHDAYS

Class Parties

Classroom parties provide a wonderful opportunity for parents to enjoy their child's classroom with their child and his/her classmates. The following class parties take place in all preschool and kindergarten classrooms during the school year: Halloween, Valentines' Day, and graduation/end-of-the-year celebration. The teacher and PTA room parents jointly plan the parties.

Assemblies

Assemblies are held throughout the school year. It is our goal to plan assemblies that complement and enrich the curriculum. Students will attend all assemblies with the supervision and guidance of their teachers. Appropriate behavior is expected during all school assemblies.

Birthdays

Birthdays are special to children, their classmates and their teachers. Celebrating a student's birthday should not be a "surprise" event. Birthday celebrations should be pre-planned with the child's teacher prior to the child's birthday. When planning your child's birthday with your child's teacher, please be aware of the following:

- Due to the increase in the amount of attention on nutrition and wellness, and in the frequency of severe allergies, ***we ask that you do not send any "edible" items into school for birthdays.*** You are welcome to send in non-edible items for your child to pass out to their friends.
- **If an edible item does come to school, we are required to send it back home with the child**
- Following these rules will allow us to accommodate the nutrition and health/wellness of our students and any allergy concerns.
- Birthday celebrations can be scheduled on the school day closest to the actual date. Please check with the classroom teacher to avoid double celebrations.
- Summer birthdays may be celebrated anytime during the school year, including the child's half birthday. Contact the teacher to make arrangements.

PHYSICAL EDUCATION DRESS REQUIREMENTS (KINDERGARTEN ONLY)

The only requirement for P.E. class is tennis shoes. Tennis shoes are a safety precaution in P.E. class. Children may not participate in P.E. class unless they have the proper shoes. Since children at this age frequently forget their shoes, it is suggested that tennis shoes be clearly identified and kept at school in their locker. Girls may wear shorts under their dresses. Students who must miss the P.E. class on a permanent or limited basis must have a doctor's excuse.

RECESS (KINDERGARTEN)/ GROSS MOTOR TIME (PRESCHOOL)

Students may be going outside for recess, different activities, rewards, or physical education practices. Children should be dressed appropriately for outdoor play. If the air temperature or wind-chill is 25 degrees or above, the Early Childhood Center supports outside play. **PLEASE DRESS YOUR CHILD APPROPRIATELY FOR ALL TYPES OF WEATHER.**

Recess/Playground Rules: Each child is responsible for the following rules:

- No running in front/back of swings.
- One person at a time on swings and slides. Climb down playground equipment - do not jump off.
- Keep hands and feet away from other students. (No fighting, hitting, pushing.)
- Do not pick up or kick snow, mulch, or sticks.
- Play on blacktop when grassy area is wet or snow covered. (No running on blacktop.)
- Do not play along the building, along the service drive, or in wooded areas.

- Be Safe, Be Respectful, Be Responsible, and Be Kind.

SCHOOL COUNSELING PROGRAM

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

Classroom Guidance Lessons (KINDERGARTEN ONLY): The school counselor conducts classroom guidance lessons in the classroom setting every month. Topics address the needs particular to that grade level. Topics include manners, self-esteem, study skills, friendship, body rights, positive self-talk, and bullying.

Citizenship Life Skills (KINDERGARTEN ONLY): This program focuses on the students making good positive choices concerning their behavior. Each month new "Life Skills" are introduced to help students build strong self-concepts and help develop the skills to handle daily problems and situations. With your support and reinforcement at home, we can provide for a positive, nurturing environment here at school.

TUTORING

See your school counselor or teacher for more information.

CLINIC

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.

The above symptoms/conditions may mean the start of a communicable disease or nuisance condition that could affect any of the other children in your child's classroom. Also, your child may be too sick to learn in school that day. In fairness to **ALL** children, keep your child home until you can determine what else may be developing.

Contact the school nurse if you have any questions. If both parents are employed, please make arrangements to have a caregiver available in case your child becomes ill while in school. Include names on your emergency forms.

Please call the absent hot-line at the ECC at 440 427-6363, available 24/7, when your child will not be in school.

*The school can admit and care for a **"mildly" ill child** (such as minor cold symptoms or teething) as long

as the child does not exhibit any symptoms specified in the section on communicable diseases. If any of the symptoms do occur during careful observations, the child will be isolated and discharged from the school.

GUIDELINES FOR RETURNING TO SCHOOL AFTER HEAD LICE EXPOSURE:

- If a student is sent home from school with head lice, or nits (eggs), and/or actively being treated for lice, they are prohibited from riding Olmsted Falls transportation until cleared by a health clinic staff member.
- The student must be brought into the school health clinic by a parent or guardian, and will need to be checked by the clinic staff member before they can return to class.
- If any live lice or nits are found in the students hair, they will be sent back home with their parent/guardian and will need to be treated again.
- If the student is sent home to be treated again the same procedures will need to be followed until they are cleared to return to class.

SPECIAL MEDICAL CONDITIONS:

The building staff, the District Nurse, and the Office of Student Services work together to develop health plans and 504 plans when necessary to keep students with serious health issues safe while they are in school. The District's allergy protocols are implemented carefully, with the input and feedback of the parent, and may involve placement in one of our "allergy aware" classrooms, where special precautions are taken to keep students safe. Questions about these procedures may be directed to the Office of Student Services.

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 (R.C. 3313.718, 3313.713) permits students to self-carry and self-administer emergency medications, including epinephrine auto-injectors, asthma inhalers, and diabetes medication, if they have written approval from a doctor and parent on file. As of April 9, 2025, this includes authorized medication for seizure disorders.

- All medications, (prescription or over-the-counter) shall be kept in the clinic. Only when certain specific requirements have been met, may a student carry his or her own asthma inhaler or epinephrine auto injector.
- All prescription medication shall be provided to the school in its original container with the student's name and pharmacist's label.
- 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.

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

Student Possession of Emergency Medication:
Ohio laws allow for students to self-possess emergency medication such as epinephrine, inhalers, diabetic medications, and seizure medication. This self-possession can occur if the following guidelines have been met:

- The student has the written approval of the prescriber of the medication and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student; and
- The prescriber's written approval includes all the elements required in Ohio law for the type of medication to be carried by the student while at school and school sponsored events.

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. Only when certain specific requirements have been met, may a student carry his or her own asthma inhaler or epinephrine auto injector. All prescription medication shall be provided to the school in its original container with the student's name and pharmacist's label.

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

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

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

Medication Guidelines:

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

- Medications will not be kept in the school over the summer. Any medication not picked up by a parent or other designated adult at the end of the school year will be disposed of.

IMMUNIZATIONS

IMMUNIZATIONS (SHOTS) REQUIRED FOR PRESCHOOL

According to the Ohio Revised Code 5104.014, Division B: Each child's caretaker/parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process of being immunized against all of the following diseases: ***Chicken Pox, Diphtheria, Haemophilus influenzae type b; Hepatitis A; Hepatitis B; Influenza; Measles; Mumps; Pertussis; Pneumococcal disease; Poliomyelitis; Rotavirus; Rubella; Tetanus.***

According to Ohio Revised Code 5104.014, Division C: A child is not required to be immunized against a disease specified in Division (B) of this section if any of the following is the case:

1. Immunization against the disease is medically contraindicated for the child;

2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;

3. Immunization against the disease is not medically appropriate for the child's age.

In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

More information on Immunization Schedules for Infants and Children can be found at;
http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf

Waivers are available in the school clinic and on the health clinic website. Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

According to Ohio Revised Code 5104.014, Division D:

The medical statement shall include all of the following information:

1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;
2. Whether a child is subject to any of the exceptions specified in division (C) of this section.
3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

The Ohio Department of Jobs and Family Services' Child Medical Statement can be found at:
http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305

Immunizations for Child Care, Head Start and Pre-School Attendance:

Please follow the following link to the ACIP Easy-to-read Immunization Schedule for Infants and Children[1],[2]

http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf

Ohio Revised Code 5104.014, Division B:
Each child's[3] caretaker parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process[4] of being immunized against all of the following diseases:

1. Chicken pox;	**6. Influenza;**	**11. Poliomyelitis;**
2. Diphtheria;	**7. Measles;**	**12. Rotavirus;**
3. Haemophilus influenzae type b;	**8. Mumps;**	**13. Rubella;**
4. Hepatitis A;	**9. Pertussis;**	**14. Tetanus.**
5. Hepatitis B;	**10. Pneumococcal disease;**	

Ohio Revised Code 5104.014, Division C:
A child is not required to be immunized against a disease specified in **Division (B)** of this section if any of the following is the case:

1. Immunization against the disease is medically contraindicated for the child;
2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;
3. Immunization against the disease is not medically appropriate for the child's age.

In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

Ohio Revised Code 5104.014, Division D:
The medical statement shall include all of the following information:

1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;
2. Whether a child is subject to any of the exceptions specified in division (C) of this section.
3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

Follow the link below to the Ohio Department of Jobs and Family Services' Child Medical Statement:

http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305

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[1] Vaccine doses are only considered **valid** if administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices.

[2] Vaccine doses administered **≤ 4 days** before the minimum interval or age are **valid** (grace period). Doses administered **≥ 5 days earlier** than the minimum interval or age are **not valid** doses and should be repeated as age-appropriate. **If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.**

[3] **"Child" includes both of the following**: 1)An infant, toddler, or preschool age child; and 2) A school-age child who is not enrolled in a public or nonpublic school but is enrolled in a child day-care center, type A family day-care home, or licensed type B family day-care home or receives child care from a certified in-home aide.

[4] **"In the process of being immunized"** means having received at least the first dose of an immunization sequence and complying with the immunization intervals or catch-up schedule prescribed by the director of health (in accordance with the ACIP catch-up schedule).



Healthchek

Healthchek services keep babies, kids and young adults healthy by finding and treating health problems early.

Prevention services - like these - are very important:

- Physicals
- Hearing, vision, and dental check
- Nutritional screenings
- Mental health screenings
- Developmental screenings



Apply for healthcare:

- online at Benefits.Ohio.Gov,
- by phone at (800) 324-8680, or
- in-person at your County Department of Job and Family Services.

  Find your local office at JFS.Ohio.Gov/County.

Call the Medicaid Consumer Hotline at (800) 324-8680 for help completing an application or other questions.

Additional information is available at Medicaid.Ohio.Gov.

Ohio | Department of Medicaid

Healthchek

Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) service package.
These services include a comprehensive health and developmental history to assess physical and mental health, and screenings for potential health problems - including vision, hearing, and dental screenings.

Babies, kids, and young adults younger than age 21 who are covered by Ohio Medicaid can receive Healthchek services.

When to schedule a Healthchek exam:
Babies: Should have at least 8 Healthchek exams by their first birthday. **Children:** should have Healthchek exams at 15,18, 24, and 30 months. **After 30 months old until age 21:** one exam per year is recommended.

Where to get Healthchek services:
Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor at your next appointment for Healthchek services. Sometimes, a provider may refer a patient to a another doctor for specialized care. Some services require prior approval.

Covered by a Managed Care Plan?
Contact your plan for more information about Healthchek services.

Learn more:
Get in touch with your county's Healthchek Coordinator - call the Ohio Medicaid Consumer Hotline and ask for the Coordinator's contact information.

Healthchek

Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit.

Individuals younger than age 21 who are covered by Ohio Medicaid can receive important preventive services through Healthchek, including:

- physicals,
- hearing, vision, and dental screenings,
- nutritional screenings,
- mental health screenings,
- developmental screenings,
- vaccinations, and
- blood lead screenings

Babies should have at least 8 Healthchek exams by their first birthday.

Children should have Healthchek exams at 15, 18, 24 and 30 months.

One exam per year is recommended for children over 30 months old.

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam.

Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs.

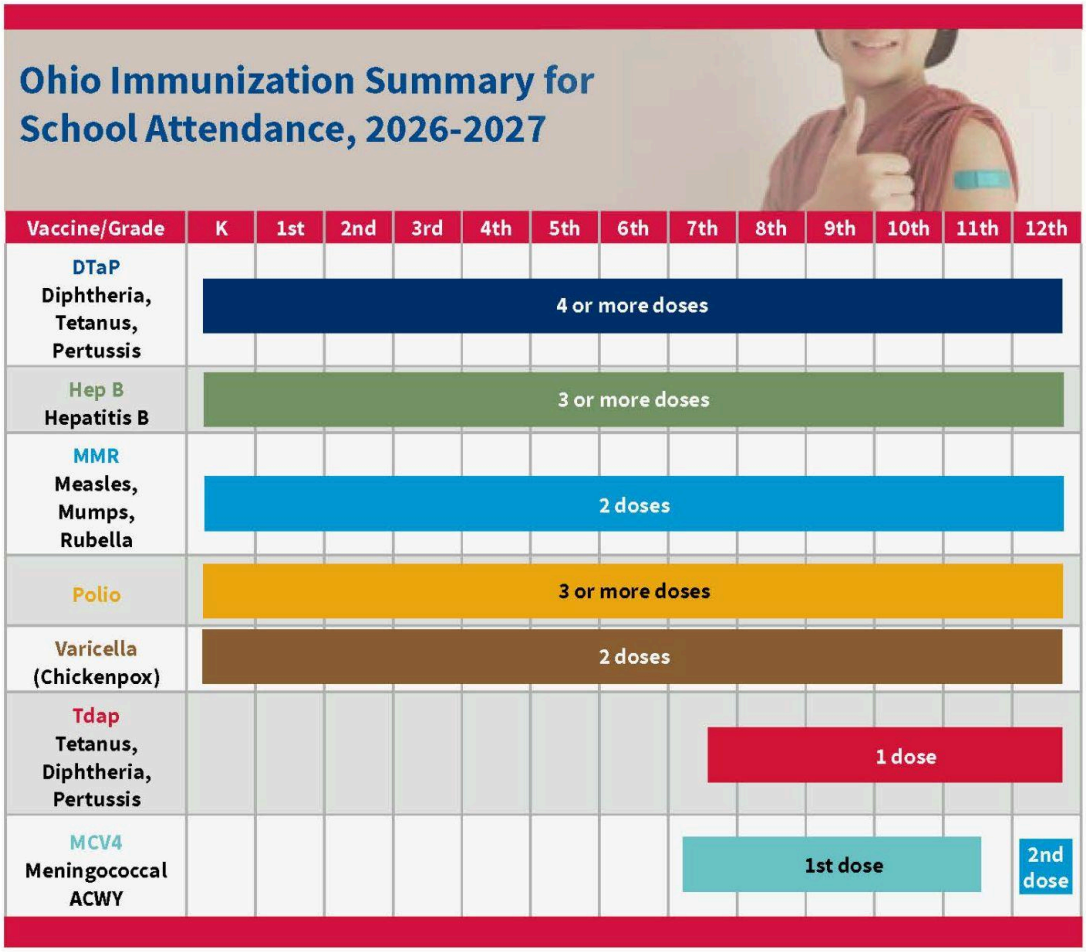
For more information about Healthchek services:

- contact your County Department of Job and Family Services,
- go online at Medicaid.Ohio.Gov/Healthchek,
- contact your Medicaid managed care plan, or
- call the Ohio Medicaid Consumer Hotline (800) 324-8680.

IMMUNIZATIONS (SHOTS) REQUIRED FOR KINDERGARTEN

Please check the Ohio Department of Health listings below under K (for Kindergarten) to determine what immunizations are necessary for your child to attend school.

Ohio Immunization Summary for School Attendance



Important Notes:

- Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate.
- If MMR and varicella are **not** given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 and the Ohio Department of Health (ODH) Director's Journal Entry regarding school immunization requirements, recommended vaccines, and exemptions to immunizations.
- **Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions.**

Ohio Department of Health

Last updated 02/2026.

Ohio School Immunization Requirement Details	
DTaP **Diphtheria, Tetanus, Pertussis**	**Grades K-12** Four or more doses of DTaP or DT vaccine, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses.*
Hep B **Hepatitis B**	**Grades K-12** Three doses of hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
MMR **Measles, Mumps, Rubella**	**Grades K-12** Two doses of MMR vaccine. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
Polio	**Grades K-12** Three or more doses of IPV vaccine. The FINAL dose must be administered on or after the fourth birthday with at least six months between the final and previous dose, regardless of the number of previous doses. *If both tOPV and IPV were administered as part of a series, the total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should* **not** *be counted.*
Varicella **(Chickenpox)**	**Grades K-12** Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
Tdap **Tetanus, Diphtheria, Pertussis**	**Grades 7-12** One dose of Tdap vaccine must be administered on or after the tenth birthday. Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. *Children aged seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.*
Meningococcal **Meningococcal ACWY**	**Grades 7-11** One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday. **Grade 12** Two doses of meningococcal (serogroup A, C, W, and Y) vaccine. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required.

GENERAL INFORMATION & BOARD POLICIES

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 assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior:

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

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:

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

Stephanie Bradley
Director of Student Services
440-427-6000
26937 Bagley Road
Olmsted Falls, Ohio 44138
sbradley@ofcs.net

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender 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 Olmsted Falls City School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. In particular, sexual harassment is any activity of sexual nature that is unwanted or unwelcome including but not limited to touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, or pressure to engage in sexual activity. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. The school's disciplinary procedures will be followed in determining the appropriate consequence for any harassment, including suspension or expulsion as appropriate. The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts: retaliating against a person who has made a

report or filed a complaint alleging harassment or who has participated as a witness in a harassment investigation; and/or filing a malicious or knowingly false report or complaint of harassment. Any student who believes he or she is a victim of harassment in violation of this policy should immediately notify the superintendent/ designee, who is the Title IX coordinator, or the student's building principal or other administrator with whom the student feels comfortable. A complete copy of the district's anti-harassment policy may be obtained by contacting the building principal.

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

CHANGE OF ADDRESS AND CUSTODY AGREEMENTS

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

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

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

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

- Notify the clinic if your child has or has recently had strep throat, pink eye or head lice. A note will then be sent home to the parents of the children in the classroom after the second confirmed diagnosis in the same week notifying them that there are cases in the classroom. Your child will remain anonymous.
- If your child is receiving antibiotic treatment for strep throat or pink eye, he/she must remain home from school for **24 hours** from the time the first dose is administered -regardless of the number of doses given. Until that time, your child is still contagious.
- **Please keep your child home and consult your physician should the following symptoms persist**:
    - **Diarrhea or vomiting in past 24 hours**
    - Severe cough
    - Lice or nits (eggs) in hair
    - Sore throat & difficulty swallowing
    - Undetermined rash
    - Red, watery, burning, itchy eyes with drainage
    - New onset of significant coughing, sneezing and feeling unwell
    - Temperature at or above 100.0 degrees **without** fever-reducing medicine in past 24 hours

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES:

Because schools have 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 local and state health departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

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

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

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

In the event of a significant exposure to blood, the school will follow established safety protocols in accordance with public health and OSHA guidelines.

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.

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

DIRECTORY INFORMATION/FERPA

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

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

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

DRUG/ALCOHOL-FREE SCHOOLS

The Board of Education recognizes that the misuse of drugs poses legal, physical, and social issues that affect
the entire school community. The Board prohibits the use, transfer, possession, concealment, and/or distribution of any drug (including alcohol and look-alike drugs), or any drug-related paraphernalia as the term is defined by law, on school grounds, in vehicles, and at any school-sponsored event. Further, the Board mandates a drug-free zone within 1000 feet of any facility used by the District for educational purposes as defined by law. 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.

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")

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 student’s parents or legal custodian who believes that a student has been 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 seek resolution of their complaint through the district’s complaint procedures.

The Board designates the following individuals to serve as the District’s "Compliance Officers" (also known as "Civil Rights Coordinators"):

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

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

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

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.

FALSE REPORTING/DISHONESTY/HONOR VIOLATION/FALSIFICATION

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

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

FAMILY RIGHTS AND PRIVACY

Legislation provides 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 student under 18 or permission of student 18 years and older.

FUNDRAISING PROJECTS

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

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

HOME LIAISON SERVICES

In order to provide support in areas of need between home and school, Home Liaison services are available to all students enrolled at Olmsted Falls City Schools. If your family is in need of services in any of the following areas, please reach out to your building counselor or principal for a referral related to Food, Housing/Utilities, Clothing, Hygiene Items, Mental/Behavioral Health Services and Other connections/referrals to community-based resources

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 records.

INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL

It is the student's responsibility to cooperate with the police or other agencies 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' 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 will 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 they may ask to resume their regular schedule. If the law enforcement authorities deny permission, then the student should consider themself 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.

PARENT BILL of RIGHTS

In accordance with Ohio House Bill 8, also known as the "Parents' Bill of Rights," Olmsted Falls City Schools prioritize parental involvement in their child's education. The law requires schools to notify parents of any significant changes in a student's mental, emotional, or physical health and allows parents to review instructional materials containing sexuality-related content. Parents have the right to opt their children out of such lessons and request alternative assignments. The bill also permits excused absences for off-campus religious instruction with parental permission. Olmsted Falls City Schools are committed to transparency, age-appropriate instruction, and respecting parental rights while fostering a supportive educational environment.

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.

High School credit and credit under joint enrollment post-secondary programs may be denied for the period of any expulsion. Notice of the expulsion will be sent to any college in which the expelled student is enrolled.

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

PERMANENT STUDENT INFORMATION FILE

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

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

F. Individualized Education Plan

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

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

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

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. This is consistent with the responsibilities of teachers and staff to be positive role models. 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.

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"

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.

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 Ms. Stephanie Bradley, the Homeless Children Liaison at 440-427-6530 or the Ohio Department of Education website (www.ode.state.oh.us /keyword: homeless students) for more information.

Please refer to Policy # 5111 to read it in its entirety.

SEARCH AND SEIZURE

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

Please refer to Policy #5771 to read it in its entirety.

SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT

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

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

Other Violations of the Anti-Harassment Policy The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

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.

STUDENTS WITH DISABILITIES

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

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

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

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law.

Contact your building principal or the Director of Student Services at 440-427-6000 to inquire about evaluation procedures, programs, and services.

STOPit ANONYMOUS REPORTING SYSTEM™

If you See Something, Say Something! Olmsted Falls City Schools 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, wellness 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 school 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 for students and their families.

The Olmsted Falls City School District's STOPit Anonymous Reporting System™ consists of an app that can be downloaded onto personal devices, as well as a website and a local phone number to provide three convenient avenues for anonymous reporting concerns.

How to Access the STOPit Anonymous Reporting System™ for Olmsted Falls City Schools

- **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 the STOPit Website** at https://appweb.stopitsolutions.com/directory. Then click "Search for Your Organization" and enter the school building name to initiate a report.
- **Call the STOPit Phone Line** at #440-581-7333 to speak anonymously with the 24/7 incident response center.

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"

WITHDRAWAL

Olmsted Falls City Schools strives to be accurate and thorough in tracking student residency, attendance and enrollment status. As such, parents are asked to notify the classroom teacher and the school office in the event that they need to withdraw their children from the Olmsted Falls Preschool Program.

If you anticipate a move to another school district, please notify the school stating the date of the move, the new home address, and the new school district. The parent or guardian must sign the proper release forms before records can be sent to or received from another school.

The District will be required to withdraw students under the following circumstances:

- Receipt of a written request for records from another school district indicating the student is seeking enrollment or has enrolled in another school district
- Receipt of signed, written notification from the student's parent/guardian requesting a records transfer to a designated school for the purpose of enrolling in that school
- Accumulation excessive hours of unexcused absences without documented rationale for those absences despite district staff members' efforts to contact the parent/guardian/student to remedy attendance.
- No refunds will be issued to parents of peer models who withdraw after payment of tuition.

STUDENT CODE OF CONDUCT

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 ensure more responsible behavior on the part of the student. When violations of the laws of the United States, the State of Ohio, Olmsted Township, or City of Olmsted Falls are also involved, the school officials can refer such matters to parents, legal guardians, or appropriate civil authorities.

STUDENTS' RIGHTS

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

A. Free Education. Ohio law provides that all residents of the Olmsted Falls School District ages five to twenty-one are entitled to attend Olmsted Falls Public Schools free of charge.
B. Freedom from Discrimination. Students shall not be discriminated against for any reason (i.e. race, religion, and sex, ethnic or national origin, married, pregnant, or handicapped).

C. Participation in School Government. Students may have a voice in the formulation of school policies and decisions, which affect their education and lives as students. The degree to which such participation is realized should be dependent upon age and experience of the students involved. Through such participation, (i.e., Student Council, etc.), students can be a powerful resource for the improvement of the school, the educational system and the community.

D. Student Expression. Students are entitled to present their personal opinions in the proper forum. Responsible criticism and reasonable dissent are basic to the educational process. Students who publish and/or distribute handwritten, printed, or pictorial material on the school premises are responsible for its content. The distribution of materials should not conflict or interfere with school functions. Arrangements for distribution must meet with the approval of the building administrator. Freedom of student expression also applies to the student's dress and appearance and to items of symbolic expression (i.e., political buttons, armbands, and badges etc.) Student expression should not cause disruption to the educational process or present health or safety hazards. All property of the Olmsted Falls City Schools district including all that is physical and/or technology related (including websites), 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 Federal, State and School Regulations. Evidence gathered in a search may be used as evidence in criminal 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 per se, such search is permissible without consent, under the theory that the Fourth Amendment applies only to evidence of a criminal offense.
    2. First and foremost in the thinking of school officials must be the protection and safety of the entire student body. Prudence requires that an immediate response be made to seriously threatening and explosive situations.

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

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

STUDENTS' RESPONSIBILITIES

Admission to the Olmsted Falls Schools assumes that the student conducts himself/herself as a responsible member of the school community. Each student is required to accept responsibility for his/her own conduct and in doing so, accept the responsibility for the consequences of his/her choice. The student must recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary.
Some specific student responsibilities include regular school attendance, conscientious effort in classroom work, maintenance of school property, and obedience to school rules and regulations. Most of all, students share with administrators and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living.

RULES AND REGULATIONS
The following rules, regulations, and procedures are based upon the 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.

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.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, in-school suspension, Saturday school, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

The Polaris Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Olmsted Falls High School and/or the Polaris Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

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 detention, suspension, expulsion, and/or permanent exclusion from school pursuant to O.R.C. Sections 3313.66 and 3313.661. Furthermore, it should be noted that the consequences of the violations of these rules could result in not only school-related discipline, but also in criminal and/or civil actions.

Rule 1: Disruption of School

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

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

A. Preventing or attempting to prevent by physical act the convening or continuing functioning of any school, class, or activity, or of any lawful meeting or assembly on the school campus.
B. Except under the direct instruction of the building administrator, blocking normal pedestrian or vehicular traffic on a school campus. Blocking the entrance or exit of any school building, corridor, or room therein.
C. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
D. Unauthorized use of fire, attempting to set fire, damaging or attempting to damage any school building or property. Activating or attempting to activate the alarm system in the absence of a fire or tampering with fire equipment. Bomb threats are prohibited.
E. Unauthorized presence in any school building, school grounds, or part thereof.

F. Unauthorized use of cell phones and non-educational electronic devices in the school building or on school property during identified school operating hours as determined by the principal. G. Unauthorized use of cell phones in locker rooms and restrooms at any time.

Rule 2: Damage to School or Private Property

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

Rule 3: Physical Abuse/Threatening Harassment/Threatening Behavior/Sexual Harassment/Hate Speech

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

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 then forward the complaint to the district complaint coordinator who will advise administrators of further action.

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

SEXUAL HARASSMENT

A. Verbal: The making of written or oral sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
B. Non-Verbal: 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. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

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

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

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

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

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

Rule 4: Weapons and Dangerous Instruments

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

Rule 5: Narcotics, Alcohol, Drugs, Counterfeit Controlled Substances, Sale or Distribution and Drug Paraphernalia

To promote an alcohol and drug free school, Olmsted Falls City Schools 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. This includes, but not limited to the smoking of and/or in possession of any electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices may be considered drug paraphernalia.

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

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

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

Rule 6: Insubordination and Inappropriate Behavior

A. Insubordination. A student shall comply with directives and the reasonable requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, or other appropriate school personnel. Failing to serve Saturday School or discipline procedure shall also constitute insubordination. Severe or repeated noncompliance may result in suspension, expulsion, or permanent exclusion.
B. Inappropriate Behavior. A student shall not behave in a disrespectful, belligerent, or in an otherwise inappropriate manner toward any individual mentioned in Part A.

Rule 7: Profanity and/or Obscene Language

A student shall not use profanity or obscene language, either written or verbal. 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/Cheating

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. This includes all forms of cheating, plagiarism, forgery, and/or altering of tests, papers, passes, records, documents, computer files, computer databases, notes and/or other school assignments.

Rule 12: Cafeteria

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

Rule 13: Hazing

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

Rule 14 Repeated Acts of Misconduct

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

Rule 15: Bus Conduct

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

Rule 16: Other School Violations

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