



# OLMSTED FALLS HIGH SCHOOL

2020-2021

26939 BAGLEY ROAD, OLMSTED FALLS OH, 44138

## PARENT/STUDENT HANDBOOK

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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.

## **INTRODUCTION**

Dear Olmsted Falls High School Students and Families,

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

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

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

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**

Board President Mrs. Holly Neumann

Board Vice President Mrs. Linda Parkowski

Board Member Mrs. Cynthia Tomasch

Board Member Mr. Joe Bertrand

Board Member Dr. Jodi DeMarco

## **OLMSTED FALLS DISTRICT ADMINISTRATION**

Dr. James Lloyd, Superintendent

Mrs. Emily Weisbarth, Treasurer/ Chief Financial Officer

Mrs. Kelli Cogan, Assistant Superintendent

Mr. James Tatman, Director of Human Resources

Dr. Shannon Goss, Director of Student Services

## **OLMSTED FALLS HIGH SCHOOL ADMINISTRATION**

Mr. Leo Spagnola, Building Principal

Mr. Kenneth Searight, Assistant Principal

Mr. Sean Baker, Assistant Principal

Mr. Robert Coxon, Athletic Director

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# 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:

James Tatman  
Director of Human Resources  
440-427-6000  
26937 Bagley Road  
Olmsted Falls, Ohio 44138  
[jtatman@ofcs.net](mailto:jtatman@ofcs.net)

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

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

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

### **HB 410 Attendance Guidelines** (Ohio Department of Education)

#### [House Bill 410 Requirements](#)

**Excessive Absences** (Includes 'habitual truant absences below) School will notify 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](http://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](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto: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"):

James Tatman  
Director of Human Services  
440-427-6000  
26937 Bagley Road  
Olmsted Falls, Ohio 44138  
[jtatman@ofcs.net](mailto:jtatman@ofcs.net)

Kelli Cogan  
Assistant Superintendent  
440-427-6000  
26937 Bagley Road  
Olmsted Falls, Ohio 44138  
[kcogan@ofcs.net](mailto: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. Menus offerings include a variety of colorful fruits and vegetables, whole grains, meat, meat alternatives, and milk. Breakfast and lunch are available to all students. The Board recognizes the importance of good nutrition to each student's educational performance. The Board provides eligible children with breakfast and lunch at a reduced rate and/or at no charge to the student. Eligibility for free or reduced-price meals, is determined by the criteria established by the Child Nutrition Program and National School Lunch Act. These criteria are issued annually by the Federal government through the Ohio Department of Education. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students.

If a student does not receive an application form and believes s/he is eligible, contact Mr. Samuel Chin, Food Service Director at 440-427-6440 or by email at [schin@ofcs.net](mailto: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](http://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**

### **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 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.

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.

**STUDENT LOCKERS**

Lockers supplied by the school and used by the students are the property of the board of education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

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

**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](mailto: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.](#)

# HIGH SCHOOL INFORMATION

## **ACTIVITY CONFLICTS**

For students in multiple activities that are scheduled at the same time.

The following guidelines should be used to determine a student's participation when a conflict in scheduling arises: A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

[If you or your child is a student-athlete, please refer here for a step by step in depth conflict guidelines that will be followed by all athletic teams.](#)

## **ADVANCED PLACEMENT AND COLLEGE CREDIT PLUS**

### **Advanced Placement (AP)**

AP gives students the chance to take college-level work while in high school to possibly earn college credit and placement. All AP courses receive a weighted grade (A=5.0). Students may take the Advanced Placement examinations without taking the course, however, this situation is rare. See your school counselor for additional information.

AP examinations are administered at Olmsted Falls High School each year in May. Registration for the examinations takes place in the fall, at which time the exam fee will be added to school fees. A fee reduction is available when a verifiable need exists.

AP Exams are scored on a scale of 1 to 5. Many U.S. colleges grant credit and/or advanced placement for scores of 3 and above.

### **College Credit Plus (CCP)**

College Credit Plus (CCP) is the State of Ohio's dual enrollment program. Eligible students are able to take college level coursework at any participating college or university and earn college credit. Grades for CCP courses may be weighted only if OFHS offers an equivalent AP or honors course in the broad subject area.

All interested students should follow the state mandated process for eligibility and enrollment. Please view the College Credit Plus Presentation below.

[College Credit Plus Presentation](#)

All copies of the necessary paperwork are found on the Counselors' Corner website and the High School Guidance Office.

[Counselor's Corner - CCP](#)

A student must inform the Olmsted Falls High School Guidance Office by April 1st he/she plans to participate in the CCP program by turning in the "Intent to Participate" form each year. This deadline is state mandated. Please see your counselor or the Counselors' Corner website for more information

## **ATHLETIC 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, Olmsted Falls Board of Education has adopted the State minimum G.P.A. 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.

## **ATHLETIC HANDBOOK**

[Please click here for the Athletic Handbook.](#)

## **ATTENDANCE PROTOCOL**

Coding for Full Day Absence, Tardy and Leaving Early from School (any medical related instance should be accompanied with an official note supporting the reason):

- Full Day Absence: Any student missing the **entire** scheduled school day will be assigned a Full Day Absence. The missed time will be recorded in hours and minutes. A full day instance will be recorded.
- Tardy: Any student entering the building after their **official** starting time will be considered tardy. Time missed will be based on the time entered in relation to the official starting time for the student. A Tardy instance will be recorded as well as lost time in hours and minutes.
- Leaving Early (Early Dismissal): Any student leaving the building prior to their **official** end of school day time, will be signed out accordingly. Time missed will be based on the time leaving vs the official ending time. Missed time will be captured in hours and minutes. A Left Early Instance will be recorded.

All student absences are unexcused in PowerSchool until changed to excused by the attendance secretary based upon parent contact. For HB410 medical exemption, a physician's note will be required : All attendance needs to be verified by 11:00 AM

### **IMPORTANT TO KNOW ABOUT ATTENDANCE**

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 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.
4. 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.
5. When returning to school after being absent, responsibility rests with the student to obtain and complete all make-up assignments from his/her teacher.
6. 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.
7. 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.
8. 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.

9. 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.
10. Students absent due to extended hospitalization or serious illness are encouraged to contact the Guidance Office.
11. 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. Approval status could change based on current attendance status at the time of the vacation. This would be communicated with school administrators and family.

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

## **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 SwiftK12, to regularly and effectively communicate with parents via email, text and automated phone messages. SwiftK12 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 SwiftK12. Additionally, SwiftK12 notification system is used, as needed, to communicate important information about building safety and security issues (i.e. evacuations, lock-downs).

SwiftK12 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 “SwiftK12” 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](http://www.ofcs.net) and click the PowerSchool link to access the “SwiftK12 Documentation.” Parents may also contact your child’s school building for assistance in setting parent communication preferences.

Student Absences will be acknowledged through PowerSchool 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 Student Office (limited availability). Registration starts in the upcoming August of that school year.
- 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.

## **BELL SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>	
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

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

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.



Riding the bus is a privilege, not a right. Misuse of the bus privileges may result in suspension from the bus as well as further consequences in School Wide Discipline Procedures.

[Please refer to Policy #5610.04 to read in its entirety.](#)

## **CAFETERIA**

The students will:

- Clean up after they are finished eating
- Use new areas for their intended purposes
- Use appropriate language
- Use voices at the appropriate level
- Stay in their seat until the class change
- Be inclusive and invite others to sit with them

## **CHEATING/DISHONESTY POLICY**

Starting at the beginning of Freshman year, students will attend a cheating/plagiarism course yearly. Students are responsible for the information presented in the course throughout their tenure at Olmsted Falls High School. New students at Olmsted Falls High School are responsible for attending the plagiarism course/cheating course once they enroll and attend Olmsted Falls High School.

*Any forms of dishonesty including cheating, plagiarism, altering or using school documents with intent to defraud, or provide false information to school personnel may result in disciplinary action and/or may receive zero credit for assignments and/or work involved.*

### **Cheating/Academic Dishonesty:**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz or test answers, and plagiarism.

Examples include but are not limited to:

1. Looking at someone else's paper prior to or during an exam.
2. Commenting or revealing the test content or answers to other students prior to their exam.
3. Communicating in any means with other students during an exam, test, quiz, or any other form of evaluation, i.e. electronically sending pictures of test materials or answers to other students.
4. Using unauthorized materials, i.e. "cheat sheets" and unauthorized electronic devices of any kind.
5. Purposefully allowing another student to see or to use one's work at any time during any form of evaluation.
6. Use of dishonest practices to improve one's grade or someone else's grade, i.e. stealing tests or quizzes or working on a take-home exam with another without teacher permission, etc.
7. Copying work assigned to be done independently or letting others copy another's work. This includes the unauthorized use of the internet. For example, using a foreign language translation site or copying online answers as your own.
8. Creating or changing laboratory data or submitting reports based on this data. This includes making up or falsifying data for deceptive purposes, citing nonexistent articles, or contriving sources.

### **Consequences:**

Depending on the situation, the Classroom Teacher, the Assistant Principal or Principal may use the following guidelines for consequences:

- Formative assessment = Classroom Teacher will assign PM Detention, give a zero on the assignment, and contact parent/guardian
- Summative assessment = Administration will assign a Saturday Detention and will record this violation in the student's discipline record, a 31% reduction in the student retake or alternative assignment grade, and parent/guardian will be contacted
- Subsequent Summative Offense Discipline Possibilities – OSS, expulsion, loss of course credit, zero on assessment, or loss of leadership roles in the school

### **Plagiarism:**

The practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism can include but is not limited to, using ideas, data, or language of another individual without proper acknowledgment.

Students will learn techniques and strategies to avoid and be able to recognize plagiarism in the student's respective ELA class.

### **Consequences:**

1. Consequences are a shared responsibility of the classroom teacher with the high school administration.
2. After an accusation of plagiarism is confirmed, the student, his/her parent[s] and the student's grade level assistant principal will be notified.
3. Any student who is caught plagiarizing must attend plagiarism school. This will be assigned through the classroom teacher.
4. The Principal or Assistant Principal will record this violation in the student's discipline record and assign consequences.
5. In the case of some summative assessments, the classroom teacher will determine the alternative assignment in order to ascertain the student learning, although the grade will reflect a 31% reduction.
6. If this is a repeated offense, the student may receive a zero for the assignment plus administrative disciplinary action.

### **False Reporting/Falsification:**

1. False reporting: A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. This includes making deliberately deceptive phone calls to the attendance office or school officials. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies. Doing this may result in disciplinary action.
2. Falsification: Falsification includes attempts to change, modify, or misrepresent records including, but not limited to hall passes, absence excuses, documents or materials used in daily school operation; sharing false information (i.e. Lying); or not properly identifying oneself to school personnel. Doing this may result in disciplinary action.

## **CLASS CUTTING**

Class cutting is defined as an unauthorized absence from class. Cutting class will be classified as an unexcused absence; therefore, students may not receive credit for work or tests missed during the period(s) skipped. This can severely alter a student's academic standing in a course. Students may also be subject to further disciplinary action.

## **CLASS OFFICERS**

Class officers are elected in the fall. The Junior class will elect officers for a two year term. The elected officers will serve for both their junior and senior years, unless they choose to step down on their own. An officer may be removed from his/her position by the Junior or Senior Class Advisors or the building administration.

- Senior Class Officers: The major activities of the class are the graduation preparations, choosing announcements, class colors, class flower, class motto, etc.
- Junior Class Officers: The major activities of the class are related to their Senior prom, including the selection of a venue and fund raising projects to help defray the cost of the Senior prom.
- Sophomore and Freshman classes do not have elected class officers.

## **CLASSROOM CONDUCT**

The student will be expected the following while in the classroom:

- As a RESPONSIBLE BULLDOG, the student will...
  - Be on time. For the first period, students are to be in their first period class when the tardy bell rings.
  - Be prepared for class.
  - Communicate effectively with teachers and peers.
  - Do their own work.
- To show that the student is BEING SAFE, the student will...
  - Use materials as instructed.
  - Follow safety procedures.
- As a RESPECTFUL BULLDOG, the student will...
  - Follow instructions both written and verbal. 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.
  - Use appropriate language.
  - Wear appropriate clothing.
- To show that the student is BEING KIND, the student will...
  - Find ways to help others.
  - Treat others the way you want to be treated.
  - Be the I in Be Kind
- To show that the student is BEING KIND, the student will...
  - Find ways to help others.
  - Treat others the way you want to be treated.
  - Be the I in Be Kind

## **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. 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.

## **CLUBS/EXTRACURRICULAR ACTIVITIES**

\* Club/Activity has eligibility requirements please see below.

The following clubs/extracurricular are provided at Olmsted Falls High School:

- Academic Team \*
- American Sign Language Club
- Art Club
- Book Club (Bulldog Bibliophiles)
- Chess Club
- Crochet Club
- Environmental Club
- Film Club
- Forensics Club \*
- French Club
- GSA: Gay Straight Alliance
- Golden Bullettes \*
- Helping Hands
- Intramural Basketball
- Key Club
- Magic, The Gathering
- Masquers \*
- Math Honor Society
- Multicultural Club
- National English Honor Society
- National Honor Society \*
- Pen Ohio
- Ping Pong Club
- Rho Kappa
- Robotics Club
- SADD (Students Against Destructive Decisions)
- Science Club
- Science Honor Society
- Ski and Snowboard Club
- Student Ambassadors
- Student Athletic Training Aides
- Student Council
- Tri-M Music Honorary
- Ultimate Frisbee Club
- Video Game Club

### **\* Eligibility for Extracurricular Activities**

Extracurricular activities should be those activities that meet after school for two or more times per week on a regular basis or for a season.

In order to be eligible to participate in extracurricular activities, students shall meet the following criteria:

- To be eligible in Grades 9-12 a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period.
- During the preceding grading period the student must have received passing grades in a minimum of five, one-credit courses or the equivalent which count toward graduation.
- In addition, Olmsted Falls Board of Education has adopted the State minimum G.P.A.
- 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.

## **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.

[Please refer to Policy #7540.03 to read in its entirety.](#)

## **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.
  - 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 he/she has 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.

## **DETENTION/SATURDAY SCHOOL**

### **DETENTION/WEDNESDAY SCHOOL/SATURDAY SCHOOL**

1. Students assigned to detention/Wednesday School/Saturday School will report to the designated detention area.
2. The assigned discipline is to be served on the date assigned.
3. Any students who fail to show up to assigned discipline may be suspended from school.
4. Saturday/Wednesday detention:
  - May be assigned for infractions that are more serious or based on progressive discipline protocol.
  - 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 may result in a suspension from school.
5. Students dismissed from detention because of misconduct or failure to bring and use study materials may be suspended.

**Olmsted Falls High School students will be expected to respect the following guidelines:**

1. BE PREPARED. They will bring school work such as school work, homework, projects, or reading material. Use a chromebook for educational purposes is allowed if permission is granted.
2. BE PRODUCTIVE. The student is expected to work productively.
3. NO UNAUTHORIZED USE OF TECHNOLOGY. Technology including personal devices are not allowed to be used unless the teacher gives permission for that specific technology item.
4. BE ON TIME. Times will be communicated with parent/guardian and student by the staff member issuing the discipline.
5. COMPLETE BEHAVIOR SHEET. The student will complete the behavior sheet by the end of the detention with fidelity.
6. BE RESPECTFUL. The student will follow teacher directions and behave appropriately.

**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 suspendable 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**

We recognize that each student's mode of dress and grooming is an expression of personal style and individual preference. It is the policy of the Olmsted Falls City Schools Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. Student dress should not cause a safety hazard. The Board authorizes the Superintendent or his/her designee to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment.

Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

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

**Please note:** The following are meant to be guidelines of appropriate dress for school and to contribute to the positive atmosphere at our school. They are not intended to be comprehensive. When considering clothing for school, think about whether it is something you would wear to work, at a restaurant, retail store, or doctor's office.

*Final determination for acceptable dress rests with the school administration.*

The OFHS student handbook outlines the Dress Code Policy as follows:

### **Allowable Dress & Grooming**

- School dress and grooming should be similar to what would be appropriate for an informal workplace or place of business.
- Shorts or skirts should be an appropriate length.
- Clothing must cover midriffs, undergarments, and private areas.
- Clothing covering undergarments and private areas must be opaque.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Special permission must be granted by Administration for hats, bandannas, etc. to be worn during the school day.
- Head coverings are permitted for religious purposes.

### **Non-Allowable Dress & Grooming**

- Clothing and accessories should not advertise or suggest drugs, alcohol, tobacco, illegal substances, weapons, violence, profanity, hate speech, or obscenities.
- Hats, hoods, bandannas, and all other head coverings should not be worn in the building during the school day due to school safety concerns.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for this violation will be consistent with discipline policies for similar violations.

### **What will happen if I am sent to the office?**

- Students sent to the office for a dress code violation will first be asked if they have something else to put on. The next alternative will be to call a parent/guardian to bring a change of clothes from home.
- Our goal is to return students to the learning environment as quickly as possible, but students will not be permitted to return to class until clothing is changed.
- Students may stay in the Student Office while waiting for a parent/guardian to arrive or if they refuse to change clothes.
- Repeat offenders may warrant additional disciplinary consequences.

*Final interpretations of appropriate dress and grooming reside with the building principal and/or his/her designees.*

[Please refer to Policy #5511 to read it in its entirety](#)

## **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.

## **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.

[Please refer to Policy #5136 to read it in its entirety.](#)

## **FEES 2020-2021 SCHOOL YEAR**

Digital Resources (9-12) Includes fees for: Digital resources, Newspaper, Student ID's	5.00
Technology (9 <sup>th</sup> Grade)	50.00
Technology (10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> Grades)	25.00
Parking Tag	30.00
Graduation Fee	50.00
AP Test Fee	94.00 (APPROXIMATE)
AP Seminar	142.00
AP Research	142.00
Advanced Art	35.00
Photography	10.00
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
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

## **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.
- Report cards are issued four times each year online.
- Grades shall be calculated according to the following scale:
  - A 90% - 100%
  - B 80% - 89%
  - C 70% - 79%
  - D 60% - 69%
  - F 59% and below

[Please refer to Policy #5421 to read it in its entirety.](#)

## **GUIDANCE**

School Counselors are available daily for students to discuss academic, personal, social, and/or career issues. Appointment requests 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.

## **HOMEWORK**

The Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" may refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

[Please refer to Policy #2230](#) and [Administrative Guidelines # 2330 to read it in its entirety.](#)

## **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 upkeep 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.

## **MAKING UP MISSED WORK**

- A. Students will be given the opportunity to make up work missed due to absences and/or suspension. The length of time for completion of make-up work shall be equal to the length of the absence. Students and teachers can also create a written plan to accommodate special circumstances that require more time.
- B. Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.
- C. A student wishing to make-up work, while still absent, should contact his/her classroom teacher to obtain assignments. When requesting work, twenty-four (24) hour advanced notice may be required. If support is needed please contact your guidance counselor or administrator.

[Please refer to Administrative Guidelines #5200 to read it in its entirety](#)

## **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.

## **OPEN CAMPUS POLICY/SENIOR PRIVILEGES**

It is the intent of Olmsted Falls High School to teach students to make good choices and to use their time wisely. *Senior privileges* are meant to help our students prepare for life after high school. Seniors must meet the requirements of *Senior Privileges* and turn in the parent/guardian permission form before the privileges are granted. **(Note: seniors coming to school for late arrival, leaving school for early dismissal or leaving school during the day must follow all procedures and school policies at all times).** The following are the privileges granted to seniors who meet the requirements and turn in the required permission form:

- Late Arrival
- Early Dismissal
- Open Campus for Lunch Periods
- Extended Open Campus (Occurs when a Senior student has a study hall immediately before his/her assigned lunch period or immediately after his/her assigned lunch period.

### [OPEN CAMPUS INFO](#)

### [PERMISSION FORM](#)

## **PARENTAL CONCERNS**

Open, two way communication between the school and parents is vital. Parents are encouraged to contact the classroom teacher with initial concerns regarding school performance. If the concerns remain unresolved, contact the appropriate guidance counselor. Administrative intervention is the final step.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and material in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

## **PERMANENT STUDENT INFORMATION**

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

Certain records will be maintained indefinitely. These records are listed below:

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

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

## **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.

## **SCHEDULE CHANGES**

Once course selections are made, schedule changes are discouraged. Any type of schedule change has a serious effect on class size, staffing/teacher assignments, and the overall master schedule. All schedule change requests must be made in writing and must have the approval of the parent/guardian, counselor, and administrator. The deadline to make course request adjustments is the last day of school. ***Convenience changes will not be made.***

A student's schedule may be changed if:

- Adding a class in place of a study hall while not disrupting the entire schedule
- There is a technical error to his/her schedule
- If a class is not filled
- Summer schools classes were completed or credit recovery is needed
- The student is academically misplaced and agreed upon by guardian, teacher, counselor, and administrator
- The change occurs within 14 calendar days of the start of the class due to an extenuating circumstance(s)

To drop a course a student must:

1. Obtain a drop form from the counselor
2. Meet the conditions stated on the drop form, which are:
  - a. Obtain parent/guardian signature
  - b. Obtain teacher's signature after returning books
  - c. Obtain counselor's signature

Note: if transferring from an Honors/AP course to an academic level course, the student will receive a non-weighted grade.

Parents may contact the guidance department to arrange an individual conference to discuss scheduling and course selection.

Note: At the discretion of the administration, courses may be discontinued due to insufficient enrollment.

## **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.

## **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.

## **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

Publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and subject to editorial control by the school authorities.

The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, badges, buttons, or other insignias. All items must meet school guidelines.

- A. A material may not be displayed or distributed if it:
  - i. is obscene to minors, libelous, indecent, or vulgar
  - ii. advertises any product or service not permitted to minors by law
  - iii. intends to be insulting or harassing
  - iv. intends to incite fighting or present a likelihood of disrupting school or a school event.
- B. Materials may not be displayed or distributed during class periods or during passing time between classes. Permission may be granted to display or distribute during lunch periods or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display or distribute meet school guidelines should present them to the principal at least 24 hours prior to display or distribution.

[Please refer to Policy #5722 to read it in its entirety.](#)

## **SOUTHWESTERN CONFERENCE**

Amherst – Comets - Green & Gold  
Avon – Eagles – Fully Purple & Goldfinch  
Avon Lake – Shoremen - Maroon & Gold  
Berea /Midpark - Titans- Blue & Orange  
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

## **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 InfoSnap. 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.

## **STUDY HALL**

The student expectations for study hall are the following:

- Be quietly engaged in productive school work from bell to bell
- Be in assigned seat from bell to bell

- Be sure to sign in to either the Math Lab, Writing Center or Media Center before the bell and remain there the entire class period
- Be sure to have a pass and sign out when leaving the study hall
- Be sure to return all Chromebooks to the appropriate cart by the end of the period.

## **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.

## **TUTORING**

See your school counselor or teacher for more information.

## **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.