FALLS-LENOX PRIMARY SCHOOL 2026-2027

Grades 1-3

PARENT/STUDENT HANDBOOK

26450 Bagley Rd.
Olmsted Falls, Ohio 44138

Main Office: 440-427-6400
Attendance: 440-427-6411
Counselor's Office: 440-427-6407
Fax: 440-427-6410
Website: www.ofcs.net



Mission & Vision



Different on Purpose: The Bulldog Way

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

- We place high value on our whole child approach to education.
- We provide students with engaging "Triple A" experiences in Academics, Arts, and Athletics.
- We strive to maximize student engagement so that students learn content while building key skills and attributes that will make them successful throughout their school years and beyond.
- We get to know each student to provide learning and extracurricular opportunities that will help each student thrive and reach their full potential.
- We believe that students are more than test scores and we have built a Benefits-Based Accountability system that is focused on those benefits that our families and community value most.
- We create an overall culture of care and respect by emphasizing the four core tenants of The Bulldog Way: Be Safe, Be Respectful, Be Responsible, and Be Kind.

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

OLMSTED FALLS BOARD OF EDUCATION MEMBERS



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Board President



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Board Vice President



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Mr. Patrick Antos
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OLMSTED FALLS DISTRICT ADMINISTRATION



Dr. James Lloyd
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Mr. Patrick Goclano
Treasurer/Chief Financial Officer



Dr. Shannon Goss
Assistant Superintendent



Dr. Brian Zeller
Chief Operating Officer



Ms. Stephanie Bradley
Director of Student Services

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Principal's Secretary
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SCHOOL HOURS

School Hours: 8:00 AM - 2:35 PM
Office Hours: 7:30 AM - 3:30 PM
First Bell: 7:45 AM **Late Bell:** 7:55 AM
School Begins: 8:00 AM

WELCOME

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

Falls-Lenox Primary School strives to create a nurturing learning environment. We believe in fostering strong relationships within our school community to help students feel safe and comfortable sharing who they are, while developing the skills necessary to think critically, develop creativity, build self-confidence, communicate ideas, and work collaboratively with others.

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

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

-Lisa Williams
Falls-Lenox Primary School, Principal
440-427-6400
lwilliams@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
Falls-Lenox Primary School Handbook

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SCHOOL HOURS

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

ARRIVAL AND DISMISSAL

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

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

BUSES

Student bus information 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 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 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 2025-2026 school year.

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

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

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

General Bus Rules and Safety:

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

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

- Shortcuts through neighborhood lots or across the Primary School oval are not permitted.
- Walkers are never to accept a ride from a stranger. If approached by a stranger, the incident needs to be reported to the child's parent and/or teacher immediately.

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

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

General Bike Safety**:**

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

CHANGE IN DISMISSAL REQUESTS

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

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

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

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

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

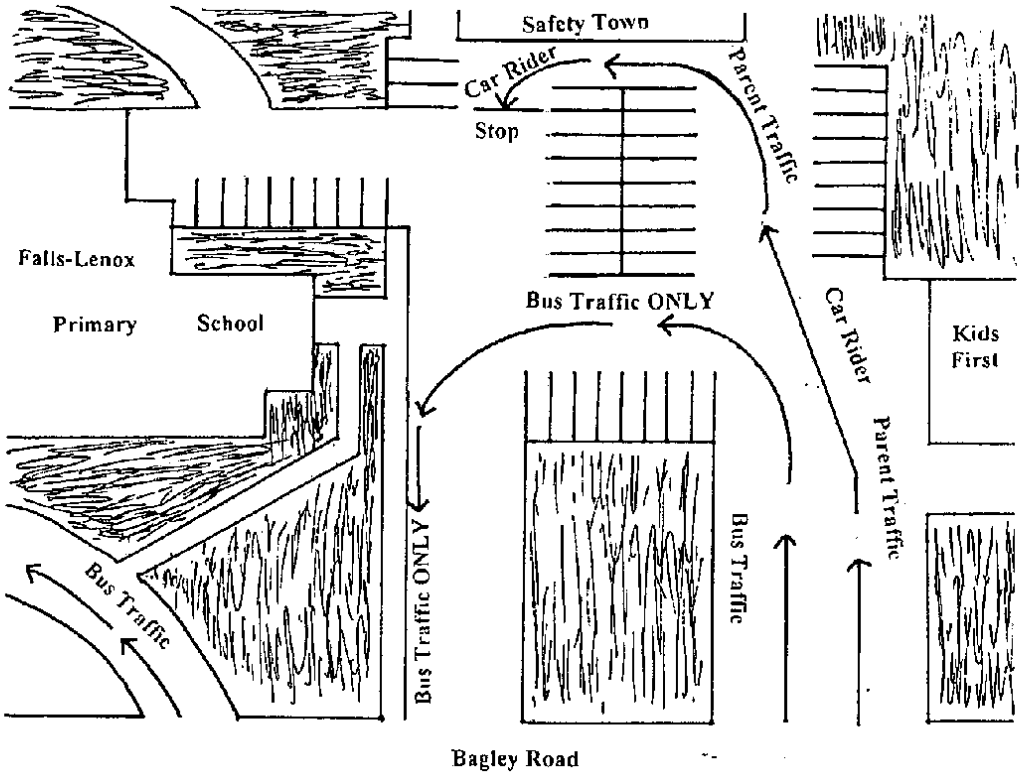
If a child who ordinarily rides the bus is to walk, he/she must present a note to the school office stating this.

CAR RIDER - DROP OFF AND PICK UP

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

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

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

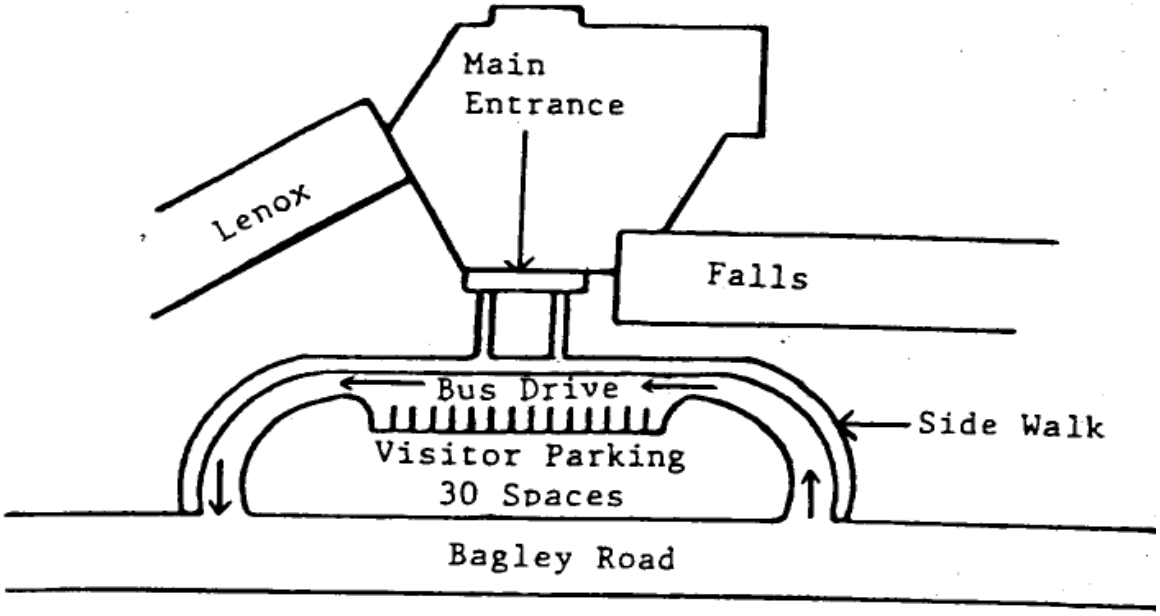


VISITOR PARKING

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

This parking area is designed to accommodate the following during the school day:

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



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 10:00 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.

Absences/Tardies:

Each and every day that a student is to be absent, the parent/guardian shall telephone the school prior to 8:30 a.m. at 427-6411. A written excuse will be needed if a phone call has not been made and the office has been unable to contact the parent.

Tardy to Class: Students are to be in class by 8:00 a.m.. Students arriving to school at 8:00 a.m. or later should check in with the front desk before going to class.

Permission to Leave the School Grounds During School Day: In order to minimize classroom disruption, students are required to bring **a written request from their parent or guardian** to the office by 8:30 a.m. **For the student's safety, parents must meet the student at the front desk, where the student must be signed out before leaving the building. Phone calls, emails or See Saw messages are not accepted.**

Illness During the Day:
Students who are ill should inform their teacher and will be sent to the clinic. The clinic 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 may request homework for a student that has been absent 24 hours or more. Parents or guardians that contact the office **before 10:00 AM** (427-6400), can make arrangements to pick up a student's assignments after 2:30 PM that day. Additional assignments will not be given to a student who has requested work while absent unless the work previously assigned is completed and handed in to the teacher.

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.

CLINIC
If a student is feeling ill, they must report to their classroom first. The teacher will evaluate the situation and, if necessary, provide a pass to the clinic. Any student who needs to go home due to illness must go through the clinic before leaving. Students are discouraged from going to the clinic between classes, and passes will not be issued during those times.

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.

GUIDELINES FOR RETURNING TO SCHOOL AFTER HEAD LIFE 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.

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.

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

EMERGENCY MEDICAL AUTHORIZATION

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

IMMUNIZATIONS

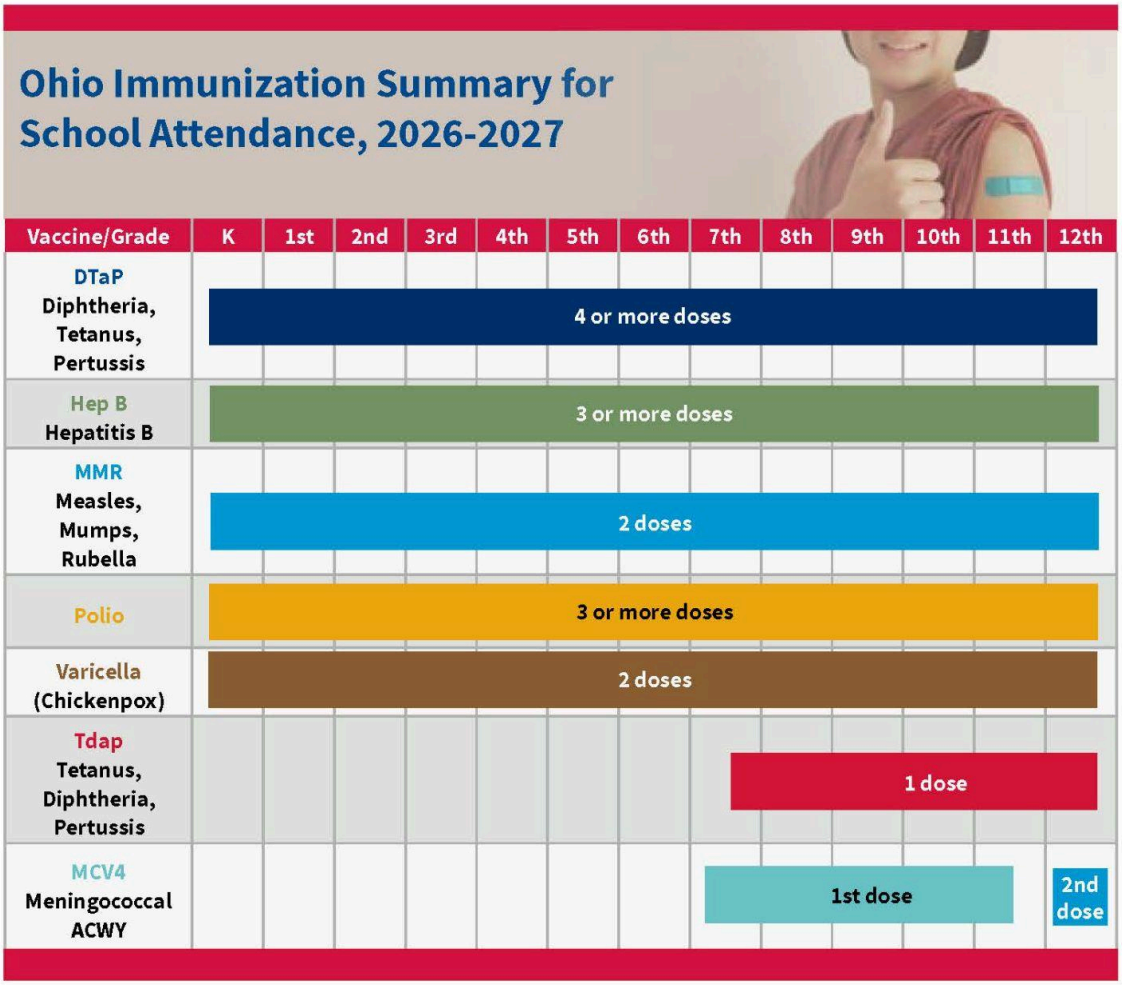
See Ohio Dept. of Health "Immunization Summary for Child Care, Head Start, and Pre-School & School Attendance listed below. Within fourteen (14) days of enrollment, all new students must have proof of immunization. If students do not present the school with proof, they will be removed from school until completed. Immunization exemption forms can be found on the school district website: www.ofcs.net

Proof consists of:

- A note from a parent indicating dates that immunization has taken place and type of immunization.

- A note from a physician or a card with this information.
- A record from another school with proper immunization recorded.

Ohio Immunization Summary for School Attendance



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.

REGISTRATION AND FEES

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

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

FEES - Students in grades one, two and three are assessed a fee which helps defray the costs of consumable materials, field trips, art supplies and technology fees. If school fees cannot be paid in the fall, payment arrangements can be made through the school office. Fees can be paid in the PaySchools system (you may access the PaySchools Charge System through the school's website (www.ofcs.net) and clicking on the PaySchools Link or pay fees in the school office with cash or check.

Fees/library fines must be paid for students to participate in field trips.

Falls-Lenox School Fees	2026-2027
Activity	$16.00
Art	$7.00
Chromebook **(3rd Grade Only)**	$25.00
Technology Fee	$32.00
Workbooks/Consumables	$45.00
Total/Students Grades 1-2	**$100.00**
Total/Students Grade 3	**$125.00**

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.

CHANGE OF ADDRESS AND CUSTODY AGREEMENTS/WITHDRAWALS

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 Falls-Lenox School Office stating the date of the move, the new address, and the school district. Please contact the main office to assist you in this process to change your address within Olmsted Falls City Schools or to initiate withdrawal of your student from OFCS.

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

DIRECTORY INFORMATION/FERPA

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

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

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

FAMILY RIGHTS & PRIVACY

Legislation provides that parents of students under 18 years of age, and students 18 years of age or older, have the right to review and question the records of the student within a reasonable time after making the request. If there are any questions as to the accuracy of the record of the student that cannot be solved informally, a hearing will be held concerning the questionable material. This also provides that a transcript cannot be sent without the written permission of a parent of a student under the age of 18, or the written permission of the student 18 years of age or older. Student directory information cannot be released without permission from the parent of a student under 18 or permission of a student 18 years and older.

PARENT-TEACHER COMMUNICATIONS

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

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

ASSESSMENTS

Throughout the school year, students at Falls-Lenox participate in several assessments to help teachers monitor, growth, guide instruction, and identify student needs and strengths
All grades:

- **MAP Reading and Math-** Administered three times per year to measure student achievement and establish baseline growth data.
- **Ohio State Tests (AIR)** - The third grade students will also take the AIR Test for reading in Nov/Dec. and reading and math in April/May.
- **Development Reading Assessment (DRA)**-Students in First through Third Grade will be assessed in reading throughout the year using the Developmental Reading Assessment. This assessment provides information about the student's reading level and gives teachers information to help them develop appropriate instruction
- **Curriculum Based and progress monitoring assessments** linked to math, reading, writing throughout the year
- **Cognitive Testing (Grade 2 only)-**Administered in March as part of gifted identification and placement considerations.

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.

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 School Messenger. Additionally, the School Messenger notification system is used, as needed, to communicate important information about building safety and security issues (i.e. evacuations, lockdowns).

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 ASSOCIATION (PTA)

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

FUNDRAISING PROJECTS

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

GRADES & HOMEWORK

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

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

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

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

EMERGENCY PROCEDURES

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

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

- Please do not call the school.

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

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

BUILDING SAFETY

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

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

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

Visitors: Any person entering the building for any reason during school hours is to sign in at our "Welcome Center". Proper identification is necessary when checking in. Parents may visit the classrooms if a call or written notice is made in advance. This will avoid parent disappointment if students are taking a test, on a trip, or busy with a special activity.
Please refer to Administrative Guidelines # 9150A to read it in its entirety.

VISITORS/IDENT-A-KID

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

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

- The district has partnered with 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 chaperone. Please plan to complete this process well in advance of the scheduled field trip so an adequate number of approved chaperons will be available to volunteer. Final chaperone confirmation notices will be provided by your child's teacher.

ITEMS NOT ALLOWED AT SCHOOL

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

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

FIRE, TORNADO & SAFETY DRILLS

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

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

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

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

SURVEILLANCE CAMERAS

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

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 & ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school

officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

INSTRUCTION & ACTIVITIES

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

CLASSROOM CONDUCT

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

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

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

NUTRITION SERVICES

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

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

Please refer to Policy #8531 and #8510 (Wellness) to read it in its entirety.

Breakfast may be purchased between 7:30 and 8:00 every morning from the cafeteria. Children will eat their breakfast in the cafeteria before homeroom. If a student comes to school late, they can still come down to the cafeteria for a grab-and-go breakfast. A lunch may be brought from home in a bag or lunchbox with the child's name clearly written on the outside. Milk, 1% white, skim, or chocolate (at lunch only) may be purchased. Children may purchase school breakfasts or lunches by the day or money can be put on the student's lunch account for the week, month, etc.

Students cannot reach a negative meal balance of more than -$15.00. Please review the OFCS Cafeteria Unpaid Meal Charge Procedure for more details.

Payment for lunches may be made with cash, check or an online credit payment. You may access the PaySchools

Charge System through the school's website (www.ofcs.net) and click on the PaySchools Link or you may call 1-866-693-9729. PaySchools charges may take up to 48 hours to be credited to the student's account.

Unpaid Meal balance policy: Any student coming through the cafeteria line that does not have sufficient funds in hand or on his/her account is permitted to receive a full reimbursable meal of choice. However, students whose meal account has insufficient funds of any amount cannot purchase à la carte items until their account is brought current. Students who are on the federal Free and Reduced Meal Program are still responsible for paying off any debt that is on their account.

The student cannot reach a negative balance of more than -$15.00. If the negative balance reaches -$15.00 or more, a phone call will go out to remind the parent/guardian to add funds to their student's account.
If meal balances remain unpaid after the phone call, the Food Service Department will send a biweekly email to the parent/guardian along with a federal Free and Reduced Meal Application. These emails will be sent out until the negative balance is paid.

If meal balances remain unpaid after the phone call and email communications, a physical letter will be sent home notifying the parent/guardian of their negative balance(s). **Failure to pay this balance by the designated date in the letter will result in a transfer of this debt to the student's school fees.** This transfer will happen twice per year: once at the end of December and again at the end of the school year. Per district policy, students with unpaid school fees will not be allowed to participate in extra school events including, but not limited to, field trips, school dances, and commencement exercises.

The Olmsted Falls School District encourages each parent/guardian who uses the PaySchools Central system to set up a low balance alert that will come directly to the parent/guardian via email notifying them of a low balance on the cafeteria account. PaySchools Central also features an auto-replenish feature, which will automatically add funds to your student's account and will ensure that they will have a positive balance.

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

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

RECESS

Students will be going outside for recess before lunch. Children should be dressed appropriately for outdoor play. Students will be going outside if the "feels like" air temperature or windchill is 25 degrees or above. **PLEASE DRESS YOUR CHILD APPROPRIATELY FOR THE WEATHER.**

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

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

CAFETERIA BEHAVIOR EXPECTATIONS

The student will:

- Clean up after they are finished eating

- Use appropriate language
- Use voices at the appropriate level
- Stay in their seat until the class change
- Be inclusive and invite others to sit with them

LOST AND FOUND

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

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

PARENTS' 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.

CLASSROOM PARTIES & ASSEMBLIES

Room Parties: are held during the school year for Halloween and Valentine's Day. The teacher and PTA room parents jointly plan the parties. Please check with teachers regarding students with allergies, especially peanut allergies.

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

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

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. NOTE: Shirts, etc., which display alcohol or drug related lettering are not to be worn in school. This conflicts with the anti-drug and alcohol position of the school. Shirts that display sexually suggestive comments are inappropriate. Students will be asked to change/cover inappropriate clothing. Any student who refuses to change/cover the offending clothing will be considered insubordinate.

1. All students must wear shoes or sandals that are securely fastened. **Flip-flops are not acceptable.**
2. Dark glasses cannot be worn in school except under doctor's orders.
3. Hats and/or hoods shall not be worn in the building.
4. Clothing which exposes the midriff and backless attire are violations of the dress code.

5. Any item containing offensive language, weapons, gang or cult related symbols are prohibited.
6. Students will not be permitted to utilize any form of digital communication that does not fall within the classroom expectation (i.e. smart watches, phones, tablets).

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

PHYSICAL EDUCATION (P.E.) DRESS CODE

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

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

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

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

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

COMPUTER USE

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

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***.

SCHOOL COUNSELOR SERVICES and PROGRAMMING

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

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

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

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

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

CHILD ABUSE AND NEGLECT

Ohio law requires that all school personnel report any suspected child abuse and/or neglect immediately. School personnel are immune from any civil or criminal liability that might be incurred or imposed as a result of such action.

(ORC sec. 2151.421)

CHILDREN AND YOUTH IN FOSTER CARE

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

TUTORING

See your school counselor or teacher for more information.

STUDENT SERVICES

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

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

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

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

As students progress in school, our teachers continually monitor their performance through a feedback process that involves screening and "progress monitoring." This is essentially keeping track of a student's learning progress towards those things they want students to know and be able to do in each grade. If a teacher informally identifies an area of need for a student, the teacher will consider how it is affecting the student's academic performance in the classroom. The teacher may collaborate with colleagues, check the student's permanent file for past school performance, seek parent input and/or provide interventions within the classroom. At this point the teacher begins collecting baseline data within the activities in the classroom. The goal is to identify supports for the student, if needed, to make progress in the curriculum and perform at grade level expectations. As it relates to this concept of an intervention system, think of a pyramid divided into 3 sections - Tier I, Tier II and Tier III. All instruction begins in Tier 1 and as students demonstrate the need for additional support (academic, behavior, social, etc.) they are provided. Students receiving support in Tier I need less and those in Tier III require more. Progression could occur in the following manner:

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

If progress is not being made, the teacher and other instructional specialists will develop Tier II interventions. These interventions may include services being provided outside of the classroom with an instructional specialist assisting with the student's identified need. These services will be implemented for a short period of time then reviewed. The building's intervention assistance team will meet to review interventions and

analyze the data to determine if the student is making progress and can discontinue service, making progress but needs to continue, or not making progress and additional services need to be considered. Parent's input will be sought as part of this review.

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

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

Enrichment Services: Enrichment programs are offered to students identified as gifted beginning in first grade. Gifted services can be provided in a variety of ways-students may be involved in small group enrichment sessions, whole class enrichment activities or through a consulting teacher model.
The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code. "Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures. Please refer to Policy #2464 to read it in its entirety.

DUE PROCESS

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

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

EQUAL EDUCATION OPPORTUNITY/PROHIBITION AGAINST DISCRIMINATION

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

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

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

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

Furthermore, Olmsted City Schools District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Olmsted City Schools District also complies with the Family Education Rights and Privacy Act . 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.

GIFTED EDUCATION & 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.

INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL

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

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

A school administrator must avoid acting in either the role of the student's defender or accuser. Students have the right to be informed if they are under arrest at the time the questioning takes place. If the student is unclear about this he/she may ask to resume his/her regular schedule. If the law enforcement authorities deny permission, then the student should consider himself/herself as actually under arrest. Students who believe themselves under arrest or suspects in an investigation may freely invoke their constitutional rights against self-incrimination and against illegal search and seizure, and are entitled to the presence of legal counsel while being questioned. Neither students

nor staff may engage in the obstruction of justice, interfere with police in the performance of their duties, nor refuse to report suspected cases of felonies (serious crimes) under penalties of law. School administrators or their designee will be present when interviews by social workers or law enforcement officers are conducting investigations regarding suspected child abuse or neglect. Please refer to Policy #5540 to read it in its entirety.

DRUG/ALCOHOL-FREE SCHOOLS

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.

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

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

EMERGENCY REMOVAL

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

SUSPENSION AND EXPULSION

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

In accordance with Public Law 94-142, due process is guaranteed to handicapped children. Handicapped children are not entitled to completely separate disciplinary procedures and may be temporarily suspended. Expulsion of a handicapped student or suspension in excess of an aggregate of 10 days per year is a change of placement, thereby requiring federal due process procedures to be followed. The suspension of a student with disabilities for up to ten days per year does not constitute a change of educational placement. If a student with a disability exceeds 10 days, the school-based team will meet to conduct a manifestation determination review meeting.

All students that are suspended, in school or out of school, may be permitted to make up their assignments at the discretion of the building principal. Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

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

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

PERMANENT EXCLUSION
A student may be permanently excluded from attending any Ohio public school if the student is convicted of, or adjudicated a delinquent child, for committing, when 16 years of age or older, one of several criminal offenses. Please refer to Policy # 5610 to read it in its entirety.

RIGHT TO AN EDUCATION

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

RIGHTS OF FAMILIES EXPERIENCING HOMELESSNESS & THEIR CHILDREN

Students entering the district and those currently enrolled who have changed living conditions, arrangements or locations are entitled to special services and permission to attend under the McKinney- Vento Homeless Act. Contact 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: Please refer to Policy #5517 to read it in its entirety.

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

ANTI-HARASSMENT AND BULLYING

Harassment, intimidation, or bullying behavior by any student/school personnel in Olmsted Falls City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 116, means any aggressive behavior, intentional written, verbal, graphic or physical act including electronically transmitted acts (i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Definitions of terms:

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough to negatively impact a student's educational, physical, or emotional well-being. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing. "Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior:

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

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

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

inferred. Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator.

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

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

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

Ms. 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 duress, please see Board Policy #5517.02.

Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports about harassment, intimidation, and bullying and/or other

aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action. A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.

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

ANTI-HAZING

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

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 Director of Student Services at 440-427-6000 to inquire about evaluation procedures, programs, and services.

ATTENDANCE AT SCHOOL EVENTS

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

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

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

- Suspended or expelled.

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

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

FALSE REPORTING/DISHONESTY/HONOR VIOLATION/FALSIFICATION

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

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

THEFT

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

OLMSTED FALLS CITY SCHOOLS
STUDENT CONDUCT CODE

Forward

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

Statement of Policy

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

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

In accordance 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 the 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 items of symbolic expression (i.e., political buttons, armbands, and badges etc.) Student expression should not cause disruption to the educational process or present health or safety hazards. All property of the Olmsted Falls City Schools district including all that is physical and/or technology-related (including websites), are not intended for use as an open forum and are subject to the authority of the administration.
E. Peaceful Assembly. Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions. Arrangements must meet with the approval of the building administrator and conform to existing School Board Policy concerning supervision.
F. Student Records. Students, parents, and legal guardians are entitled to be apprised of the student's official school record(s). School building administrators will determine the time and method for presentation of this material, in accordance with Ohio law.
G. Search and Seizure. The Fourth and Fourteenth Amendments of the U.S. Constitution together with the statutes of the State of Ohio set forth procedures which must be followed in the search and seizure of individuals and

property. Schools are required to adhere to these procedures. Great care must be exercised in searching the persons and effects of students. The following should be observed:

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

Suspension and Expulsion

In accordance with Ohio law, Section 3313.66 R.C., the superintendent or the building administrator of a school may suspend a pupil from school for not more than ten (10) days. In addition, the superintendent may expel a student

from school for eighty (80) days. Suspensions and/or expulsions can extend into the next school year. In some cases, the superintendent may seek to permanently exclude a student.

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

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

Permanent Exclusion

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

DUE PROCESS

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

Search and Seizure

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

Harassment

Harassment, intimidation, or bullying behavior by any student/school personnel in Olmsted Falls City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, in accordance with House Bill 116, means any aggressive behavior, intentional written, verbal, graphic or physical act including electronically transmitted acts (i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Definitions of terms:

“Harassment, Intimidation, or Bullying” means any intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough to negatively impact a student’s educational, physical, or emotional well being. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

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

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

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

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

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

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.
For a copy of the Olmsted Falls School District’s policy and procedures on harassment either contact the Board Office at 427.6000 or go to http://www.neola.com/olmstedfalls-oh/search/policies/po4362.htm.”

Student Discipline Code

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

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

institution, and the safeguard of each individual that these rules are set forth.

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

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

Rule 1 Disruption of School. A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she engage in such conduct for the purpose of causing the disruption 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 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 gasses, such as mace or stink bombs. A student shall not fire, display, or threaten the use of firearms, explosives or other weapons on school premises. This rule does not apply to normal school supplies such as pencils or compasses unless they are used as weapons. School supplies that cause injury will be treated under Rule 3 and may result in suspension, expulsion, or permanent exclusion.

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

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

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

Rule 6 Insubordination and Inappropriate Behavior

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

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

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

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

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

Rule 11 Falsification/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.

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 School assignments, suspension, expulsion, or permanent exclusion as provided by law.

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.