

**Olmsted Falls  
Intermediate School**

**27043 Bagley Road  
Olmsted Falls, OH 44138**



Dear Parents:

It is a pleasure to welcome your children and you to Olmsted Falls Intermediate 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 with most of the policies, procedures, and activities at Olmsted Falls Intermediate School. We hope you will keep it handy for ready reference.

We strongly encourage parents to be active and concerned in the education of their children. If you have any concerns, questions, suggestions, and/or constructive criticism about any aspect of the school program, please call. By working together, we can provide better educational opportunities for our children.

**STUDENT NAME** \_\_\_\_\_

**GRADE** \_\_\_\_\_

**HOMEROOM** \_\_\_\_\_

## **OLMSTED FALLS INTERMEDIATE SCHOOL PHILOSOPHY**

The function of this school is the development of intellectual growth through academic experiences and training.

It is recognized that development of intellectual growth is influenced by physical, emotional, moral, and social factors, which are primarily the responsibility of the child's home. The school and community share secondary responsibility for these factors.

The school curriculum shall provide a variety of opportunities and experiences that can result in individual personal growth that will help the child achieve a satisfactory place in society.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

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

As part of the district-wide initiative, all buildings have the same three expectations: Be Safe, Be Respectful, and Be Responsible. At Olmsted Falls Intermediate School, we instruct students on positive behaviors relating to these expectations in all school settings (classroom, hallway, cafeteria, bus, etc.). Student recognition and reward for exhibiting these expectations are provided to support the instruction and learning.

## **NON-DISCRIMINATION NOTICE**

The Olmsted Falls City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex and disability in the educational programs and activities operated by the district.

The compliance officer for Title IX, non-discrimination on the basis of sex, Title VI, non-discrimination on the basis of race, color or national origin and Section 504, non-discrimination on the basis of disability is:

Assistant Superintendent  
26937 Bagley Road  
P.O. Box 38010  
Olmsted Falls, OH 44138  
440-427-6000

## **SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, for distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks and the Student Discipline Code, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

## **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.

## **AUTOMATED PARENT COMMUNICATIONS: POWER ANNOUNCEMENT**

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

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

For additional information on customizing your parent communication preferences, please visit [www.ofcs.net](http://www.ofcs.net) and click the PowerSchool link to access the “Power Announcement Parent Guide.” Parents may also contact your child’s school building for assistance in setting parent communication preferences.

## **ATTENDANCE AND ABSENCE**

Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce.

To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy if applicable

Parents are asked to contact the school by 8:15 a.m. to report an absence. The attendance line (440-427-6511) should be used during non-school hours and the main line (440-427-6500) is for use when reporting an absence after 8:15 a.m.

**Olmsted Falls Coding for Absences**

<b>Excused</b>	<b>Unexcused</b>
➤ Parent Phone Call	➤ No Parent Phone Call
➤ Dr. Appointment	➤ Suspensions
➤ Field Trip	➤ Truant
➤ Religious Holidays	➤ Polaris (has codes of their own)
➤ Vacations when Pre-Approved (form online)	➤ Vacations that have NOT been Pre-Approved
➤ College Visit (three days maximum with official documentation)	➤ Any absence that has not been PRE-APPROVED and does not meet excused criteria
➤ Planned Absence (Verification with signed sheet)	
➤ In-School Suspension	

**Coding for Tardy, ½ Day AM and ½ Day PM:**

- **Tardy:** Any student entering the building within 90 minutes of the first bell will be considered tardy.
- **½ Day AM Absence:** Any student entering the building after the first 90 minutes of the school day, will be marked with a ½ day AM Absence.
- **½ Day PM Absence:** Any student leaving the building prior to the last 90 minutes of the school day will be marked with a ½ day PM absence.
- **In the case of a doctor’s appointment:** If the student has a doctor’s appointment and is out of school for **less than two hours**, it will not be counted as an absence if a doctor’s note is provided upon their return. If a doctor’s appointment runs **longer than two hours**, it will be coded as either a ½ day excused absence (with a doctor’s note) or a ½ day unexcused absence (without a doctor’s note).

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

- Students may be excused from school for up to 5 days each school year for vacation with prior approval. Vacation days in excess of 5 days will be considered unexcused unless approved by school administration. The planned absence form may be found online or you can get a copy in the school office.
- Any student with continuous unexcused absences for 105 school hours will be withdrawn from school.
- Student absences due to weather conditions, confirmed by parent contact, are considered EXCUSED absences.

**All attendance needs to be verified by:**

- ECC/Fall-Lenox, OFIS: 10:00 AM
- OFMS and High School by 11:00 AM

**TARDY TO SCHOOL**

Unless parent contact has been made with the office, students arriving late to school are required to have a note from home giving an explanation for their tardiness. A note from home will not necessarily result in the tardy being excused. Such notes as, "Excuse John for being late," or "John missed the bus," or "The alarm clock didn't ring," or "There was a train," are not considered satisfactory excuses and will result in an unexcused tardy.

Upon accumulating three unexcused tardies in one month, students will be issued a 40 minute lunch detention. A second set of three unexcused tardies will result in a second lunch detention. Further tardiness will require parents to meet with school personnel. At such time, the reasons for tardiness will be discussed and an action plan will be developed.

**MAKE-UP WORK**

School work that is missed during an absence or tardiness is to be made up by the student. It is the responsibility of the student to ask for make-up work. Parents can arrange for student assignments to be sent home by making a request on the attendance line at the time that the student absence is reported.

*We would prefer that you not request homework until your child is out of school for two consecutive days.*

When requesting homework, please leave your student's name, grade, and number on the attendance line at the time the student absence is reported. Homework can be picked in the main office after 2:30.

**RETURN TO SCHOOL AFTER ILLNESS: GENERAL GUIDELINES**

General guidelines for keeping children home from school due to illness can be accessed at <http://www.ofcs.net>

If your child is absent due to a communicable disease, please contact the school office as soon as possible. The student will need a doctor's note upon returning to school.

**STUDY ROOM**

The purpose of study room is to provide an opportunity for students to complete unfinished assignments. Teachers will inform all students of their classroom procedures regarding assignment completion both in school and for homework. When a student is sent to Study Room, the parent will be notified by the teacher. This could include but is not limited to: email; phone call; note home; a note in the student's assignment notebook, etc. If Study Room does not appear to be an effective intervention for those students who

continue to have difficulty completing work, parents will be contacted and an alternative plan discussed.

## **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.

## **ATTENDANCE AT SCHOOL EVENTS – Board Policy #5855**

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

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

The Board will continue to provide adequate supervision for all students who are participants in District-sponsored events; however, students are expected to follow all rules and regulations as outlined in the Student Discipline Code and Handbook.

## **BEHAVIOR**

The goal of our discipline plan is to insure that inappropriate behavior is not repeated. If such behavior takes place, a variety of methods may be used to correct the behavior. They include, but are not limited to: discussions with teachers, guidance counselors or administrators, as well as noon time detentions, before or after school detentions, in school and out of school suspensions or expulsions.

The communication with parents is an extremely important aspect of any discipline plan in order to successfully correct unacceptable behavior.

### **Recess and Extended Office Detentions**

Students displaying inappropriate behavior may be assigned to serve a Recess Detention.

- 3 Recess Detentions = 1 Extended Office Detention
  - 1st offense = Recess Detention
  - 2nd offense = Recess Detention

- 3rd offense = 1 Extended Office Detention
- 1 Missed Recess Detention (unexcused) = 1 Extended Office Detention
- Ejected from Recess Detention = 1 Extended Office Detention

**What is a Recess Detention?**

- Students are required to report to detention hall during recess.
- Schoolwork is to be completed while in detention.

**What is an Extended Office Detention?**

- Students are required to remain in office for the entire day.
- Students are required to report to office upon arrival to school.
- Students are required to complete schoolwork provided by teachers.
- Students are required to eat lunch in the office.

\*Repeated Extended Office Detentions may result in suspension out-of-school

**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.

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

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

Deliberately making false reports about harassment, intimidation, 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.

## **BUSES**

1. Students are permitted to ride only the bus to which they have been assigned. In case of an emergency, written permission must be approved for changes in buses or bus stops.
2. No glass containers, live animals, or large unwieldy equipment is to be carried on the bus.
3. No eating, drinking, or gum chewing is permitted on the bus.

4. Children must obey the bus driver who is in charge of the bus.
5. Any child who misses the bus at the end of the school day should report directly to the office.
6. Students will enter the building at the main entrance.

Bus riders should leave the house a few minutes before the bus is due to arrive and wait well back from the road. Children should not play games at bus stops. Students should approach the bus only after it has stopped. At school, students should remain behind the yellow line until boarding time.

Students should not talk to strangers and should report any incidents to their teacher or principal immediately upon arriving at school. Children should never enter a stranger's car.

Children should remain in their seats while the bus is in motion and talk only in low tones to their immediate neighbors. When getting off the bus, students should step away from the bus. If they must cross the street, they should pay attention to the flasher and traffic.

Parents should notify the school if there is a change of address. A Transportation Form is available in the main office and is to be filled out and returned to school. The form will then be forwarded to the transportation department. Please give us 48 hours to make this change.

## **CAFETERIA AND LUNCHROOM**

A monthly lunch and breakfast menu will be sent home. Breakfast is served daily from 7:40 - 7:55 A.M. **Students are to be in class by 8:00 a.m.**

The Point of Sale System will be used in the cafeteria. Students are encouraged to deposit money into their account so that when purchases are made, the account will be debited automatically. Deposits can be made in the morning before school and brought to the cafeteria. Cash or checks made payable to Olmsted Falls Intermediate School (OFIS) Food Service will be accepted. **We encourage parents to utilize the EZPAY online payment system for school meals. Please go to the district website and click on the SPS EZpay logo.**

Cash will be accepted for any purchase from the cafeteria.

Free or reduced price lunch and breakfasts may be provided to children whose family income meets or is less than federal income guidelines. All students receive an application at the beginning of the school year. Upon completion, please send this form to the office.

## **LUNCHROOM RULES:**

1. Use Manners – Students are expected to demonstrate good manners when eating.
2. Always walk in the cafeteria.
3. Students are to remain seated until excused.
4. Students may talk quietly and enjoy their lunch period. Loud talking and shouting is unacceptable behavior.
5. Students are to dispose of all paper, etc. Students are to return all dishes, silverware and trays to the disposal area.
6. No food or drink is to be removed from the cafeteria.

## **CAR RIDERS**

Morning car riders should enter through the main doors and sit quietly in the cafeteria until dismissed to homeroom. Afternoon car riders must be signed out by a parent or guardian and picked up in the main office. **Parents: After signing out your child in the main office, please move to the cafeteria to wait for students to be dismissed for the day.**

## **CLASS PARTIES**

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

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

## **COMPUTER USAGE**

Prior to being afforded the use of any computer, an electronically signed copy of the district's **Acceptable Use Policy must be completed online and be on file in the main office.**

All technology related property (including websites) of the Olmsted Falls City School District is not intended for use as an open forum and is subject to the authority of the administration.

## **DRESS CODE**

The Olmsted Falls Board of Education believes that the parent and school have a responsibility in helping students develop feelings and appreciation of good taste. This includes good taste in the matters of dress and grooming.

It is, however, the intent of the Board of Education that the students of Olmsted Falls Schools appear clean, neat and well groomed both at school and at all school sponsored activities. Dress can be regulated when said attire is bizarre, offensive, disruptive, or is distracting to the educational process. The final decision on the appropriateness of attire shall rest with the school administration. In all cases of questionable attire, administrators reserve the right to make judgments and decisions regarding "appropriateness and acceptability" of such clothing.

Also, please note that student dress is not considered an open forum and is subject to the authority of the administration.

**A student must change/cover clothing deemed inappropriate for school. Any student who refuses to change/cover the offending clothing will be considered insubordinate and subject to disciplinary action.**

**Clothing and accessories prohibited under this policy include:**

- Tee shirts or other clothing items that include drug, alcohol, or tobacco messages
- Tee shirts or other clothing items that endorse illegal, racist, sexist, violent, bigoted, or gang-related activity
- Tee shirts or other clothing that displays sexually suggestive comments or causes a disruption to the educational process
- Tank Tops (All shirts must have sleeves, which extend over the shoulder)
- Cut offs and lycra/spandex "bike" shorts
- Apparel that is backless or exposes the midriff
- Hats/Headwear/Bandannas
- Pajama Tops/Bottoms
- Excessively short skirts and shorts
- Shorts, skirts, dresses, etc., with a slit above the mid-thigh
- Torn, tattered, or unhemmed clothing (e.g. jeans with holes)
- Artificially colored hair
- Belt, waist, wallet, wrist, or neck chains
- Anything else considered inappropriate for school.
- Dark glasses (unless prescribed by a doctor)
- Written graffiti on clothing

**Additional Thoughts:**

- Shorts, pants, or any other type of clothing should not fall below the waistline.
- Clothing should not be excessively large or small.
- Clothing should not expose undergarments.
- Clothing or accessories, which may be dangerous to self or others, will not be permitted.

## **ELECTRONIC DEVICES**

The unauthorized use of cellphones and non-educational electronic devices in the school building or on school property during school hours is strictly prohibited. *Please note that the school is not responsible for lost or stolen items.*

## **EMERGENCY DRILLS**

Fire, tornado, and safety drills are held in accordance with the law in the Revised Code of Ohio. We stress order as well as speed during the drills. Unless given permission, students are not to talk or run during an emergency drill. Teachers and students receive instructions as to the route and manner in which to proceed to the designated safe area. Fire drill and tornado drill directions are also posted in each room.

## **FEES**

All students pay a fee to cover supplemental expenses which include assignment notebooks, workbooks, art supplies, science supplies, language arts supplies and a technology fee. Fees will be collected during the first several days of school. **All fees are due by the end of the first nine weeks and are payable to Olmsted Falls Intermediate School. We encourage parents to utilize the EZPAY online payment system for school fees. Please go to the district website and click on the SPS EZpay logo.**

\*Students whose school fees remain unpaid may be excluded from attending field trips.

## **FIELD TRIPS**

Students take field trips during the school year which are arranged by their classroom teachers and approved by the principal. These trips are coordinated with the areas of study in the classroom.

Students may be excluded from attending field trips when:

- Fees are unpaid
- Behavior in school is of a disruptive nature
- They have demonstrated the inability to be on time to school, class, or events

## **GRADING POLICY**

Teachers' policy relative to retakes/redos, late work, and homework, will be communicated to parents during open house at the beginning of each school year.

## **HYGIENE**

It is important that students arrive each day with clean clothes, brushed teeth and having showered or bathed. This eliminates negative comments from other students, which affects the learning process.

## **IMMUNIZATIONS**

Pupils enrolled at Olmsted Falls Intermediate School are required to have on file written proof that they have received the following immunizations which are required under the Ohio Law, Sections 3701.12, 3313.671, and 5104.011 A5 of the Ohio Revised Code:

### **4th and 5th Grade Requirements**

- 5 DTP or DT
- 4 OPV
- 2 MMR
- 3 Hepatitis B

## **LEAVING SCHOOL GROUNDS DURING SCHOOL DAY**

In order to minimize classroom disruption, students are to bring a **written request** from their parent or guardian to their homeroom teacher. If another person is picking up your child, a note of authorization signed by you as parent or guardian should be presented to the office. **For student's safety, parents should meet the student in the main office where the student must sign out before leaving the building.**

## **LIBRARY MEDIA CENTER**

The Intermediate School's library contains a variety of books to reach all interests of our students and to stimulate intellectual growth. Students are permitted to check out two items per week, choosing books and magazines. Students absent on their library day should return books their first day back.

## **LOST AND FOUND**

Misplaced items will be put in the Lost and Found. Students are encouraged to check the Lost and Found for items during their lunch period. Please note that the school is not responsible for lost or stolen items.

## **MEDICAL EMERGENCY INFORMATION**

An electronically signed copy of every child's medical emergency information must be on file in the main office. **Please be sure to inform the office of any changes on your child's medical emergency form during the school year. This would include changes in employment, marital status, address, medical updates, telephone numbers, doctor, or emergency contacts.** Accurate information is essential when attempting to contact a parent whose child becomes ill or is injured at school.

## **MEDICATION**

A medication form is required for the administration of any medication, including cough drops, to your child while at school. This form can be obtained from the school clinic, the school office or on the district website: [www.ofcs.net](http://www.ofcs.net). If your child has a chronic medical condition that may require medical management at school, such as asthma, severe allergies, diabetes or seizures, you will need to complete the appropriate health care plan for your child's condition. Please contact the school clinic to obtain a health care plan

form. Health care plans need to be signed by both parent and physician and will take the place of the medication form for all medications associated with that condition.

**Prescription medication requires both parent and physician authorization.**

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

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

Medication Guidelines:

- All medications must be brought to school (and picked up from school at the end of the school year) by a parent or other designated adult. Children are not permitted to transport medications to or from school, or carry with them at school. The only exceptions are children with valid self-carry orders to carry asthma inhalers and/or EpiPens. Self-carry orders must be signed by both a parent and physician. Children self-carrying EpiPens must have a backup EpiPen in the school clinic.

- Medication must be provided in its original container:

- o Prescription medications must be provided with pharmacy label (with child's name and medication name, dose, and time and route of administration) affixed

- o Non-prescription medication Non-prescription medications must be furnished in the original, unexpired and sealed container with dosing instructions. Non-prescription medications furnished without a physician's order will be administered according to package dosing directions.

- No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530-Drug Prevention and of the Students Code of Conduct.

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

## **PLAYGROUND/RECESS**

It is our goal for each child to have a happy and productive play period each and every day. Children should always share and play fair. Safety should be considered first, and everyone should think before they act. **Please remind students to dress appropriately for the weather as we will be going outside as much as possible throughout the winter months.**

### **OUTDOOR RECESS RULES:**

1. Know and obey the rules of all games
2. Stay in the play area away from the building
3. Students must be dressed properly for the weather.
4. Report any injury to the teacher on duty.
5. Equipment should be used properly. When finished with equipment, return it to the box.
6. Games involving physical contact are not permitted such as wrestling, keep-away, king of the mountain, etc.
7. On snowy days, sliding and snowballing are not permitted.
8. When waiting to swing, students must stand behind the wooden plank in front of the swings.
9. When the bell rings, line up quickly and quietly.

### **INDOOR RECESS RULES:**

1. Students must be sitting down on a chair or on the floor. Not on the counter.
2. There is to be no talking in the hall from the cafeteria to the classroom.
3. Students must keep their hands and feet to themselves.
4. Students must write on material other than chalkboards at recess.
5. Students must remain in the room and go to the restroom after lunch. Trips to the restroom from homeroom are made only when permission is given by the adult on duty.
6. Students are to report to their own classroom.
7. Students may not use the computers.
8. Students must remember that noise will carry so that being loud may disrupt other classes.
9. Game pieces should be used appropriately (i.e. no throwing of objects).

### **TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES**

If any student believes the Olmsted Falls City School District or any of its staff members have been discriminated against due to race, color, national origin, or gender, he/she can make a formal grievance. It is best to tell a staff member first to try to have it resolved informally. The procedure for following through on a formal grievance is as follows:

1. The grievance should be made to the principal.
2. If not resolved, the grievance should be taken to the Title IX Coordinator, P.O. Box 38010, Olmsted Falls, OH 44138, within 5 school days.
3. If the grievance in step 2 is not resolved, then it should be taken to the district's superintendent.
4. If not resolved in step 3, it can be taken to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Rm. 300, Cleveland, OH 44114-1816.

The parent does not need to be present at the **informal** complaint with the principal/supervisor. The parent **must be present** at the **formal** hearing if the student is under the age of 18.



## **VISITORS**

**All visitors must report to the office and get a visitor's pass.** The office will see to it that forgotten items dropped off are delivered to students.

## **STUDENT CONDUCT CODE**

### **Forward**

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

### **Statement of Policy**

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

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

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

### **Students' Rights**

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

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

B. *Freedom from Discrimination.* Students shall not be discriminated against for any reason (i.e. race, religion, and sex, ethnic or national origin, married, pregnant, or handicapped).

C. *Participation in School Government.* Students may have a voice in the formulation of school policies and decisions, which 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 School 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 these procedures. Great care must be exercised in searching the persons and effects of students. The following should be observed:

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

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

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

### **Students' Responsibilities**

Admission to the Olmsted Falls Schools assumes that the student conduct himself/herself as a responsible member of the school community. Each student is required to accept responsibility for his/her own conduct and in doing so, accept the responsibility for the consequences of his/her choice. The student must

recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary.

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

### **Rules and Regulations**

The following rules, regulations, and procedures are based upon official policy of the Board of Education of the Olmsted Falls City Schools. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function or event; job station where units of credits are given towards graduation, or when under the supervision of a school employee. These rules may also be enforced when an action is directed at a district employee, anytime on or off school grounds. A student found to be in violation of any of these rules or a portion thereof may be subject to disciplinary action. This shall consist of either a disciplinary notice, denial of participation in privileges, detention, Saturday School assignment, suspension for a set number of days, expulsion, and/or permanent exclusion. (The examples listed in the rules below are not meant to be exhaustive.)

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

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

### **Suspension and Expulsion**

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

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

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

### **Permanent Exclusion**

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

## **Due Process**

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

## **Search and Seizure**

In order to 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. 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, and the safeguard of each individual, that these rules are set forth.

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

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

**Rule 1 Disruption of School:** A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is 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 cellphones 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 in turn forward the complaint to the district complaint coordinator for further action.

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

**DEFINITION 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.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

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

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

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.

### **SEXUAL HARASSMENT**

- A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. NonVerbal: 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. NonVerbal: 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 she/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.

*“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.*

*The District will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The District will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the District will take immediate steps to end the harassment.*

*For a copy of the Olmsted Falls School District’s policy and procedures on harassment either contact the Board Office at 427.6000 or go to <http://www.neola.com/olmstedfalls-oh/search/policies/po4362.htm>.”*

**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 School enforces regulations, which prohibit student contact with alcoholic beverages, intoxicants, and drugs-of-abuse prior to (same calendar day) and during times the student is subject to the authority of the school. A student shall not possess, use, show evidence of use, transmit, sell, conceal or consume an alcoholic beverage or intoxicant or any drug-of-abuse. This provision shall be applicable to any conduct on school grounds, during and before or after school hours; on school grounds at any time when the school is being used by a group; off school grounds at a school sponsored activity, function, or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs-of-abuse at any time before the student's arrival at school or at a school sponsored or related event or activity or manifest evidence of such use, such as odor, reddened eyes, or other similar characteristics. Examples of drugs-of-abuse include, but are not limited to: narcotic drugs, hallucinogenic drugs, generic

drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look alike substances, synthetics, or other substances that could modify behavior. Students shall not possess, use, transmit, sell or conceal any drug-of-abuse instrument or paraphernalia.

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

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

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

**Rule 6 Insubordination, 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 Acts of Misconduct.* A student shall comply with all school rules and regulations. Repeated acts of misconduct include but are not limited to, disruption of class, repeated violations of rules, and impudent behavior.

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

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

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

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

**Rule 11 Falsification:** A student shall not lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees. A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, or other data on school forms or school related



correspondence.

**Rule 12 Cafeteria:** Throwing food, intentional abuse of the cafeteria, or other such inappropriate behavior is prohibited.

**Rule 13 Hazing:** It is the policy of the Olmsted Falls City Board of Education and School District that hazing activities of any type are 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 School assignments, suspension, expulsion, or permanent exclusion as provided by law.