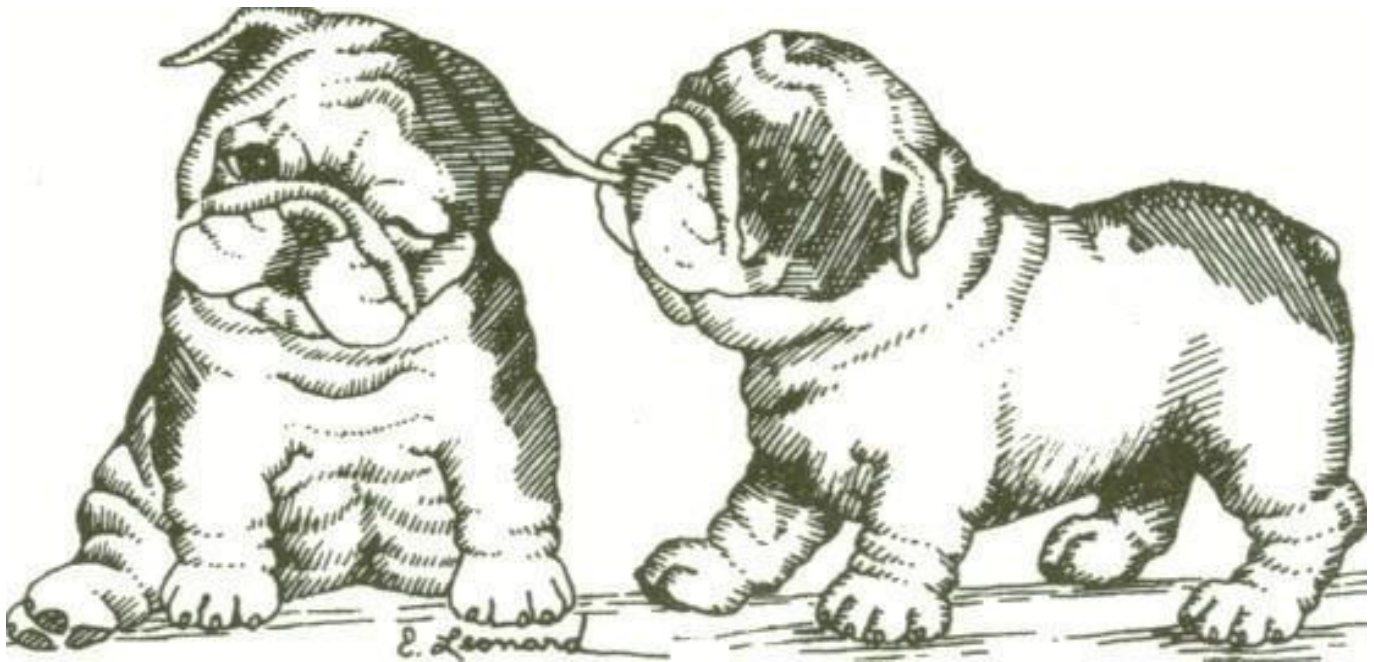


OLMSTED FALLS EARLY CHILDHOOD CENTER

7105 Fitch Road
Olmsted Falls, Ohio 44138

Phone: 440-427-6360
Attendance: 440-427-6363
Fax: 440-427-6370
Website: www.ofcs.net



Home of the “Itty Bitty” Bulldogs
Parent/Student Handbook

Updated / May 2023

Dear Parents and Families,

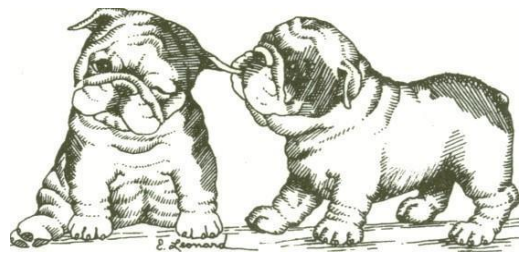
It is our pleasure to welcome you to the start of your child's educational journey in Olmsted Falls City School District. This is truly an exciting moment in time. Entering preschool and kindergarten is one of the most important educational experiences in your child's life, and we want your first contact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

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

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

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

The Early Childhood Center Staff



MISSION STATEMENT

The Olmsted Falls Early Childhood Center strives to create a nurturing environment that builds upon a child's natural curiosity in grades Prek-K. Our staff believes in the power of strong relationships within our school community to help children feel safe and comfortable in sharing who they are while developing the skills necessary to think critically, problem solve, and work collaboratively with others.

VISION STATEMENT

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

STATEMENT OF NON-DISCRIMINATION

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

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>

BOARD OF EDUCATION MEMBERS

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Board Vice President Mr. Phil Eckenrode

Board Member Mr. Justin Funk

Board Member Mrs. Kelly Walker

Board Member Dr. Jodi DeMarco

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Mr. Brett Robson, Treasurer/ Chief Financial Officer

Mrs. Kelli Cogan, Assistant Superintendent

Mr. Brian Zeller, Chief Operating Officer

Dr. Shannon Goss, Director of Student Services

OLMSTED FALLS EARLY CHILDHOOD ADMINISTRATION

Jennifer Jackson, Building Principal

Mrs. Andrea Hays, School Counselor

Mrs. Megan Santiago, Administrative Assistant

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SCHOOL HOURS

Preschool:

Monday-Thursdays: Half day class sessions

AM Session: 8:00-10:30am **PM Session:** 11:40- 2:10pm

Kindergarten:

School Hours: 7:55 am to 2:25 pm

Office Hours: 7:30 am to 3:30 pm

ARRIVAL AND DISMISSAL

- Kindergarten students should not arrive at school before 7:45 am – **THERE IS NO SUPERVISION FOR STUDENTS BEFORE THIS TIME.** Likewise, all students should be picked up after school by 2:30 pm. Parents are not permitted to walk their children to their classrooms to drop them off.

CAR RIDERS:

Arrival: Students are dropped off curbside in the car rider line to the right when pulling into the school.

- Preschool Students should NOT be dropped off prior to 8:00 a.m. for AM or 11:40 for PM classes
- Kindergarten Students should NOT be dropped off prior to 7:45 a.m. for AM classes

Please do not travel in the Bus Lane for student drop-off or pick-up. (to the left when pulling into the school)

Car Riders Dismissal:

- **Begins at 10:30 for Preschool AM Class and 2:10 for Preschool PM Class**
- **Begins at 2:25 for kindergarten**

Students who are car riders will be brought out at dismissal. Please wait in your car for your student.

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 Early Childhood Center students (Student Discipline Code Rule #14).

General Bus Safety:

- While they are waiting, students should not be playing games, chasing, and name calling. They are expected to keep hands and feet and mean words to themselves, both on and off the bus.
- Students are to approach the bus only after it has stopped and remain in seats while the bus is in motion.
- Students are to remain seated during their bus rides and are permitted to talk quietly to their immediate neighbors except at railroad crossings, where everyone must be quiet.
- Pets, toys, glass items, electronics, food, candy, or weapons of any type are **NOT** permitted on the bus.
- Inappropriate bus behavior will be addressed as part of school behavior.

REQUESTED CHANGE IN DISMISSAL

Any change in dismissal procedure, such as picking up a child during or after school, must be stated in writing to the child's teacher daily or called into the office by 1:00pm.

Parents/guardians picking up their child early or dropping their child off later to school **must report to the school office. Children will meet their parents/guardians in the office for early pick-up.**

- If another person is picking up your child, a note of authorization signed by a parent or guardian must be presented to the office. No student will be released to a person other than a custodial parent without a note signed by the custodial parent or other legal authorization.
- Parents/Visitors will need photo identification when signing in at the school office.
- **NO PHONE CALLS, FAXES, OR E-MAILS WILL BE ACCEPTED TO CHANGE A STUDENT'S TRANSPORTATION.** Should a situation arise during the day, you will need to have an emergency/back up plan in place.

REGISTRATION, CHANGE OF ADDRESS, WITHDRAWALS

Kindergarten: Kindergarten attendance is required by law. Registration for kindergarten occurs in the spring. Registration notification is advertised in the local newspapers, the school report, pre-school bulletins, and area churches/businesses in January. The online portal for kindergarten registration generally opens in early February. As they complete the online portion of the registration process, parents are prompted to make an appointment to complete the in-house portion of registration. At that time, the parent must provide the child's birth certificate, some proof of residency, a picture ID, and custody papers, if applicable.

CHILDREN MUST BE FIVE YEARS OF AGE ON OR BEFORE AUGUST 1st TO ENROLL IN KINDERGARTEN.

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

Change of Address, Withdrawals: If you anticipate a move to another school district, please notify the school stating the date of the move, the new home address, and the new school district.

** The parent or guardian must sign the proper release forms before records can be sent to or received from another school.*

** Should you change your address within the district, place of business, telephone number, emergency contact, or legal custody, please notify the school immediately. It is imperative that our records are up-to-date and accurate.*

ATTENDANCE

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

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

- A. Personal illness (a written physician's statement verifying the illness may be required after reaching excessive absence thresholds of 38 hours in a month or 65 hours in a year)
- B. Illness in the family necessitates the presence of the child at home
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)

- F. Out of state travel (up to a maximum twenty four (24) hours per school year that the student's school is open for instruction) to participate in a District approved enrichment or extracurricular activity
- G. Observance of religious holidays
- H. Emergency or other set of circumstances in which the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school
- I. Medically necessary leave for a pregnant student in accordance with [Policy 5751](#)
- J. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

AUTOMATED PARENT COMMUNICATIONS: POWER ANNOUNCEMENT

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

Power Announcement is integrated within the existing PowerSchool Parent Portal. Parents have the ability to set their own communication preferences for various types of messages through the PowerSchool Parent Portal. Email and phone communications are automatically activated by default. **Parents must opt-in to begin receiving text messages.** To view and customize all parent communication settings, log-in to the PowerSchool Parent Portal (<https://psof.nccohio.org/public>) with your PowerSchool parent account information and click on the "Power Announcement" link located on the left-hand side of the screen. PowerSchool account information is provided to parents for each student enrolled in Olmsted Falls School District (grades PreK – 12). **Parents will need to set communication preferences separately for each student.**

For additional information on customizing your parent communication preferences, please visit www.ofcs.net and click the PowerSchool link to access the "Power Announcement Parent Guide." Parents may also contact your child's school building for assistance in setting parent communication preferences.

EMERGENCY PROCEDURES

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 radio and TV stations in Cleveland.

- Announcements concerning school closings will be made during the 11:00 pm. and/or 7:00 am (or earlier) newscasts. No statement will be carried when schools are to remain open.
- Please do not call the school. (It is essential that official school telephone lines remain open during inclement weather).
- Please do not call the Bus Garage.

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.

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

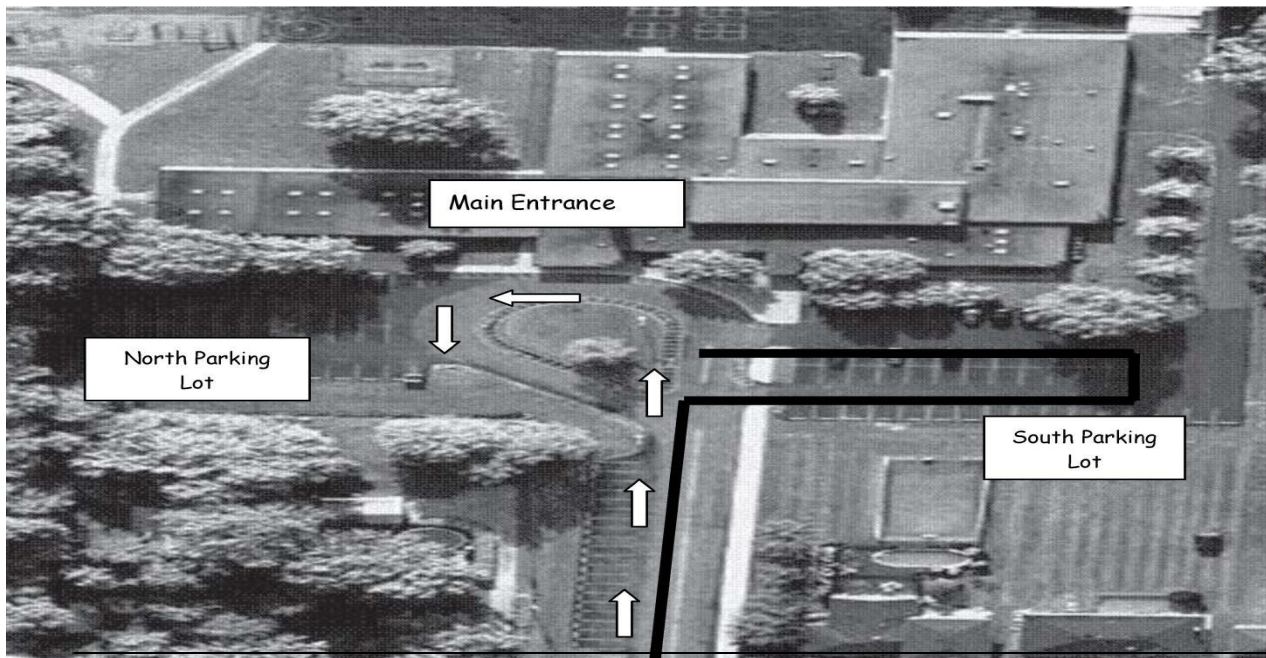
In case of a true medical emergency, we will call 911 and then contact parents/guardians as listed on Emergency Medical Form.

VISITOR PARKING, DROP OFF AND PICK UP

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

1. **THERE IS NO VISITOR PARKING/PARKING/DROP-OFF/PICK-UP IN THE BUS LANE.**
2. 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.
3. Parking in the areas indicated on the map is permitted. Parents must proceed to the drop off/pick up area to get their child and are asked to drive with great caution when leaving either the North or South lot, especially during midday pickup and drop off, when bus traffic is heaviest.
4. Parents should not double park.

Olmsted Falls Early Childhood Center



MAP KEY:



-Bus Lane Traffic Only



-Car Riders/Carpool Traffic

FEES

- Preschool students with IEPs \$30.00 twice a year (fall/spring)
- Preschool Peer Model students \$150.00 monthly tuition
- Kindergarten students \$75.00 a year school fees (covers technology, curriculum workbooks, field trips, and Weekly Readers)

Note: Fees must be paid in order to attend field trips

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

BREAKFAST/LUNCH

Breakfast may be purchased between 7:45 a.m. and 8:00 a.m. every morning from the cafeteria or you can bring a breakfast from home. Lunch may also be brought from home in a bag or lunchbox with the child's name clearly written on the outside. 1% white or skim chocolate (at lunch only) milk is available for purchase. Children may buy school breakfasts or lunches by the day or money can be put on the student's lunch account for the week, month, etc.

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

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

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

Lunchroom Rules: Each child is responsible for the following lunchroom rules:

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

RECESS

Students may be going outside for recess, different activities, rewards, or physical education practices. Children should be dressed appropriately for outdoor play. If the air temperature or wind-chill is 30 degrees or above, the Early Childhood Center supports outside play. **PLEASE DRESS YOUR CHILD APPROPRIATELY FOR ALL TYPES OF WEATHER.**

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

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

SCHOOL DRESS

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

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

1. All students must wear shoes or sandals. **Flip-flops are not acceptable.**
2. Dark glasses cannot be worn in school except under doctor's orders.
3. Hats 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 or gang or cult related symbols are prohibited.

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

LIBRARY BOOKS

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

Birthday Books: The Early Childhood Center honors birthdays by presenting a book to the school library. This plan, sponsored by the PTA, helps your child to share his/her birthday with all the children in the school and aids the library in continual growth.

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

Home-School Communications and Assessments

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

Preschool

- Preschool Families will receive two formal parent-teacher conferences a year (fall and spring).
- Preschool students will receive three progress monitoring reports a year to support growth on the Early Learning Assessment (ELA).

All preschool students are administered the ELA in the Fall and again in the Spring to measure their development in the following areas:

- Social Foundations
- Language and Literacy
- Mathematics
- Science
- Social Studies
- Physical Well-Being and Motor Development.

Kindergarten

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

Report Cards: Kindergarten report cards are sent to parents electronically at the end of every trimester.

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

All kindergarten students will be assessed three times a year in Reading and Math using the Measures of Academic Progress or MAP. Results of the MAP will be used to differentiate instruction and to determine which students may benefit from intervention or enrichment. In addition, Reading scores from the Fall administration will be used to identify students whose early literacy skills are below expectations for entering Kindergartners (in accordance with Ohio's Third Grade Reading guarantee), and provided with a Reading Improvement Plan (RIMP).

Instruction

- **Preschool:** Our preschool program uses the comprehensive curriculum Get Set for School. This curriculum uses a multi-sensory approach with hands-on manipulatives to incorporate developmentally appropriate activities throughout the day. Get Set for School utilizes three components into the curriculum including: Readiness and Writing, Language and Literacy, and Numbers and Math.
- **Kindergarten:** Our kindergarten reading and writing curriculum follows a 5 part framework that implements a workshop style with whole group mini lessons, guided practice, independent practice, small groups, and sharing time. Our kindergarten math curriculum focuses on developing students' deep understandings of mathematical concepts, proficiency with key skills, and ability to solve complex and novel problems through direct instruction, structured investigation, and open exploration. Science and Social studies are integrated into the literacy block. Students in kindergarten also receive weekly instruction in art, music, physical education, media, and technology.
- Both preschool and kindergarten take field trips throughout the school year connected to concepts they are learning in the classroom.

Intervention Assistance Team (IAT)

The ECC IAT consists of our building administrator, school counselor, district nurse, intervention specialist, reading interventionist, school psychologists, district behavior specialist, and a general education teacher. The purpose of this team is to provide assistance, support, and guidance to a student who is experiencing difficulty in the areas of: academic, social emotional, or behavioral. Teachers or parents can request that a student be observed or reviewed by the IAT committee. Generally, this team meets once a week to review data and engage in "kid talk."

STUDENT RECORDS

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.

PHYSICAL EDUCATION DRESS REQUIREMENTS

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

GUIDANCE PROGRAM

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

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

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

PARTIES/ASSEMBLIES

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

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

BUILDING SAFETY

Building Safety: In accordance with school rules, students must: **Be Safe, Be Responsible, Be Respectful, and Be Kind** in the hallways. This means that each student will do the following: [ECC PBIS Matrix](#) (See next page)

1. Walk at all times.
2. Stay on voice meter level 0 (quiet) while walking in the hallways.
3. Keep hands, feet, objects and unkind words to yourself.
4. Keep hands off walls and artwork.

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

- Children are not allowed to sell or trade anything among themselves at school, on the school grounds, or on the school bus.
- Pets should not be brought to school without the permission of the teacher. Some children are allergic to animals.
- Items should not be brought in glass containers because of the danger of breakage.
- **NO TOYS SHOULD BE BROUGHT TO SCHOOL WITHOUT TEACHER APPROVAL. THE SCHOOL IS NOT RESPONSIBLE FOR BROKEN OR LOST TOYS BROUGHT TO SCHOOL.**
- **NON-EDUCATIONAL ELECTRONIC DEVICES ARE NOT PERMITTED IN SCHOOL WITHOUT TEACHER/ADMINISTRATOR APPROVAL.**

Special Medical Conditions (including life-threatening allergies): The ECC staff, the District Nurse, and the Office of Pupil Personnel 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 Pupil Personnel.

Keep your child at home and consult your physician should the following symptoms persist:

- Diarrhea or Vomiting in the past 24 hours
- New onset significant coughing/sneezing and feeling unwell
- Sore throat & difficulty swallowing
- Red, watery, burning, itching eyes
- Severe Cough
- Undetermined Rash
- Nits in Hair
- Temperature 100° or higher

Bulldog Pride is Building Wide!

How to be an Itty Bitty Bulldog Citizen

	Arrival/ Dismissal	Hallway	Classroom	Restroom	Cafeteria	Playground	Bus
Be Safe	Keep hands, feet, object to self Walking Feet	Walk single file on right side Stop at end of hall Face forward	Keep area clean Use materials appropriately Don't leave without permission	Use restroom properly Keep hands, feet, and objects to self Tell an adult of any problems Wash hands	Keep hands, feet, and objects to self Only eat your food Carefully throw away trash No running, jumping or playing around	Use equipment properly Keep hands and feet to self Walk on blacktop	Keep hands, feet, and objects to self Stay in seat facing forward Keep aisle clear Voice meter 0 or 1
Be Responsible	Follow directions Leave when dismissed by teacher	Follow directions Go directly to destination Be aware	Be prepared for learning Follow directions Accept consequences	Wash hands Clean up after yourself Tell an adult of any problems	Follow directions Clean up area Accept responsibility Voice meter 1	Listen to adults on playground Line up when signaled Take turns and share	Sit in assigned seat Face forward, feet on floor Follow directions Report problems to bus driver
Be Respectful	Respect personal space Keep hands to self not on walls Walk on voice meter 0 or 1	Voice meter 0 Keep hands to self Respect personal space	Talk with permission Be honest Be open to other's ideas	Give privacy to others Throw away trash Use restroom properly Voice meter 0 or 1	Use manners Voice meter 1 Follow adult directions Be inclusive Don't talk with food in your mouth	Use kind words and actions Cooperate and be inclusive	Follow drivers directions Voice meter 0 or 1 Keep hands to self
Be Kind	Smile and greet Keep environment clean Lend a hand	Pick up trash Smile Be helpful	Have empathy Lend a hand Be inclusive Share	Respect privacy Help to keep restroom clean Flush after yourself	Be open-minded about other's food/culture	Be open-minded about other's ideas Be helpful Be inclusive	Use kind words Respect other's belongings Be helpful Be inclusive

Immunizations: Please check the listings below under K to determine what immunizations are necessary for your child to attend school.

Ohio Immunization Summary for School Attendance

DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K-12 Four or more doses of DTaP or DT, 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.* Grades 7-12 One dose of Tdap vaccine must be administered on or after the tenth birthday. **
POLIO	K-12 Three or more doses of IPV. <i>The FINAL dose must be administered on or after the fourth birthday</i> , regardless of the number of previous doses. ***
MMR Measles, Mumps, Rubella	K-12 Two doses of MMR. 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.
HEP B Hepatitis B	K-12 Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
VARICELLA (Chickenpox)	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.
MCV4 Meningococcal	Grade 7-11 One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the tenth birthday. Grade 12 Two doses of MCV4 by age 16 years, with a minimum interval of eight weeks between doses. If the first dose was given on or after the sixteenth birthday, only one dose is required. ****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger* or the *Catch-up immunization schedule for persons aged four months-18 years who start late or who are more than one month behind*, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices. Schedules are available for print or download through www.cdc.gov/vaccines/schedules/index.html.
- 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](#) for school attendance and the [ODH Director's Journal Entry](#) on required vaccines for child care and school. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- **Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with questions or concerns.**

* *Recommended DTaP or DT minimum intervals for kindergarten students 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. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.*

** *Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children age 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.*

*** *The final polio dose in the IPV series must be administered at age four years or older with at least six months between the final and previous dose. 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. If any combination of IPV and OPV was received, four doses of either vaccine are required.*

**** *Recommended MCV4 minimum interval of at least eight weeks between the first and second doses. If the first dose of MCV4 was administered on or after the sixteenth birthday, a second dose is not required. If a pupil is in twelfth grade and is 15-years-old or younger, only one dose is required. Currently, there are no school entry requirements for meningococcal B vaccine.*
Last updated 12/15/2022

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

**** 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 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 abrupt onset of fever, chills, headache, sore muscles, runny nose, sore throat, and cough are common. 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.

SHOULD I KEEP MY CHILD HOME FROM SCHOOL TODAY?

Yes, IF SHE/HE HAS:

- DIARRHEA WITHIN THE LAST 24 HOURS
- SEVERE COUGH
- SEVERE COLD
- UNDETERMINED RASH
- TEMPERATURE OF 100° OR HIGHER WITHIN LAST 24 HOURS
- SORE THROAT – DIFFICULTY SWALLOWING
- RED, WATERY, BURNING, ITCHING EYES
- VOMITING WITHIN PAST 24 HOURS
- NITS IN HAIR

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

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

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

*The school can admit and care for a “mildly” ill child (such as minor cold symptoms or teething) as long as the child does not exhibit any symptoms specified in the section on communicable diseases. If any of the symptoms do occur during careful observations, the child will be isolated and discharged from the school.

Special Interest Areas

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

Visitors: Any person entering the building for any reason during school hours is to sign in at the office. Proper identification is necessary when checking in. All visitors and volunteers must wear a visitor sticker/badge or when in the building. This will allow the ECC staff to be aware of any and all visitors that have been properly welcomed into our building. Those without a visitor sticker/badge may be asked to check back in to the office.

Classroom Volunteers: Classroom volunteers are welcome and very much appreciated at the ECC. Volunteers will be asked to complete a Volunteer and Confidentiality Form, wear a visitor's tag at all times, and comply with school rules including use of adult bathrooms and confidentiality regarding information about individual students.

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

GENERAL INFORMATION

ANTI-HARASSMENT

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

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

Definitions of terms:

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

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

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

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

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

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

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

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

If any of these behaviors are discovered, involved students will be informed by the discovering District employee of the prohibition contained in this policy and are required to end the behavior(s) immediately. An investigation will result and shall include documentation of the event, response and strategy for protecting the victim. If the investigation finds an instance of

hazing, harassment, intimidation, bullying, and/or sexual harassment, by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action.

If, during the investigation, the Principal or appropriate administrator believes the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment, said will report the act of to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in [Policy 5517](#).

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

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

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

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

Retaliation against any person who reports or is thought to have reported or otherwise participates in an investigation/inquiry related to a complaint of hazing, harassment, intimidation, bullying, sexual harassment, and violence is prohibited. Deliberately making false reports about harassment, intimidation, and bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action.

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

The student athlete may be denied participation in athletics for violation of this policy and may be subject to Code of Conduct violation.

[Please refer to Policy #5517.01 and #5517 for its entirety.](#)

ANTI-HAZING

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

[Please refer to Policy #5516 to read in its entirety](#)

ATTENDANCE

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

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

- A. Personal illness (a written physician's statement verifying the illness may be required after reaching excessive absence thresholds of 38 hours in a month or 65 hours in a year)
- B. Illness in the family necessitates the presence of the child at home
- C. Quarantine of the home

- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Out of state travel (up to a maximum twenty four (24) hours per school year that the student's school is open for instruction) to participate in a District approved enrichment or extracurricular activity
- G. Observance of religious holidays
- H. Emergency or other set of circumstances in which the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school
- I. Medically necessary leave for a pregnant student in accordance with [Policy 5751](#)
- J. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

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

- College 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.

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

HB 410 Attendance Guidelines (Ohio Department of Education)
[House Bill 410 Requirements](#)

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

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

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

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

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

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

Medical Exemption:

All absences (partial day and full day) backed by a physician or medical center note, are exempt from the consequences of HB410 Chronic Absence protocols. This includes any incidents where a student is sent home per the school clinic due to illness verified by the school clinic. Physician is defined as anyone in the medical community recognized as a physician for providing care. (i.e. medical, doctor, dentist, clinic, orthodontist,

optometrist, mental health treatment, allergist, therapist, ect.) Building administration also has discretion within the spirit of these examples.

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

CHANGE OF ADDRESS

Students are required to notify the Student Office of any change of address or phone number. Proof of address must be provided.

CHILD ABUSE AND NEGLECT

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

CHILDREN AND YOUTH IN FOSTER CARE

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

[For additional information see Policy 5111.03.](#)

COMMUNICABLE DISEASES

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Since any school could 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 the Local and State Health Departments.

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must

assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

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

- Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

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

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

DIRECTORY INFORMATION/FERPA

In keeping with the [Ohio Revised Code Sec.3319.321](#), and the Family Education Rights and Privacy Act (FERPA), the school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records.

Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the School's 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/fpc

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

DRUG/ALCOHOL-FREE SCHOOLS

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

[Please refer to Policy #5530 to read it in its entirety.](#)

DUE PROCESS

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

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

[Students.](#)

EMERGENCY MEDICAL AUTHORIZATION

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

EQUAL EDUCATION OPPORTUNITY / PROHIBITION AGAINST DISCRIMINATION

This District provides an equal educational opportunity for all students. The Olmsted Falls City Schools District is committed to having an environment free from all discrimination, including harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information.

The district prohibits harassment, intimidation, or bullying in the school environment, including all academic, extracurricular and school-sponsored activities. A student who violates this prohibition will be subject to the potential penalties set forth in the Code of Conduct Discipline section of this handbook.

A staff member, any student or student's parents or legal custodian who believes that a student has been subjected to harassment, intimidation, or bullying on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information may seek resolution of their complaint through the district's complaint procedures.

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

Brian Zeller
Director of Human Services
440-427-6000
26937 Bagley Road
Olmsted Falls, Ohio 44138
bzeller@ofcs.net

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

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

Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer.

[Please refer to Board Policy #2260 for its entirety.](#)

FAMILY RIGHTS AND PRIVACY

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

FIRE, TORNADO, AND SAFETY DRILLS

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

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

GIFTED EDUCATION AND IDENTIFICATION

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code.

"Gifted" students perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Annually, children who are gifted are identified by professionally qualified persons using a variety of assessment procedures.

[Please refer to Policy #2464 to read it in its entirety.](#)

IMMUNIZATION

Within fourteen (14) days of enrollment, all new students must have proof of immunization. If students do not present the school with proof, they will be removed from school until completed.

Proof consists of:

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

INFOSNAP

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. During the registration process and appointment, the parent/guardian will be informed by a school official about possible requirements that encompass

proof of residency and other pertinent specific student information items (examples would include but are not limited to the following: Evaluation Team Report, Individualized Education Plan Program, 504 plan, birth certificate, health care plans).

INVESTIGATIONS BY LAW ENFORCEMENT PERSONNEL

It is the student's responsibility to cooperate with the police or other agencies in the investigation of suspected crimes.

Under some circumstances, students being interviewed/questioned by law enforcement authorities at school may find that they are suspects in the investigation. Students are entitled to certain rights when questioned by law enforcement authorities and may also have a legal obligation to cooperate. The student may wish to consult his/her parent/guardian before being interviewed. The school administrator shall make every effort to contact the parent/guardian for the student. The student must properly identify himself/herself to law enforcement authorities. The parent/guardian may notify the school administrator that they do not wish to have the student interviewed unless they are present. The school administrator shall notify the student and the law enforcement authorities of the parent/guardian's desire and appropriate arrangements shall be made agreeable to all parties.

In the event that the interview proceeds, the principal must:

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

A school administrator will avoid acting in either the role of the student's defender or accuser. Students have the right to be informed if they are under arrest at the time the questioning takes place. If the student is unclear about this they may ask to resume their regular schedule. If the law enforcement authorities deny permission, then the student should consider themselves as actually under arrest. Students who believe themselves under arrest or suspects in an investigation may freely invoke their constitutional rights against self-incrimination and against illegal search and seizure, and are entitled to the presence of legal counsel while being questioned.

Neither students nor staff may engage in the obstruction of justice, interfere with police in the performance of their duties, nor refuse to report suspected cases of felonies (serious crimes) under penalties of law.

School administrators or their designee will be present when interviews by social workers or law enforcement officers are conducting investigations regarding suspected child abuse or neglect.

[Please refer to Policy #5540 to read it in its entirety.](#)

MEDICATION AT SCHOOL

In order to safeguard all students, we must adhere to the following for the administration of any medication to students while at school. Before a student may be administered or self-administer prescription or over-the-counter medication at school, the student's parent must complete the Parent Authorization and Request for the Administration and/or Use of Medication and return it to the office of the school clinic. Additionally, before a student may be administered or self-administer prescription medication at school, the Board requires that the Prescriber's Statement be completed by the licensed health professional authorized to prescribe the medication and returned to the office of the school clinic. Ohio law permits students to carry asthma inhalers and to carry and use an epinephrine auto injector at school if certain requirements are met. In both cases the Parent Authorization and Request for the Administration and/or Use of Medication and the Prescriber's Statement must be completed with information specific to each medication and returned to the principal and/or school nurse. All medications, (prescription or over-the-counter) shall be kept in the clinic. Only when certain specific requirements have been met, may a student carry his or her own asthma inhaler or epinephrine auto injector.

All 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](#).

NUTRITION SERVICES

Children need healthy meals to learn. Our breakfasts and lunches provide meals to promote healthy bodies and minds. Menu offerings include a variety of colorful fruits and vegetables, whole grains, meat, meat alternatives, and milk. Breakfast and lunch are available to all students. The Board recognizes the importance of good nutrition to each student's educational performance. The Board provides eligible children with breakfast and lunch at a reduced rate and/or at no charge to the student. Eligibility for free or reduced-price meals, is determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the Ohio Department of Education. Applications for the School's Free and Reduced-Priced Meal program are 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.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

PBIS is a systemic approach to teaching important social and behavior skills while preventing problem behaviors. PBIS encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors, and teach appropriate behaviors to students. As part of the district-wide initiative, all buildings have the same four expectations: Be Safe, Be Respectful, Be Responsible, and Be Kind. We instruct students on positive behaviors relating to these expectations in all school settings (classroom, hallway, cafeteria, bus and extra-curricular activities). Student recognition and reward for exhibiting these expectations are provided to support the instruction and learning.

[Please refer to Policy # 5630.01](#) to read it in its entirety.

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

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

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

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

The Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

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

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.

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

[Please refer to Policy # 5610 to read it in its entirety.](#)

THE RIGHTS OF HOMELESS PARENTS & THEIR CHILDREN

Students entering the district and those currently enrolled who have changed living conditions, arrangements or locations are entitled to special services and permission to attend under the McKinney- Vento Homeless Act. Contact Dr. Shannon Goss, the Homeless Children Liaison at 440-427-6530 or the Ohio Department of Education website (www.ode.state.oh.us /keyword: homeless students) for more information.

[Please refer to Policy # 5111 to read it in its entirety.](#)

SEARCH AND SEIZURE

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

[Please refer to Policy #5771 to read it in its entirety.](#)

SELECTIVE SERVICE REGISTRATION

Registration for Selective Service is available in Olmsted Falls High School's Student Office.

SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT

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

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

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

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

STUDENT CONDUCT CODE

(Applies to all people on the premises of OFCS) To file a complaint:

ODE has instituted effective complaint investigation procedures, allowing issues to be resolved in a timely manner. ODE reviews written and signed allegations concerning violations of state or federal special education law. Below are links for information and the necessary forms for filing a complaint.

- [Formal Written Complaint Information Sheet](#)
- [Complaint Form](#)
- [Complaint and/or Due Process Withdrawal Form](#)
- [Additional guidance and procedures about formal written complaints](#)

Forward

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

Statement of Policy

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

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

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

Students' Rights

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

- A. Free Education. Ohio law provides that all residents of the Olmsted Falls School District ages five to twenty-one are entitled to attend Olmsted Falls Public Schools free of charge.

- B. Freedom from Discrimination. Students shall not be discriminated against for any reason (i.e. race, religion, and sex, ethnic or national origin, married, pregnant, or handicapped).
- C. Participation in School Government. Students may have a voice in the formulation of school policies and decisions, which affect their education and lives as students. The degree to which such participation is realized should be dependent upon age and experience of the students involved. Through such participation, (i.e., Student Council, etc.), students can be a powerful resource for the improvement of the school, the educational system and the community.
- D. Student Expression. Students are entitled to present their personal opinions in the proper forum. Responsible criticism and reasonable dissent are basic to the educational process. Students who publish and/or distribute handwritten, printed, or pictorial material on the school premises are responsible for its content. The distribution of materials should not conflict or interfere with school functions. Arrangements for distribution must meet with the approval of the building administrator. Freedom of student expression also applies to the student's dress and appearance and to items of symbolic expression (i.e., political buttons, armbands, and badges etc.) Student expression should not cause disruption to the educational process or present health or safety hazards. All property of the Olmsted Falls City Schools district including all that is physical and/or technology related (including websites), is not intended for use as an open forum and is subject to the authority of the Administration.
- E. Peaceful Assembly. Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions. Arrangements must meet with the approval of the building administrator and conform to existing School Board Policy concerning supervision.
- F. Student Records. Students, parents, and legal guardians are entitled to be apprised of the student's official school record(s). School building administrators will determine the time and method for presentation of this material, in accordance with Ohio law.
- G. Search and Seizure. The Fourth and Fourteenth Amendments of the U.S. Constitution together with the statutes of the State of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. Schools are required to adhere to Federal, State and School Regulations. Evidence gathered in a search may be used as evidence in criminal procedures. Great care must be exercised in searching the persons and effects of students. The following should be observed:
 1. When search of the student's person or personal effects is for evidence per se, such search is permissible without consent, under the theory that the Fourth Amendment applies only to evidence of a criminal offense.
 2. First and foremost in the thinking of school officials must be the protection and safety of the entire student body. Prudence requires that an immediate response be made to seriously threatening and explosive situations.
- H. Due Process. The "Student Rights and Responsibilities" section in this handbook sets forth rules, regulations, and procedures designed to protect students' rights and clarify student responsibilities in accordance with policies adopted by the Olmsted Falls Board of Education.
- I. Sexual Harassment. The Olmsted Falls School District is committed to preventing sexual harassment in all school facilities at all school functions. Sexual harassment is improper, immoral, illegal, and will not be tolerated in the Olmsted Falls School District. The policy is implemented to inform students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

Students' Responsibilities

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

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

Rules and Regulations

The following rules, regulations, and procedures are based upon the official policy of the Board of Education of the Olmsted Falls City Schools. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function or event; job station where units of credits are given towards graduation, or when under the

supervision of a school employee. These rules may also be enforced when an action is directed at a district employee, anytime on or off school grounds. A student found to be in violation of any of these rules or a portion thereof may be subject to disciplinary action.

This shall consist of either a disciplinary notice, denial of participation in privileges, detention, Saturday School assignment, suspension for a set number of days, expulsion, and/or permanent exclusion. (The examples listed in the rules below are not meant to be exhaustive.)

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

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

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. 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 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 personal 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.

STUDENT DISCIPLINE CODE

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

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

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

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

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

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

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

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

Rule 1: Disruption of School

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

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

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

Rule 2: Damage to School or Private Property

A student shall not intentionally cause or attempt to cause damage to school property or private property, or steal or attempt to steal school property or private property, either on the school grounds or during a school activity function or event off school grounds. Damage or theft involving private property or any school property may be a basis for long-term suspension

or expulsion from school. A student who accidentally defaces or damages school property or the property of another is obliged to notify the office of this damage and is liable to pay expenses. Failure to report such damage may entail serious disciplinary action.

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

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

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

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

SEXUAL HARASSMENT

- A. Verbal: The making of written or oral sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. Non-Verbal: Causing the placement of sexually suggestive pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual behavior/acts, with a fellow student, staff member, or other person associated with the District.

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

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, appearance, etc. toward a fellow student, staff member, or other person associated with the district. (Hate speech). Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.

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

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

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

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior the district recognizes that false accusations can have serious effects on innocent individuals.

Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

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

Rule 4: Weapons and Dangerous Instruments

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

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

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

Students shall not possess, use, transmit, sell or conceal any drug-of-abuse instrument or paraphernalia. This includes, but not limited to the smoking of and/or in possession of any electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices may be considered drug paraphernalia.

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

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

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

Rule 6: Insubordination and Inappropriate Behavior and Repeated Misconduct

- A. Insubordination. A student shall comply with directives and the reasonable requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, or other appropriate school personnel. Failing to serve Saturday School or discipline procedure shall also constitute insubordination. Severe or repeated noncompliance may result in suspension, expulsion, or permanent exclusion.
- B. Inappropriate Behavior. A student shall not behave in a disrespectful, belligerent, or in an otherwise inappropriate manner toward any individual mentioned in Part A.
- C. Repeated Misconduct: No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals or other authorized school personnel.

Rule 7: Profanity and/or Obscene Language

A student shall not use profanity or obscene language, either written or verbal. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.

Rule 8: Truancy/Unexcused Absence/Tardiness to School

Students are not to be truant from or tardy to school. Students who are absent or tardy but the reason for the absence or tardy is not valid are considered "unexcused". See the attendance policy in this handbook for more information.

Rule 9: Theft/Extortion

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

Rule 10: Tobacco

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

Rule 11: Falsification/Cheating

A student shall not lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees. A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, or other data on school forms or school related correspondence. This includes all forms of cheating, plagiarism, forgery, and/or altering of tests, papers, passes, records, documents, computer files, computer databases, notes and/or other school assignments.

Rule 12: Cafeteria

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

Rule 13: Hazing

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

Rule 14: Bus Conduct

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

Rule 15: Other School Violations

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

STUDENTS WITH DISABILITIES

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

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

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

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

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

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

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.

VISITORS

Visitors to the building are required to wear visitor pass name tags. If you see a person who you believe is not a member of our student body or staff please immediately report this to the Main Office or to a staff member. Student guests will be permitted under special circumstances, but only if the visit is approved by an administrator the day before the visit. [Please refer to Administrative Guidelines # 9150A to read it in its entirety.](#)

Steps for resolving a conflict

When a problem occurs between your family and your school, take these steps:

1. Talk with the teacher or building administrator (principal, assistant principal or guidance counselor) to resolve your concern.
2. If you have not resolved the situation at the building level, contact your district's superintendent.
3. If the matter is still not resolved, contact the members of your local school board of education who have approved the policies and procedures of your child's school.

To File a Complaint with The Ohio Department of Education:

ODE has instituted effective complaint investigation procedures, allowing issues to be resolved in a timely manner. ODE reviews written and signed allegations concerning violations of state or federal special education law. Below are links for information and the necessary forms for filing a complaint.

- [Formal Written Complaint Information Sheet](#)
- [Complaint Form](#)
- [Complaint and/or Due Process Withdrawal Form](#)
- [Additional guidance and procedures about formal written complaints](#)

STOPit! Anonymous Reporting System™



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

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

3 Ways to Access STOPit! Anonymous Reporting System



- **Download STOPit! App**

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

- **Visit STOPit! Website**

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

- **Call STOPit! Phone Line**

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