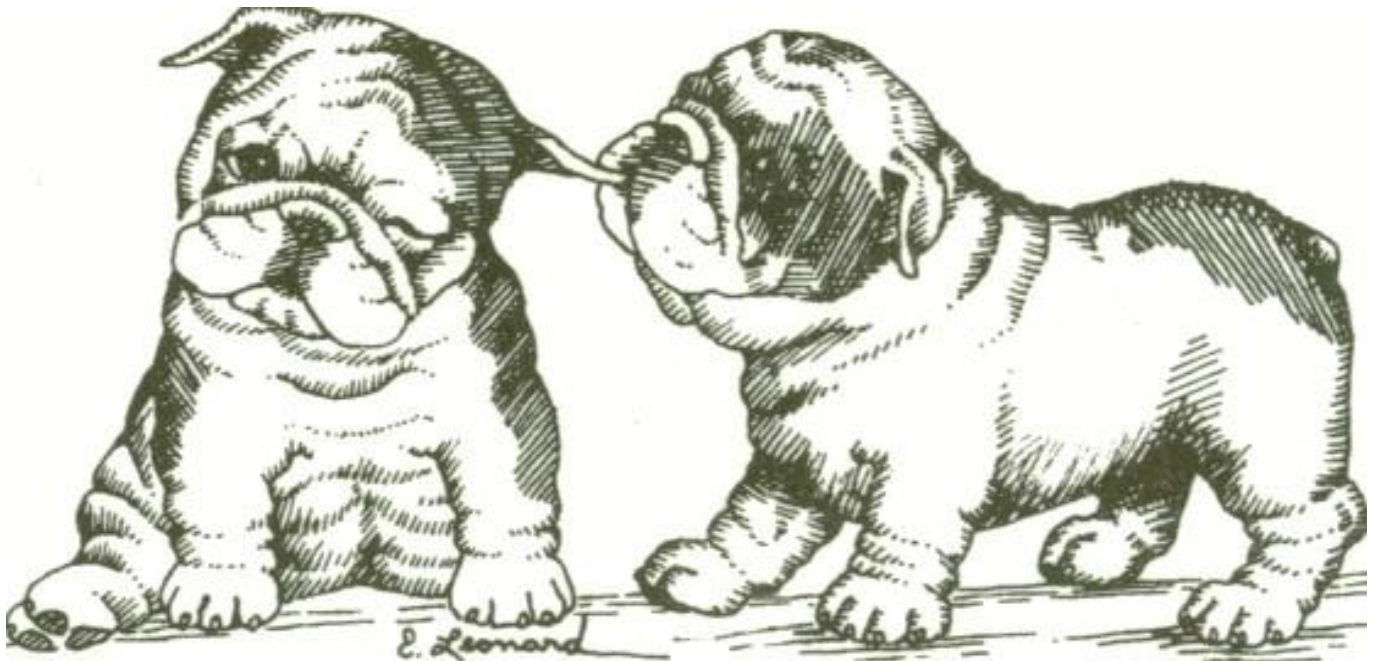


# OLMSTED FALLS EARLY CHILDHOOD CENTER

7105 Fitch Road  
Olmsted Falls, Ohio 44138

Phone: 440-427-6360  
Attendance: 440-427-6363  
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## Home of the "Itty Bitty" Bulldogs

### OLMSTED FALLS CITY SCHOOLS

Handbook is also available online at Web Site: [www.ofcs.net](http://www.ofcs.net)

Rev. 8/2015

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Dear Parents and Families,

It is my pleasure to welcome you as members of the Olmsted Falls Early Childhood Center learning community. The District has made a commitment to create an environment that is focused on the growth and development of early learners. We strive to create a safe and nurturing setting where we can guide and support our "Itty Bitty Bulldogs" as they acquire the academic, cognitive, communication, social/emotional, interpersonal, and physical skills they need to meet future academic and other life challenges and grow as happy and successful members of the Olmsted Falls communities.

I am grateful for the opportunity to serve as the Director of the Early Childhood Center, and look forward to working with you. If there is anything that I can do in order to enhance your child's learning experience, please do not hesitate to contact me.

Your children truly are our future, and the ECC staff members are excited about the start of the upcoming school year. We look forward to many opportunities to celebrate our young learners' growth, accomplishments, and successes.

Melinda Brunner  
OF ECC Director  
mbrunner@ofcs.net



**The Early Childhood Mission Statement:**

The mission of The Early Childhood Center is to provide students with skills and promote attitudes necessary for them to become life-long learners and productive members of their community. We accomplish our goals through:

- Fostering a joy of learning
- Working in partnership with home and community
- Providing a safe and secure environment
- Individualizing instruction to maximize student potential
- Allowing students the freedom to experiment, take risks, and express their individuality

**The Early Childhood Center Believes...**

- All children can learn.
- All people deserve respect.
- Children deserve a positive, safe, and nurturing learning environment.
- Learning is an ongoing, individual process.
- Professional collaboration among staff members is essential to ensure student learning.
- Partnerships among school, family, and community are necessary for student success.

*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.*

## SCHOOL HOURS

School Hours:	7:55 am to 2:25 pm
Office Hours:	7:30 am to 3:30 pm
Pre School A.M.	8:05 am to 10:35 am
Pre School P.M.	11:40 am to 2:10 pm
Kindergarten A.M.:	7:55 am to 10:40 am
Kindergarten P.M.:	11:40 am to 2:25 pm



## ARRIVAL AND DISMISSAL

- Children should not arrive at school before 7:40 A.M. - **THERE IS NO SUPERVISION FOR STUDENTS BEFORE THIS TIME.** Likewise, all students should be picked up after school by 2:30 P.M.
- Parents are not permitted to walk their children to their classrooms to drop them off.
- Parents/visitors will need to sign in and wear a Visitor Badge when entering the building or volunteering in classrooms.

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

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

### **General Bus Safety:**

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



## REQUESTED CHANGE IN DISMISSAL

Any change in dismissal procedure, such as picking up a child during or after school, must be stated in writing to the child's teacher daily. **IF YOUR CHILD DOES NOT HAVE A NOTE FOR CHANGE IN TRANSPORTATION, HE/SHE WILL BE SENT TO THEIR REGULAR DESTINATION.**

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

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

## 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

### *Student Registration, Emergency Medical Info. & Required Forms continued...*

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.

## Olmsted Falls Coding for Absences

Excused	Unexcused
➤ 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	

All student absences are unexcused in PowerSchool until changed to excused by the attendance secretary based upon parent contact. Unexcused absences will be reported to parents with our automated calling system.

- 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 Student Vacation Travel and/or 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 and 1:30 PM for ECC
- OFMS and High School by 11:00 AM

To report a child's absence, please call the Early Childhood Center's Attendance Line at (440) 427-6363. Parents can call the Attendance Line 24 hours a day.



## EMERGENCY PROCEDURES

**Emergency Closing of School:** If our schools are to be closed during the school year for severe weather or other emergency conditions, announcements will be made via radio and TV stations in Cleveland.

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

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

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

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

In case of a true medical emergency, we will call 911 and then contact you.

## REGISTRATION, CHANGE OF ADDRESS, WITHDRAWALS

**Kindergarten:** Kindergarten attendance is required by law. Registration for kindergarten occurs in the spring. Registration notification is advertised in the local newspapers, the school report, pre-school bulletins, and area churches/businesses in January. Packets with kindergarten registration forms and information are available in February in the school office. The dates for formal registration and screening are included in the packets.

**CHILDREN MUST BE FIVE YEARS OF AGE ON OR BEFORE AUGUST 1<sup>ST</sup> TO ENROLL IN KINDERGARTEN.**

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

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

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

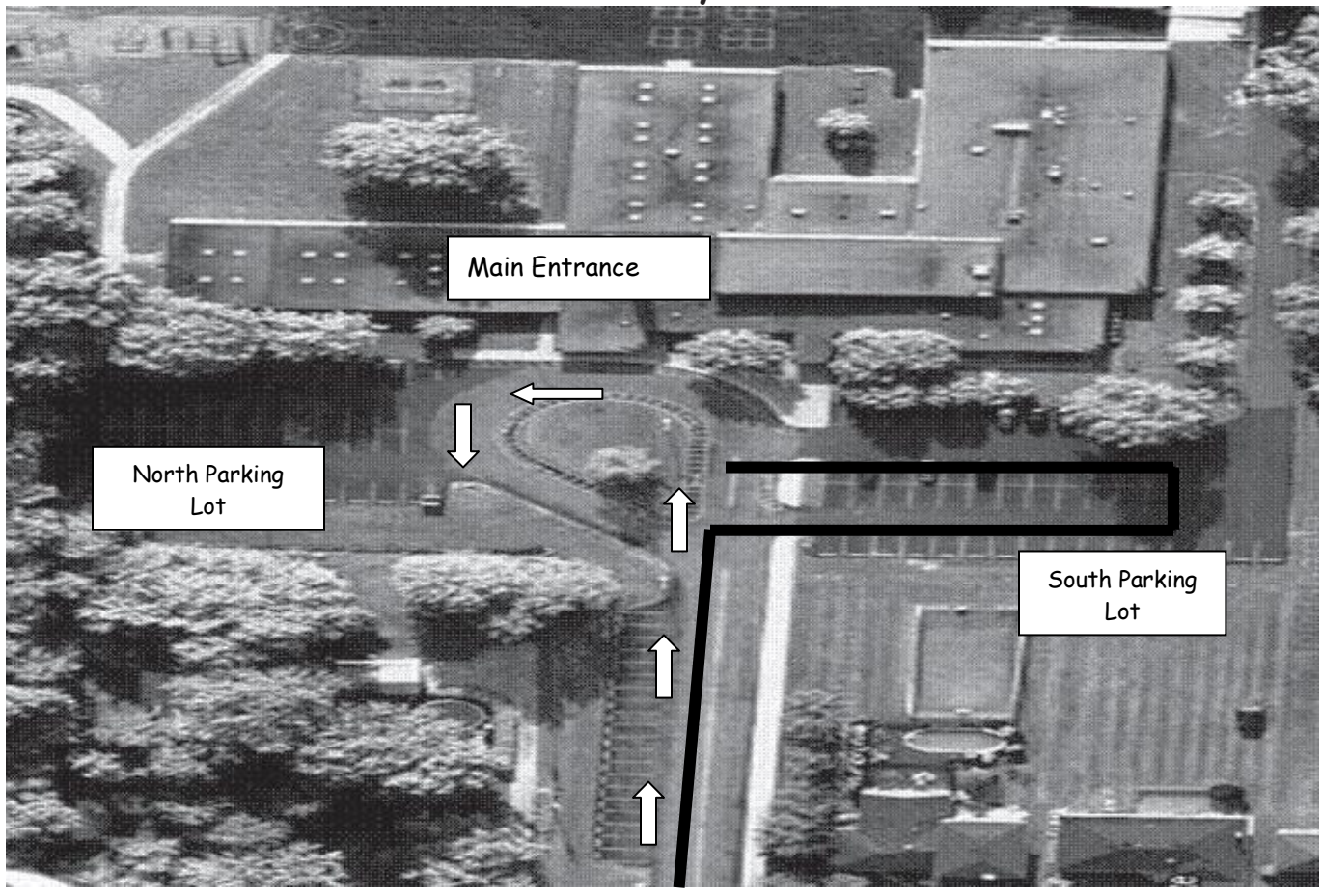
## VISITOR PARKING, DROP OFF AND PICK UP

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

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



## Olmsted Falls Early Childhood Center



### MAP KEY:



-Bus Lane Traffic Only



-Car Riders/Carpool Traffic

### REVIEW OF DROP-OFF / PICK-UP PROCEDURES:

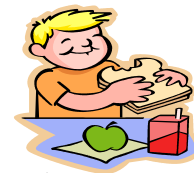
- Students should NOT be dropped off prior to 7:40 a.m. for AM classes or prior to 11:40 a.m. for PM classes. There will be no supervision available for students prior to these times.
- ***Please do not travel in the Bus Lane*** for student drop-off or pick-up.
- Cars will exit around the Bus Lane but ***WILL NOT BE PERMITTED TO PASS BUSES.***

### FEES

Students in Kindergarten are assessed a school fee of \$50, which will help defray the costs of headphones (\$5.00), art supplies (\$6.00), field trips (\$5.00), and student consumables used for language arts and math instruction, including Weekly Readers, writing and poetry journals, take home books, student worksheets copied from blackline masters and Ferby pencils/Laddie pencils for beginning writers (\$34.00).

Students who qualify for free lunch may have their kindergarten fees waived. If the family is unable to pay their student's kindergarten fees in full in the fall, payment arrangements can be made through the school office by contacting Loretta at (440) 427-6360. Students with unpaid fees may not be included in school field trips.

## BREAKFAST/LUNCH



1. A breakfast may be purchased every morning from the cafeteria. Children will receive a "Bagged" breakfast to eat in their classroom before homeroom.
2. A "Bagged" lunch may also be purchased. Children will follow the same procedure and bring their bagged lunch to homeroom to eat lunch.
  - **A monthly breakfast/lunch menu will be available on-line.**
  - **Students will not be allowed to charge lunches;** however, if a student has forgotten their lunch or does not have lunch money, they will be provided with a substitute lunch.

Payment for fees, breakfasts, and lunches may be made with cash, or check. We are no longer able to process credit card payments in our office. **You may call 1-866-693-9729 to access the EZPay charge system. EZPay charges may take up to 48 hours to be credited to the student's account.**

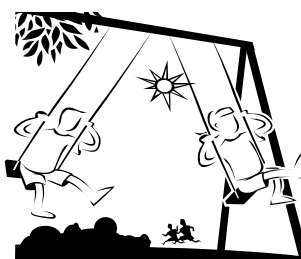
Free or reduced price breakfasts and lunches may be provided to children whose family income meets federal guidelines. The forms will be sent home at the beginning of the school year. A new form is needed yearly. Those enrolled in the federal program the previous year will continue in the program for the first 21 days of school while new forms are being completed. Students who qualify for free breakfast/lunch are also eligible for a school fee waiver.

## RECESS

Students may be going outside for recess for different activities, rewards, or physical education practices. Children should be dressed appropriately for outdoor play. If the air temperature or wind-chill is 20 degrees or above, the Olmsted Falls City School District supports outside play, and children may go outside for a short recess. **PLEASE DRESS YOUR CHILD APPROPRIATELY FOR ALL TYPES OF WEATHER.**

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

1. No running in front/back of swings.
2. One person at a time on swings and slide. Climb down playground equipment - do not jump off.
3. Keep hands and feet away from other students. (No fighting, hitting, pushing.)
4. Do not pick up or kick snow.
5. Play on blacktop when grassy area is wet or snow covered. (No running on blacktop.)
6. Do not play along the building, along the service drive, or in wooded areas.
7. No chasing permitted.
8. Treat others as you would like to be treated.



## SCHOOL DRESS

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

Dress can be regulated when said attire is bizarre, offensive, disruptive, or is distracting to the educational process. The final decision on the appropriateness of attire shall rest with the school administration. In all cases of questionable attire, administrators reserve the right to make judgments and decisions regarding "appropriateness

and acceptability" of such clothing. A student must change/cover clothing. Any student who refuses to change/cover the offending clothing will be considered insubordinate.

1. All students must wear shoes or sandals. **Flip-flops are not acceptable.**
2. Dark glasses cannot be worn in school except under doctor's orders.
3. Hats shall not be worn in the building.
4. Clothing which exposes the midriff and backless attire are violations of the dress code.
5. Any item containing offensive language or gang or cult related symbols is prohibited.

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

## LIBRARY BOOKS

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



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

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

## PARENT-TEACHER COMMUNICATIONS

**Parent-Teacher conferences:** Each year, the school will schedule two official conference nights.

*Parent conferences are encouraged. A parent requesting a conference should call the school or send a note to their child's teacher so an appointment can be made. Teachers are available via e-mail and phone correspondence as well.*

In addition, each kindergarten teacher will schedule conferences on a third day in order to accommodate all of the AM and PM parents.

**Progress Reports:** Kindergarten reports are sent to parents at the end of every twelve weeks.

### **Assessments:**

Beginning in 2014-2015, all incoming kindergarten students in the state of Ohio will be assessed using the Kindergarten Readiness Assessment or KRA, which is based on Ohio's Early Learning and Development Standards. It has six components: social skills (including social and emotional development, and approaches toward learning), mathematics, science, social studies, language and literacy, and physical well-being and motor development. The period for the Assessment is the first day of school through November 1. However, a portion of the assessment will be completed during Kindergarten orientation in August. The KRA will take the place of the KRA-L, which was previously administered to incoming kindergarten students.

Beginning in 2014-2015, kindergarten students will be assessed three times a year in Reading and Math using the Measures of Academic Progress or MAP. Results of the MAP will be used to differentiate instruction and to determine which students may benefit from support or enrichment provided by our Reading Interventionist. In addition, Reading scores from the Fall administration will be used to identify students whose early literacy skills are below expectations for entering Kindergartners (in accordance with Ohio's Third Grade Reading guarantee).

- Early Learning Assessment (ELA) - preschool students are administered the ELA in the Fall and again in the Spring to measure their development in the following areas:
  - Social awareness
  - Language and Literacy
  - Math
  - Physical Well-being and Motor

The ECO and ASQ:SE are also preschool assessments that are required by the state.

**Student Records:** By federal regulation, parents of pupils under age 18, and older students themselves, have the right of access to and review of records kept on each pupil (grades, test scores, and materials collected to develop the best educational program for each child). Upon written request and twenty-four hour notice, parents receive the opportunity to review and question their children's records. Should parents experience difficulty or question the accuracy or appropriateness of any materials, they may request a hearing for a formal review of the file with all sides given an opportunity to present their viewpoints.

## **INSTRUCTION AND ACTIVITIES**

Students in preschool and kindergarten follow a curriculum in English/Language Arts, Math, Science, Social Studies, Art, Music, PE and Technology that is aligned with the Ohio Academic Content Standards. The Ohio Academic Content Standards define what each child should know and be able to do at every grade level. The ECC and other schools in the District, State and nation are in transition to the Common Core State Standards in English/Language Arts and Math.

The major goal at the Early Childhood Center is the development of the whole child. We strive to make learning targets clear for students and provide them with effective feedback. A positive educational climate requires a concerted effort and communication by teachers, students, parents, and administrators.

## **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.

Should you like more information about the district's intervention system please contact your student's building principal.

Updated 11/26/2013

## **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 reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

As part of a District-wide initiative, all buildings have the same three expectations: Be Safe, Be Respectful, and Be Responsible. At the ECC, we instruct students on positive behaviors relating to these expectations in all school settings (classroom, hallway, cafeteria, bus). Student recognition and rewards for exhibiting these expectations, including our monthly Bulldog Best award, are provided to support the instruction and learning.

The teacher has the right and responsibility to define and explain how each of the rules will be implemented in the classroom and to develop a classroom management plan. The students and staff at the ECC work together to build classroom communities where respect for one another is fostered and the behavior plan is enforced for the good of all.

**Homework:** The Olmsted Falls Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

- Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects. Homework assignments also provide a way for parents to acquaint themselves with the preschool and kindergarten curricula. Working on various practice or supportive activities for a given week or month's "Big Ideas," or "I Can" statements will help parents help their children take ownership of the learning process. Parents are encouraged to ask questions whenever necessary to enable them to be engaged in the learning process at school.
- The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans. Care should be taken that students are not unduly burdened by excessive homework assignments for any one school day.

**Computers:** Students will have the opportunity to use the computer lab. Teachers will be expected to complete specified outcomes, which vary according to grade level, when they attend weekly computer lab time. Teachers may be able to sign up for additional time in the computer lab for various projects, practice, and technology integration activities.



## PHYSICAL EDUCATION DRESS REQUIREMENTS

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



## GUIDANCE PROGRAM

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

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

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

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



## PARTIES/ASSEMBLIES

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



**Birthday Treats:** should not be surprise events, but should be prearranged with the teacher. If your child has a food allergy or classmates with food allergies, please check the approved snack list before bringing or sending any treat to school.

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

## BUILDING SAFETY

**Building Safety:** In accordance with school rules, students must be safe, be responsible and be respectful in the hallways. This means that each student will do the following:

1. Walk at all times.
2. Be quiet.
3. Keep hands, feet, objects and mean words to yourself.
4. No peeking or staring into classrooms.
5. Keep hands off walls and artwork.

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

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

**Safety Drills/Intruders/Lockdowns:** The ECC has tornado, fire, and lockdown drills in accordance with the law of the Revised Code of Ohio. During these drills, students are expected to be silent and follow adult direction.

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

## PUPIL PERSONNEL SERVICES

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

Guidance Counselor	Pre-School Itinerant Teacher	Reading Intervention Tutor
District Nurse	School Psychologists	
Speech and Language Therapists	Educational Intervention Specialists	

**Parent/Teacher Collaboration Team:** The purpose of the Parent/Teacher Collaboration Team (PTCT) is to provide assistance, support, and guidance to a student who is experiencing difficulty. Our goal is to help students overcome any difficulties: academic, social, emotional, or behavioral. Team members include an administrator, counselor, school psychologist, intervention teacher, and a regular education teacher. Teachers and/or parents can request a PCTC meeting. Please contact the guidance counselor to schedule.

**Data Team Meetings:** Teachers meet monthly or every other month to review data on individual student performance, academic or social/emotional/behavioral. The teachers collaborate to determine who should receive additional academic intervention, to refer students to counseling groups, to develop classroom support plans, and/or to plan for at PTCT meeting.

**Enrichment Services:** At the ECC, enrichment is provided by differentiated classroom instruction and pull-out for academic enrichment groups. Enrichment programs are offered to students identified as gifted beginning in first grade. Gifted services can be provided in a variety of ways: students may be involved in small group enrichment sessions, whole class enrichment activities or through a consulting teacher model. Parents and teachers may refer students for gifted identification.

**Medications:** Before any **prescribed** medication may be administered to any student during school hours, the Board shall require a signed prescription or order from the child's physician, **and** the written authorization of the parent. Before any **over the counter** medication may be administered, the Board shall require the prior written authorization of the parent along with a waiver of liability of the District for the administration of medication. It is the parents' responsibility to have the forms completed and on file in the school clinic before medication can be distributed.

1. Physicians and parents should complete a "Medication Form" for all medication orders. Forms are available online or in the office.
2. Over the counter medications will be given per package directions and dosages unless a signed order from a **physician** is received; parent signature is only required for over the counter medications.
3. Medication must be in its original bottle or packaging and be brought in by a parent.
4. Any leftover medications need to be picked up within the last two weeks after school is out or they will be discarded.
5. 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 Student Code of Conduct.

**Health:** The Early Childhood Center student should have at least ten hours of sleep every night and a good breakfast each morning. A well-rested and well-fed child will function best at school.

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

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

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

### Immunization Summary for School Attendance

Vaccines	Fall 2012 Immunizations for School Attendance
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<p><b>K</b> Four (4) or more of DTaP or DT, or any combination. If the fourth dose is properly spaced and administered after the 4<sup>th</sup> birthday, a 5<sup>th</sup> dose is not required.*</p> <p><b>1-12</b> Four (4) or more of DTaP or DT, or any combination. Three (3) doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <b>Grades 7-9</b> One (1) dose of Tdap vaccine must be administered prior to entry.**</p>
POLIO	<p><b>K-2</b> Three (3) or more doses of IPV; the FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.***</p> <p><b>Grades 3-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the 4<sup>th</sup> birthday, a fourth dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
MMR Measles, Mumps, Rubella	<p><b>K-12</b> Two (2) doses of MMR. Dose 1 must be administered on or after the 1<sup>st</sup> birthday. The second dose must be administered at least 28 days after dose 1.</p>
HEP B Hepatitis B	<p><b>K-12</b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
Varicella Chickenpox	<p><b>K-2</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose 1; however, however, if the second dose is administered at least 28 days after first dose, it is considered valid. <b>Grade 3-6</b> One (1) dose of varicella vaccine must be administered on or after the 1<sup>st</sup> birthday.</p>

## SPECIAL INTEREST AREAS

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

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

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

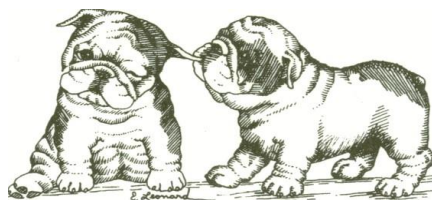
**Lost and Found:** Lost and Found is located in the office. Students should check the Lost and Found Box in the office for missing items. All clothing that might be removed at school should have some form of identification.

## STUDENT ATTENDANCE AT SCHOOL EVENTS

The Board of Education encourages students to attend as many school events as possible, as long as they do not interfere with their schoolwork and home activities. Enthusiastic spectators help to build school spirit.

However, to ensure that students attending are safe, the Board requires elementary and pre-high school students to be accompanied by a parent or adult chaperone throughout the event's entirety. Any unaccompanied student will not be allowed to attend the event, and the Board will not be responsible for students who arrive without an adult chaperone.

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





## PRESCHOOL PROGRAM

### PROGRAM DESCRIPTION

Our program services children with special needs ages three through five who demonstrate delays in one or more of the following areas of development: communication, motor, cognitive, social, behavioral/emotional growth, and adaptive behaviors.

A component of the program is the integration of typical preschoolers with children with special needs. Opportunities for interaction are developed for the benefit of all children.

The thematic curriculum is aligned with the Early Learning Content Standards provided by the Ohio Department of Education. These state standards include: language arts, math, science and social studies. Our classrooms are specially designed for children of all ability levels; modifications and adaptations are utilized to maximize learning. Developmentally appropriate activities are implemented, peer relations encouraged, and compassion for others discovered.

Staff includes a teacher and a teacher assistant in each preschool classroom and other support personnel, such as Speech/Language Pathologist, Occupational Therapist and Physical Therapist as needed.

This program will provide opportunities to:

1. Acquire self-help skills and independence
2. Explore art, music, literature and movement
3. Assist in the development of pre-academic problem-solving and critical thinking skills
4. Promote the development of communication skills
5. Develop sensory-motor skills
6. Encourage the child in developing appropriate social/emotional capabilities



### DAILY SCHEDULE

#### **Center Based Program-Monday through Thursday:**

AM Session:

8:05 to 10:35 a.m.

PM Session:

11:40 a.m. to 2:10 p.m.



#### **Moderate to Intensive Program-Monday through Thursday:**

8:05 a.m. to 2:10 p.m.

## ARRIVAL AND DISMISSAL

- Preschool children should not arrive at school before 8:05 A.M. -**THERE IS NO SUPERVISION** for preschool students before this time. Likewise, all students should be picked up after school by 2:15 P.M.
- Preschoolers who do not ride a bus to school should be dropped off at the sidewalk to the front doors to the south of the main entrance, where a member of the preschool staff will be waiting to receive them. Preschoolers should not be permitted to walk in the parking lot unaccompanied.
- Preschool car riders will be dismissed through the front doors to the north of the main entrance. Parents may choose to park their cars in the north lot and walk to the doorway to receive their children.

## BUS TRANSPORTATION

New preschool students are enrolled at the ECC throughout the school year. Adding a bus stop for a new student may change the pick-up and drop off times of the other children already riding that bus.

## STUDENT-TEACHER RATIO

- One special education teacher and one para-professional serve up to 12 children per session.
- Related services may be provided by the certified Speech and Language Pathologist, Occupational Therapist, Physical Therapist, and/or School Psychologist as warranted based on the individual needs of the child.
- The children have the opportunity to interact with other three, four and five year olds.
- These opportunities are planned to allow for maximum socialization and communication.

## OTHER PROGRAM OFFERINGS

- Home visits to aid in transition from home
- Field trips provided by school transportation
  - ***School bus transportation will be provided and parent permission will be necessary in order for children to attend any and all field trips. Parent chaperones will be asked to attend.***
  - Some field trips are sponsored by the OECPTA and the ECC/F-L PTA.
- Participation in school assemblies.
- Nutritional snacks provided by the District Food Service Department.
- Interaction with school-age students during special programs throughout the school year.
- Preschool to kindergarten transition activities.



## FAMILY SERVICES

- While a preschool child may be in school for ten hours per week, the great majority of his/her week is spent in the home environment. The child's learning experiences can be greatly enhanced when parents and staff work together to support the child's development.
- Fridays are available for consultation with families, allowing the classroom teacher and individual parents/families opportunities to collaborate regarding their child's progress and needs.
- Collaboration activities will vary and may include consultation, home visits, and informational meetings. These activities are mutually planned and arranged by parents and teacher. Activities and topics could include; learning opportunities at home and in the community, your child's adjustment and school progress, and behavior issues.

## ROLE OF THE TYPICAL PEER

With a commitment to provide an inclusionary educational setting for our students with special needs, the practice of including "typical peers" in our preschool classrooms is used and recommended by the Ohio Department of Education. Typical children provide an excellent learning model for our students with special needs. Typical children also benefit from a rich, developmentally appropriate preschool experience with exposure to children with differences. Participating as a typical peer in the special education preschool class is a privilege. In order to create an optimal learning environment we are looking for the following:

- Children between the ages of 3 and 5 who are toilet trained.
- Children who reside in Olmsted Falls attendance boundaries.
- Children who are able to serve as leaders/role models.
- Children who demonstrate behavior within the typical range.
- Children who have a strength in communication skills.

If your child meets the listed criteria, he/she may be an excellent candidate for our program. Applications are available online, or at the Early Childhood Center main office. After completion and return of the application, your child will be invited to participate in a one hour play date in late January. This provides us an opportunity to observe specific developmental skills that are essential for our program.



## OTHER INFORMATION

**Absences:** If your child will be absent for any reason, please inform the school office.

- You may call the Attendance Line at 427-6363 at any time. If the school does not hear from you, we will contact you.
- You must also inform the Bus Garage at 427-6350.

**Snacks:** Please inform us of any foods that your child cannot eat or of any food allergies. A variety of healthy foods will be presented as snacks, and children will be encouraged to try new foods.

- Please use doctor's form, in registration packet, to indicate your child's food allergies and any food supplements your child will need during the school day.
- Your child's preschool teacher will keep a weekly schedule of the snacks to be served. This will be a consistent snack rotation.

**Nurse:** The District's Nurse is housed in the ECC and generally is available during the hours school is in session.

**Immunizations and Physicals:** The laws for preschool licensing are very strict when it comes to the health and well-being of young children. In order to begin school at the ECC, we require the following:

- a physical. Please note that a new physical is required every 13 months while your child is in preschool.
- evidence of a recent dental exam/cleaning.
- blood tests for hemoglobin and lead.
- vision and hearing screening.

Please use the physical exam form you were given in your admission packet as it contains specific information required by the state. Note that if your doctor defers any part of the exam, s/he must mark the appropriate area on the physical form, sign and date it.

The following immunization summary lists the immunizations that are required for your child to start preschool:

Vaccines	Fall 2014 Immunizations for Child Care/Head Start and Pre-School Attendance
DTaP/DTP/DTTd ap/Td Diphtheria, Tetanus, Pertussis	Four (4) doses of DTaP or DT, or any combination.
Polio	Three (3) doses of OPV or IPV or any combination of OPV or IPV.
MMR Measles, Mumps, Rubella	One (1) dose of MMR administered on or after the 1 <sup>st</sup> birthday.
Hib Haemophilus Unfluenzae Type b	Three (3) or four (4) doses depending on the vaccine type, the age when the child began the 1st dose and the last does must be after 12 months Or One (1) dose of given on or after 15 months of age.
HEP B Hepatitis B	Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last does in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	1 dose of Varicella administered on or after the 1 <sup>st</sup> birthday.



## Health and Wellness Procedures:

- We want your child to be safe, secure and feeling well while they are with us during their time in our preschool classroom.
- In order to do so, our staff is trained to recognize the common signs of communicable diseases and other illnesses. The staff also has the aid and support of our District Nurse to help recognize signs of common communicable diseases and illnesses. In addition, the Nurse also provides training in emergency procedures.

## The Staff at the ECC will be proactive in trying to keep all children healthy.

### The following measures will be taken:

- (1) Parents will be notified of a child's condition when a child has been observed with signs or symptoms of illness or communicable disease.
- (2) A child with any of the following signs or symptoms of illness/communicable disease shall be isolated in a room not being used in the preschool program, within sight and hearing of an adult at all times until he/she can be sent home. No child shall ever be left alone or unsupervised. A daily log of all students sent home is kept by the District Nurse.



- Diarrhea, temperature above 100 degrees, stiff neck, severe coughing, sore throat.
- Difficult/rapid breathing, difficulty swallowing, dark urine and/or grey or white stool.
- Yellowish skin or eyes, unusual spots or rashes, untreated infected skin, vomiting.
- Conjunctivitis, lice, scabies, or other parasitic infestation.

*\*All parents will be notified in writing when their child has been exposed to a communicable disease.*

- (3) If a child is injured at school, the parent will be notified immediately. A log is kept of all injuries and an injury report is completed by the party witnessing the injury, signed by that party, the Nurse, and Director.
- (4) If your child needs the administration of prescription or non-prescription medication, and/or food supplement, fluoride supplement, or modified diet, a physician/dentist must complete the proper forms. A log of the medication or supplement will be kept by the District Nurse administering the medication or supplement.

**Snack/Supply Fee:** A fee is charged for snack foods and other supplies. This fee is \$30.00 per semester, payable in September and January. A reminder will be sent home. This fee is included in the tuition paid by "typical" students.

**Transportation:** will be provided by the school system for all students with special needs. "Tuition" students need to arrange for their own transportation to and from school.

## Supplies Needed:

1. Change of clothing. If applicable, diapers/bibs, and/or other personal supplies needed.
2. Book Bag (preferably one with no wheels and only 1 or 2 zippers)
3. Box of Kleenex
4. Two-pocket folder



**\*A separate supply list may be sent home in August with the Orientation Letter that lists more specific school supplies for the upcoming school year.**

**Tuition for "Typicals":** Tuition children need to pay a monthly fee of \$50.00 for a 2 day week, \$75.00 for a 3 day week program, and \$100 for a 4 day a week program.

- Tuition is due each quarter/9 weeks.
- Tuition invoices will be sent home each quarter (every 9 weeks) to notify families when tuition payment is due.
- Failure to pay tuition in a timely fashion may result in parents being asked to withdraw their child from our preschool program.

### **Discipline:**

**Our goal as adults is to help the child learn to live with himself and others. To achieve this, we encourage each child to develop self-control (to be responsible for their own actions). There are many ways that we help the young child recognize alternatives and consequences which affect him and others. Some of the ways we guide children to more appropriate behavior are as follows:**

1. We practice preventative discipline by recognizing the age level characteristics and needs of individual children in planning programs to meet these needs. Most problems can be prevented by being observant and redirecting a child to a more appropriate activity.
2. We provide many choices of play equipment and activities.
3. We try to clearly define limits and consistently and fairly maintain them.
4. We see the health and safety of the children as a primary concern at all times.
5. We allow children time and opportunities to solve problems for themselves.
6. We state suggestions or directions in a positive manner.
7. We use words and tone of voice which help the child feel confident and self-assured.
8. Redirection is immediate and is most effective when it is consistent with the child's own motives or interests.
9. We provide safe, appropriate outlets for releasing feelings of tension or overwhelming sensory stimulation.
10. If behavior continues to be out of bounds, it may be necessary to remove a child from the group or area for a limited time out or to a "safe space."
11. Communication with parents about student behavior will be on-going and collaborative. Parents and teachers will strive to work together to devise interventions and various approaches that will help our preschool students achieve a positive, effective sense of control.

**In compliance with the Office of Early Learning and School Readiness and the Ohio Department of Education, each preschool program shall follow and have the following written discipline policy adopted by the State of Ohio. In addition, the preschoolers are expected to comply with the school rules:**

**Be safe  
Be responsible  
Be respectful.**

**Each preschool teacher will have her own classroom behavior management plan which she will share with parents.**

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Appropriate negative consequences shall apply to individual children. For example, a teacher will not punish an entire class for one student's misbehavior.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, well-ventilated space.
10. The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while they are in attendance in the preschool program.

## **OLMSTED FALLS CITY SCHOOLS** **STUDENT CODE OF CONDUCT**

### **Forward**

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

### **Statement of Policy**

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

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

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

## Students' Rights

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

- A. *Free Education.* Ohio law provides that all residents of the Olmsted Falls School District ages five to twenty-one are entitled to attend Olmsted Falls Public Schools free of charge.
- B. *Freedom from Discrimination.* Students shall not be discriminated against for any reason (i.e. race, religion, and sex, ethnic or national origin, married, pregnant, or handicapped).
- C. *Participation in School Government.* Students may have a voice in the formulation of school policies and decisions, which effect their education and lives as students. The degree to which such participation is realized should be dependent upon age and experience of the students involved. Through such participation, (i.e., Student Council, etc.), students can be a powerful resource for the improvement of the school, the educational system and the community.
- D. *Student Expression.* Students are entitled to present their personal opinions in the proper forum. Responsible criticism and reasonable dissent are basic to the educational process. Students who publish and/or distribute handwritten, printed, or pictorial material on the school premises are responsible for its content. The distribution of materials should not conflict or interfere with school functions. Arrangements for distribution must meet with the approval of the building administrator. Freedom of student expression also applies to the student's dress and appearance and to items of symbolic expression (i.e., political buttons, armbands, and badges etc.) Student expression should not cause disruption to the educational process or present health or safety hazards. All property of the Olmsted Falls City Schools district including all that is physical and/or technology related (including websites), are not intended for use as an open forum and are subject to the authority of the administration.
- E. *Peaceful Assembly.* Students have the right of peaceful assembly in school facilities generally available to the public at convenient hours that do not conflict with school functions. Arrangements must meet with the approval of the building administrator and conform to existing School Board Policy concerning supervision.
- F. *Student Records.* Students, parents, and legal guardians are entitled to be apprised of the student's official school record(s). School building administrators will determine the time and method for presentation of this material, in accordance with Ohio law.
- G. *Search and Seizure.* The Fourth and Fourteenth Amendments of the U.S. Constitution together with the statutes of the State of Ohio set forth procedures which must be followed in the search and seizure of individuals and property. Schools are required to adhere to these procedures. Great care must be exercised in searching the persons and effects of students. The following should be observed:
  - 1. When search of the student's person or personal effects is for evidence of violation of school regulations and not for evidence of a crime per se, such search is permissible without consent, under the theory that the Fourth Amendment applies only to evidence of a criminal offense.
  - 2. 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 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. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the possible infraction that may have or may be occurring.

### **Harassment**

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

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

### **Definitions of terms:**

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

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

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

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

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

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

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

Deliberately making false reports about harassment, intimidation, 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.

### **Student Discipline Code**

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

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

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

Unless otherwise indicated, the penalty for the violation of any of the following rules may be detention, Saturday 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 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 complain coordinator who will advise administrators of further action.



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

#### SEXUAL HARASSMENT

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

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

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

# SHOULD I KEEP MY CHILD HOME FROM SCHOOL TODAY?

**Yes, IF SHE/HE HAS:**

\_\_\_\_\_ **DIARRHEA WITHIN THE LAST 24 HOURS**

\_\_\_\_\_ **SEVERE COUGH**

\_\_\_\_\_ **SEVERE COLD**

\_\_\_\_\_ **UNDETERMINED RASH**



\_\_\_\_\_ **TEMPERATURE OF 100° OR HIGHER WITHIN LAST 24 HOURS**

\_\_\_\_\_ **SORE THROAT - DIFFICULTY SWALLOWING**

\_\_\_\_\_ **RED, WATERY, BURING, ITCHING EYES**

\_\_\_\_\_ **VOMITTING WITHIN PAST 24 HOURS**

\_\_\_\_\_ **NITS IN HAIR**

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

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

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

