

**PARENT/STUDENT  
ELEMENTARY SCHOOL HANDBOOK  
NORTH OLMSTED SCHOOLS  
2025-2026**

The Board adopted Student Code of Conduct is posted in each school building. The entire text is included on pages 13-18 of this Parent/Student Handbook. We ask that you review the document and discuss these expectations with your child. *The completion of POWERSCHOOL REGISTRATION online indicates your understanding and acceptance of this Student Code of Conduct.*



Thank you for reviewing this handbook. We appreciate your cooperation and support.

*Please make sure to log onto POWERSCHOOL REGISTRATION to update all school record information pertaining to your child.*

**Birch Primary School**                      **588-5400**  
24100 Palm Drive

**Chestnut Elementary School**   **588-5500**  
30395 Lorain Road

**Maple Elementary School**                      **588-5515**  
24101 Maple Ridge Road

**Pine Intermediate School**                      **588-5530**  
4267 Dover Center Road

*See [www.northolmstedschools.org](http://www.northolmstedschools.org) for additional information.*

**This agenda belongs to:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_                      **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Student No.** \_\_\_\_\_                      **Homeroom** \_\_\_\_\_

# WELCOME!!



*Please review our*

## **PARENT/STUDENT ELEMENTARY SCHOOL HANDBOOK**

### **Principals' Message to Parents**

*Education in North Olmsted City Schools is designed to meet the needs of each individual student. Every child is a unique and special individual who can learn. It is our responsibility to serve as facilitators for the nurturing and developing of every child's maximum potential: academically, physically, socially, and emotionally. We are committed to providing opportunities which will assist the students in making self-directed, realistic, and responsible decisions when solving problems that may confront them in our ever-changing world.*

*It's our goal that every child develops a passion for learning. That's what we strive for every day as educators. To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.*

*We all want what is best for your children, but we are not enough. You, the parents, have a key role in the education of your children. Your words of encouragement, a hug when the day has been rough, your interest in your child's work, and your presence at school are vital!*

**Parents count!** *Come to school, meet us, talk to us, join the PTA, and volunteer your time and energy. Your involvement will show your children that you value their education. Let's work together!*

The Board adopted Student Code of Conduct is posted in each school building. The entire text is included at the end this Parent/Student Handbook. ***We ask that you review the document and discuss these expectations with your child. The completion of POWERSCHOOL REGISTRATION online indicates your understanding and acceptance of this Student Code of Conduct.***

### **Mission of NOCS**

*The mission of the North Olmsted public schools – Through partnerships between students, staff, parents, families, and community, we will create learning experiences to prepare our students to make a positive impact on the world.*

# ATTENDANCE PROCEDURES

## SCHOOL START AND END TIMES

School	Student Arrival Times	Class Start Time	School Dismissal Time
Birch	8:35 a.m.	8:50 a.m.	3:30 p.m.
Chestnut	8:00 a.m.	8:10 a.m.	2:50 p.m.
Maple	8:00 a.m.	8:10 a.m.	2:50 p.m.
Pine	8:55 p.m.	9:05 a.m.	3:45 p.m.

*Adult supervision is not available before the posted times. Students should arrive at the arrival times noted above and not before.*

## ATTENDANCE

1. It is important that the child attend regularly. Of course, if your child is ill, it is best for him/her to stay at home.
2. If your child is absent from school, you must notify the school before 9:30 a.m. Please call the attendance line for your child's school.
3. The school will attempt to contact you by phone if you fail to call the office within 120 minutes of the beginning of the school day.

**Birch Attendance: 440-588-5401**

**Chestnut Attendance 440-588-5501**

**Maple Attendance Number: 440-588-5516**

**Pine Attendance Number: 440-588-5531**

4. You may request homework from your child's teacher for your son or daughter if you find that they are going to be out of school for more than one day. **In most cases it will take 24 hours to prepare the assignments.** You can anticipate the work to be ready for you to pick up at the end of the day following the day you make the request.
5. Students are expected to arrive at school on time. A student will be considered tardy if they arrive after the regular start of the day.
6. Attendance at school is tracked in hours and minutes per state law. Absences and tardies are also tracked in hours and minutes.
7. **Excused absences** include illness, medical appointments that are verified with a note from the doctor, severe illness or death in the family, religious observance, severe weather and planned absence in advance (with the approval of the Principal).

8. **Unexcused absences** will include, but are not limited to transportation problems, oversleeping, any falsified excuses, absence without school authorization or parent consent, hair appointments, shopping, and out of school suspension or expulsion.
9. We strive to maintain regular school operation including during inclement weather. If you believe weather conditions on a regular school day are too severe for your child to attend school, the school will consider the absence excused.
10. The school district uses the Alert Now calling system to contact parents when schools are closed. This automated calling system notifies parents of school closures.

## **ATTENDANCE CONCERNS**

### **Students with Excessive Absences**

- Absent 38 or more hours in one school month with or without a legitimate excuse
- Absent 65 or more hours in one school year with or without a legitimate excuse
- The district will notify the student’s parents in writing within seven days of the triggering absence.
- The student will follow the district’s plan for absence intervention
- The student and family may be referred to community resources.

### **Students who are Habitually Truant**

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

### **Next Steps by District**

1. The district will notify the student’s parents in writing when they meet each of the above thresholds.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team
3. Within 14 days after the assignment of the team, the team will develop the student’s absence intervention plan
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

## **EARLY DISMISSAL FROM SCHOOL**

No student may leave school prior to dismissal without a written request, or a visit from the parent/guardian to the office. No student will be released to a person other than a custodial parent / guardian without written permission signed by the custodial guardian.

- Students will only be dismissed from the office. **Have an ID with you when picking up your child.**
- Medical appointments should be scheduled outside school hours whenever possible. If that’s not possible, plan to provide a medical note from the health care provider upon your return.

## **PLANNED ABSENCE**

The purpose of a planned absence is to provide students and their families some flexibility in arranging family vacations, educational or vocational visitations and family emergencies or obligations such as

out-of-state graduations or weddings. This form is required of students who anticipate an absence of 2 or more days. The planned absence form is available online and also in the school office. They must be signed by the student's parent and his/her teacher. Unless there are extenuating circumstances, the signed form must be returned to the office at least one school day before the anticipated absence from school in order to be approved.

## **TRANSPORTATION - CHANGES AT DISMISSAL**

If there are any changes to your child's end of day dismissal, please write a note in your child's agenda at the start of school or call the school office at least 1 hour prior to dismissal.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the clinic. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

# **ACADEMICS**

## **BOOKS**

- Students are expected to take good care of the books and equipment loaned to them. Students are expected to cover each textbook with a book cover. Contact paper must NOT be used for a book cover.
- Fines will be charged for lost or damaged books or equipment.

## **CHROMEBOOKS**

All students in grades 4 & 5 are issued a Chromebook for school use at the beginning of the year. Chromebooks should be brought to school fully charged every day. Chromebooks should be kept in the protective case provided by the district when not in use. It's your responsibility to take great care of your Chromebook. *If you have any technical issues with your Chromebook, please contact your school office.*

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

## **PHYSICAL EDUCATION**

When your child has physical education, please make sure they wear tennis shoes to school.

## **REPORT CARDS/ CONFERENCES**

- Parent-Teacher conferences are scheduled twice a year as part of the reporting process.
- Report cards will be available electronically after each nine-week period.
- Additional conferences may be scheduled by the parent by calling the school office to make an appointment or contacting the teacher directly through email.
- Interim reports will be sent home as needed.

## **STUDENT RECORDS**

Parents are entitled to inspect their child's school records in the presence of a designated school official. An appointment to inspect records may be made by calling the school office. Records will be released only with signed parent approval.

# **GENERAL INFORMATION**

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **BICYCLES**

Students may ride a bicycle to school. Bicycles must be secured to the bike rack and locked. The school is not responsible for any damage or theft.

## **BIRTHDAYS**

- Contact your classroom teacher if you desire to provide treats and/or goodie bags to students.
- In lieu of a treat, a book may be donated to the school library in their name, as a more lasting treat. This is most appreciated.
- Contact the school library for details.
- No private birthday party invitations will be distributed at school unless provided for all students in the class.

## **CELL PHONES / ELECTRONIC DEVICES**

Additional information will be provided separately regarding cell phone usage and other electronic devices.

## **DISMISSAL PROCEDURES**

Information about dismissal routines will be provided at the beginning of the school year.

## **DRILLS (FIRE / TORNADO / SAFETY)**

During the school year, we will practice drills on a frequent basis in order to be prepared in case of a true emergency. Directions for different drills are posted in each area. The staff will go over the area specific directions at the beginning of the year. Students must meet and stay with their teacher for an outside attendance check.

## **LOST AND FOUND**

- Articles found are placed in the lost and found area. Please check this area when you lose something
- Please use **name labels or some form of identification** on items of clothing so that the child will recognize it.
- Items in "Lost and Found" are donated to charity if not claimed in a reasonable length of time.

## **LUNCHES**

- *Additional information about lunches will be provided at the beginning of the school year.*
- Children who bring lunch from home should bring beverages only in plastic containers.
- Soda pop and energy drinks are prohibited.
- Special dietary consideration may be provided by food service as a result of a physician's request.

## **PARENT COMMUNICATION**

Communication is always encouraged between parents and teachers. Questions, comments, and concerns about student progress should always begin with the classroom teachers. If other interventions are necessary, please contact either the counseling department or building principals.

## **PHONE CALLS / MESSAGES**

To avoid interrupting classroom instruction, only messages that are of an emergency nature will be given to a student.

## **POWERSCHOOL PARENT PORTAL**

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades, assignment descriptions, and other helpful information. Click on the PowerSchool Button on the home page of [www.northolmstedschools.org](http://www.northolmstedschools.org).

## **RECESS**

- Students play outside whenever weather permits. They are expected to dress appropriately for the weather.
- If a child has been ill and cannot go outside on the day of return, a written note to the teacher is required.
- Exclusion from outdoor recess for injury/illness requires a note from a doctor.

## **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

## **RELIGIOUS EXPRESSION DAYS**

To receive accommodations for up to three (3) religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian.

### **Non-exhaustive List of Major Religious Holidays**

Rosh Hashanah	Sept. 22-24, 2025
Yom Kippur	Oct. 1-2, 2025
Diwali	Oct. 20-21, 2025
Hanukkah	Dec. 21-29, 2025
Ramadan	Feb. 17 - March 18, 2026
Ash Wednesday	Feb. 18, 2026
Eid al-Fitr	March 19-20, 2026
Pesach (Passover)	April 1-9, 2026
Good Friday	April 3, 2026
Easter	April 5, 2026
Eid al-Adha	May 26-27, 2026

## **STAYING AFTER SCHOOL**

Parents will be notified in advance of meetings, programs, or assigned activities, which require students to stay after school. Parental consent must be obtained for a student to remain after school. Parents must make transportation arrangements for a child staying after school.

## **STUDENT ILLNESS**

- **Keeping students and staff healthy is our priority.** If your child shows any of the following symptoms, which may indicate the onset of a communicable disease, please keep him/her at home and consult your physician (fever, water or discharging from eyes or nose, sore throat, swollen glands, cough, skin rash, nausea, vomiting or diarrhea).



- If any serious accident or injury occurs, you will be notified immediately. Minor injuries will be cleaned and bandaged. A student who becomes ill and cannot attend class will be sent home with a parent or a person designated in PowerSchool Registration.
- Due to the fluid nature of COVID protocols and safety measures, more information will be made available as we receive it. We will post it on our website and we will send information home with your child if it applies.

## **UNEXPECTED SCHOOL CLOSING**

In the event of a possible school closing, or other emergency information, please refer to North Olmsted City School webpage <http://www.northolmstedschools.org>. Using updated parent/guardian contact information through PowerSchool, the school district will use text and/or phone call updates with relevant information.

## **WALKERS**

- Walkers need to arrive at school no earlier than the designated student arrival time.
- They are to cross only at stop lights or with a crossing guard. All adults and children are expected to cooperate fully with the school crossing guards. They are there for the safety of the children.
- Shortcuts through neighborhood yards are not permitted unless a city sidewalk exists.
- Walkers are never to accept a ride from a stranger. If approached by a stranger, the incident needs to be reported to an adult immediately.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if they are under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request, except as permitted by law. (See Board Policy 8330 – Student Records)

# **STUDENT SERVICES**

## **EMERGENCY MEDICAL AUTHORIZATION**

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

## **GIFTED IDENTIFICATION**

The North Olmsted Board of Education has a policy and plan for the identification of children who are gifted. The policy and plan reflect state requirements for all Ohio public schools. The district seeks to identify children in grades K-12 who are gifted in the areas of cognitive ability, specific academic ability, creative thinking ability and/or visual/performing arts ability. Please contact your building principal if you would like more information.

## **GUIDANCE**

Your child may encounter or feel the need to speak with the guidance counselor. Various guidance activities will occur throughout the year. A list of possible topics will be distributed at the beginning of the school year. If there is a concern or objection to this procedure, please notify the school counselor, in writing, within the first three weeks of school.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 440-588-5334.

## **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school clinic.

## **MEDICINE**

Medication, which must be taken at school by students, must only be taken under supervision in the office. Before any medicine, including vitamins, aspirin, and over the counter drugs, can be taken at school, an "Authorization for Dispensing Medication" form, signed by a physician and the parent, must be on file at the office. **This form must be renewed at the beginning of each school year.** *You can download this form from our school website.*

All medication must be in its original containers, brought to school by a parent, and will be kept in a secure place in the office. Do not send children to school with any prescription or over the counter medicine.

## **SCHOOL RESOURCE OFFICER (SRO)**

North Olmsted police officers are involved in a variety of functions aimed at prevention. The SRO is a resource for students, parents, staff, and administration. North Olmsted City Schools has one (1) Full-time officer and two (2) Part-Time officers who assist with many aspects of our district.

## **SUICIDE AND CRISIS HOTLINE**

Ohioans who are experiencing a mental health or addiction crisis, and their family members, can call, text, or chat the **988 Suicide & Crisis Lifeline** to reach a trained specialist who can offer help and support. The easy-to-remember, three-digit number provides 24/7, free and confidential support to Ohioans in a behavioral health crisis. **988** is a direct connection to compassionate, accessible care and support for anyone experiencing mental health-related distress.

# SCHOOL EXPECTATIONS

## **BUS EXPECTATIONS**

While on the bus, you are under the authority of and directly responsible to the bus driver.

1. Be safe, be kind, and be responsible while on the bus.
2. Please be out at your stop in the morning 5 minutes before pick up time, at least 15 feet from the bus stop.
3. Wait until the bus is completely stopped before loading or unloading the bus.
4. Please remain in your seat always while on the bus.
5. Food and drinks are not permitted on the bus.
6. Only open windows with driver's permission.

## **BUS DISCIPLINARY PROCESS**

- **1st Offense** — Conference held with principal and student. Parents are notified.
- **2nd Offense** — Conference held with principal and student. Parents are notified.
- **3rd Offense** — A loss of bus riding privileges, parents are notified.
- **Continued Misbehavior** — Lengthy suspension of bus riding privileges, which may include expulsion for the remainder of the school year.

**In all cases of vandalism or property damage, the student will be responsible for the cost to repair or replace as necessary.**

## **LUNCHROOM EXPECTATIONS**

1. Stay at your assigned seat and table.
2. Raise your hand for permission to leave your seat.
3. Talk in a quiet voice.
4. Remember your table manners and leave your area clean.
5. Lunches may not be shared, nor items traded or sold.
6. Follow the directions of the noon assistants.



## **PLAYGROUND EXPECTATIONS**

1. Follow equipment rules and directions.
2. When a whistle blows, line up immediately.
3. Follow the rules of the game you are playing.
4. Do not throw mud, dirt, snow, stones, sticks or snowballs at any time.
5. Follow directions of all staff.

## **DRESS CODE**

The Board of Education recognizes that while the selection of dress style rests with the students and parents, the schools have responsibility in the area of appearance by establishing minimum standards for students. We all realize that dress is a parent and child responsibility; however, students may make some choices that are questionable. This section of the Parent-Student Handbook is meant to assist both students and parents with some guidelines for the school year. We offer the following:

- Short and revealing clothing: The following guidelines on short and revealing clothing are examples and do not cover all situations. Garments that are "see-through," or expose the midriff are not acceptable. Undergarments must not be visible.
- Sagging pants: Students may not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- Items that may pose a physical danger are not allowed (i.e. chains, spikes, or spiked jewelry).
- Hats/headwear: Students may not wear hats or headwear in the building except for medical or religious purposes.
- Vulgar, offensive messages: Students may not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on a basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
- Footwear: Shoes and/or sandals must be worn at all times.
- If we have a situation with a student that is questionable, we will call their parent/guardian to clarify or perhaps request a change of clothing. We would hope that only one phone call would be needed for any student who makes a poor choice with their dress style. However, if any student continues to make poor choices and does not adhere to our guidelines, then the Student Code of Conduct will be enforced. School attire is referred to in the Student Code of Conduct in the Minor Offenses section, number 9, entitled inappropriate appearance. "A student shall not appear in school or at a school-sponsored or related event or activity in an unkempt or unclean condition and/ or dress in a manner which tends to disrupt the school activity or create a condition adverse to safety or health."

## **SAFETY**

The school curriculum includes direct lessons on all aspects of student safety. Parents are urged to reinforce these lessons by frequently reviewing expectations. We also practice safety drills throughout the school year. Ask your child what the rules are for the playground, buses and safety drills.

## CONSEQUENCES

These consequences are based upon the seriousness and frequency of incidents. Appropriate consequences for inappropriate or abnormal behavior, which interferes with the educational process, may include:

1. **Counseling** — May involve parent, teacher, counselor, or administrator.
2. **Detention** — Student may be required to make up time before or after school or during free time at school.
3. **Withdrawal of privileges** — May include recess and/or special programs.
4. **Additional tasks** — Assignment or tasks, which may or may not interfere with non-academic or after-school activities.
5. **In-School Detention** — In-School Suspension may be issued as an alternative to Out-of-School Suspension and is the removal of the student from the normal schedule of classes and activities and reassignment of other special programming at the school. Student work/assignments are given credit by the classroom teacher.

Due Process — Due process will be followed in all disciplinary actions in accordance with North Olmsted Board Policy.

Teachers establish their classroom rules and disciplinary process at the beginning of each school year.

## EQUAL EMPLOYMENT AND EDUCATION

North Olmsted City Schools offer equal employment and educational opportunities to all qualified individuals, regardless of sex, race, color, religion, national origin, age, disability, or protected class status. Individuals who believe they have been discriminated against or harassed on the basis of sex, race, color, religion, national origin, age, or disability are encouraged to file a complaint with the North Olmsted City Schools Compliance Officer at (440) 588-5333 and ask for the Director of Pupil Services.



# HARASSMENT AND BULLYING

## Prohibition Against Harassment, Intimidation, and Bullying

Harassment, intimidation, or bullying behavior by any student/school personnel in the North Olmsted 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 Bills 276 and 116, means any intentional written, verbal, graphic, or physical act including electronically transmitted acts, i.e., Internet, computer, cell phone, pager, personal digital assistant (PDA), wireless hand-held device, or other electronic communication 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 students/school personnel.

Harassment, intimidation or bullying includes violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/ cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal, or to the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator. The Board shall adopt a procedure by which a person may report an incident anonymously.

The North Olmsted Schools will provide an audiotape of any school policy, practice or form to assist visually impaired applicants, employees, or students.

The harassment and bullying complaint procedures in this handbook are set forth in North Olmsted City Schools Board of Education Policy 5517.01

Forms are available in the principal's office or main office.

# STUDENT CODE OF CONDUCT

This code shall serve as a guide to all North Olmsted School District students and to staff personnel involved in making disciplinary decisions that will result in positive student growth. In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. North Olmsted School District staff personnel constantly strive to make disciplinary decisions that will result in positive student growth. However, certain irresponsible acts can and will result in emergency removal, out-of-school suspension, expulsion and/or referral to Juvenile Court. In recognition that any list of prohibited conduct cannot encompass every conceivable action which may be properly subject to discipline, this Code of Conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

The rules and standards set forth apply to conduct on school premises, or on school buses or any other school vehicle, or involving school property, or at any school-sponsored event/ function, or within sight of school premises and connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or Board official or the property of such employee or Board official.

Violation or attempted violation by a student of any one or more of the following rules of conduct, or to be in conspiracy with others to commit such violations, may result in disciplinary action(s). Disciplinary action will be handled on an individual basis. Appropriate consequences for the individual student will be based on the type of offense, the frequency and the seriousness of the conduct violation, the circumstances of the violation, and the student's behavior history. Determination of what penalty to apply will be made by the appropriate administrator, consistent with Ohio law.

## STUDENT CONDUCT

(Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution

pursuant to the criminal laws of the State of Ohio and local ordinances. The school district reserves the right to prosecute any violators.

The Student Code of Conduct shall be made available to students and parents and shall be posted within each building.

LEGAL REFS: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662

OAC 3301-35-03

CROSS REFS: North Olmsted City School District Bylaws & Policies:

5000 – STUDENTS; all subcodes; and student handbooks

## **I. MINOR Violations**

Minor violations are considered breaches of the Code of Conduct. Minor violations will ordinarily not, in the first instance, result in out-of-school suspension or expulsion from school. Instead, minor violations will ordinarily result, in the first instance, in sanctions such as detentions, evening school, inschool discipline, and other alternatives to out-of-school suspensions. However, conduct that is prohibited both as a minor violation and as a suspension/expulsion violation may subject the student to the greater penalty of out-of-school suspension or expulsion. Additionally, multiple minor violations of different categories, minor violations that are repeated, or a single course of conduct that consists of multiple minor violations may result in out-of-school suspension or expulsion. In all cases, the decision of which penalty to assess is left to the responsible administrator. The following is a list of conduct that will result in minor violations:

1. **Insubordination and disrespect:** A student is insubordinate when failing to comply with directions of teachers or other authorized school personnel during any period of time when the student is under the authority of school personnel. A student is disrespectful when “talking back” to, arguing or making disrespectful comments directed at staff members or about staff members. Note that serious disruption rising to the level described as “abusive, threatening, and/or disrespectful behavior” in Section III may result in out-of-school suspension or expulsion in the first instance.
2. **Tardiness:** Students are tardy when failing to report at a prescribed time and place.
3. **Class cutting:** A class is cut when a student fails to report to a class or assignment without authorized excuse.
4. **Truancy:** Students are truant when absent from school without school authorization and parent consent. A student may not leave school property without the permission of his or her building principal or the principal’s designee.
5. **Loitering:** To include but not limited to standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised; parking areas on the campus, in or out of cars; in or around other schools on the campus; on streets and areas immediately adjacent to the school; and standing or sitting in lavatories other than when specifically using these facilities as intended. This loitering provision applies to all school facilities on a twenty-four hour basis and shall be so enforced.



6. Minor violations of bus conduct requirements: Defined as activities which pose or tend to pose a danger to the safe operation of a school bus, including but not limited to failing to remain seated, throwing objects at passengers or the driver, and shouting or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Note that a student engaging in any conduct on a school bus which in and of itself would violate a provision of Section II or III of this Code of Conduct may be subject to out-of-school suspension or expulsion for that conduct.
7. Motor vehicle offenses: All unauthorized operation of a motor vehicle on school property and moving and nonmoving violations are prohibited.
8. Distribution of unauthorized materials: Students shall not distribute any materials without administrative approval in school or at school-related activities.
9. Inappropriate appearance: A student shall not appear in school or at a school-sponsored or related event or activity in an unkempt or unclean condition and/or dress in a manner which tends to disrupt the school activity or create a condition adverse to safety or health.
10. Electronic devices: Students are not permitted to have electronic devices such as cellular telephones, electronic games, iPods, radios, tape decks, CD players, beepers, televisions, cameras, or tape recorders during the school day including on school transportation without prior permission from an administrator. The administration reserves the right to confiscate any items considered inappropriate for a school setting. The district assumes no responsibility for damage, loss, or theft of prohibited items brought onto school property.
11. Failure to complete detention: Detentions are assigned to students as a measure to correct inappropriate behavior.
12. In halls without permission or misuse of a hall pass: A student shall not be in the halls without permission or without a hall pass in buildings where hall passes are used. A student shall not transfer or otherwise misuse a hall pass, and shall use them in a responsible manner.
13. Minor disruption and/or removal from class: Students will be expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior refers to any negative behavior that tends to disturb or endanger the educational process and/or the people involved. Note that serious disruption rising to the level described as "abusive, threatening, and/or disrespectful behavior" in Section III may result in out-of-school suspension or expulsion in the first instance.
14. Use of inappropriate language: Students shall not use inappropriate language in speech, writing, or gesture. Note that language or gestures that meet the description of "abusive, harassing, bullying and/or disrespectful behavior" as described in Section III (31 and 50).
15. Inappropriate display of affection: Students should not display affection in such a manner as to prove embarrassing to themselves, other students, staff members, or visitors.
16. Other misconduct: Any misconduct which is contrary to the school's educational mission is prohibited.

## II. SUSPENSIONS

Pursuant to Section 3313.66 of the Ohio Revised Code, the North Olmsted Board of Education Superintendent or a School Principal, Assistant Principal, or Associate Principal may suspend a pupil from school for not more than ten (10) school days. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent Principal, Assistant Principal, or Associate Principal may apply any remaining part or all of the period of the suspension to the following year.

Suspension may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies on student behavior.

### **Misconduct For Which Suspensions May Be Imposed**

17. Leaving the building without permission: A student may not leave the building before the appropriate dismissal time except with the consent from the Attendance Office or an administrator.
18. Tobacco: The use, possession, consumption, purchase or attempt to purchase tobacco products or tobacco substitute products or paraphernalia in a school building (owned, leased or contracted for by the Board), on school premises, on or near a school campus, a school bus or other vehicle, or at any Board-sponsored event or at any sanctioned school activities on or off the school campus is prohibited. Tobacco products or paraphernalia include, but are not limited to: cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, papers used to roll cigarettes, tobacco substitutes and/or electronic "vapor" or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance.
19. Gambling: Students shall not participate in games of chance for stakes, bookmaking, wagering, or any other form of gambling.
20. Honor violations: Students shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery or falsification of information.
21. Injurious behavior: Students will not act in a manner that injures or potentially injures another person, such as, but not limited to, throwing objects, propelling objects, pranks, etc.
22. Violating acceptable use policy: Students shall not use either personally owned or school-owned computers or other electronic devices in a manner that violates the school's Acceptable Use Policy. Likewise, student owned electronic devices, which require prior permission before being brought onto school grounds, are subject to the AUP provisions.
23. Trespassing: Student shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the expressed permission of the school principal of that building. Students may attend or participate in a North Olmsted City Schools sponsored event. Students are not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion, or removal without the express permission of the building principal. Students are not permitted in the school building at such times as the building is closed.

24. Disobedience to administrative directive: A student may not outwardly defy a directive from an administrator, such as refusing to leave any area of the building or grounds when directed to, refusal to leave school building or grounds after an emergency removal, or refusal to return to in school discipline to fulfill his/her assignment.
25. Misuse of facilities and equipment: Students shall not use school facilities and/or equipment for uses other than those which were intended. Additionally, students shall not use proxy servers, anonymizers, or similar products/sites in order to circumvent Internet filtering, to access inappropriate websites, or to attempt intrusion or unauthorized access to district servers or services. Restitution of costs for repair or replacement will be part of the disciplinary action.
26. Unauthorized Video or Audio Recording: The use of an audio recorder or video camera or other device capable of video or audio recording requires written permission of the teacher or responsible staff member before recording activity in any classroom or similar area. Video of any activity in halls or common areas, such as but not limited to, cafeteria or gymnasium requires permission of a school administrator.
27. Unauthorized Video Transmission: The video capture of any activity within the school building or on school grounds, planned or spontaneous, requires administrative approval prior to any transmission or posting to a public site.
28. Commission of any of the acts of misconduct specified in Section III of this policy, dealing with grounds for expulsion.
29. Failure to complete minor disciplinary sanction: A student who fails to complete an assigned minor disciplinary sanction, such as Saturday School, inschool discipline, or a school work option will be subject to suspension.
30. Repeated minor violations: Two or more minor violations (as specified in Section I of this Code of Conduct) from the same or different categories, or a single course of conduct consisting of two or more minor violations may result in an out-of-school suspension. Some minor violations will result in an out-of-school suspension upon the first repetition, while others will result in an out-of-school suspension after several repetitions.

### **III. EXPULSION**

Expulsion may be imposed for violations of rules and regulations appearing in the Code of Conduct or in Board of Education policies. Pursuant to Section 3313.66 of the Ohio Revised Code, the North Olmsted Board of Education Superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the Superintendent or his designee may apply any remaining part or all of the period of the expulsion to the following year.

The following violations may subject the offender to expulsion of up to one year:

- Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code),
- Violations of the weapons in schools policy with regard to a firearm or knife, Making a bomb threat to a school building or any premises where a school activity is taking place.

The superintendent/designee may reduce the one-year expulsion on a case-by-case basis for reasons relating to the age of the student, previous offenses, the student's disability, or for individual circumstances. This list is not all-inclusive.

## **Misconduct For Which Expulsions May Be Imposed**

31. Abusive, threatening, and/or disrespectful behavior: Students shall not engage in any obscene, abusive, profane or degrading behaviors toward other students and/or adults.
32. Vandalism: Students shall not damage or attempt to damage school property or private property of students, teachers, or other persons either on school grounds or during a school-sponsored or related activity, function, or event off school grounds. Such damage prohibition also applies to electronic items either on removable media, computers, or servers. Restitution of damages will be part of the disciplinary action. The district reserves the right to prosecute any violators.
33. Fireworks and explosives: Students shall not possess, use, threaten use of, handle, transport, sell, conceal, ignite, or explode fireworks/explosives of any kind.
34. Assault: To cause or to attempt or to threaten to cause physical injury to any person.
35. Fighting: Students shall not physically display violent action between two or more individuals. Fighting includes engaging in physical (i.e., pushing, shoving, slapping, kicking, etc.), verbally abusive or provocative activities (to provoke, anger or stir up) or any conduct toward another person that could lead to harm to another person or bystander.
36. Involvement with weapons or dangerous instruments: In accordance with Board Policy 5610, a student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments include, but are not limited to, firearms, knives, metal knuckles, laser pointers, straight razors, explosives, noxious irritants, poisons, and other dangerous substances, along with any item that is a "look alike" of any of the above, or any object which is used or may be used to inflict physical harm. "Firearm" is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine or device similar to any of the devices described above. The definition of a "knife" includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. In accordance with Board policy 5610, weapons violations may result in expulsion of up to one (1) full year.
37. Involvement with alcoholic beverages: a student shall not possess, transmit, buy, sell, conceal, use or be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.
38. Involvement with drugs and drug paraphernalia: a student shall not possess, use, transmit, buy, sell, or conceal any of the drugs defined as a "drug of abuse" in Ohio Revised Code Section

3719.011; or possess, use, transmit, buy, sell, or conceal any of the drugs defined as “Counterfeit Controlled Substance” in Ohio Revised Code Sections 2925.01; or be under the influence of any such drugs. Nor shall the student possess, use, transmit, buy, sell, or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include but are not limited to, narcotic drugs, “look like” drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer any medication, including nonprescription medication (aspirin, ibuprofen, etc.) except prescribed asthma inhalers or except in accordance with applicable legal requirements. A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms of physical conditions that may be related to drug usage shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based upon the administrator’s professional judgment, the student may be sent home in the custody of his/her parents.

39. Theft of school or private property/possession of stolen property: Students shall not knowingly possess stolen school property or the private property of others.
40. Arson/attempted arson/possession of incendiary device: Setting fires or use or possession of any incendiary device is prohibited.
41. Disruption of school: A student shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause, or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.
42. Extortion: Students shall not engage in any act, either verbal, written, or physical, to secure or attempt to secure property.
43. Making false fire alarms and/or threats: Students shall not, through written, electronic, or verbal means, disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or threats. Any threat to a school building or to any premises at which a school activity is occurring at the time of the threat may result in a one-year expulsion.
44. Violation of local, state, or federal laws: any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) is prohibited and may subject the offender to expulsion of up to one (1) year. Violation of criminal laws will also result in referral for criminal prosecution or to juvenile court.
45. Hazing: Defined as an act or participation in an act or acts that injures, degrades, disgraces or tends to injure, degrade or disgrace any student or a member of the school staff. Hazing of any kind, including but not limited to race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, physical or mental capacity, is prohibited
46. Violation of Board of Education policies or School rules and regulations. Such policies and rules and regulations will be posted on school bulletin boards and/or printed in the student handbook. Students are responsible for becoming familiar with those items.

47. Sexual harassment: Students who engage in sexual harassment will be subject to appropriate discipline. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name calling, or pressure to engage in sexual activity. Sexual harassment may also include the creation of a hostile environment through name calling, slurs, jokes, or any other verbal or physical attack that (1) has the purpose of or effect of creating an intimidating, hostile, or offensive educational environment; (2) has the purpose or effect of unreasonably interfering with an individual's performance; or (3) otherwise adversely affects an individual's opportunity or participation in the educational environment. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment, including suspension or expulsion as appropriate. Any student who believes he or she is a victim of sexual harassment in violation of this policy should immediately notify the Director of Pupil Services who is the Title IX Coordinator, the student's building principal, or other administrator with whom the student feels comfortable. A complete copy of the district's sexual harassment policy may be obtained by contacting the building principal.
48. Failure to provide evidence/providing false information/lying: Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation and the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.
49. Sexual conduct: Students are not permitted to engage in sexual conduct or contact while on school premises, at any school-sponsored event, or while otherwise under school authority.
50. Harassing, and/or bullying: Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic, or religious prejudicial or disrespectful actions; harassment of any kind (including but not limited to harassment based upon sex, race, gender, sexual orientation, ethnicity, nationality, language, age, religion, physical appearance, or physical or mental capacity and including violence within a dating relationship) to any individual or group or intimidation and/or threats to an individual or group. This includes publication or distribution of materials meeting this description whether printed or electronically formulated. A student may be subject to suspension and/or expulsion for a violation of this section, including any harassment or bullying by an electronic act. Further, a student may be subject to suspension and/or expulsion for making a false report of harassment, intimidation or bullying.
51. Repeated or continued violation of minor school conduct rules or rules for which suspension may be imposed: If, after out-of-school suspension, a student continues to violate the minor school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.

## **IV. PROCEDURES FOR SUSPENSION, EXPULSION AND EMERGENCY REMOVAL**

### **A. Suspension Procedure**

1. The Superintendent, Principal, or Assistant Principal is authorized to suspend a student. When the Superintendent, Principal, or Assistant Principal has determined that she/he intends to

suspend a student, the administrator must give to the pupil a written notice of the intention to suspend and the reasons for the intended suspension. When the intended suspension is for the following reasons and the student suspended is 16 years of age or over, the notice will indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following:

- a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or what was formerly known as felonious sexual penetration, if the victim is a district employee.
2. The student will be given an opportunity to appear at an informal hearing before the Principal, Assistant Principal, or the Superintendent / designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions.
3. The Principal, Superintendent, or Assistant Principal shall within one (1) school day after the time of pupil's suspension, notify in writing the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of such suspension.
4. The written notice of the suspension must include: the reasons for the suspension; the inclusive dates of the suspension; a statement that the pupil, parent, guardian, or custodian has the right to appeal the suspension to the Board or its designee, the right to representation in all appeal proceedings, the right to a hearing before the Board or its designee in order to be heard against the suspension, the right to request that the hearing be held in executive session, that the appeal must be filed within three (3) school days after the date of the notice to suspend, and that the appeal must be made in writing and submitted to the Treasurer of the Board or the Superintendent. When the suspension is for one or more of the code of conduct violations listed below and the student is 16 years of age or over, the notice will indicate the student may also be subject to permanent exclusion from school if the student is convicted of or adjudicated a delinquent child for said violation(s):
  - a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or what was formerly known as felonious sexual penetration, if the victim is a district employee.
5. At the appeal hearing before the Board of Education or its designee, the pupil, parent, guardian or custodian has the right to parental or legal representation; the right to request that the hearing be held in executive or public session; and the right to be heard against the suspension. The Board of Education/ designee may have legal counsel. A verbatim record of the hearing will be made. Verbatim can mean the use of a stenographer, a tape recorder, or other mechanical device.
6. At the request of the pupil, parent, guardian, custodian or legal representative, the Board of Education or its designee may hold the hearing in either public or executive session but shall act

upon such suspension only at a public meeting. The Board of Education by majority vote of its full membership or its designee may affirm the order of suspension, or reverse, vacate or modify the order of suspension. The decision of the designee will be reflected on the Board's agenda at its next regular session and will be included in the Board's minutes.

7. The decision of the Board of Education or its designee may be appealed to the Court of Common Pleas under provisions of Ohio Revised Code Chapter 2506.

## **B. Expulsion Procedure**

1. The Superintendent shall give the pupil and his parent, guardian, or custodian written notice of the intention to expel the pupil and the reasons for the intended expulsion. The Superintendent shall institute expulsion proceedings with respect to any student who has committed an act warranting expulsion even if the student has withdrawn from school after the incident but before the hearing or decision to impose the expulsion, and, if warranted after a hearing, shall impose the expulsion as if the student had not withdrawn.
2. The notice to the pupil and his parent, guardian, custodian, or representative, of the intended expulsion shall include notice of the opportunity to appear in person before the Superintendent or his designee at an informal hearing to challenge the reasons for the intended expulsion, or to otherwise explain the pupil's actions, and the time and place for the hearing.
3. The notice of intended expulsion must also state the time and place to appear at an informal hearing to challenge the possible expulsion. The informal hearing must not be scheduled less than three (3) school days or later than five (5) school days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil or his parent, guardian, custodian, or representative. If an extension is granted after giving the original notice, the Superintendent shall notify the pupil and his parent, guardian, custodian, or representative of the new time and place to appear.
4. When the grounds for the proposed expulsion is for one or more of the following reasons and the student is 16 years of age or older, the notice will indicate the student may also be subject to permanent exclusion from school if the code of conduct violation is one of the following and if the student is convicted of or adjudicated a delinquent child for said reason(s):
  - a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or what was formerly known as felonious sexual penetration, if the victim is a district employee.
5. Within one (1) school day after the informal hearing invoking an expulsion the Superintendent shall notify in writing the parent, guardian or custodian of the pupil and the Treasurer of the Board of Education of the expulsion. The notification must include the reasons for the expulsion and notice of the following rights: the rights of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee, the right to representation in all appeal proceedings, the right to a hearing before the Board or its designee in order to be heard against the expulsion, and the right to request that the hearing be held in executive session. The notice



shall further state that the appeal must be filed within fourteen (14) calendar days after the date of the notice of expulsion, and that the appeal must be made in writing and submitted to the Treasurer of the Board of the Superintendent. When the expulsion is for one or more of code of conduct violations listed below and the student is 16 years of age or over, the notice will indicate the student may also be subject to permanent exclusion from school if the student is convicted of or adjudicated a delinquent child for said violation(s):

- a. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
  - b. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or what was formerly known as felonious sexual penetration, if the victim is a district employee.
6. The Board of Education or its designee shall act on the expulsion only at a public meeting. The Board or its designee may have legal counsel at the hearing. The Board, by majority vote of its full membership, or its designee may affirm the order of expulsion or may reinstate such pupil or otherwise reverse, vacate or modify the order of expulsion. The decision of the designee will be reflected on the Board's agenda at its next regular session and will be included in the Board's minutes.
  7. The Board of Education or its designee shall make a verbatim record of hearings held under this provision. Verbatim can mean the use of a stenographer, a tape recorder, or other mechanical device. The decision of the Board of Education or its designee is appealable to the Court of Common Pleas under provision of Chapter 2506, Ohio Revised Code.
  8. High school credit and credit under joint enrollment post-secondary programs may be denied for the period of any expulsion. Notice of the expulsion will be sent to any college in which the expelled student is enrolled.
  9. Notice of any expulsion for violations of the dangerous weapons policy or for possession of alcohol or drugs of abuse shall be sent to the Registrar of Motor Vehicles and the Cuyahoga County Juvenile Judge.

In addition, if the expulsion is for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice must provide the student and the student's parent or guardian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

### **C. Emergency Removals of Students**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the superintendent, principal, or assistant principal may remove the student from curricular activities or from the premises. A teacher may remove the student from curricular activities under his supervision, but not from the premises. If a teacher makes an emergency removal, the reasons will be submitted to the principal in writing as soon after the removal as

practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for an in-school suspension and is not subject to further suspension or expulsion, the due process requirements do not apply.

If a student is removed by emergency removal, then a due process hearing will be held as soon as possible, but in all cases within 3 school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent, or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The person who ordered or requested the removal will be present at the hearing. Within 24 hours of the decision to suspend, written notification will be given to the pupil, parent, guardian or custodian of the student and Treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Board's designee.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

Any appeal to the Board's designee shall follow the procedures of the suspension policy (Policy 5610).

## **V. EFFECT OF SUSPENSION AND EXPULSION**

1. Students suspended out-of-school or expelled are not to be anywhere on school property during the entire time of their suspension or expulsion.
2. Students suspended out-of-school or expelled are not permitted to attend or participate in any school activities or events during the suspension or expulsion.
3. Students suspended out-of-school or expelled may not participate in athletic contests or practices during the suspension or expulsion.
4. Parents are requested to keep their students at home during suspension and expulsion times and direct their students in a work/study environment.
5. Should a parent or guardian have any questions regarding an out-of-school suspension or expulsion, the parent/guardian is encouraged to contact the school office.
6. Exceptions to this policy/procedure may be considered for special circumstances such as for taking state tests, SAT and ACT tests.