



OLMSTED FALLS HIGH SCHOOL

26939 Bagley Road
Olmsted Falls, Ohio 44138

STUDENT HANDBOOK

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Main Office (440)427-6100
Fax (440)427-6110
Student Office (440)427-6109
Attendance Office (440)427-6111
Guidance Office (440)427-6116
WEB SITE: WWW.OFCS.NET

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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MISSION

To provide educational opportunities that encourages and enables students to become lifelong learners and productive citizens in a global society.

VISION

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

STATEMENT OF NON-DISCRIMINATION

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

SCHOOL DAY

- Once students arrive on school grounds, they must immediately enter

the building. Students are not permitted to loiter outside the building prior to school, in their cars or elsewhere, conduct any meetings, either personal or in groups without permission of the building principal or his/her designee.

- Students must enter the building upon arrival on school grounds. They are to remain in the cafeteria and/or media center until the first bell, at which time they should go to their lockers and then to their first class.
- Students should leave the building at dismissal unless they remain for a teacher-supervised activity, detention, or an appointment with a specific teacher.
- Students are not permitted to leave the building prior to dismissal time without a special excuse pass or permission from an administrator.

**2018-2019
OLMSTED FALLS HIGH SCHOOL
BELL SCHEDULE**

PERIOD	TIME	
0	7:20 – 8:06	AP CHEM 7:50 & AP PHYSICS 7:50 SPORTS PERFORMANCE (full)
1	8:10 – 8:56	HR DAILY ATTENDANCE TAKEN
2	9:00 – 9:46	
3	9:50 – 10:36	
4	10:40 – 11:26	OFHS LUNCH PERIOD
5	11:30 – 12:16	OFHS LUNCH PERIOD
6	12:20 – 1:06	OFHS LUNCH PERIOD
7	1:10 – 1:56	
8	2:00 – 2:46	
	2:47	CLUBS/ACTIVITIES

Olmsted Falls Coding for Absences

Excused	Unexcused
➤ Medical/Dental Appointment	➤ Suspensions
➤ Religious Holidays	➤ Truant (Absent Unexcused)
➤ Vacations/Planned Absence when Pre-Approved (form online)	➤ Vacations that have NOT been Pre-Approved
➤ College Visit (3 days maximum with official documentation required upon return)	➤ Any absence that has not been PRE-APPROVED and does not meet excused criteria

Coding for Tardy, 1/3 Day AM and 1/3 Day PM: 1/3 equals (2 hours):

Tardy: Any student entering the building within 120 minutes of the first bell will be considered tardy.

- **1/3 Day AM Absence:** Any student entering the building after the first 120 minutes of the school day will be marked with a 1/3 day AM Absence.
- **1/3 Day PM Absence:** Any student leaving the building prior to the last 120 minutes of the school day will be marked with a 1/3 day PM absence.
- **In the case of a doctor's appointment:** If the student has a doctor's appointment and is out of school for **less than two hours**, it will not be counted as an absence if a doctor's note is provided upon their return. If a doctor's appointment runs **longer than two hours**, it will be coded as either a 1/3 day excused absence (with a doctor's note) or a 1/3 day unexcused absence (without a doctor's note).

All student absences are unexcused in PowerSchool until changed to excused by the attendance secretary based upon parent contact: All attendance needs to be verified by 11:00 AM

RULES AND REGULATIONS

ABSENCES

1. **A parent/guardian must call the Student Office Attendance Line (440) 427-6111 each and every day his/her student(s) will be absent from school. This call must be made no later than 11:00am.** The following information must be provided: Student name, reason for absence, and parent/guardian contact phone number. Students will be considered truant from school if parent/guardian contact is not received. In the event a parent/guardian neglects to notify the Student Office of an absence, a written note must be provided upon return to school. All written verification must be received in the Student Office immediately upon the student's arrival to school.
2. Students who have appointments during the school day, including but not limited to court, dental, funeral, or medical, must provide written verification from a parent/guardian to the Student Office prior to leaving for the appointment. Upon return to school from a court, dental, or medical appointment, students must provide written verification from the health care provider and/or proper court documentation.
3. Students with an unexcused absence or a suspension will be permitted to make up an assignment or test. Approved written excuses for absences from school will be based on the following:
 - a) **Personal illness; a note from a doctor may be required.**
 - b) Illness to members of immediate family.
 - c) Death of a relative.
 - d) Observance of religious holiday.
 - e) Any other excuses must have prior clearance by the student office.
- f) Students have the responsibility to cover all absences with the Student Office. **The burden of contacting the Student Office by phone rests with the parents/guardians.**
- g) Students may be referred to the **Truancy Attendance Officer** if the above processes are not followed.
4. When returning to school after being absent, responsibility rests with the student to obtain and complete all make-up assignments from his/her teacher.
5. Anytime during the school day that a student returns from an absence, he/she must bring a note to the Student Office before returning to class.
6. Any student who arrives after the start of his/her first class must check in at the Student Office immediately upon arrival to school and obtain a pass to class.
7. Any student participating in co/extra-curricular activities must arrive at school by no later than 10:30am in order to participate in practice or a game on that day. Failure to do so will result in denial of participation. Excused absences made in the student office in advance are permitted.
8. Any student planning a college visit or participating in the Career Shadow Program will be permitted to miss school to visit the college/occupation of his/her choice. Parents should make a request in writing to his/her school counselor **THREE (3) days** prior to the intended visitation.
9. Students absent due to extended hospitalization or serious illness are encouraged to contact the Guidance Office.
10. Absence for vacation or travel must be approved in the Student Office **PRIOR** to the trip. A Student Vacation Travel and/or Planned Absence Form must be completed

prior to the planned absence. These forms are available in the Student Office. It is the responsibility of the student to complete all make-up and missed work due during the planned absence period. A student must make arrangements with his/her teachers as to when the make-up/missed work and assignments are due.

ATHLETIC AND EXTRA CURRICULAR ELIGIBILITY

Eligibility for each grading period is determined by grades received the preceding grading period. Semester average and yearly average have no effect on eligibility. **Students must be currently enrolled in school and receive passing grades in a minimum of five one-credit courses or the equivalent in the preceding grading period.** In addition, the Olmsted Falls Board of Education has adopted the State minimum G.P.A. This requirement applies to all extracurricular and co-curricular student activity groups, teams, and clubs. For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

ATTENDANCE AT SCHOOL ACTIVITIES

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

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

AUTOMATED PARENT COMMUNICATIONS: ALERT 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. Student Absences will be acknowledged

through Power School parent portal notifications along with the Auto Alert Announcement System.

AUTOMOBILE REGULATIONS

- Students must secure a parking permit in order to park in the school lot. A fee will be charged to secure a permit. Permits and student parking rules may be secured from the Main Office (limited availability).
- **Vehicles are subject to search when parked on school property.**
- Driving to school is a privilege, not a right. Permits to drive may be revoked at any time either temporarily or permanently because of violation of these regulations, violations of the student parking rules or upon careless or reckless driving while on school grounds, or for disciplinary reasons as determined by the Administration. Parents are also notified.

BOOKS

The books issued to students by each classroom teacher are Olmsted Falls Board of Education property and must be handled with care. There will be a fee to pay for rebinding or replacement if books are damaged or lost.

BUSES

Bus drivers have the same authority by state law as the classroom teacher. Bus drivers have responsibility for the safety and welfare of the students and may assign a student or students to specific seats on the bus. No student may board a bus other than his/her assigned bus without Administration permission.

A student whose behavior is disruptive may lose his/her privilege of riding the bus and may be subject to further disciplinary action.

Students may be permitted the use of technology on the bus with limitations. Students may use technology at the driver's discretion once seated on the bus.

Content must be school appropriate and sounds should be turned off unless headphones are used. Students may only use one earbud so they can still hear directions from the bus driver. Volume should be such that no other riders can hear sound from headphones. Pictures and videos are not permitted to be taken on the bus.

Bus Loading and Unloading Zones are restricted and technology is NEVER permitted in such areas. Failure to comply with all expectations may lead to consequences and the loss of the privilege to use technology on the bus. All expectations of the Olmsted Falls City Schools Acceptable Use Policy apply.

CAFETERIA

- **Olmsted Falls High School is a closed campus.**

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.

CHEATING POLICY

Cheating is a very serious academic offense. Cheating is any attempt to defraud, to conspire to defraud, or to practice fraud or deceit. Cheating includes but is not limited to:

- Taking a quiz or examination in a dishonest way by having improper access to answers or by copying answers from other students
- Copying homework

To insure that you learn the material presented in the course and earn your grade, the following cheating clarification policy will be put into place:

- **First offense:** Teacher consultation with an administrator, student conference with teacher, student will

receive a zero on the assignment or assessment, which may impact the grade and mandatory parent/teacher contact by phone initiated by teacher.

- **Second offense:** Student will receive zero on the assignment or assessment. Additionally, quarter grade may be lowered one letter grade and additional discipline may be initiated. A mandatory parent conference with teacher, counselor and grade level administrator will be held.
- **Third offense:** Conference with teacher, parent, counselor, grade level administrator and principal. Student may receive an "F" for the semester and/or receive additional disciplinary action.

CLASS OFFICERS

All class officers are elected in the fall.

Senior Class: The major activities on the senior class are the graduation preparations, choosing announcements, class colors, class flower, class motto, etc.

Junior Class: The major activities of the class are fund raising projects to help defray the cost of the senior prom, for which they are responsible.

Sophomore and Freshman classes: also have elected class officers.

CLASSROOM CONDUCT

- Students are to be in their first period class when the tardy bell rings.
- If a disagreement between a teacher and a student does arise, the student must do as he/she is told at the time of the dispute. The student may make an appointment with their counselor, assistant principal, or principal to discuss the problem.
- Only one student at a time may leave the classroom, and this must be done by hall pass.
- Students are to remain in their seats at the conclusion of the period until excused by the teacher.

- Students are to have the necessary books and supplies at all times.

CLINIC

Students who become ill during school must receive a pass from their period teacher before reporting to the clinic. The clinic is to be used for emergency purposes only. The health aid/nurse/administrator may choose to send the student home. Before a student is permitted to leave school, they will need authorization from school authorities.

Students are NOT permitted to text or call parents prior to reporting to the clinic. All parent/guardian contacts will be made by the clinic aid. Failure to receive school permission to leave will result in disciplinary action.

Students who become ill should report to the Clinic/Student Office. Students will be sent home with the approval of office/clinic personnel and a parent, guardian or other authorized personnel.

Students are not to stay in the restroom while ill. Students not working through the Student Office to secure release will be subject to disciplinary action.

COLLEGE VISITS

Students are encouraged to visit colleges throughout their high school careers, but all visits must be completed before May 1. Seniors will not be excused for a college visit beyond the May 1 deadline.

COMPUTER USE

Computers are used as part of the educational process in many classrooms. Several computer labs are available for student use. All students using computers must do so under the strict guidelines and/or specific contracts of the instructor. Students not using the computer equipment as designed and intended may be subject to severe disciplinary actions as outlined in the *Student Code of Conduct*. Additionally, all students using computers within the building must also understand that files and stored information may be subject to inspection at the school's

discretion. There is no expectation of privacy. Students may not use any computers in the building unless they have an *Acceptable Use Policy/Internet Form* on file in the Student Office. Students violating the policies outlined in the above-mentioned forms will be subject to discipline and possible loss of computer privileges.

DANCE CODE

The High School Student Handbook and School District Discipline Code govern all dances.

1. Admittance:
 - Middle school students are not permitted. Student identification will be required. All students attending the dance must complete a dance contract prior to purchasing a ticket. See Appendix A.
 - Only seniors will be permitted to bring outside guests and each senior is limited to one (1) guest. The guest must have a completed Dance Guest Form on file 24 hours prior to each dance. No guests can be over twenty (20) years of age.
 - The host student is responsible for his/her guest's conduct.
 - A student may not return to a dance once they have left the building.
 - Students leaving a dance are required to leave school property.
2. Dress:
 - Dress should be appropriate for the occasion. Proper dress should be stated when the dance is publicized. Students not appropriately dressed will not be admitted.
3. Sponsors:
 - One week before the dance, sponsors should clear with the principal or his designee such things as type of dance, chaperons, and clean-up committee. Dances will be held in the auxiliary gym. The sponsoring group is primarily

responsible for all the details and cleaning up after the dance. Organizations wishing to sponsor after game dances are to see the principal. The sponsors are responsible for the music contracts and procedure slips.

DETENTIONS **WEEKDAY/WEEKEND**

1. Students assigned to detention will report to the designated detention area.
2. Detentions are to be served on the date assigned.
3. Any students who fail to make up assigned detention may be suspended from school.
4. Saturday/Wednesday detention:
 - May be assigned for infractions that are more serious.
 - Students are expected to bring and use study or reading material.
 - Students arriving late will not be admitted.
 - Failure to attend a Saturday/Wednesday detention will result in a suspension from school. Students dismissed from detention because of misconduct or failure to bring and use study materials may be suspended.

DIFFERENTIATED REFERRAL **SYSTEM**

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

that looks to provide immediate support to students. Please access additional information on the school's website or contact your child's building principal.

DISMISSAL FROM CLASS

When a student is directed to leave the classroom or study hall, he/she must leave class and report directly to the Student Office. **Failure to report is a suspendible offense.** The student is to remain in the Student Office until excused by the assistant principal or a member of the Student Office staff.

DRESS CODE

The Board of Education of Olmsted Falls, Olmsted Falls Administration, and Student Council believe that the parents and school have a responsibility in helping students develop feelings and appreciation of good taste. This includes good taste in matters of dress and grooming.

"It is, however, the intent of the Board of Education that the students of the Olmsted Falls School appear clean, neat, and well groomed both at school and at school sponsored activities. Student dress and grooming may be held to be objectionable if it is detrimental to the health or safety of the students, if it is damaging to school property, offensive to students and/or staff, or it is disruptive to the educational process." A student shall not dress in a manner that is deemed unsafe, unhealthy or offensive to students or others in the educational environment, or in a manner that is destructive to school board property or furnishings. Further, a student shall not dress in a fashion that disrupts or tends to interfere with the educational process.

A student must change/cover clothing deemed inappropriate for school. Any student who refuses to change/cover inappropriate clothing will be considered insubordinate and subject to disciplinary action. Clothing is not an open forum and is subject to the authority of the Administration.

Students should follow the guidelines when dressing for school.

Accessories- such as neck chains and belts are to be appropriate length. Do not wear spikes, sunglasses or headwear in the building.

Shirts - Must cover the entire torso. Blouses must cover the "4" finger rule on the shoulder. Do not wear see-through shirts or spaghetti straps. No tank tops will be worn.

Pants/shorts/skirts – Please wear shorts and skirts at the appropriate length which is at mid-thigh. Pants should look presentable with no holes above the knee. Pajama pants will not be permitted. Clothing and accessories prohibited under this policy include but is not limited to the following:

- Any clothing/apparel/accessories considered inappropriate for school or dangerous to other students or staff members will be prohibited as decided upon by the Administration. Apparel exposing the midriff
- T-shirts or other clothing items that advertise, encourage, or promote drug, alcohol, or tobacco messages or use of these substances
- T-shirts or other clothing items that encourage or endorse illegal, racist, sexist, violent, bigoted, or gang related activity
- T-shirts or other clothing that displays sexually suggestive comments or cause a disruption to the educational process
- Clothing with tears or holes above mid-thigh will not be permitted
- Undergarments must never be exposed

EARLY DISMISSAL

Upon presentation of a written request from a parent or guardian at the Student

Office, a student will receive a special excuse slip. Names of excused students will be listed on the daily attendance list with the departure time indicated. The student is to show the excuse to his/her teacher if he/she is to leave during a class period. Students are to report to the Student Office when returning to school. Please include a parent phone number on all requests for early dismissal.

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 parent of student under 18 or permission of student 18 years and older.

SCHOOL FEES 2018-2019 SCHOOL YEAR

Activity fee (9-12) Includes fees for: Assemblies, Newspaper, Student ID's, Student Planner	10.00
Technology	10.00
Parking Tag	25.00
Graduation Fee	43.00
AP Test Fee	90.00 (APPROXIMATE)
Advanced Art	35.00
Photography	35.00
Video Game & Design I & II	10.00 ea.
Art Foundations	65.00
Multi-Media Art	45.00
Portfolio Preparation	65.00
Drawing	35.00
Ceramics	45.00
Sculpture	45.00
Painting	40.00
Personal Finance	10.00
Yoga	5.00
Spinning	5.00
Math Fee – ALL COURSES	15.00
Lang. Arts Fee – ALL COURSES	30.00
Science Fee – ALL COURSES	20.00
Nutrition & Wellness I & II	30.00 ea.
Family & Personal Development	25.00
Parenting & Child Development	25.00
Physical Education	5.00
Instrumental Music Supplies	35.00
Vocal Music Supplies	15.00
POLARIS FEES	See Polaris Course Catalog

FIRE DRILLS

Directions are posted in each room. Students walk to the designated exit and follow further directions as given by their teacher(s). If the exit is blocked, the nearest alternate should be taken. It is imperative that fire drills be conducted in a quiet and orderly fashion.

FUND RAISING PROJECTS

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

GRADES

- Teacher's policy relative to retakes/redo's, late work, and homework, will be communicated to parents at the beginning of each school year.
- Incomplete grades normally must be made up within two weeks. Any exceptions should be cleared with your teacher. Incomplete grades not made up within the time period will change to F's.
- Les Excellence - 4.00 G.P.A.
Honor Roll - 3.50 - 3.99 G.P.A.
Merit Roll - 3.20 - 3.49 G.P.A.
- See Guidance Program of Studies for current requirements.
- See Guidance Program of Studies for weighted scales.

GUIDANCE

School Counselors are available daily for students to discuss academic, personal, social, and/or career issues. Appointment request can be made in person or online.

HALLWAYS

- All students in the halls during class periods are to have hall passes.
- Excessive displays of affection are not permitted.
- Abusive or disruptive language or behavior is not permitted.
- Student safety being a priority, there will be no running or horseplay in the halls.
- Students may be subject to disciplinary action for not following these rules.

HARRASSMENT/BULLYING

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

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

Definitions of terms:

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

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

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

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

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

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

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

Deliberately making false reports about harassment, intimidation, and bullying and/or other aggressive behavior for the purpose of

getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action.

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

IMMUNIZATION

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

Proof consists of:

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

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.

INTRUDER ALERT GUIDELINES

A.L.I.C.E DRILL

In the unlikely and unfortunate event that an intruder is in the building, it is essential that students and staff be familiar with procedures in order to respond quickly. Periodically, an A.L.I.C.E. drill will be implemented for this purpose.

LOCKERS

- All students will be assigned individual hallway lockers with built-in combination locks.
- Student lockers are the property of the Board of Education and are provided solely as a convenience for student use. There is no expectation of privacy. **These lockers are subject to inspection (including contents) for any reason at any time, at the school's discretion.**
- Students are required to purchase a lock for their assigned physical education lockers.
- All lock problems are to be reported to the physical education instructor and/or the Student Office.
- Lockers are not to be marked with decals and are to be kept neat and clean. Locker appearance and up-keep is the responsibility of the student to which the locker is assigned.
- Lockers are not to be shared. There is to be only one student per locker unless

Administration approval is granted based on student need.

- Olmsted Falls High School is not responsible for articles stolen out of lockers. **Keep lockers locked at all times.** Do not store valuables in lockers.

LOST AND FOUND

Report the loss of personal property to the Student Office. Pick up lost books, personal belongings, clothing, etc., from the Lost & Found in the Student Office.

MEDIA CENTER

- The Media Center is a learning center for research, special assignments, and enrichment. The Media Center staff is available to help students find needed information and keep the collection in order and up to date.
- The Media Center will be open extended hours. All materials leaving the Media Center must be signed out and all overnight books are to be returned the next morning before homeroom.
- Study Hall students needing to use the Media Center must sign in upon arrival.
- Individual students coming from classes will also be admitted only with a pass from the teacher sending them.
- A classroom atmosphere is to be maintained so students and faculty can utilize the Media Center without interference. Students who abuse Media Center privileges may have these privileges suspended.

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.

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 reoccurrences of challenging behaviors, and teach appropriate behaviors to students. As part of the district-wide initiative, all buildings have the same three expectations: Be Safe, Be Respectful, and Be Responsible. At OFHS 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.

POSTERS AND DECORATIONS

- Students are not to post announcements or posters unless permission has been given by an administrator.
- Posters may be displayed on glassy surfaces and bulletin boards. A time limit will be set and posters are to be removed by the students posting them.
- Scotch tape or duct tape is not to be used on any painted surface, including lockers, and thumbtacks are not to be used in the woodwork.
- No posters or signs are permitted at athletic contests.

ELECTRONIC DEVICES

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

SCHEDULE CHANGES

See Guidance Program of Studies on school website in Counselors' Corner for current policy.

SCHOOL INSURANCE

In September, an insurance policy, which covers injuries, may be offered to all students. This policy does not cover football injuries. School insurance is not compulsory.

SOUTHWESTERN CONFERENCE

Amherst – Comets - Green & Gold
Avon – Eagles – Fully Purple & Goldfinch
Avon Lake – Shoremen - Maroon & Gold
Berea /Midpark - Titans- Blue & Orange
Lakewood – Rangers – Gold & Purple
Midview – Middies – Royal, Silver & White

North Olmsted – Eagles - Black & Orange
North Ridgeville – Rangers – Navy & Gold
Olmsted Falls – Bulldogs - Navy Blue & Gold
Westlake – Demons - Green & White

STUDY HALLS

- A student is not to leave his/her assigned seat without permission of the teacher in charge.
- Students are to have textbooks and necessary supplies.
- Students using the library, computer labs, or receiving tutoring must present a pass to the study hall teacher prior to being released from study hall.

STUDENT I.D. CARDS

Following school pictures, students will receive their student I.D. Cards providing their parent/guardian has completed the Emergency Medical Card through Info Snap. The I.D. Card must be on your person at all times. Failure to produce the student I.D. card when asked may result in disciplinary actions.

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.

TARDINESS

- Students who arrive late to school should report directly to the Student Office for an admit slip.
- If a student is tardy between classes because of being detained by a teacher, he/she should go to that teacher for an "admit slip" to his/her next class.
- Tardiness will necessitate disciplinary action.
- Excessive tardiness may result in the loss of privileges including, but not limited to, driving privileges.

THEFT

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

TORNADO DRILLS

Tornado drills are set up to help prevent injuries and deaths during an emergency. Listen closely to the announcements and to your teacher as to how to proceed quickly but orderly to your assigned area. Tornado drills will be indicated by a different alert than fire drills. Students are to proceed to a designated place in the inner part of the building. When arriving at this point, it may be necessary that you kneel, lower and cover your head.

TUTORING

See your school counselor or teacher for more information.

VISITORS

Visitors to the building are required to wear visitor pass nametags. If you see a person who you believe is not a member of our student body or staff please immediately report this to the Student Office or to a staff member. As we are a closed campus, student guests from other schools are not permitted. Student guests will be permitted under special circumstances, but only if the visit is approved by an administrator the day before the visit.

VOCATIONAL EDUCATION STUDENTS

Students participating in Vocational Education Programs at Polaris Career Center graduate from Olmsted Falls High School and are eligible to participate in all after school activities sponsored by Olmsted Falls High School. Students are reminded that they must meet all requirements for graduation from both the Polaris Career Center (vocational school) and Olmsted Falls

High School.

Absences: Students who are absent from Olmsted Falls High School are required to contact both the Polaris Career Center (vocational school) and Olmsted Falls High School by phone or by bringing a note the next school day. Students not reporting to Olmsted Falls High School after attending the Polaris Career Center are subject to disciplinary action.

Tardiness: If a student misses the high school bus, which transports students to the Polaris Career Center, it is the responsibility of the student to make other travel arrangements to the Polaris Career Center.

Suspensions: A student will not be able to attend either the Polaris Career Center or Olmsted Falls High School during a suspension or expulsion.

Special Assemblies: Provisions for special programs and assemblies at Olmsted Falls High will be made at the Polaris Career Center one week in advance. Students who attend assemblies must have properly filled out permission slips from Polaris Career Center.

Field Trips: Students who are attending a field trip with their vocational program must have prior approval from their home school. Approval must be made **THREE (3)** days prior to the trip. Field trip forms obtained from the Polaris Career Center must be signed by the vocational teacher, parent, Olmsted Falls High School teachers, the grade level administrator, home school, and the attendance office.

WORK PERMITS

Work permit applications may be obtained in the Student Office once a student has been promised a job. When the application is completed, the student should return it to the Student Office. If a student should change jobs, it is necessary to complete a new application and turn it in for a new work

permit. Detailed instructions are on the first page of the application.

WITHDRAWALS

Students withdrawing from Olmsted Falls High School for any reason should notify the Student Office at least two days in advance and schedule an appointment with an administrator. All books and materials should be returned and all past school fees should be paid.

STUDENT CONDUCT CODE

Forward

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

Statement of Policy

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

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

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

Students' Rights

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

- A. *Free Education.* Ohio law provides that all residents of the Olmsted Falls School District ages five to twenty-one are entitled to attend Olmsted Falls Public Schools free of charge.
- B. *Freedom from Discrimination.* Students shall not be discriminated against for any reason (i.e. race, religion, and sex, ethnic or national origin, married, pregnant, or handicapped).
- C. *Participation in School Government.* Students may have a voice in the formulation of school policies and decisions, which effect 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 conduct himself/herself as a responsible member of the school community. Each student is required to accept responsibility for his/her own conduct and in doing so, accept the responsibility for the consequences of his/her choice. The student must recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary. Some specific student responsibilities include regular school attendance, conscientious effort in classroom work, maintenance of school property, and obedience to school rules and regulations. Most of all, students share with administrators and faculty the responsibility of developing a climate in the school that is conducive to wholesome learning and living.

Rules and Regulations

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

These rules may also be enforced when an action is directed at a district employee, anytime on or off school grounds. A student found to be in violation of any of these rules or a portion thereof may be subject to disciplinary action. This shall consist of either a disciplinary notice, denial of participation in privileges, detention, Saturday School assignment, suspension for a set number of days, expulsion, and/or permanent exclusion. (The examples listed in the rules below are not meant to be exhaustive.)

In addition to or in lieu of this disciplinary action, the disciplining authority can impose disciplinary measures in the nature of after school work, repair of or payment for physical damage caused by the student, cleanup, painting, and revocation of the privilege of participation in school activities. **The Administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with School Board Policy.** This also means that the Administration can develop appropriate rules and regulations as called for by various situations. **It also means that the Administration may, in severe or unusual cases discipline students in ways other than stated in the handbook.**

SUSPENSION AND EXPULSION

In accordance with Ohio law, Section 3313.66 R.C., the superintendent or the building administrator of a school may suspend a 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 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 insure 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.

STUDENT DISCIPLINE CODE

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

The rules and regulations set forth herein have been developed with the help of students, parents, teachers, and administrators over a long period of time. It is in regard for the health and welfare of all, the benefit of the institution, the safeguard of each individual that these rules are set forth. The Administration reserves the right to exercise flexibility in the Administration of all disciplinary action. Individuality of the student infractions and other considerations may necessitate disciplinary action other than that specifically listed. The Administration reserves the right to incorporate such actions. Olmsted Falls City Schools operates on the assumption that all disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, perhaps eliminate undesirable student behavior.

Unless otherwise indicated, the penalty for the violation of any of the following rules may be detention, Saturday 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 innuendoes, 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.

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

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 data bases, and/or notes.

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.

Dance Contract

Ladies: <ul style="list-style-type: none">• Strapless/spaghetti straps are allowed• Dress/skirts must be at least fingertip length• Slits no higher than fingertip length• No sheer/see-through dresses and no see-through sides or bare sides• No excessively low cut dresses or tops• No bare midriffs or waist lines	Gentlemen: <ul style="list-style-type: none">• Collared shirt and tie• Shirts must have sleeves• Shirts must remain on• Dress pants or slacks; no jeans• No ball caps, bandanas, or chains
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Appendix A

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place for all OFHS dances. All parents and students must read, understand, and sign this agreement prior to the event. OFHS encourages parents/guardians to discuss these rules together with their students.

PLEASE PRINT CLEARLY

OFHS Student's Name _____ Grade _____

I AGREE TO REMAIN TOBACCO, DRUG, AND ALCOHOL FREE FOR ALL SCHOOL EVENTS COVERED BY THIS CONTRACT. I ACKNOWLEDGE THAT MY FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN MY INELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES INCLUDING ATHLETICS, SENIOR ACTIVITIES, AND POSSIBLY COMMENCEMENT EXERCISES, AS WELL AS SUSPENSION AND POSSIBLE EXPULSION.

Dances at OFHS are a formal event, and we trust our students to dress and act with respect and dignity toward themselves and others in attendance. The following rules will be in effect and enforced throughout the evening:

1. **Ticket Policy:**

Only students with a signed OFHS School Sponsored Dance Contract on file will be allowed to purchase tickets and/or attend. *Once students are admitted to the event, if they alter their attire in a manner to make them violate the stated dress code, they will be removed, parents will be notified, and they will not be given a refund.* Please keep these guidelines in mind when purchasing your attire for the evening. It would be unfortunate to spoil your high school dance experience through poor choices in attire. Please choose wisely and check with a school administrator if you are in doubt.

Any vehicle in the parking and attendance drop-off area can be searched at any time. **Attendees to any school sponsored dance will be held responsible and given school related consequences for any unauthorized object or for any illegal substances in the vehicle per Olmsted Falls BOE policy.** In the event of any illegal substances being found, proper law enforcement will be contacted.

2. **Dancing Guidelines** (applies to dancing on and off the dance floor):

<ul style="list-style-type: none">• No straddling legs• No bending over while dancing• No front to back grinding• No moshing	<ul style="list-style-type: none">• No “making out” (no overt and/or prolonged public displays of affection)• No crowd surfing• Hands on waists or shoulders
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If you violate any of the dance rules, you may be asked to leave the event without a refund and you may not be allowed to attend future school dances.

- **Students will not be allowed to re-enter the event if they leave unaccompanied by an administrator.**
- **Students will not be allowed to enter the event after 9:00 PM unless prior arrangements have been made with the Administration.**
- **Students must be picked up from the event within 20 minutes of the end of the last dance.**

Print Student Name & Date

Student Signature

Print Parent/Guardian Name & Date

Parent/Guardian Signature

Telephone number at which a parent/guardian may be reached during the dance:

CELL/HOME: _____